



**LOCAL GOVERNMENT UNIT
SUYO, ILOCOS SUR**

CITIZEN'S CHARTER

2022 (1st Edition)



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I. Mandate:

The Local Government Code of 1991 gives the local government powers to ensure the preservation and enhancement of culture, promotion of health and safety, right of people to a balanced ecology, development of technological capabilities, improvement of public morals, economic prosperity and social justice, full employment of residents, peace and order, and the convenience of inhabitants.

II. Vision:

We envision SUYO to be a model upland community with God-loving and empowered people, living in a productive, progressive and well-balanced environment, inspired by leaders of competence and fair play.

III. Mission:

To attain our vision, we commit ourselves in:

1. Preservation and enrichment of culture;
2. Promotion of health and public safety;
3. Enhancement of the right of the people to balance ecology;
4. Encouragement and support for the development of appropriate scientific and technological capabilities;
5. Improvement of public morals;
6. Maintenance of peace and order;
7. Promotion of full employment;
8. Enhancement of economic prosperity and social justice, and;
9. Preservation of comfort and convenience of the inhabitants.

IV. Service Pledge:

As we pursue our vision and strives to attain our nation, Suyo shall continually provide adequate, quality and timely services to all clients.



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OFFICE OF THE MUNICIPAL MAYOR

External Services



Application of Business Closure

The businesses that retire from operation must apply for business closure and settle the applicable fees and charges.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification (Ceased Operation)		Barangay Hall		
2. Copy of Latest Business Permit		Business Owner		
3. Official Receipt (1 original)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	1 minute	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3 Forward the encoded Certification to the Municipal Administrator for review	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4 Review encoded Certification and affix initial	None	2 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded certification for signature of the Mayor	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the certification	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receives the Certificate	Release Certificate of Closure	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	10 Minutes	



Certification for No Objection of Cutting Trees

The Office of the Municipal Environment and Natural Resources issues Certification for No Objection of Cutting Trees to the owner in the respected land areas in compliance to Republic Act No 7586 in order to travel the cut trees to other places.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Land Title/Tax Declaration/ Deed of Donation/ Deed of Sale(1 photocopy)			Client	
Barangay Certification (1 original, 1 photocopy)			Barangay Hall	
Chainsaw Registration			CENRO Bitalag, Tagudin	
Official Receipt			Municipal Treasurer's Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Receive and evaluate requirements	None	2 minutes	<i>Environmental Management Specialist II / MENRO Designate</i>
	1.2 Prepare the Certification	None	3 minutes	Municipal Planning & Development Office
2. Pay the required fees at Municipal Treasurer's Office and present the Official Receipt at the Environmental Management Specialist II /MENRO Designate	2.1 Issue Official Receipt	PHP 115.00	3 minutes	<i>Revenue Collection Clerk I & III, Administrative Aide</i> Treasury Office
	2.2 Record the information in the Logbook	None	2 minutes	<i>Environmental Management Specialist II / MENRO Designate</i> Municipal Planning & Development Office
	2.3 Approval of the Certification	None	3 minutes	<i>Municipal Mayor</i> Mayor's Office
3. Claim the approved Certification	Release the approved Certification	None	1 minute	<i>Environmental Management Specialist II / MENRO Designate</i> Municipal Planning & Development Office
	TOTAL	PHP 115.00	14 minutes	



Issuance of Certification on Chainsaw Registration

The Office of the Municipal Environment and Natural Resources issues Certification on Chainsaw Registration in compliance to Republic Act No. 9175 for the chainsaw owners who operate in this municipality in order to identify number of chainsaw in the entire municipality.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2B, G2C			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification		Barangay Hall		
Chainsaw Registration		CENRO Bitalag, Tagudin		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Barangay Certification and Proof of Ownership for the chainsaw	1.1 Receive and review the submitted requirements	None	2 Minutes	<i>Environmental Management Specialist II / MENRO Designate</i> Municipal Planning & Development Office
	1.2 Prepares the Mayor's Permit for Chainsaw Registration	None	3 Minutes	
2. Pay the required fees at Municipal Treasurer's Office and present the Official Receipt at the Environmental Management Specialist II / MENRO Designate	2.1 Issue Official Receipt	PHP 100.00	3 Minutes	<i>Revenue Collection Clerk I & III,</i> <i>Administrative Aide</i> Treasury Office
	2.2 Record the information in the Log-book	None	2 Minutes	<i>Environmental Management Specialist II / MENRO Designate</i> Municipal Planning & Development Office
	2.3 Approval of the Certification	None	3 Minutes	<i>Municipal Mayor</i> Mayor's Office
3. Claim the approved certification	3. Release the approved Mayor's Permit	None	1 Minute	<i>Environmental Management Specialist II / MENRO Designate</i> Municipal Planning & Development Office
TOTAL		PHP 100.00	14 Minutes	



Issuance of Copy of Tourist Arrivals

There are logbooks of the different resorts and tourist spots in the municipality to monitor people visiting Suyo. Log books of Tourist Arrivals are collected from various tourist attractions. It is filed in Suyo Tourism Office and submitted to the Department of Tourism.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request to Mayor for Tourist Arrivals Copy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits a request for a copy of Tourist Arrivals	Receives Request / request letter	None	1 minute	<i>Tourism Operations Officer / Mayor's Office</i>
2. Sign in the Logbook, state the purpose on securing Copy of Tourist Arrivals	2.1 Assists client in signing in the logbook	None	1 minute	
	2.2 Interviews Client	None	2 minutes	
	2.3. Prints Copy of Tourist Arrivals	None	1 minute	
3. Receives copy of Tourist Arrivals	Releases Copy of Tourist Arrivals	None	1 minute	
	TOTAL:	None	6 Minutes	



Issuance of Copy of Tourist Attractions

The Tourism Division of this Agency provides information to individuals or organizations asking for data such as Tourist attractions, tourist arrivals, accommodation establishments, local products of this municipality.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter to the Mayor for Copy of Tourist Attractions		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter to Municipal Mayor/ Tourism Office	Receives request letter	None	1 minute	<i>Tourism Operations Officer / Mayor's Office</i>
2. Sign in the Logbook, state the purpose on securing Copy of Tourist Attractions	2.1 Assists client in signing in the logbook	None	1 Minute	
	2.2 Interviews the client	None	3 Minutes	
3. Receives copy of Tourist Attractions	Provides the copy of Tourist attractions	None	3 minutes	
	TOTAL:	None	8 minutes	

Note: Duration is accounted on average individual transaction time and does not include queuing time, volume of requests.



Issuance of Endorsement for Burial Assistance

Endorsement is issued to all residents of the municipality seeking for financial/burial assistance.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All residents of the municipality seeking for financial / burial assistance			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Indigency of Claimant (1 original)			Barangay Hall	
2. Death Certificate (1 original)			Municipal Civil Registry	
3. Funeral Contract / Official Receipt (1 original)			Funeral Homes	
4. Social Case Study Report if necessary (1 original)			Municipal Social Welfare & Development Office	
5. Valid ID of Claimant (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS or PagIBIG etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	4 Minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	5 Minutes	
	1.3 Forward the encoded endorsement to the Municipal Administrator for review.	None	30 Seconds	
	1.4 Review encoded endorsement and affix initial.	None	2 Minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded endorsement for signature of the Mayor	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the endorsement	None	2 Minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receives endorsement from the Office of the Mayor.	Release endorsement for financial /burial assistance.	None	1 Minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	15 Minutes	



Issuance of Endorsement for Financial/ Medical Assistance

Endorsement is issued to all residents of the municipality seeking for financial/medical assistance.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All residents of the municipality seeking financial/ medical assistance			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Indigency of Claimant (1 original)			Barangay Hall	
2. Certificate of Indigency of Patient (1 original)			Barangay Hall	
3. Medical Abstract/Medical Certificate (1 original)			Hospital	
4. Hospital Bill (1 original) and Official receipts of other Expenses.			Hospital/Pharmacy	
5. Social Case Study Report (1 original)			Municipal Social Welfare & Development Office	
6. Government Issued Identification Card of Claimant (1 photocopy)			BIR, Post Office, DFA, PSA, SSS, GSIS or Pag-IBIG etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	2 Minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	5 Minutes	
	1.3 Forward the encoded endorsement to the Municipal Administrator for review.	None	30 Seconds	
	1.4 Review encoded endorsement and affix initial.	None	2 Minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded endorsement for signature of the Mayor	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the endorsement	None	2 Minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receive endorsement	Release endorsement for financial /Medical assistance.	None	1 Minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	13 minutes	



Issuance of Job Recommendations

Job recommendations are issued to all job seekers in the Municipality.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All job seekers in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Barangay Hall		
2. Application Letter (1 original)		Applicants		
3. Personal Data Sheet(1 original)		Applicants		
4. Transcript of Record (1 photocopy)		Applicants		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Office of the Mayor.	1.1. Evaluate and assess submitted requirements	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2. Encodes document	None	5 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3. Forward the encoded document to the Municipal Administrator for review.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4. Review recommendation letter and affix initial	None	1 minute	<i>Municipal Administrator</i> Administrator's Office
	1.5. Forward recommendation letter for signature of the Mayor	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign recommendation letter	None	3 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receives job recommendation	Release Job recommendation letter	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	13 Minutes	



Issuance of Mayor's Clearance

Mayor's clearance is issued to bonafide residents of the municipality stating that the person availing the clearance has no pending case filed against him/her.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All persons/individuals who are bonafide residents of the municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Clearance with Official Receipt			Barangay Hall	
2. Police Clearance with OR (1 original)			Suyo Police Station	
3. Community Tax Certificate (1 original)			Municipal Treasury Office	
4. Official Receipt (1 original)			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	1 minute	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3 Forward the encoded clearance to the Municipal Administrator for review.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4 Review encoded clearance and affix initial.	None	2 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded clearance for signature of the Mayor.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the endorsement	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receive the Mayor's Clearance	Release Mayor's Clearance.	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	10 Minutes	



Issuance of Mayor's Permit (Tricycle)

Permit for Motored Tricycle is issued authorizing tricycles to operate within the municipality as a public transport vehicle.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Motorcycle Owners doing Business in the Municipality			
CHECKLIST OF REQUIREMENT/S			WHERE TO SECURE	
1. Official Receipt			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirement to the Office of the Mayor	1.1. Evaluate and assess the submitted requirements	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2. Encodes document	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3. Forward the encoded permit to the Municipal Administrator for review.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4. Review encoded Permit and affix initial.	None	2 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5. Forward encoded permit for signature of the Mayor	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the document	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receives Tricycle Mayor's Permit	Release Tricycle Mayor's Permit.	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	11 Minutes	



Issuance of Permit for Food Handling Activity

Any individual who operates and maintains a Food Handling activity within this Municipality shall be required to pay for a business tax, mayor's permit and other regulatory fees pursuant to the revenue code of the municipality. Mode of payment is on annual, semi-annual, or quarterly basis and payment shall only be made at the Office of the Municipal Treasurer.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Food Handlers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Barangay Business Clearance (1 Original Copy)			Barangay Hall	
2. Sanitary Permit (1 Original)			RHU	
3. Health Certificate			RHU	
4. Official Receipt			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3 Forward the encoded permit to the Municipal Administrator for review.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4 Review encoded permit and affix initial.	None	2 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded permit for signature of the Mayor	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the document	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
	1.7 Forward the signed Business Permit to the Office of the BPLO for release	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	12 Minutes	



Issuance of Special Permit

For business related rallies, motorcades, promotions, advertisement, and short period sales.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2B, G2C			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter addressed to the Mayor		Business Owner		
2. Business Registration		Business Owner		
3. Valid ID of the client		Business Owner		
4. Official Receipt (1 original)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.1 Evaluate and assess the submitted requirements	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	1.2 Encodes document	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
	1.3 Forward the encoded permit to the Municipal Administrator for review.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.4 Review encoded permit and affix initial.	None	2 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.5 Forward encoded permit for signature of the Mayor.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the document	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Receives Special Permit	Release Special Permit.	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	11 Minutes	



Research/ Interview Request

Tourism Office caters research and interview to different individuals especially to students taking up tourism management courses to collect depth ideas regarding operations and best practices of the municipality.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up requisition form		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure a formal letter addressed to the Municipal Mayor, Provide 1 copy to the Mayor's Office and 1 copy to the Tourism Office	Receive/Print letter request. If letter was directed to the Tourism Office, endorsed copy to Mayor's Office	None	3 Minutes	<i>Tourism Operations Officer</i> / Mayor's Office
2. Conduct Data Gathering/ Interviews proper	Attend to researchers' inquiries immediately.	None	1 hour* <i>*Depends on the volume of request</i>	<i>Tourism Operations Officer</i> / Mayor's Office
3. Provides copy of final output to the Tourism Office if necessary.	Should the researchers need other information not available at the Tourism Office, endorsed them to other offices such as the MPDC (Land Use Plan, etc.), Environment Office (environmental activities, eco-tourism matters, etc), or Sangguniang Bayan Office (Ordinances, resolutions,	None	10 Minutes	<i>Tourism Operations Officer</i> / Mayor's Office
	TOTAL	None	1 hours , 13 minutes	



Securing Affidavit

Affidavit is issued to all residents of the municipality who are applying for late registration/negative birth certificate/non-registration/discrepancy to the Office of the Civil Registrar.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. CTC of Affiant/s		Municipal Treasury Office		
2. Supporting Document		Verified By the Office of the Civil Registrar		
3. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Office of the Mayor	1.1. Evaluate and assess the submitted requirements	None	2 Minutes	<i>Administrative Aide</i> Mayor's Office
	1.2. Encodes document	None	4 Minutes	<i>Administrative Aide</i> Mayor's Office
2. Receives the Affidavit and have this signed by all signatories (witnesses)	2. Release the Affidavit for affiant and witnesses signature	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
3. Return the affidavit to the office of the Mayor	3.1. Receive and evaluate the Affidavit	None	2 Minutes	<i>Administrative Aide</i> Mayor's Office
	3.1. Forward encoded permit for signature of the Mayor	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
	4. Sign the document	None	2 Minutes	<i>Municipal Mayor</i> Mayor's Office
4. Receives signed and notarized Affidavit	5. Release Duly Signed affidavit.	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	11 Minutes and 30 Seconds	



Suyo Tourism Page

The Tourism Office provides information to individuals or organizations asking for data such as tourist arrivals, tourist attractions, tour itinerary, room rates and good service establishments of this municipality. It is also used for promotion of Suyo products and events.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tourism Related Inquiry		Suyo Tourism Page		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on Suyo Tourism	Reads the messages/ inquiries	None	2 Minutes	Tourism Operations Officer / Mayor's Office
2. Receives response to queries	Answers and responds Tourism related inquiries	None	3 Minutes	
TOTAL:		None	5 Minutes	



Tour Coordination

To enjoy Suyo to its fullest. We offer tour guiding for our local and foreign tourist.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Coordination with Suyo Tourism Office			Tourism Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email/ Contact the Tourism Office	Receives/attends to the request	Tour Guide Services	30 minutes	Tourism Operations Officer / Mayor's Office
2. Check the itinerary sent by the office. Make some comments/revisions if necessary	Prepare the necessary itinerary and send it to the requesting party. Should they have revisions, edit the itinerary.	PHP 500.00	30 minutes	
3. Wait for the final itinerary to be sent by the office	Keep in touch with the requesting party for their scheduled trip. Provide tour guide if necessary		30 minutes	
	TOTAL:	PHP 500.00	1 hour 30 minutes	



Walk-in Queries

The Tourism Division of this Agency provides information to individuals or organizations asking for data such as tourist arrivals, tourist attractions, room rates and good service establishments of this municipality.

Office:	Tourism Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits the Tourism Office Sign in the Logbook, state the purpose	1.1 Assists Clients in signing in the logbook	None	1 Minute	<i>Tourism Operations Officer / Mayor's Office</i>
	1.2 Interview, asses the client's needed of assistance and provide brochure	None	15 Minutes	
2. Receives response to queries	Answers queries of clients	None	5 Minutes	
	TOTAL:	None	7 Minutes	



OFFICE OF THE MUNICIPAL MAYOR

Internal Services



Application of Gas Slip and Trip Ticket

All Employees who are requesting Gas or to use a Municipal Vehicle are required to get a trip ticket and Gas Slip at the Office of the Mayor.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Vehicle Trip Ticket Form	Issue Vehicle Trip Ticket Form.	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
2. Fill-up trip ticket and have this signed by authorized signatories (Requesting personnel, Driver and Department Head)	None	None	2 minutes	<i>Requesting Personnel</i> Requesting Department
3. Submit the signed form to the Office of the Mayor	3.1. Check and record the submitted form	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	3.2. Issue Gas Slip	None	30 seconds	
4. Bring Gas Slip to the Municipal Treasurer for signature	Sign Gas Slip	None	2 minutes	<i>Municipal Treasurer</i> Treasury Office
5. Return the Gas slip and Trip ticket to the Office of the Mayor	5.1 Check the submitted form and forward to Mayor for approval	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
	5.2 Approve Gas Slip and allocate volume of fuel to be withdrawn	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
6. Receives Gas slip and Trip Ticket from the Office of the Mayor and proceeds to the gasoline station for withdrawal	Record volume of allocated fuel to be withdraw and release Trip Ticket and Gas Slip to requesting personnel	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	12 Minutes	



Application for Leave of Absence

Leave of Absence is a right granted to employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of Executive Order No. 292. Employees are required to file their leave applications using CSC Form No. 6 whenever they go on leave of absence

Office:	Human Resource Management Office				
Classification:	Simple				
Type of Transaction:	G2G				
Who may avail:	All permanent, coterminous, casual employees and elective officials of the government.				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
Application for Leave of Absence (CS Form No. 6, Rev 2020) (3 original)				Assigned Office/ HRMO	
Medical Certificate (for more than 3 days sick leave) (1 original)				Physician/Hospital	
Clearance Form (CS Form No. 7) (if leave is more than 30 days) (1 original)				Human Resource Management Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit duly accomplished leave of absence form	1.1 Receive leave of absence form	None	30 seconds	<i>Administrative Aide/ HRMO</i> Human Resource Management Office	
	1.2 Compute accumulated leave of credits and record it to the employee's Leave Card and in the certification of leave credits, then forwards it to the Human Resource Management Officer for signing	None	1 Minute		
	1.3 Signs the Certification of Leave Credits	None	30 seconds		<i>HRMO</i> Human Resource Management Office
	1.4 Forwards document to the Municipal Mayor/ Vice Mayor for signature	None	30 seconds		<i>Administrative Aide/ HRMO</i> Human Resource Management Office
	1.5. Signs the application for leave of absence	None	30 seconds		<i>Municipal Mayor/ Vice Mayor</i> Mayor/ Vice Mayor's Office
2. Receive copy of approved Application for Leave of Absence	Releases approved documents to the employee, accounting office, and the other as file copy	None	2 minutes	<i>Administrative Aide/ HRMO</i> Human Resource Management Office	
Total:		None	5 minutes		



Application for Pass Slip and Field Work

To ensure engaged time-on-task, and for the monitoring of the whereabouts of employees during office hours, all departures from the place of work during office hours for the purpose of attending an outside official assignment/ business (other than with Travel Order) should be covered by a duly approved Pass Slip or Field Work Form.

Office:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pass Slip/ Field Work Form		Assigned Office/ HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Pass Slip/ Field Work Form and forward the same to the department head for approval	Review and sign the form and return to the requesting employee	None	2 minutes	<i>Concerned Department Heads/ Municipal Administrator Concerned Department/ Municipal Administrator's Office</i>
2. Submit copy of approved Pass Slip/ Field Work Form* to the Human Resource Management Office *Client name and signature should be accomplished in the Field Work Form	File Pass Slip/ Field Work Form and update leave balance of concerned employee if Pass Slip is for personal business	None	1 minute	<i>Administrative Aide/ HRMO Human Resource Management Office</i>
	TOTAL:	None	3 minutes	



Application of Travel Order

All employees who has meeting, training, seminar, workshop and other work related activities outside the municipal hall is required to secure a travel order.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Approved Letter/Communication/Memo/ travel information.			Routed to Employee	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Report or Proceed to the Municipal Administrator	Evaluate and assess the purpose of travel.	None	5 Minutes	<i>Municipal Administrator</i> Administrator's Office
	Encodes the document	None	2 Minutes	<i>Administrative Aide</i> Mayor's Office
2. Receive Travel Order from the Office of the Municipal Mayor	Release document for Department Head's Signature	None	1 Minute	<i>Administrative Aide</i> Mayor's Office
3. Forward the Travel Order to the Department Head for recommending approval	Sign Travel Order	None	3 Minutes	<i>Department Head</i> Concerned Department
4. Return the document to the Office of the Mayor for Mayor's approval	Forward the document to the Municipal Administrator	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
	Affix initial.	None	2 Minutes	<i>Municipal Administrator</i> Administrators Office
	Forward encoded travel order for signature of the Mayor	None	30 Seconds	<i>Administrative Aide</i> Mayor's Office
	Sign the document	None	2 Minutes	<i>Municipal Mayor</i> Mayor's Office
5. Receives the approved Travel Order.	Release the Approved Travel Order.	None	1 Minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	17 Minutes	



Issuance of Certificate of Employment/ Certificate of Employment with Compensation and Benefits

The Certificate of Employment (COE) and/or Certificate of Employment with Compensation and Benefits (COECB) is issued to provide information on employee's position, current employment status, salary, allowances and benefits received, etc. The COE/COESB document is used for various purposes to include loan, school application, bank transaction, passport/visa application, and other legal purposes.

Office:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All employees and municipal officials of the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request and state the purpose of securing Certificate of Employment	1.1 Prepares certificate of employment and forward it to the HRMO for signature	None	3 Minutes	HRMO/ Administrative Aide Human Resource Management Office
	1.2 Review and sign the document and return to the releasing employee	None	30 seconds	Human Resource Officer IV Human Resource Management Office
2. Receive Certificate of Employment and sign in the document receiving logbook	2. Record transaction at logbook and release Certificate of Employment to requesting employee	None	30 seconds	HRMO/ Administrative Aide Human Resource Management Office
TOTAL:		None	4 Minutes	



Issuance of Business Permit

Any individual or corporation, who establishes, operates and maintains a business within this Municipality shall be required to pay for a business tax, mayor's permit and other regulatory fees pursuant to the revenue code of the municipality. Mode of payment is on annual, semi-annual, or quarterly basis and payment shall only be made at the Office of the Municipal Treasurer.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Business Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Business Clearance (1 Original Copy)		Barangay Hall		
2. SEC/DTI/CDA Registration (1 Photocopy)		Securities and Exchange Commission, Department of Trade and Industry/ Negosyo Center, Cooperative Development Authority		
3. Fire Safety Inspection Certificate (1 Original)		BFP		
4. Sanitary Permit (1 Original)		RHU		
5. Locational Clearance/Zoning Clearance (1 Original)		Zoning Officer, MPDC		
6. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the BPLO Office	1.1 Evaluate and assess the submitted requirements	None	2 minutes	<i>BPLO Staff</i> BPLO Office
	1.2. Encodes document	None	3 minutes	<i>Admin. Aide</i> Mayor's Office
	1.3. Forward the encoded permit to the Municipal Administrator for review.	None	30 seconds	<i>Admin. Aide</i> Mayor's Office
	1.4. Review encoded permit and affix initial.	None	2 minutes	<i>Mun. Administrator</i> Administrator's Office
	1.5. Forward encoded permit for signature of the Mayor	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.6 Sign the document	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
2. Forward the New Business Permit to BPLO Office	Forward the Business Permit	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	12 Minutes	



Issuance of Service Record

The Service Record (SR) is issued to requesting active employee to provide information on employee's work history/experiences, status of employment, employment changes as promotion, transfer, reappointment, reemployment, secondment, step increment, etc. The SR is used for various purposes to include as employment, school and loan application, step increment, personal file, and for other legal purposes.

Office:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All employees (permanent, coterminous, casuals) and officials who had rendered service in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Any Government-issued ID		BIR, Postal, DFA, PSA, SSS, GSIS, Pag-IBIG, etc		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and state the purpose of securing copy of Service Record	1.1 Verify presented ID, update (if necessary) and prepare/ generate Service Record and forward it to the HRMO for signature	None	3 Minutes	<i>Administrative Aide</i> Human Resource Management Office
	1.2 Review and sign the document and return to the releasing employee	None	30 seconds	<i>Human Resource Officer IV</i> Human Resource Management Office
2. Receive Service Record and sign in the document receiving logbook	Record transaction at logbook and release Service Record to requesting employee	None	30 seconds	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
	TOTAL:	None	4 Minutes	



Photocopying Service (For Office Files Only)

Photocopying Services serves to makes copies of office documents, forms, and other visual images quickly and cheaply.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy Request form		Office of the Mayor, Respective department		
Required Bond Paper		Requesting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Photocopy Request Form, documents to be photocopied and required number of Bond Paper.	1.1 Check and approve submitted form	None	2 minutes and 30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.2 Photocopy document/s	None	1 minute* <i>*depends on the volume of documents to be photocopied</i>	<i>Administrative Aide</i> Mayor's Office
2. Receives the original and photocopied document/s.	Return original documents and photocopy/ies	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	4 Minutes 30 seconds	



Processing of Terminal Leave Benefits

All employees who separates/retires with accumulated leave credits are entitled to claim terminal leave benefits pay. Terminal Leave Benefits (TLB) payment is based on accumulated leave credits during the service and the computation depends on the highest salary received.

Office:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Retired / separated employees/officials of LGU Suyo			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of Resignation/Retirement duly accepted by the Municipal Mayor/ Vice Mayor Sworn Statement of Assets, Liabilities and Net Worth (SSALN) as of the last day in government service Affidavit of applicant that there is no pending criminal investigation, or prosecution against him/her (RA No. 3019 – Anti-Graft and Corrupt Practices) Applicant's authorization (in affidavit form) to deduct all financial obligations with the LGU and GSIS Clearance / Certificate of Loan Balance / Statement of Account from GSIS Clearance from money, property and legal accountability from the LGU 			Requesting Party	
			Requesting Party	
			Requesting Party	
			Requesting Party	
			GSIS	
			LGU/ HRMO	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Inform/ submit intention to retire/ resign to the Office of the Mayor/ Vice Mayor (<i>at least one (1) year before if retiring</i>)	1.1 Approve application for retirement/ resignation	None	5 minutes	<i>Municipal Mayor/ Vice Mayor</i> Office of the Municipal Mayor/ Vice Mayor
	1.2 Forward approved application to the HRMO	None	5 minutes	<i>Administrative Aide</i> Office of the Municipal Mayor/ Vice Mayor
	1.3 Receive the application and review, verify and compute total accumulated leave credits	None	40 minutes	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
	1.4 Submit estimated amount of money	None	10 minutes	



	value to Budget Office for Appropriation			
2. Upon separation/retirement, submit all other required documents	2.1 Receive and assess submitted documents and prepare additional attachments.	None	1 hour	<i>HRMO/ Administrative Aide Human Resource Management Office</i>
	2.2 Process check payment	None	3 working days	<i>Finance Team</i>
3. Receive check	Release check payment	None	5 minutes	<i>Municipal Treasurer Treasury Office</i>
	TOTAL	None	3 working days 2 hours and 5 minutes	



Receiving/Routing of Incoming Communications

All official communications addressed to offices or received via email shall be submitted to the office of the mayor for recording and routing.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Incoming communication		Postal, email		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit printed or delivered communication to the Office of the Mayor.	1.1 Receive communication.	None	1 minute	<i>Administrative Aide</i> Mayor's Office
	1.2 Forward communication to the Municipal Administrator for routing	None	30 seconds	
	1.3 Read/ evaluate communication, determine appropriate action and assign communication to concerned department/ employee	None	5 minutes	<i>Municipal Administrator</i> Administrator's Office
	1.4 Forward to the Mayor for additional instructions and approval of route slip	None	30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.5 Sign/approve the route slip.	None	2 minutes	<i>Municipal Mayor</i> Mayor's Office
	1.6 Record the communication	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
2. Receives the communication and provide appropriate action in response	Issue communication with approved route slip to concerned department/ employee	None	3 minutes	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	15 Minutes	



Recruitment

Recruitment is the process of identifying, shortlisting and selecting the best candidate for the vacant position. Employment with the Municipal Government of Suyo is open to all, provided that there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for. Vacancies are posted in the Bulletin Board in front of the municipal hall and at the Civil Service Commission Provincial Field Office bulletin and published in the CSC Bulletin of Vacant Positions for 15 calendar days.

Office:	Human Resource Management Office			
Classification:	Simple- Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All interested applicants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Application Letter addressed to the Municipal Mayor/Vice Mayor			Applicant	
Duly accomplished Personal Data Sheet (CS Form No. 212 Revised 2017) or Curriculum Vitae with picture;			Download form from the CSC website	
Photocopy of supporting documents such as eligibility/ies, trainings, etc.			Applicant	
Certificate of employment, service record, IPCR, if any;			Previous employer or current agency connected with	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application letter with complete supporting documents	1.1 Assess submitted requirement and forward the same to the Office of the Mayor/ Vice Mayor.	None	5 minutes	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
	1.2 Receive application letter and route to Human Resource Management Office for further action	None	2 minutes	<i>Administrative Aide</i> Mayor/ Vice Mayor's Office
	1.3 Conduct pre-screening, prepare list of qualified applicants.	None	4 hours ¹	<i>HRMO</i> Human Resource Management Office
	1.4 Coordinate the schedules of interview for qualified applicants	None	10 minutes	
2. Receive	Prepare and issue	None	30 minutes	



notice of screening	notice of screening.			
3. Attend the Screening	Conduct interview and assessment of applicant	None	4 hours ²	<i>All Personnel Selection Board Members</i>
	Prepare the result of the deliberation or comparative assessment and minutes of meeting.	None	1 working day ₁	<i>PSB Secretariat</i>
	Submit the comparative assessment and resolution to the appointing authority.	None	5 minutes	<i>HRMO Human Resource Management Office</i>
	Select applicant to be appointed.	None	5 minutes	<i>Municipal Mayor/ Vice Mayor Mayor/ Vice Mayor's Office</i>
4. Receive result of interview	Inform the applicant of the result of interview and if appointed, require other documents for appointment.	None	15 minutes	<i>HRMO Human Resource Management Office</i>
	TOTAL	None	17 hours and 12 minutes	

¹ Depends on the number of applicants being assessed

² Depends on the schedule of HRMPSB and the number of applicants being assessed



Request for Use of Projector

This service is availed by departments needing multimedia projector for meetings, seminars, programs and for other official use.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		Office of the Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up and submit Request Form	1.1 Check and evaluate submitted form	None	3 minutes and 30 seconds	<i>Administrative Aide</i> Mayor's Office
	1.2. Prepare, record and check equipment/ accessories to be issued	None	2 minutes	<i>Administrative Aide</i> Mayor's Office
2. Receives the requested projector/ accessories.	Issue requested projector/ accessories.	None	1 minute	<i>Administrative Aide</i> Mayor's Office
TOTAL		None	6 Minutes 30 seconds	



Submission of Statement of Assets, Liabilities and Net worth

Statement of Assets, Liabilities, and Net Worth or SALN is a declaration of assets and liabilities, including business and financial interests, of an official/employee, of his or her spouse, and of his or her unmarried children under 18 years old still living in their parents' households. All public officials and employees, whether regular or under temporary status, are required to file a SALN. The SALN must be filed: 1) within thirty (30) days after assumption of office; 2) on or before April 30, of every year thereafter; & 3) within thirty (30) days after separation from the service.

Office:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipal Officials and Employees, and Barangay Officials			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished SALN Forms (2 original)			Employees/Officials	
2. Government Issued ID (1 photocopy)			Employees/Officials	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. None	1. Prepares memorandum for the submission of SALN (all employees and municipal/ barangay officials)	None	15 Minutes	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
2. Submit SALN	2.1. Receive and review submitted SALN	None	10 Minutes	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
	2.2. Forward duly accomplished SALN Form to the Office of the Mayor for Mayor's signature. <i>In cases where corrections are necessary, the SALN is immediately returned to the employee/official for revision and/or correction</i>	None	1 minute	
	2.3. Sign SALNs	None	1 hour	
3. None	Prepare transmittal, summary list of filers and other attachments and transmit documents to CSC-FO and Office of the Ombudsman	None	2 hour	<i>HRMO/ Administrative Aide</i> Human Resource Management Office
Total:		None	3 hour and 26 minutes	



OFFICE OF THE GENERAL SERVICES OFFICE

External Services



Application of Water Service Connections

The Water system of Suyo is an extension service of the Local Government Unit where in residents from six (6) barangays may avail of its services. Approved application is needed before installation.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G, G2C			
Who may avail:	Residents from 6 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		General services Office		
2. Official Receipt		Treasury Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits filled up Application Form	Receives filled- up Application form, verify and ask the client to proceed to Treasury Office for orientation	None	2 Minute	GSO/ Administrative Aide General Services Office
2. Submit duly accomplished Application Form.	Signs accomplished Application Form and endorse for inspection to the Municipal Engineer or his staff for the availability of water supply then forward to the Office of the Mayor for approval.	None	1 minute	GSO/ Administrative Aide General Services Office
3. Present Official receipt and submit approved application form	3.1 Receives approved application form	None	1 minute	GSO/ Administrative Aide General Services Office
	3.2 Assign control number, record and file	None	5 Minutes	Administrative Aide General services Office
TOTAL		None	10 Minutes	



OFFICE OF THE GENERAL SERVICES OFFICER

Internal Services



Acceptance of Duplicate Owner's Copy of Real Properties owned by LGU

Property Custodian is in-charge of the safekeeping of the duplicate Owner's Copy of all real properties owned by the Municipality.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipal assessor/LA00 II			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Owner's copy of the properties		Assessor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duplicate owner's copy of property	1.1 Receives duplicate owner's copy of the property	None	1 minute	GSO/ Administrative Aide General Services Office
	1.2 File the received copy	None	2 minutes	
TOTAL		None	3 Minutes	



Acceptance of Purchased Goods/Deliveries

Accepts purchased goods and materials after inspection is done based on what is stated in the purchase order before accomplishing the Inspection and Acceptance Report.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Delivery Receipt		Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Delivery receipt	1.1 Check delivered items with the Purchase Order as to quantity and specifications.	None	2 hours	GSO/ Administrative Aide General Services Office
	1.2 Prepare Inspection and Acceptance Report and Signs	None	30 minutes	GSO/ Administrative Aide General Services Office
	1.3 Receives Deliveries and return 2 nd copy of delivery receipt to the supplier	None	2 minutes	GSO General Services Office
TOTAL		None	2 hours & 32 Minutes	



Acceptance of Unserviceable Equipment

All unserviceable properties must be surrendered for relief of accountability and for proper recording.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All departments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Return Slip			General Services Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Return Slip of Equipment	1.1 Receives Return Slip of Equipment	None	1 minute	GSO/ Administrative Aide General Services Office
	1.2 Inspect unserviceable equipment and check existing record.	None	5 minutes	
	1.3 Receives the unserviceable property for safe keeping	None	5 minutes	GSO/ Administrative Aide General Services Office
	1.4 Record the returned property	None	2 minutes	GSO General Services Office
	TOTAL	None	13 Minutes	



Acceptance of Waste Materials

Waste materials must be surrendered before or after the procurement of requested item for replacement.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Drivers, NAWASA personnel and Utility workers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE			NONE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrenders waste materials	1.1 Accepts Waste Materials for safe keeping	None	3 minutes	GSO/ Administrative Aide General Services Office
	1.2 Make Report of Waste Materials	None	10 minutes	GSO General Services Office
	1.3 Signs report and forward to other Offices for signatures	None	5 minutes	GSO/ Administrative Aide General Services Office
	TOTAL	None	18 Minutes	



Issuance of Clearance from Property Accountability

Resigned, separated and retired official/employee must secure clearance from property accountabilities before leaving the LGU.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Permanent/Casual/Job order LGU employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CS Form No. 7 Clearance Form(original-5)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Clearance form	1.1 Receives clearance form	None	1 minute	GSO General Services Office
	1.2 Check the property accountability of the concern employee, if any.	No	5 minutes	
	1.3 Signs Clearance	None	1 minute	
2. Receives clearance	Release clearance	None	1 minute	
	TOTAL	None	8 Minutes	



Issuance of Delivered/accepted Materials & Equipment

Purchased materials and equipment must be covered with Property Acknowledgement Receipt or Inventory Custodian Slip to requesting department for transfer of accountability.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipal Officials and Employees, and Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inventory Custodian Slip/Property		General Services office		
2. Acknowledgement Receipt		General Services office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.1 Prepares Property Acknowledgement Receipt /Inventory Custodian Slip	None	5 minutes	GSO/ Administrative Aide General Services Office
	1.2 Record and assign property number	None	10 minutes	GSO General Services Office
	1.3 Prepare property card	None	10 minutes	GSO/ Administrative Aide
2. Receives the property	Issue materials or equipment	None	10 minutes	General Services Office
	TOTAL	None	35 Minutes	



Issuance of Office Supplies and Materials from Inventory

Supplies and materials will be issued with approved Requisition and issue slip for the liquidation of purchased supplies and materials.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Departments of the LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Supplies availability Inquiry		General Services Office		
2. Requisition and Issue Slip		General Services Office		
3. Request		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	Issue Supplies Availability Inquiry	None	1 minute	GSO/ Administrative Aide General Services Office
2. Submit accomplished Supplies Availability Inquiry	2.1 Receive Supplies Availability Inquiry	None	1 minute	
	2.2 Check Available supplies	None	30 minutes	
	2.3 Forward checked Supplies Availability Inquiry to requesting office and issue Requisition and Issue Slip	None	5 minutes	
3. Submit Requisition and Issue Slip	Receive Requisition Slip	None	1 minute	
4. Receives requested supplies	Issue Supplies and Materials	None	1 hour	
TOTAL		None	1 hour & 38 minutes	



Request for Manpower, Vehicle and Facilities

Officials and employees are all entitled to request manpower, vehicle and facility when needed in carrying out their duties with approved request.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Departments and Barangays for Facilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved request		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1. Receives request	None	1 minute	GSO/ Administrative Aide General Services Office
	1.2 Check Availability of requested Manpower, Vehicle or Facility	None	10 minutes	
	1.3 Provide confirmation	None	1 minute	
	TOTAL	None	12 Minutes	



Request for Repair and Maintenance

Request form is needed for any repair and maintenance of all office equipment that requires repairs which subject for inspection.

Office:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Job Request Form		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-up Request Form	1.1 Receive the filled up requisition form	None	1 minute	GSO/ Administrative Aide General Services Office
	1.2 Pre-inspect equipment/facility for repair	None	30 minute	GSO/ Mechanic General Services Office
	1.3 Check availability of technicians or skilled personnel	None	1 hour	GSO General Services Office
	1.4 Provide schedule or forward the request to Municipal Engineering Office for building and water works repair.	None	5 Minutes	
	TOTAL	None	1 hour & 36 minutes	



OFFICE OF THE MUNICIPAL VICE MAYOR & SANGGUNIANG BAYAN

External Services



Issuance of Motorized Tricycle Operator's Permit (MTOPO)

The Municipal Tricycle Franchising & Regulatory Board issues permits to motorized tricycles in accordance to the Municipal Traffic and Transportation Code of this municipality.

Office:	Office of the Sangguniang Bayan			
Classification:	Highly-Technical			
Type of Transaction:	G2C			
Who may avail:	Qualified Applicants with Tricycle Unit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Application Form 2. Latest Official Receipt (OR) and/or Certificate of Registration (CR) 3. Barangay Clearance 4. Latest Community Tax (SEDULA) 5. Professional Driver's License 6. SISTODA Clearance 7. SSS Coverage 8. Deed of Sale (only for new applicants, when the unit is not yet registered in the name of the owner)			Office of the Sangguniang Bayan Owner/Operator Barangay Government Office Barangay/Municipal Treasury Office Owner/Operator SISTODA President Owner/Operator Owner/Operator	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	Verify submitted requirements and availability of Franchise	None	5 minutes	LLSE II/ LLSO II Sangguniang Bayan Office
2. Fill-up and submit Application Form	2.1 Receive and verify accomplished application form	None	5 minutes	LLSE III/ LLSO II Sangguniang Bayan Office
	2.2 Instruct the client to proceed to Municipal Treasury Office for payment	None	30 seconds	
3. Proceed to the Municipal Treasury Office for payment of fees	Process payment, verify existing stickers and issue Official Receipts & stickers	Franchise Fee- PHP 100.00 Filing fee/unit- PHP 100.00 Mayor's Permit fee- PHP 100.00	10 Minutes	Revenue Collection Clerk Municipal Treasury Office



		Business Tax- PHP 330.00 Year Sticker- PHP 20.00 Municipal Logo- PHP100.00 Business Plate- PHP150.00 Body Number sticker (new)- PHP110.00 Filing Fee for amendment of MTOP- PHP50.00 <i>*Penalty if delayed MTOP: 1st month- PHP300.00 2nd month- PHP600.00 3rd month- cancellation of MTOP</i>		
4. Proceed to the Municipal Police Station for the verification of documents and inspection of unit	4.1 Verify: <i>a. OR/CR b. LTO Registration c. Driver's License d. compliance to the prescribed color of sidecar e. road worthiness of the unit f. trash receptacle g. body number h. year sticker i. municipal logo j. business plate</i>	None	15 minutes	<i>PNP Personnel on duty Municipal Police Station</i>
	4.2 Signs the certificate of inspection	None	30 seconds	<i>PNP Personnel who inspected the unit</i>



	4.3 Certify the inspection	None	30 seconds	Chief of Police/Authorized Representative Municipal Police Station
5. Submit application form to Mayor's Office for signature and issuance of Mayor's Permit	5.1 Affixes signature	None	30 seconds	Municipal Mayor Mayor's Office
	5.2 Prepare and Issue Mayor's Permit	None	10 minutes	Administrative Aide Mayor's Office
6. Submit duly accomplished application form with Mayor's Permit to the Office of the Sangguniang Bayan	6.1 Prepares MTOP	None	5 minutes	LLSO/ SB Secretary/ Administrative Aide Sangguniang Bayan Office
	6.2 Evaluate and affix signature	None	5 minutes	SB- Chairman on MTFRB LLSE/ Sangguniang Bayan Office
	6.3 Record to Log Book and Issue MTOP	None	2 minutes	Administrative Aide Sangguniang Bayan Office
	TOTAL	New: PHP1,010.00 Renew: PHP650.00 Amendment: PHP50.00 Delayed: PHP650.00 plus (+) depending on the number of month delayed	58 Minutes and 40 seconds	



Issuance of MTOP Dropping

Motorized Tricycle Operators who intend to stop service completely due to reasons like unserviceable unit, the operator is required to file a request for Dropping.

Office:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Motorized Tricycle Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest issued MTOP		Owner/Operator		
2. Written request for dropping		Owner/Operator		
3. Issued Business Plate		Owner/Operator		
4. Community Tax Certificate (Sedula)		Treasury Office/Barangay Government Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	Receives and verify current MTOP	None	5 Minutes	<i>LLSO/ Administrative Aide Sangguniang Bayan Office</i>
2. Surrender Business plate issued	2.1 Receives and Prepare certification of Dropping	None	10 Minutes	
3. Proceed to the Municipal Treasury Office for payment of fees	Process payment and issue official receipt	Certification (dropping) fee Php100.00	10 minutes	<i>Revenue Collection Clerk Municipal Treasury Office</i>
4. Present Official Receipt to the Office of the Sangguniang Bayan	Verify OR and secure signature of the MTFRB Chairman	None	30 seconds	<i>LLSE/ Administrative Aide Sangguniang Bayan Office</i>
5. Receive Certification	Issue certification	None	30 seconds	<i>OSB Staff Sangguniang Bayan Office</i>
TOTAL		NONE	26 minutes	



Accreditation of Civil Society and Non-Government Organizations

Under the Local Government Code, the Sangguniang Bayan is empowered to accredit CSOs and NGOs. The accreditation of these organizations is necessary to qualify them to sit as representatives in the Special Bodies of the Municipality.

Office:	Sangguniang Bayan Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	NGOs/CSOs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Constitutional By-Laws 2. List of Officers and Members 3. Current Financial Statements duly accomplished 4. Application Form 5. Certificate of Registration from concerned agencies 6. Articles of Incorporation 7. Board Resolution expressing the intention of the NGO to be accredited 8. Letter of application <i>(Note: 1 original copy, 2 photocopies)</i>		Requesting party Requesting party Requesting party Office of the Sangguniang Bayan SEC, CDA, DOLE, etc. Requesting party Requesting part Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure application form	Issue application form and checklist of requirements	None	2 minutes	LLSE/LLSO Sangguniang Bayan Office
2. Submit duly accomplished Application form together with the required supporting documents	Receive and check the supporting documents on the checklist	None	5 minutes	LLSO/ Administrative Aide Sangguniang Bayan Office
3. Wait for the approval of application or any Legislative Action. Attend public hearing (if requested)	3.1 Include in the Order of Business for First Reading and referral to the proper committee	None	5 minutes	SB Secretary/ LLSO Sangguniang Bayan Office
	3.2 Refer to the committee concerned	None	5 minutes (during SB session)	SB-Chairman, Committee on Rules or Presiding Officer Chairman-Trade Labor, Commerce & Industry



	3.3 Announce for the committee meeting	None	2 minutes (during SB Session)	Sangguniang Bayan Office
	3.4 Convene a committee meeting to review, scrutinize, and evaluate the application	None	1 hour	<i>Committee on Trade Labor Commerce and Industry</i> Sangguniang Bayan Office
	3.5 The concerned committee invites party/ies to a public hearing if necessary	None	2 hours	
	3.6 The committee finalizes the committee report	None	30 minutes	
	3.7 Committee Reporting and motion for the adoption of its recommendation	None	20 minutes (during 2 nd SB Session)	<i>Chairman-Trade Labor, Commerce & Industry</i> Sangguniang Bayan Office
	3.8 Presentation of a draft Resolution approving the application for accreditation (if met the criteria set by law) for deliberation	None	20 minutes (during 3 rd SB Session)	
	3.9 Resolution approving the request is adopted and approved	None	2 minutes (during SB Session)	<i>Sangguniang Bayan Members</i> Sangguniang Bayan Office
	3.10 Finalize and assign number to the Resolution	None	5 minutes	<i>SB Secretary</i> Sangguniang Bayan Office
	3.11 Facilitates signing of Resolution	None	5 minutes	<i>Administrative Aide</i> Sangguniang Bayan Office
	3.12 Enrols the approved Resolution in the journal/ log book	None	5 minutes	<i>Administrative Aide/ SB Secretary</i> Sangguniang Bayan Office
	3.13 Prepares Certificate of Accreditation based on the approved Resolution	None	5 minutes	<i>LLSO</i> Sangguniang Bayan Office



	3.14 Notify the accredited NGOs/POs	None	10 minutes	<i>SB Secretary/LLSO</i> Sangguniang Bayan Office
4. Receive Resolution and Certificate of Accreditation	Issue Resolution and Certificate of Accreditation	None	5 minutes	<i>Administrative Aide/LLSO</i> Sangguniang Bayan Office
	TOTAL	NONE	5 hrs & 5 minutes (3 reading principle)	



Issuance of Certified Copies of Public Documents

Ordinances, Resolutions and other public documents are accessible to the public for reference and for its legal purposes.

Office:	Sangguniang Bayan Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	The public, Barangay Officials and offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished request form to be signed by the requesting party		Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get copy of request form and accomplish the needed information	1.1 Validate the submitted request	None	20 seconds	<i>LLSO/ Admin. Aide/ SB Secretary Sangguniang Bayan Office</i>
	1.2 Approves for photocopy	None	20 seconds	
2. Waits for the release of copy	2.1 Photocopy the requested document	None	5 minutes	<i>Administrative Aide /LLSE SB Secretary Sangguniang Bayan Office</i>
	2.2 verify and sign photocopied document	None	20 seconds	
3. Receives document	Record in the journal/logbook to be signed by the receiver of document	None	4 minutes	<i>LLSO/ Admin. Aide Sangguniang Bayan Office</i>
TOTAL		NONE	10 minutes	



OFFICE OF THE MUNICIPAL VICE MAYOR & SANGGUNIANG BAYAN

Internal Services



Review of Budgets, Supplemental Budgets, Resolutions and Ordinances for the Operations of the Barangay Governments

Under the Local Government Code, the Sangguniang Bayan is empowered to review barangay budgets and ordinances passed by the barangay governments. The review of said budget and ordinances is to ensure that said legislation passed by the barangays are within their powers to discharge under the Local Government Code and other existing laws.

Office:	Sangguniang Bayan Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	Barangay/ SK Officials
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Barangay Budgets 1. Appropriation Ordinance enacting the Barangay Budget 2. Resolution adopting the Annual Development and Investment Plan 3. Resolution adopting the BDRRM Plan 4. Resolution adopting the PPMP 5. Resolution from the Sangguniang Kabataan on the utilization of their 10% share from the barangay budget 6. Endorsement letter for review	Barangay Government Office Municipal Budget Office
B. For Supplemental Budgets 1. Supplemental Budget certified by the Local Finance Committee 2. Appropriation Ordinance enacting the Supplemental Budget 3. PPMP amendment (if applicable) 5. Endorsement letter for review	Barangay Government Office Municipal Budget Office
C. For Barangay Ordinances 1. Barangay Ordinance 2. Certification of Public Hearing 3. Attendance/Minutes of Public Hearing 4. Copy of amended Ordinance (<i>in case of amendment</i>) 5. Endorsement Letter for review	Barangay Government Office
D. Barangay Resolution- Re-alignment 1. Barangay Resolution 2. Endorsement for review 3. Copy of the source of fund to be re-aligned	Barangay Government Office Municipal Budget Office Barangay Government Office



Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible	
1. Submit request with supporting documents	Receives the request and record in the log book for legislative actions	None	5 Minutes	LLSO/ Administrative Aide Sangguniang Bayan Office	
2. Wait for Legislative Action. Attend hearing (if necessary)	2.1 All received Brgy. Budget/Supplemental/Resolutions be placed in the Order of Business	None	5 Minutes	LLSO/ SB Secretary Sangguniang Bayan Office	
	2.2 The Sangguniang Bayan takes up request and for referral to the proper committee	None	5 minutes (during 1 st SB Session)	SB-Chairman on the Committee on Rules or Presiding Officer Sangguniang Bayan Office	
	2.3 Announce Committee meeting for the review of documents	None	2 minutes (during SB Session)	SB-Committee Chairman Sangguniang Bayan Office	
	2.4 The concerned committee evaluates/ review documents and schedule for a hearing (if necessary)	None	2 hours	SB Committee Concerned (please refer to the Steering Committees of the SB) Sangguniang Bayan Office	
	2.5 The committee prepares and finalizes committee report on the matter.	None	20 minutes	SB Committee Concerned Sangguniang Bayan Office	
	2.6 Committee presents committee report to the Sangguniang Bayan the results of its meeting: a. <i>Satisfactorily meets the requirements and gone into process- moves to adopt a Resolution on the matter</i> b. <i>If the request needs correction/lacking recommend to return for the needed correction/completion</i> b.1. <i>The Secretariat prepares return communication to be</i>		None	20 minutes (during 2 nd SB Session)	SB- Chairman of the concerned committee Sangguniang Bayan Office
			None	10 minutes (After SB Session)	SB Secretary/ LLSO Sangguniang Bayan Office



	<i>signed by the Committee Chairman noted by the Presiding Officer</i> <i>b.2. Deliver the communication together with the returned request</i>	None	5 minutes	<i>LLSE/Admin. Aide</i> Sangguniang Bayan Office
<i>If the request needs correction/ with lackings:</i> 2.a Receive copy of the reviewed request and submit corrected or completed documents	2.a.1 Receive corrected/ completed documents and present to the committee concerned for final review	None	5 minutes	<i>LLSO/SB Secretary</i> Sangguniang Bayan Office
	2.a.2 Re-evaluate submitted documents	None	20 minutes	<i>SB Committee concerned</i> Sangguniang Bayan Office
	2.7 The committee drafts a Resolution with the committee's recommendation	None	20 minutes	<i>SB-Chairman of the concerned committee</i> Sangguniang Bayan Office
	2.8 Presentation of the Draft Resolution adopting/ approving the barangay request/s for deliberation	None	30 Minutes	
	2.9 Motion for the approval of Resolution	None	5 minutes (during 3 rd SB Session)	<i>SB-Chairman of the concerned committee</i> Sangguniang Bayan Office
	2.10 Sangguniang Bayan's action to the motion	None	2 minutes (during 3 rd SB Session)	<i>SB Members</i> Sangguniang Bayan Office
	2.11 Resolution is finalized for signature	None	10 minutes (after SB Session)	<i>LLSO/SB Secretary</i> Sangguniang Bayan Office
	2.12 Facilitate signature of concerned officials	None	5 minutes	<i>LLSO/ Admin. Aide</i> Sangguniang Bayan Office
	2.13 Enroll signed Resolutions in the journal/logbook	None	5 minutes	
3. Receive copy of approved Resolution	Releases the resolution	None	5 minutes	<i>LLSE/ Admin. Aide</i> Sangguniang Bayan Office
	TOTAL:	NONE	4 hrs 56 Minutes (3 SB Session)	



Review of the Annual and Supplemental Budget for the Operations of Municipal Government

Under the Local Government Code, the Sangguniang Bayan is empowered to review Annual and Supplemental Budgets for the operations of the Municipal Government.

Office:	Office of the Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	The Public, Barangay Officials and Municipal Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Proposed Annual/Supplemental Budgets with supporting documents as prescribed by law 2. Annual/Supplemental Investment Plan approved by the Mun. Development Council 3. Proper endorsement by concerned authorities or officers			Municipal Budget Office Municipal Planning and Development Office (MPDO) Mayor's Office/ Municipal Budget Office	
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	Receive endorsements and enter in the logbook/ journal for legislative actions	None	5 Minutes	LLSO/ Administrative Aide Sangguniang Bayan Office
2. Wait for the result of review and assessment	2.1 Enter in the Order of Business for the 1 st Reading and referral	None	2 minutes	LLSO or SB Secretary Sangguniang Bayan Office
	2.2 The Sangguniang Bayan takes up request and for referral to the proper committee	None	2 minutes (during 1 st SB Session)	SB-Chairman, Committee on Rules or Presiding Officer Sangguniang Bayan Office
	2.3 Announce Committee meeting for the review of documents	None	2 minutes (during SB Session)	SB-Chairman, Committee on Appropriation Sangguniang Bayan Office
	2.4 The concerned committee evaluates/review documents and schedule for a hearing (if necessary)	None	4 hours	SB Committee on Appropriation Sangguniang Bayan Office
3. Attend	3.1. Conduct	None	4 hours	SB-Committee on



Hearing as requested	Committee Hearing			<i>Finance, Budget & Appropriation with Local Finance Committee (if necessary)</i> Sangguniang Bayan Office
	3.2 The committee prepares and finalizes committee report on the matter	None	30 minutes	<i>SB-Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	3.3 Encodes the final result of meeting/hearing	None	20 minutes	<i>LLSO/OSB Secretariat</i> Sangguniang Bayan Office
	3.4 Committee presents committee report to the Sangguniang Bayan the results of its meeting: a. <i>If satisfactorily meets the requirements and gone into process- moves for the enactment and approval of the Appropriation Ordinance</i> b. <i>If the request needs correction/lacking – recommend to return for the needed correction/completion</i>	None	30 minutes (during 2 nd SB Session)	<i>SB-Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	<i>b.1. The Secretariat prepares return communication to be signed by the Committee Chairman noted by the Presiding Officer</i>	None	10 minutes (After SB Session)	<i>SB Secretary</i> Sangguniang Bayan Office
	<i>b.2. Deliver the communication together with the returned request</i>	none	5 minutes	<i>LLSE/ Admin. Aide</i> Sangguniang Bayan Office
	<i>3.a. Receive copy of the reviewed request and</i>	None	5 minutes	<i>LLSO/ SB Secretary</i> Sangguniang



submit corrected or completed documents for final legislative action	present to the committee concerned for final review			Bayan Office
	3.a.2 Re-evaluate submitted documents	None	20 minutes	<i>SB Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	3.5 The committee drafts an appropriation Ordinance appropriating the amount specified therein.	None	30 minutes	<i>SB Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	3.6 Presentation of the Draft Appropriation Ordinance for deliberation	None	30 minutes (3 rd SB Session)	<i>SB Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	3.7 Deliberation of the Budget or Supplemental Budget presentation	None	20 minutes	<i>Sangguniang Bayan Members</i> Sangguniang Bayan Office
	3.8 Motion for the approval of Appropriation Ordinance	None	10 seconds	<i>SB-Committee on Finance, Budget & Appropriation</i> Sangguniang Bayan Office
	3.9 Sangguniang Bayan's action to the motion	None	10 seconds	<i>Sangguniang Bayan Members</i> Sangguniang Bayan Office
	3.10 Approve the motion of the SB	None	10 seconds	<i>Presiding Officer</i> Sangguniang Bayan Office
	3.11 Finalize the Appropriation Ordinance for signature	None	20 minutes (after SB Session)	<i>SB Secretary/LLSO</i> Sangguniang Bayan Office
	3.12 Facilitate signature of concerned officials	None	5 minutes	<i>LLSO/ Admin. Aide</i> Sangguniang Bayan Office
	3.13 Enrol signed Ordinance in the journal/logbook	None	2 minutes	
5. Receive copy of approved Appropriation Ordinance	Release the Approved Appropriation Ordinance	None	2 minutes	<i>LLSO/ Admin. Aide</i> Sangguniang Bayan Office
	TOTAL	NONE	7 hrs 33 Minutes & 30 Seconds (3 SB Session)	



OFFICE OF THE MUNICIPAL ASSESSOR

External Services



Annotation of Cancellation of Encumbrances and Bail Bonds

The service provides cancellation of encumbrances to the municipal copy of tax declaration such as mortgage, bail bond and other encumbrances duly supported by legal documents.

Office:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All real property owners and/or any authorized representatives.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mortgage: Real Estate Mortgage Agreement. (1 original)		Bank or Lending Institution		
2. Bailbond: Bailbond Agreement from the court. (1 original)		Municipal/Regional Trial Court		
3. Adverse Claim: Letter request or Affidavit of Adverse Claim. (1 original)		Land or Stake Owner/Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request from (serve as registration).	Register and give request form to the property owner.	None	1 Minute	Assessment Clerk III Assessor's Office
2. Fill-up & submit request form together with the documentary requirements.	Receive and check the completeness of the documents.	None	4 Minutes	
3. Submit Tax Declaration with Encumbrance annotated thereon	Cancel encumbrance in the tax declaration & Tax Map Control Roll (TMCR) and file documents.	None	5 Minutes	
4. Receive Tax Declaration with Cancellation & Discharge annotated	Issue Tax Declaration with Cancellation & Discharge annotated thereon	None	2 Minutes	
	TOTAL	NONE	12 Minutes	



Annotation of Encumbrances/Notice of Foreclosure

The service provides annotation of encumbrances to the municipal copy of tax declaration such as mortgages, bail bonds and other encumbrances duly supported by legal documents.

Office:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All real property owners and/or any authorized representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mortgage: Real Estate Mortgage (1 original)		Banks or Lending Institutions/Private Individuals		
2. Bail Bond/Notice of Foreclosure: Bail Bond Agreement/Notice of Foreclosure from the court. (1 original)		Municipal/Regional Trial Court		
3. Adverse Claim: Letter request or Affidavit of Adverse Claim. (1 original)		Land or Stake Owner/Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request form (served as Registration)	Register and give request form to the property owner.	None	1 Minute	Assessment Clerk III Assessor's Office
2. Fill-up and submit request form together with the documentary requirements.	Receive and check the completeness of the documents.	None	4 Minutes	
3. Receive Tax Declaration with Encumbrance annotated thereon.	Annotated encumbrance in the tax declaration & Tax Map Control Roll (TMCR) and file documents	None	5 Minutes	
TOTAL		NONE	10 Minutes	



Assistance in the Conduct of Subdivision Survey

The service provides an ocular inspection on the Subdivision Survey and likewise settling boundary ownership disputes.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Land Owner or Stake Owner	
2. Copy of Tax Declaration (1 photocopy)			Municipal Assessor's Office	
3. Original Survey Plan			Municipal Assessor's Office/ CENRO	
4. Current year tax receipt of the lot (1 photocopy)			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request	Subdivision Survey to be conducted	None	10 Minutes	AC III/LAOO II/ Municipal Assessor Assessor's Office
2. Pay required Fees at the Municipal Treasurer's Office.	Receive payment & issue Official Receipt (O.R.)	Verification fee: PHP 100.00 Ocular Inspection fee: PHP 250.00	3 Minutes	Revenue Collection Clerk Treasury Office
3. Present O.R. to the Receiving & Releasing Officer.	Record O.R.	None	4 Minutes	AC III/LAOO-II Assessor's Office
4. Contact or inform boundary owners regarding the inspection to be conducted.	Monitor if properly notified	None	1 Day	Property Owner & Barangay Officials
5. Actual Subdivision Survey	Presence/ Assistance in the conduct of Subdivision Survey	None	1 Day	Property Owner, Surveyor, Barangay Officials & Assessor's Representative.
	TOTAL	PHP 350.00	2 Working days & 14 Minutes	



Issuance of Certifications, Certified True & Photo Copies of Property Identification Maps (PIM) and other Documents Related to Subject Real Properties

The service provides different kinds of certifications and other real property documents as requested by property owners for different kinds of purposes.

Office:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All real property owners.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the owner. (1 original)			Declared owner/s	
2. Authorization Letter if representative (1 original)			Declared owner's representative	
3. Current tax receipt of the lot/improvement (1 photocopy)			Office of the Municipal Treasurer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request form.	Issue request form to the property owner.	None	1 Minute	<i>AC III/LA00-II/ Municipal Assessor Assessor's Office</i>
2. Fill-up & submit request form	Receive request form and verify records needed.	None	15 Minutes	
3. Pay required Fees at the Municipal Treasurer's Office	Receive payments & issue Official Receipt (O.R.)	Certified True Copy w/ Doc. Stamps: PHP130.00 Certified photo copy of Property Identification Map: PHP100.00 Certification Fee w/ Doc. Stamp: PHP 130.00	3 Minutes	<i>Revenue Collection Clerk Treasury Office</i>
4. Present Official Receipt to the Receiving & Releasing Officer	4.1 Receive, Record, Verify O.R. & Prepare requested documents	None	10 Minutes	<i>AC III /LA00-II/ Municipal Assessor Assessor's Office</i>
	4.2 Seek approval of the requested document.	None	2 Minutes	<i>LA00-II/ Municipal Assessor Assessor's Office</i>
5. Receive requested documents	Record & Release the requested documents	None	2 Minutes	<i>AC III/LA00-II Assessor's Office</i>
TOTAL		PHP 360.00	33 Minutes	



Issuance of Tax Declaration for Declared New Building and Machineries

The service provides the property owners for appraisal and assessment of their real properties and has their own Tax Declaration as basis in computing their real property taxes.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Declared Owner/s	
2. Latest Tax Receipt of the lot where the improvement is erected (1 photocopy)			Office of the Municipal Treasurer	
3. Building Permit (1 photocopy)			Office of the Municipal Engineer	
4. Acquisition Receipt (for machinery) or sworn statement declaring the value of the property. (1 photocopy)			Land or Business Owner	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure request	Register & give request form to the property owner.	None	1 Minute	AC III/LA00-II Assessor's Office
2. Fill-up & submit request form together with the documentary requirements	Receive & check the completeness of the document.	None	5 Minutes	
3. Pay required Fees at the Municipal Treasurer's Office	Receive payment & issue Official Receipt (O.R.)	Ocular Inspection Fee PHP 250.00 and verification fee PHP 100.00	3 Minutes	Revenue Collection Clerk Treasury Office
4. Present O.R. to the Receiving & Releasing Officer.	Receive, Record & verify O.R.	None	4 Minutes	AC III/LA00-II Assessor's Office



5. Presence in the conduct of Assessment	5.1 Conduct Assessment & Appraisal	None	1 Day (as per schedule)	<i>AC III/LA00-II/ Mun. Assessor & Property Owner Assessor's Office</i>
	5.2 Encode, Print & Sketch on Field Appraisal & Assessment Sheet	None	2 Hours & 45 Minutes	<i>AC III/LA00-II Assessor's Office</i>
	5.3 Assign Property Index Number (PIN) & Control in the Tax Map Control Roll (TMCR)	None	5 Minutes	<i>AC III/LA00-II Assessor's Office</i>
	5.4 Encode & Print Tax Declaration	None	15 Minutes	
	5.5 Encode & Print Notice of Assessment	None	5 Minutes	
	5.7 Verification of RPT payment where the bldg./machinery is erected & annotate at the back of the new TD	None	15 Minutes	
	5.8 Review documents and other supporting papers.	None	20 Minutes	<i>LA00-II/ Municipal Assessor Assessor's Office</i>
	5.9 Sign and endorse for approval of the Provincial Assessor	None	5 Minutes	<i>Municipal Assessor Assessor's Office</i>
	5.10 Submit documents to Provincial Assessor's Office for the approval of the Provincial Assessor	None	1 Day (every Tuesday)	<i>AC III/LA00-II/ Municipal Assessor Assessor's Office</i>
	5.11 Pay corresponding fees as per Provincial Ordinance	Fees to be paid as per Provincial Ordinance	1 Hour	<i>PTO Staff Office of the Provincial Treasurer</i>
	5.12 Process and approval of documents	None	10 Working Days, if documents are complete	<i>Elsie A. Tajon, REA Provincial Assessor's Office</i>
	5.13 Receive, Segregate, Record, Control and File the Documents	None	30 Minutes	<i>AC III/LA00-II Assessor's Office</i>
6. Follow-up & receive Tax	Release the Tax Declaration	None	2 Minutes	



Declaration to the Receiving & Releasing officer				
	TOTAL	PHP 350.00	12 Working days, 4 Hours & 57 Minutes	



Issuance of Tax Declaration for Declared New Land

The service provides the property owners appraisal and assessment of their real properties and have their own Tax Declaration as basis in computing their real property taxes.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Declared Owner/s	
2. RPT of ten (10) years back taxes plus current year tax receipt of the lot (1 photocopy)			Office of the Municipal Treasurer	
3. Affidavit of Ownership (1 original)			Notary Public	
4. Affidavit of Adjoining Owners (1 original)			Notary Public	
4. Certification of the Barangay Captain (1 original)			Barangay Hall	
5. Sketch Plan with Certification of Alienable & Disposable & Status of Lot (1 original)			Community Environment and Natural Resources (CENRO)	
6. Certification of the Municipal Assessor noted by the Municipal Mayor (1 original)			Office of the Municipal Assessor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request	Register & give request form to the property owner	None	1 Minute	AC III/LA00-II Assessor's Office
2. Fill-up & submit request form together with the documentary requirements	Receive & check the completeness of the document.	None	5 Minutes	
3. Pay required Fees at the Municipal Treasurer's Office	Receive payment & issue Official Receipt (O.R.)	Ocular Inspection Fee PHP 250.00 & verification fee PHP100.00	3 Minutes	Revenue Collection Clerk Treasury Office
4. Present O.R. to the Receiving & Releasing Officer.	Receive, Record & verify O.R.	None	4 Minutes	AC III/LA00-II Assessor's Office



5. Contact or inform boundary owners regarding the inspection to be conducted.	Monitor if properly notified	None	1 Day	Assessor's Staff Assessor's Office
6. Presence in the conduct of the ocular Inspection	6.1 Conduct Ocular Inspection	None	1 Day (as per schedule)	Property Owner, Barangay Officials & Assessor's Staff Representative
	6.2 Encode, Print & Sketch Field Appraisal & Assessment Sheet (FAAS)	None	2 Hours & 45 Minutes	AC III/LA00-II Assessor's Office
	6.3 Assign Property Index Number (PIN) & Control in the Tax Map Control Roll (TMCR)	None	5 Minutes	
	6.4 Encode & Print Tax Declaration	None	15 Minutes	
	6.5 Encode & Print Notice of Assessment	None	5 Minutes	
	6.6 Verification of RPT payment where the BLDG./machinery is erected & annotate at the back of the new TD	None	15 Minutes	
	6.7 Review documents and other supporting papers.	None	20 Minutes	LA00-II/Municipal Assessor Assessor's Office
	6.8 Sign and endorse for approval of the Provincial Assessor	None	5 Minutes	Municipal Assessor Assessor's Office
	6.9 Submit documents to Provincial Assessor's Office for the approval	None	1 Day (every Tuesday)	AC III/LA00-II/Municipal Assessor Assessor's Office



	of the Provincial Assessor			
	6.10 Pay corresponding fees as per Provincial Ordinance	Fees to be paid as per Provincial Ordinance	1 Hour	<i>PTO Staff</i> <i>Office of the Provincial Treasurer</i>
	6.11 Process and approval of documents	None	10 Working Days, if documents are complete	<i>Elsie A. Tajon, REA</i> Provincial Assessor's Office
	6.12 Receive, Segregate, Record, Control and File the Documents	None	33 Minutes	AC III/LA00 II Assessor's Office
7. Follow-up & receive Tax Declaration to the Receiving & Releasing officer	Record & Release the Tax Declaration	None	2 minutes	
	TOTAL	PHP350.00	13 Working days & 5 Hours	



Issuance of Tax Declaration for Identification of Unknown Lots

The service provides the property owners appraisal and assessment of their real properties and have their own Tax Declaration as basis in computing their real property taxes.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Declared Owner/s	
2. Current year tax receipt of the lot (1 photocopy)			Office of the Municipal Treasurer	
3. Alienable & Disposable Certification (1 original)			Community Environment and Natural Resources	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Secure Request	Register & give request form to the property owner.	None	1 Minute	AC III/LA00 II Assessor's Office
2. Fill-up & submit request form together with the documentary requirements.	Receive & check the completeness of the documents.	None	5 Minutes	
3. Pay required Fee at the Municipal Treasurer's Office.	Receive payment & issue Official Receipt (O.R.)	Verification fee: PHP100.00/ Ocular Inspection fee PHP250.00	3 Minutes	Revenue Collection Clerk Treasury Office
4. Present O.R. to the Receiving & Releasing Officer.	Receive, Record & verify O.R.	None	4 Minutes	AC III/LA00-II Assessor's Office
5. Contact or inform boundary owners regarding the inspection to be conducted.	Monitor if properly notified	None	1 Day	
6. Presence in the conduct of the ocular Inspection	6.1 Conduct Ocular Inspection	None	1 Day (as per schedule)	Property Owner, Barangay Officials & Assessor's Staff Representative



	6.2 Prepare, Print & Sketch Field Appraisal & Assessment Sheet (FAAS)	None	1 Hour & 45 Minutes	AC III/LA00-II Assessor's Office
	6.3 Assign Property Index No. (PIN) & Control in the Tax Map Control Roll (TMCR)	None	5 Minutes	AC III/LA00-II Assessor's Office
	6.4 Encode & Print Tax Declaration	None	15 Minutes	
	6.5 Encode & Print Notice of Assessment	None	5 Minutes	
	6.6 Verification of RPT payment where the bldg./machinery is erected & annotate at the back of the new TD	None	15 Minutes	
	6.7 Review documents and other supporting papers.	None	20 Minutes	LA00-II/Municipal Assessor Assessor's Office
	6.8 Sign and endorse for approval of the Provincial Assessor	None	5 Minutes	Municipal Assessor Assessor's Office
	6.9 Submit documents to Provincial Assessor's Office for the approval of the Provincial Assessor	None	1 Day (every Tuesday)	AC III/LA00-II/Municipal Assessor Assessor's Office
	6.9 Pay corresponding fees as per Provincial Ordinance	Fees to be paid as per Provincial Ordinance	1 Hour	PTO Staff Office of the Provincial Treasurer



	6.10 Process and approval of documents	None	10 Working Days, if documents are complete	<i>Elsie A. Tajon, REA</i> Provincial Assessor's Office
	6.11 Receive & Control the Documents	None	33 Minutes	<i>AC III/LA00 II</i> Assessor's Office
7. Follow-up & receive Tax Declaration to the Receiving & Releasing officer	Record & Release the Tax Declaration	None	2 Minutes	<i>AC III/LA00-II</i> Assessor's Office
	TOTAL	PHP350.00	13 Working days & 5 Hours	



Issuance of Tax Declaration for Omitted Properties (GR), Area Verification and Re-classification of actual use

The service provides the property owner an updated appraisal and assessment of their real properties and have their own Tax declaration as basis in computing their real property.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Land Owner or Stake Owner	
2. Current year tax receipt of the lot (1 photocopy)			Office of the Municipal Treasurer	
3. Affidavit of Ownership (1 original)			Notary Public	
4. Affidavit of Adjoining Owners			Notary Public	
5. Alienable and Disposable Certification (1 Original)			Community Environment and Natural Resources Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request	Register & give request form to the property owner.	None	1 Minute	AC III/LA00 II Assessor's Office
2. Fill-up & submit request form together with the documentary requirements.	Receive & check the completeness of the documents.	None	3 Minutes	
3. Pay required Fee at the Municipal Treasurer's Office.	Receive payment & issue Official Receipt (O.R.)	Verification fee: PHP100.00 Ocular Inspection fee PHP 250.00	3 Minutes	Revenue Collection Clerk Treasury Office
4. Present O.R. to the Receiving & Releasing Officer.	Record O.R.	None	4 Minutes	AC III/LA00-II Assessor's Office
5. Contact or inform boundary owners regarding the inspection to be conducted.	Monitor if properly notified	None	1 Day	Assessor's Staff Assessor's Office
6. Presence in the	6.1 Conduct	None	1 Day (as	Property



conduct of the ocular inspection	Ocular Inspection		per schedule)	<i>Owner, Barangay Officials & Assessor's Staff Representative</i>
	6.2 Encode, Print & Sketch Field Appraisal & Assessment Sheet (FAAS)	None	1 Hour & 45 Minutes	<i>AC III/LA00-II Assessor's Office</i>
	6.3 Assign Property Index Number (PIN) & Control in the Tax Map Control Roll (TMCR)	None	5 Minutes	
	6.4 Encode and Print Tax Declaration	None	15 Minutes	
	6.5 Encode & Print Notice of Assessment	None	5 Minutes	
	6.6 Verification of RPT payment where the bldg./machinery is erected & annotate at the back of the new TD	None	15 Minutes	
	6.7 Review documents and other supporting papers.	None	20 Minutes	
	6.8 Sign and endorse for approval of the Provincial Assessor	None	5 Minutes	<i>Municipal Assessor Assessor's Office</i>
	6.9 Submit documents to Provincial Assessor's Office for the approval of the Prov. Assessor	None	1 Day (every Tuesday)	<i>AC III/LA00-II/Municipal Assessor Assessor's Office</i>
	6.10 Pay	Fees to be	1 Hour	<i>PTO Staff</i>



	corresponding fees as per Provincial Ordinance	paid as per Provincial Ordinance		Office of the Provincial Treasurer
	6.11 Process and approval of documents	None	10 Working Days, if documents are complete	<i>Elsie A. Tajon, REA</i> Office of the Provincial Assessor
	6.12 Receive & Control the Documents	None	33 Minutes	AC III/LA00 II Assessor's Office
7. Follow-up & receive Tax Declaration to the Receiving & Releasing officer	Record & Release the Tax Declaration	None	2 Minutes	
	TOTAL	PHP350.00	13 Working days & 5 Hours	



Issuance of Tax Declaration for Transfer of Ownership

The service provides the property owners appraisal and assessment of their real properties and have their own Tax Declaration as basis in computing their real property taxes.

Office:	Office of the Municipal Assessor			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All real property owners.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of the Owner (1 original)			Declared Owner/s	
2. Current year tax receipt of the lot (1 photocopy)			Office of the Municipal Treasurer	
3. Deed of Conveyance or Voluntary Land Transfer for titles Property (1 Original)			Notary Public duly registered	
4. Transfer Fee Receipt (1 Original)			Office of the Provincial Treasurer	
5. Certificate authorizing registration from BIR (1 original)			Bureau of Internal Revenue	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Request	Register & give request form to the property owner.	None	1 Minute	AC III/LA00-II Assessor's Office
2. Fill-up & submit request form together with the documentary requirements.	Receive & check the completeness of the documents.	None	3 Minutes	
3. Pay required Fee at the Municipal Treasurer's Office.	Receive payment & issue Official Receipt (O.R.)	Verification fee: PHP100.00/ Ocular Inspection fee PHP250.00	3 Minutes	Revenue Collection Clerk Treasury Office
4. Present O.R. to the Receiving & Releasing Officer.	Record O.R.	None	4 Minutes	AC III/LA00-II Assessor's Office



5. Contact or inform boundary owners regarding the inspection to be conducted.	Monitor if properly notified	None	1 Day	
6. Presence in the conduct of the ocular Inspection	6.1 Conduct Ocular Inspection	None	1 Day (as per schedule)	<i>Property Owner, Barangay Official & Assessor's Staff Representative</i>
	6.2 Encode, Print & Sketch Field Appraisal & Assessment Sheet (FAAS)	None	1 Hour & 45 Minutes	<i>AC III/LAOO-II Assessor's Office</i>
	6.3 Assign Property Index No. (PIN) & Control in the Tax Map Control Roll (TMCR)	None	5 Minutes	<i>AC III/LAOO II Assessor's Office</i>
	6.4 Encode and Print Tax Declaration	None	15 Minutes	
	6.5 Encode & Print Notice of Assessment	None	5 Minutes	
	6.6 Verification of RPT payment where the bldg./machinery is erected & annotate at the back of the new TD	None	15 Minutes	
	6.7 Review documents and other supporting papers.	None	20 Minutes	<i>Municipal Assessor/LAOO-II Assessor's Office</i>
	6.8 Sign and endorse for approval of the Provincial Assessor	None	5 Minutes	<i>Municipal Assessor Assessor's Office</i>
	6.9 Submit documents to	None	1 Day (every Tuesday)	<i>AC III/LAOO-II/Municipal Assessor</i>



	Provincial Assessor's Office for the approval of the Provincial Assessor			Assessor's Office
	6.10 Process and approval of documents	None	10 Working Days, if documents are complete	<i>Elsie A. Tajon, REA</i> Office of the Provincial Assessor
	6.11 Receive & Control the Documents	None	33 Minutes	<i>AC III/LA00 II</i> Office of the Municipal Assessor
7. Follow-up & receive Tax Declaration to the Receiving & Releasing officer	Record & Release the Tax Declaration	None	2 Minutes	<i>AC III/LA00 II</i> Office of the Municipal Assessor
	TOTAL	PHP350.00	13 Working days & 5 Hours	



OFFICE OF THE MUNICIPAL ASSESSOR

Internal Services



Inventory/ Assessment of Government Properties

The service provides inventories/assessments of those properties be declared to have TD for filing and references.

Office:		Office of the Municipal Assessor		
Classification:		Highly Technical		
Type of Transaction:		G2G		
Who may avail:		Municipal and Barangay Official/COA		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Plan/ Project Cost		Contractor or the End-user		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements	1.1 Ocular Inspection of documents and photocopy of the project	None	8 hours	<i>All Assessor's personnel Assessor's Office</i>
	1.2 Encode and Print FAAS and sketch in the TMCR	None	2 hours & 45 minutes	
	1.3 Assigning of PIN & control in the TMCR	None	5 minutes	
	1.4 Encode and Print TD	None	15 minutes	
	1.5 Endorse to PAO for Approval	None	8 hours	<i>ELSIE A. TAJON, REA Office of the Provincial Assessor</i>
	1.6 Processing and approval of Documents	None	10 Working Days	
	1.7 Receive, segregate, Record, Control and File the Documents	None	33 minutes	<i>All Assessor's Personnel Assessor's Office</i>
2. Follow-up and Receive Approved TD to the Receiving and Releasing Officer	Release/Issue approved TD	None	2 minutes	
	TOTAL	None	10 Working days & 19 Hours & 40 minutes	



Issuance of Owner's Duplicate Copy of Titles of Government Properties

The service provides safe keeping and for filing those documents.

Office:	Office of the Municipal Assessor			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	General Services Officer (GSO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	Receive and verify requested document	None	1 minute	LAOO-II Office of the Mun. Assessor.
2. Receive and File the documents	Issue Titles of Government Properties	None	1 minute	GSO Office of the GSO
	TOTAL	NONE	2 minutes	



OFFICE OF THE MUNICIPAL PLANNING & DEVELOPMENT COORDINATOR

External Services



Issuance of Locational Clearance

A Locational Clearance from the Office of the MPDC is a pre-requirements in securing Building and Fencing Permits from the Municipal Engineering Office. The Clearance becomes null and void if work does not commence within 1 year from the date of decision, any complaints against the issuance of the Locational Clearance found valid after due hearing and any misrepresentation/false allegation material to the issuance. All provisions stated in the issuance of the Locational Clearance shall strictly conform to the requirements of the National Building Code of the Philippines and other related laws.

Office or Division:	Office of Municipal Planning & Development Coordinator			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All individuals, business establishments and government entities needing Locational Clearance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certified True copy of Tax Declaration of land (1 Original Copy)		Office of the Municipal Assessor		
2. Official Receipt of Real Property Tax Payment (latest)		Office of the Municipal Treasurer		
3. Duly accomplished and notarized application for Locational Clearance (3 Original Copy)		Office of the Municipal Planning & Development Coordinator Notary Public		
4. Affidavit of Ownership and/or Affidavit of Consent [if applicant is not the land owner forms are available at the OMPDC (3 Original Copy Duly Notarized)]		Office of the Municipal Planning & Development Coordinator		
5. Barangay Clearance		Barangay where the property/ lot is located		
6. One (1) set of Plans, specifications and estimated cost (1 Original Copy)		Applicant		
7. Duly accomplished Location Map (forms available at the OMPDC)		Office of the Municipal Planning & Development Coordinator		
8. Duly accomplished and notarized Neighbour's Consent [for Fencing Permit] (3 Original Copy)		Office of the Municipal Engineer Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book	Assist client in signing in the Client Log Book	None	2 minutes	MPDC/ PDO II Municipal Planning & Development Office
2. Submit Requirements for verification and get schedule for site inspection	Evaluates and verify the submitted requirements and give schedule of zoning inspection	None	15 minutes	



3. Site Inspection. Wait for the Zoning Officer to Inspect the Project site	3.1 Inspect the proposed site for building/fencing construction.	None	1 Hour	
	3.2 Gives Order of Payment	Refer to Table below	3 Minutes	MTO Staff <i>Treasury Office</i>
4. Return to the OMPDC, Gives Official Receipt and wait for the processing of your documents	Receives Official Receipt, encoded and print Locational Clearance then signed by Zoning Officer/MPDO	None	5 Minutes	MPDC/ PDO II Municipal Planning & Development Office
5. Receives approved and signed Locational Clearance.	Record the Locational Clearance in the logbook and give it to the Client.	None	1 Minute	
TOTAL:		Refer to Table Below	1 Hour and 26 Minutes	

SCHEDULE OF FEES FOR ZONING/LOCATIONAL CLEARANCE	
A. Single residential structure attached or detached	
1. Php 100,000.00 & below	Php 288.00
2. Over Php 100,000.00 to Php 200,000.00	Php 576.00
3. Over Php 200,000.00	Php 720.00 + (1/10 of 1% on excess of Php200,000.00)
B. Apartments/Townhouses	
1. Php 500,000.00 & below	Php 1,144.00
2. Over Php 500,000.00 to Php 2,000,000.00	Php 2,160.00
3. Over Php 2 Million	Php 3,600.00 + (1/10 of 1% on excess of Php 2 Million regardless of the number of floors)
C. Dormitories	
1. Php 2 Million and below	Php 3,600.00
2. Over 2 Million	Php 3,600.00 + (1/10 of 1% on excess of Php2 Million)
D. Institutional	
Project Cost of which is:	
1. Below Php 2 Million	Php 2,880.00
2. Over Php 2 Million	Php 2,880.00 + (1/10 of 1% on excess of Php 2 Million)



E. Commercial, Industrial and Agro-industrial Project Cost of which is:	
1. Below Php 100,000.00	Php 1,140.00
2. Over Php 100,000.00 - Php 500,000.00	Php 2,160.00 Php 2,880.00
3. Over Php 500,000.00	Php 4,320.00
4. Over Php 1 Million - Php 2 Million	Php 7,200.00 + (1/10 of 1% on excess of Php 2 Million)
5. Over Php 2 Million	
F. Special Uses/Special Projects	
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
1. Below Php 2 Million	Php 7,200.00
2. Over 2 Million	Php 7,200.00 + (1/10 of 1% on excess of Php 2 Million)
G. Alteration/Expansion (affected areas/cost only)	Same as the original application



Issuance of Zoning Certificate

The Zoning Officer will certify as to the use of the subject property/land as reflected from the approved Comprehensive Land use Plan and Zoning Ordinance of the municipality.

Office or Division:	Office of the Municipal Planning & Development Coordinator (OMPDC)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All individuals, business establishments and government entities needing Zoning Certificate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration of land (1 Original Copy)		Office of the Municipal Assessor		
2. Official Receipt of Real Property Tax Payment (latest)		Office of the Municipal Treasurer		
3. Vicinity Map		Applicant		
4. Duly accomplished and notarized application for Zoning Certificate (3 Original Copy)		Office of the Municipal Planning & Development Coordinator Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the OMPDC, present a valid identification card (ID). Sign in Client Log Book then request for Zoning Certificate	Assist client in signing in the Client Log Book then conduct brief background interview	None	3 Minutes	MPDC/ PDO II Municipal Planning & Development Office
2. Submit Requirements	Evaluates and verify the submitted requirements	None	3 Minutes	
3. Get order of Payment and Pay Certification fee at the Treasury Office.	Gives Order of Payment	Secretaries Fee: PHP 85.00 Doc. Stamp: PHP 30.00	3 Minutes	MTO Staff Office of the Municipal Treasurer
4. Return to the OMPDC and gives Official Receipt and wait for your request to be process.	Receives Official Receipt, encoded and print Zoning Certificate then signed by Zoning Officer/ MPDO	None	2 Minutes	MPDC/ PDO II Municipal Planning & Development Office



5. Return to the OMPDC, Gives Official Receipt and wait for the processing of your documents	Record the Zoning Certificate in the logbook and give it to the Client.	None	1 Minute	<i>MPDC/ PDO II</i> Municipal Planning & Development Office
TOTAL:		PHP 105.00	12 minutes	



Issuance of Zoning Clearance for Business Permit (New)

Business enterprises are required to secure Zoning Clearance from the OMPDC before the start of commercial operations. This is part of the process of securing a Business License/Mayor's Permit.

Office or Division:	Office of the Municipal Planning & Development Coordinator (OMPDC)			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All individuals, business establishments and government entities needing Zoning Clearance for their business permit (new)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration of and (1 Original Copy)		Office of the Municipal Assessor		
2. Official Receipt of Real Property Tax Payment (latest)		Office of the Municipal Treasurer		
3. Duly accomplished and notarized application for Zoning Certificate (1 Original Copy)		Municipal Planning & Development Office , Notary Public		
4. Contract of Lease/Consent, if applicant is a lessee (1 Original Copy)		Applicant		
5. Detailed Information about the business (1 Original Copy)		Applicant		
6. Sketch of Location (1 Photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book	Assist client in signing in the Client Log Book	None	3 Minutes	MPDC/ PDO II Municipal Planning & Development Office
2. Submit Requirements for verification and get schedule of zoning inspection	Evaluates and verify the submitted requirements	None	3 Minutes	
3. Site Inspection. Wait for the Zoning Officer to inspect your business establishment	Inspect the business establishment	None	1 Hour	



4. Return to the OMPDC and wait for the request to be processed	Process Zoning Clearance then signed by Zoning Officer/MPDO	None	3 Minutes	
5. Get order of Payment and Pay Certification fee at the Treasury Office.	Gives Order of Payment	Certification Fee: PHP 85.00 Doc. Stamp.: PHP 30.00	3 Minutes	<i>MTO Staff</i> Treasury Office
6. Return to the OMPDC, Gives Official Receipt and wait for the processing of your documents	Record the Zoning Certificate in the logbook and give it to the Client.	None	1 Minute	<i>MPDC/ PDO II</i> Municipal Planning & Development Office
TOTAL:		PHP 115.00	1 Hour & 15 Minutes	



Provision of Technical Assistance in the Preparations of Project Proposals and Training Designs

The MPDO provides technical assistance to Barangays, Non-Government Organizations, and other offices within the municipality in the preparation of projects proposals, training designs and other skills training programs.

Office or Division:	Office of the Municipal Planning & Development Coordinator (OMPDC)			
Classification:	Complex			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All individuals, business establishments and government entities needing technical assistance in the preparation of project proposals and training designs.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID (1 Photocopy)		GSIS, SSS, TIN, PRC, Pag-ibig, Philhealth, Voter's ID, Postal ID, Driver's License		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MPDO, present a valid identification card (ID). Sign in Client Log Book then inform/ request for technical assistance	Assist client in signing in the Client Log Book then conduct an interview regarding proposed project/training program	None	10 Minutes	MPDC/ PDO II Municipal Planning & Development Office
2. Wait for the preparation of the project/training proposal.	Prepares, encodes and prints requested documents	None	5 Working Days	
3. After 5 days, return to MPDO for the requested documents.	Records requested documents on project/training proposal in the logbook.	None	2 Minutes	
4. Receives requested documents on projects/training proposals	Releases the requested documents on projects/training proposals	None	1 Minute	
TOTAL:		None	5 Working Days, 13 Minutes	



Provision of Technical Information

The MPDO provides technical information such as the Socio-Economic Profile, Development Plans and Investment Programs. Accomplished Reports and other vital documents to students, researchers, businessman and others who need it for a specific/legal purpose.

Office or Division:		Office of the Municipal Planning & Development Coordinator (OMPDC)		
Classification:		Simple		
Type of Transaction:		G2C, G2B, G2G		
Who may avail:		All individuals, business establishments and government entities needing technical information and assistance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid ID. (1 Photocopy)		GSIS, SSS, TIN, PRC, Pag-ibig, Philhealth, Voter's ID, Postal ID, Driver's License		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the MPDO, present a valid identification card (ID). Sign in Client Log Book then inform/request for the document or information you need	Assist client in signing in the Client Log Book then conduct brief background interview	None	5 Minutes	MPDC/ PDO II Municipal Planning & Development Office
2. Wait for the requested data or documents.	Prints/photocopy requested documents	None	3 Minutes	
3. Receives requested data or documents	Records requested data in the logbook	None	2 Minutes	
TOTAL:		None	10 Minutes	



OFFICE OF THE MUNICIPAL TREASURER

External Services



Billing and Collection of Water Bills and Issuance of Official Receipt for Application and charges for use of Suyo Municipal Waterworks System (SMWS)

Suyo Municipal Waterworks System (SMWS) is established due to inadequacy of water supply, it is an economic enterprise whose development, expansion and operation are implemented by the Local Government in which the billing and collection tasks will fall under the Office of the Municipal Treasurer.

The SMWS shall operate as an organic unit of the local/municipal government, with it being part of the normal functions of the LGU's appropriate line departments under the immediate direction of the Municipal Mayor.

The Office of the Municipal Treasurer collects and/or issues official receipt on all payments for the use of Suyo Municipal Waterworks System.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Prospective consumer/ All consumers of Suyo Municipal Waterworks System			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
* FOR NEW APPLICATION: Duly accomplish New Service Connection Application form (1 copy)			General Services Office	
* FOR ACTIVE PAYING CONSUMERS: 1. Notice of billing for water bill consumption (1 copy)			Office of the Municipal Treasurer	
2. Senior Citizen Card/Person With Disability Card (1 original copy)			Active Consumer (with 5% discount)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
* For New Application: 1. Payment of application fee to the Revenue collector	Receive accomplished form, prepare official receipt and orient client regarding the rules and regulations imposed by the system	Application Fee- PHP50.00	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
2. Receive application form with issued official receipt as proof of payment and orientation attendance then	2.1 The Municipal Treasurer sign the application upon payment and after the New Service Connection orientation is done.	None	2 minutes	<i>Municipal Treasurer/Duly Authorized personnel or staff Treasury Office</i>



proceed to General Services Office for evaluation and endorsement for inspection	2.2 Prepare Consumer Ledger card to serve as record of new member application			Revenue Collector/ Administrative Aide Treasury Office
TOTAL				5 Minutes
* For Payment of Water Bill: 1. Present notice of billing for water consumption to the Revenue Collector	Compute water bill consumption and prepare official receipt, post payment on the Consumer ledger card and issue proof of payment of water bill to the client	(Please see table and rate of consumption below)	5 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL		None		5 minutes

For billing purposes, a water meter shall be read one (1) month after its connection and every month thereafter. Meter reading shall be done every 30th day of the month. Billings will be served within five (5) days thereafter and payments of the bills shall be within the first six (6) days of succeeding month. Non-payment of bills shall be charged with the corresponding five (5%) percent interest if not more than one (1) month; ten (10%) percent if not more than three (3) months and service line cut-off if not paid within three (3) months.

	Amount of Fee
A. Installation of pipe	PHP 30.00/meter
B. For metered service:	
1. Minimum charge for not more than 6 cubic meter per month:	
a) Residential service	PHP 120.00
b) Commercial service	PHP 250.00
c) Industrial service	PHP 300.00
2. For every cubic meter in excess of 20 cubic meter per month:	
a) Residential service	PHP 25.00
b) Commercial service	PHP 30.00
c) Industrial service	PHP 50.00
3. Re-connection fee	PHP 1,000.00
4. Water meter (payable in cash or within 3 months)	PHP 1,200.00
<i>Violation and Charges:</i>	
* Violation or tampering of the seal	PHP 500.00
* Illegal connection	PHP 2,000.00 + automatic disconnected from the service line or be charge of pilferage



Collection and Issuance of Official Receipt on Other transactions

The Office of the Municipal Treasurer collects and/or issues official receipt for all other transactions other than payment of fees.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Charges from Barangay: Disbursement voucher with check			Barangay Concern	
Shares from Provincial Government: Disbursement voucher with check			Provincial Treasury Office	
Refund of Cash Advance: Liquidation Report			LGU Official and Employees	
Fund transfer from Other government agencies: Disbursement voucher with check			Any Government Agencies	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Issuance of official receipt	(Please refer to the table below)	3 minutes	<i>Local Revenue Collection Officer/ Revenue Collection Clerk Treasury Office</i>
TOTAL		(Please refer to the table below)	3 minutes	

Collection From Barangay: Fishery Rental	PHP 250.00 per annum not later than December 31 of every year
Garbage Truck Rental	PHP 1,500.00 per month per barangay availing the service
Barangay Record-Keeper Honorarium	PHP 1,000.00 per month per barangay
Shares from Provincial Government: Extraction fee	30% of the tax collected from quarry operation within the municipality
Refund of Cash Advance	Based on Liquidation Report
Fund transfer	Based on voucher



Collection of Fee for Sealing and Licensing of Weights and Measures

The Municipal Treasurer shall strictly enforce the provision of the regulation of practices relative to weights and measures, as provided in Chapter II of the Consumer Act, Republic Act No. 7394.

Every person before using instruments of weights and measures within this municipality shall first have them sealed and licensed annually and pays thereof to the Office of the Municipal Treasurer.

Office or Division:		Office of the Municipal Treasurer		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
		G2B-Government to Business Entity		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Weighing scale		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of fees required to the Revenue collector	Issue official receipt serving as license to use the instrument *valid for one (1) year	(Please see table of fees)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
2. Received official receipt and present the instrument to the official sealer (Municipal Treasurer or his duly authorized representative)	Test, calibrate and seal the instrument and keep full sets of secondary standard.	None	7 minutes	<i>Municipal Treasurer/ Authorized Representative Treasury Office</i>
TOTAL		(Please see table of fees)	10 minutes	



	Amount of fees:
A.) For sealing linear metric measures: Not over one (1) meter	PHP 25.00
Measure over one (1) meter	PHP 40.00
B.) For sealing metric measurers of capacity: Not over ten (10) litres	PHP 25.00
Over ten (10) litres	PHP 40.00
C.) For sealing metric instruments of weights: With capacity of not more than 30 kg. but not more than 3,000 kg.	PHP 50.00
D.) For sealing apothecary balances of precision	PHP 55.00
E.) For sealing scale or balance with complete set of weights: For each scale or balances or other balances with complete set of weights for use therewith	PHP 50.00
For each extra weight	PHP 25.00
F.) Re-testing, re-sealing including gasoline pumps for each instrument	PHP 55.00
*Surcharge for failure to have the instrument re-tested	500% of the corresponding fee
Additional fee:	
1. Sticker (weight & measure)	PHP 30.00/unit
2. Weight & measure tag	PHP 20.00/unit



Collection of Real Property Tax and Issuance of Official Receipt

The Real Property tax for any year shall accrue on the first (1st) day of January and from the date it shall constitute a lien on the property which shall be superior to any other lien, mortgage, or encumbrance of any kind whatsoever, and shall be extinguished only upon the payment of the delinquent tax.

The collection of real property tax with interest thereon and the enforcement of the remedies provided in Title 2, Book II of R.A.7160 (Local Government Code of 1991), or any applicable rules and regulations shall be the responsibility of the Municipal Treasurer concerned.

Real property taxes shall be paid to the Office of the Municipal Treasurer where the real property is located.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All Real property tax owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Previous Real property tax proof of payments or receipt (1 copy)			Previous tax payments/owner's copy/file	
or, Real property tax order of payment/tax billing (1 copy)			Office of the Municipal Treasurer	
or, Tax roll / Latest tax declaration as to ownership of real property (1 original/photocopy)			Office of the Municipal Assessor	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit either one of the requirement stated above to the Revenue collector	Receive requirement, verify correctness of amount by the real property tax account register (RPTAR) and assess real property tax due of the taxpayer	None	7 minutes per property	Revenue Collection Clerk/ Administrative Aide Treasury Office
2. Pay the corresponding tax due	Receive payment and issuance of official receipt	Please see table of computation below)	3 minutes per property	Revenue Collection Clerk/ Administrative Aide Treasury Office
TOTAL		Please see table of computation below)	10 minutes	



A. Following are the formulas for the Basic tax and SEF:

1) Basic tax: Tax due = (assessed value) x (1% tax rate)
2) Special Education Fund tax: Tax due = (assessed value) x (1% tax rate)

B. The formula for tax discount is as follows:

Tax discount = (tax due) x (20% tax rate for advance payment), or Tax discount = (tax due) x (10% tax rate for prompt payment)

C. the following formula shall guide the computation of interest to be paid on delinquent real property taxes:

1) For real property taxes delinquent for any period up to thirty-six (36) months:

Interest payment due for each month of delinquency = (tax due) x (2%) x (number of months delinquent)
--

2) For real property taxes delinquent for any period up to more than thirty-six (36) months:

Interest = (tax or taxes due) x (2%) x (36 months)
--

3) For annual interest payment due:

Annual interest payment = sum of interest payments due for month delinquent during the year

4) For total real property taxes and interest to be paid:

Total tax and interest due = (total unpaid taxes due) + (interest on unpaid taxes due)
--

FORMULA:

Assessed value x (1%) x 2 = tax due (Basic & SEF)

**for Advance payment:*

Discount to avail:

Last three (3) working days of December of the current year– 20%

**for Prompt payment:*

Discount to avail:

From January 1 to March 31 – 10%

**Interest on unpaid Real property tax:*

2% per month after March 31



Penalties for unpaid back taxes:

Month	Current year	Immediate preceding year	2 years back	3 years back to previous year
January	-	26%	50%	72%
February	-	28%	52%	72%
March	-	30%	54%	72%
April	8%	32%	56%	72%
May	10%	34%	58%	72%
June	12%	36%	60%	72%
July	14%	38%	62%	72%
August	16%	40%	64%	72%
September	18%	42%	66%	72%
October	20%	44%	68%	72%
November	22%	46%	70%	72%
December	24%	48%	72%	72%

Year	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
Current year	-	-	-	8%	10%	12%	14%	16%	18%	20%	22%	24%
Immediate preceding year	26%	28%	30%	32%	34%	36%	38%	40%	42%	44%	46%	48%
2 years back	50%	52%	54%	56%	58%	60%	62%	64%	66%	68%	70%	72%
3 years back to previous year	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%	72%



Collection of Tourism Ecological Fees and Entrance Fees for every local & foreign tourist visiting the Historical Landmark at Mount Tapao and Agricultural Demonstration Farm at Sitio Macaag

The tourism ecological fee imposed on any non-resident tourist, visitors, and mountaineers who visit the municipality of any accommodation establishment within the municipality. Such fees shall support sustainable programs for tourism, environmental protection, conservation and management, peace and order, and livelihood.

The Office of the Municipal Treasurer collects charges for every local and foreign tourist visiting the historical landmark at Mount Tapao, Poblacion and the Agricultural Demonstration farm at Sitio Macaag, Suyo Proper in this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All resident, local and foreign tourist			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tourism ecological ticket (1 original copy)		Designated/authorized collector from the Mayor's Office or Treasury Office		
For resident – proof of residency (Cedula/valid identification card)		Local tourist from this municipality		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register to the visitor's logbook,	Verify validity of the presented documents	None	2 minutes	<i>Administrative Aide/ Authorized collector Mayor's Office/ Treasury Office</i>
2. Payment of tourism ecological fee and entrance fee to the designated/authorized collector	Issue tourism ecological ticket (for non-resident) and issue cash ticket upon payment of fees	(Please refer to rate of fees below)	3 minutes	<i>Administrative Aide/ Authorized collector Mayor's Office/ Treasury Office</i>
TOTAL		(Please refer to rate of fees below)	5 minutes	



	Amount of fee
Tourism ecological fee ticket *good only for the entire stay in Suyo until exit/departure	PHP 10.00/visitor
Exemption and discount:	
A. All residents permanently residing in this municipality	None
B. Filipino children six (6) years old and below or person with disability (PWD)	None
C. Senior citizen 20% discount	PHP 8.00/Senior Citizen
Mount Tapao Entrance fee:	
A. Children	PHP 20.00
B. Adult	PHP 30.00
C. Senior Citizen	PHP 25.00
D. Person with disability (PWD)	
D1. Children	PHP 15.00
D2. Adult	PHP 25.00
Cash ticket to serve as payment for entrance fee: with face value amounting to	PHP 5.00/piece or PHP 10.00/piece
Sitio Macaag Demo farm Entrance fee:	
A. Children	PHP 20.00
B. Adult	PHP 30.00
C. Senior Citizen/PWD	PHP 24.00
* Pick And Pay strawberry per kilogram	*Prevailing Price



Dredging, Quarrying and Other related operations along the Chico River and its adjoining streams

All entities whether public or private, natural or juridical which are in any manner, would or presently undertake dredging, quarrying and other related operations along the Chico River and its adjoining stream shall apply safety, ecological and environmental protection in relation to their operation.

The Chico River is a vital body of water in the municipality with a tributary running along different barangays within its territorial jurisdiction.

Unregulated dredging, quarrying and other related operations along the Chico River and adjoining streams might pose serious danger to the ecology, the environment, and the health and safety of the inhabitants of certain barangays of this municipality.

This municipality is committed to the protection of life, health, property and safety of its inhabitants, the preservation and conservation of natural resources and ecosystem within its territorial jurisdiction.

Office or Division:	Business Permits and Licensing Officer/ Office of the Municipal Treasurer			
Classification:	Simple/Complex			
Type of Transaction:	G2C, G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>Under Municipal Ordinance #14, Series 2020:</i>				
1. Area Clearance (1 copy)		Barangay concern		
2. Locational Clearance (2 copies)		Office of the Municipal Planning and Development Coordinator		
3. Accreditation thru the favourable endorsement (Sangguniang Bayan Resolution) (1 copy)		Office of the Municipal Mayor/ Office of Sangguniang Bayan		
4. Post a surety bond of PHP 20,000.00		Permitee		
5. Own equipment such as Pay loader, Back Hoe and Truck		Permitee		
6. Provincial application (1 copy)		Provincial Government		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete documentary requirements to the Office of the Municipal Treasurer	Verify presented documents and assess fee for the conduct of business (if any)	None	5 minutes	<i>Local Revenue Collection Officer I/ Revenue Collection Clerk III Treasury Office</i>
2. Fill up BPLS unified form and	Receive BPLS unified form,	License to engaged in	5 minutes	<i>Revenue Collector/ Administrative</i>



pay corresponding fees	prepare official receipt and process application	business (See table of fees for application for Mayor's Permit)		<i>Aide</i> Treasury Office
3. Sign in the logbook and wait for the processing of permit	Issuance of permit at the Office of the Municipal Mayor	None	3 minutes	<i>Municipal Mayor</i> <i>Municipal Administrator</i>
4. Receive permit	Record transaction in the logbook Release the permit	None	2 minutes	<i>Local Revenue Collection Officer I/</i> <i>Revenue Collection Clerk III</i> Treasury Office
TOTAL		(See table of fees for application for Mayor's Permit)	15 minutes	



Issuance of Accountable Form No. 51 to Barangay

The Office of the Municipal Treasurer issues Accountable Form No. 51 to the barangays for their issuance of barangay clearance, barangay business clearance and other certifications.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Barangay Treasurers of this Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition and Issue Slip (3 Copies)		Barangay Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements stated	Verify presented document	None	1 minute	Revenue Collector/ Administrative Aide Treasury Office
2. Payment of Corresponding Fee	Receive Payment And Issue Official Receipt	PHP 180.00 per booklet	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
3. Sign in the record book and receive the Accountable Form #51	Record the transaction in the logbook (receipt serial number and date issued) and release Accountable Form #51	None	1 minute	Revenue Collector/ Administrative Aide Treasury Office
TOTAL		PHP 180.00 per booklet	5 minutes	



Issuance of Certification for Real Property Tax payment

The Office of Municipal Treasurer issues tax clearance certificate when the real property is fully paid from its corresponding tax due.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All individuals and juridical entities with real properties including land, building, improvement and machineries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Official receipt of payment for real property tax for the current year (1 copy)			Owner/taxpayer's copy	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the official receipt of payment of real property tax to the revenue collector	Check/verify the property based on the presented proof of payment of real property tax	None	1 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
2. Payment of certification to the Revenue collector	Issue official receipt and process tax clearance/certification.	Certification PHP 85.00 + Documentary Stamp tax PHP 30.00	3 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
3. Receive tax clearance/certification	Release tax clearance/certification upon signing of the Municipal Treasurer or his/her representative in his/her absence.	None	1 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
TOTAL		PHP 115.00	5 minutes	



Issuance of Community Tax Certificate (Cedula) (for Corporation)

Juridical persons liable to Community tax:

Every corporation, no matter how created or organized, whether domestic or resident-foreign, engaged in or doing business in the Philippines whose principal office is located in this municipality shall pay an annual community tax.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	Individual taxpayer and Business owner/Corporation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification card or his/her authorized representative (1 original/photocopy)		To be provided by the individual taxpayer or business owner or Corporation		
2. Annual income tax return receipt from the BIR (1 copy)		Business/Company's file record		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid identification card and submit the required documents to the Revenue collector for assessment	1.1 Interview client then receive the required documents	None	2 minutes	Revenue Collector/ Administrative Aide Treasury Office
	1.2 Assess and process the community tax based on the annual income tax return receipts.		3 minutes	Revenue Collector/ Administrative Aide Treasury Office
2. Affix his/her signature or thumb mark at the CTC and pay corresponding amount indicated herein to the Revenue Collector	Collect payment and issue the community tax certificate.	(Based on the annual income tax return receipts of the business owner/ corporation)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL		See basis of Computation below	8 minutes	



Juridical persons liable to Community tax:

Every corporation, no matter how created or organized, whether domestic or resident-foreign, engaged in or doing business in the Philippines whose principal office is located in this municipality shall pay an annual community tax of five hundred pesos (PHP 500.00) and an additional tax, which in no case, shall exceed ten thousand pesos (PHP 10,000.00) in accordance with the following schedule:

- i. For every five thousand pesos (PHP 5,000.00) worth of real property in the Philippines, owned by the juridical entity during the preceding year, based on the valuation used in the payment of real property tax under existing laws, found in the assessment rolls of this municipality where the real property is situated – two pesos (PHP 2.00) ; and
- ii. For every five thousand pesos (PHP 5,000.00) of gross receipts or earnings derived by from the business in the Philippines during the preceding year- two pesos (PHP 2.00) The dividends received by a corporation from another corporation shall, for the purpose of the additional tax, be considered as part of the gross receipts or earnings of said corporation.



Issuance of Community Tax Certificate (Cedula) (for Individual)

The community tax certificate shall be imposed on persons, natural or juridical, residing in the municipality.

Individuals liable for the payment of the Community Tax:

Every inhabitant of the Philippines who is a resident of this municipality, eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year; an individual who is engaged in business or occupation; an individual who owns real property with an aggregate assessed value of one thousand pesos (PHP 1,000.00) or more; and an individual who is required by law to file an income tax return.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	Residents only 18 years old and above Business Owner			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<i>For Individual:</i>				
1. Personal Appearance		None		
2. Government issued valid identification card (1 original/photocopy)		To be provided by the Individual taxpayer (BIR, Post Office, DFA, PSA, GSIS, SSS, PAG-IBIG, PhilHealth, DSWD, Office ID)		
3. For employed, proof of income		Agency or Company where they work		
<i>For Business:</i>				
1. Valid Identification card of business owner or his/her authorized representative (1 original/photocopy)		To be provided by the Individual taxpayer (BIR, Post Office, DFA, PSA, GSIS, SSS, PAG-IBIG, PhilHealth, DSWD, Office ID)		
2. Annual income tax return receipt from the BIR (1 copy)		Business owner file record		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present valid identification card and submit the required documents to the Revenue collector for assessment	Interview client and receive the required documents and compute the community tax	None	2 minutes	Revenue Collector/ Administrative Aide Treasury Office



2. Affix his/her signature or thumb mark at the CTC and pay corresponding amount indicated herein.	Collect payment and issue the community tax certificate.	Basic community tax: PHP5.00 additional PHP1.00 for every PHP 1,000.00 income (not exceeding PHP 5,000.00)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		Basic community tax: PHP5.00 additional PHP1.00 for every PHP 1,000.00 income (not exceeding PHP 5,000.00)	5 minutes	

Rate of Community Tax payable by Individuals:

The rate of the annual community tax that may be levied and collected from said individual shall be five pesos (PHP 5.00) plus an annual additional tax of one peso (PHP1.00) for every one thousand pesos (PHP 1,000.00) of income regardless of whether from business, exercise of profession, or from property but which in no case shall exceed five thousand pesos (PHP 5,000.00).

In the case of husband and wife, the additional tax herein imposed shall be based upon the total property owned by them and the total gross receipts or earnings derived by them.

Exemptions:

- A.) Diplomatic and consular representatives; and
- B.) Transient visitors when their stay in the Philippines does not exceed three (3) months.

Time of payment:

The community tax shall accrue on the first (1st) day of January each year and shall be paid not later than the last day of February of each year.

Penalties for late payment:

If the tax is not paid within the time prescribed above, there shall be added to the unpaid amount and interest of twenty-four-percent (24%) per annum from the due date until it is paid.



Issuance of Official Receipts for Chainsaw Registration

The Office of the Municipal Treasurer issues official receipts for payments made for chainsaw registration to legalize ownership of chainsaws.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of registration (1 original copy)		Community Environment and Natural Resources Office-(CENRO Region I)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present proof of registration to the Revenue collector and payment of annual permit fee.	Receive payment and issue official receipt	Annual Mayor's permit- PHP 100.00 *valid for one (1) year	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		PHP 100.00	3 minutes	



Issuance of Official Receipts for Motorized Tricycle Operator's Permit (MTOP)

The Office of the Municipal Treasurer issues official receipts to cash received as payment for the Motorized Tricycle Operator's Permit (MTOP) franchise.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplished Application form (1 copy)			Municipal Tricycle Franchising & Regulatory Board – Office of the Sangguniang Bayan	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present accomplished application form	Verify completeness of documents/ requirements	None	2 minutes	Revenue Collection Clerk III Treasury Office
2. Payment of corresponding fees to the Revenue collector	Receive payment and issue official receipt, logo, sticker and license plate (for new)	(Please refer to table of fees below)	3 minutes	Revenue Collection Clerk III Treasury Office
TOTAL			5 minutes	

Imposition of fees:

A. Franchise fee	PHP 100.00
B. Filing fee per unit	PHP 100.00
C. Mayor's permit fee	PHP 100.00
D. Business tax	PHP 330.00
E. Filing fee for amendment of MTOP	PHP 50.00
F. Logo	PHP 100.00
G. Sticker	PHP 20.00
H. Business license plate (for new)	PHP 150.00
I. Body number (for new) (by MTFRB)	PHP 110.00



Issuance of Official Receipts for Special permits

The Office of the Municipal Treasurer issues official receipt for all the payment received for special permits and other related activities in this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(See list of rates below)	3 minutes	Revenue Collector/ Admin. Aide Treasury Office
TOTAL			3 minutes	

Permit Fee on Circus and Other Parades:

There shall be collected a Mayor's permit fee on every circus and other parades using banners, floats or musical instruments carried on in this municipality at least five (5) days before schedules date such activity shall be held.

Permit fee on circus, and other parades using banners, floats or musical instruments	PHP 55.00/day
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Permit Fee for Excavation:

There shall be imposed fees on every person who shall make or cause to be made any excavation on public or private streets within this municipality.

Permit fee for excavation	Amount of fee
A. For crossing streets with concrete pavement:	
1. For crossing concrete pavement (minimum area 2.00 x .600 m., 12 sq.m.)	PHP 500.00
2. For crossing across base of streets with concrete pavement, per linear meter (boring method)	PHP 300.00
B. For crossing streets with asphalt pavement:	
1. Minimum fee	PHP 200.00
2. Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80 meters)	PHP 100.00
C. For crossing the streets with gravel pavement:	
1. minimum fee	PHP 100.00
2. Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3 meters)	PHP 50.00
D. For crossing existing curbs and gutters resulting in the damage	PHP 50.00
E. Additional fee for every one day of delay in excess of excavation period provided in the mayor's permit	PHP 50.00
*Cash deposit	PHP 5,000.00



Permit Fee for Temporary Use of Roads, Streets, Sidewalks, Alleys, Patios, Plazas and Playgrounds:

Any person that shall temporarily use and/or occupy a streets, sidewalk, or alley or portion thereof in this municipality in connection with their construction works and other purposes, shall pay a fee in the following schedule:

1. For construction	PHP 5.00/sq.m. per week or fraction thereof
2. Others	PHP 5.00/sq.m. per day

Permit Fee on Film-Making:

There shall be collected permit fee from any person who shall go on location-filming within the territorial jurisdiction of this municipality.

The fee imposed herein shall be paid to the Office of the Municipal Treasurer upon application five (5) days before location-filming is commenced.

Permit fee on film-making	Rate of fee per filming:
A. Commercial movies	PHP 500.00/day
B. Commercial Advertisements	PHP 500.00/day
C. Documentary film	PHP 500.00/day
D. Videotape coverage	PHP 500.00/day

Permit Fee on Occupation/Calling Not Requiring Government Examination:

There shall be collected as annual fee at the rate prescribe hereunder for the issuance of Mayor’s permit to every person who shall be engaged in the practice of the occupation or calling not requiring government examination with the municipality as follows:

Occupation or calling	Rate of fee per annum
A. On employees and workers in generally considered “offensive and dangerous business establishments”	PHP 100.00
B. On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	PHP 50.00
C. On employees and workers in food or eatery establishments	PHP 25.00
D. On employees and workers in night or night and day establishment	PHP 50.00
E. All occupation or calling subject to periodic inspection, surveillance and/or regulations by the municipal mayor	PHP 50.00



Permit Fee for the Storage of Flammable and Combustible Materials:

There shall be collected an annual permit fee for the storage of combustible materials to the Office of the Municipal Treasurer upon application for mayor's permit at the rates as follows:

Storage of flammable and combustible materials:	Rate of fee per annum
A. Storage of gasoline, diesel, fuel, kerosene and similar products	
500 to 2,000 litres	PHP 250.00
2,001 to 5,000 litres	PHP 550.00
5,001 to 20,000 litres	PHP 1,050.00
20,001 to 50,000 litres	PHP 1,550.00
50,001 to 100,000 litres	PHP 2,050.00
Over 100,000 litres	PHP 2,550.00
B. Storage of cinematographic film	PHP 100.00
C. Storage of celluloid	PHP 100.00
D. Storage of calcium carbide	
1. less than 50 cases	PHP 100.00
2. 50 to 99 cases	PHP 200.00
3. 100 or more cases	PHP 300.00
E. Storage of tar, resin and similar materials	
1. less than 1,000 kilos	PHP 100.00
2. 1,000 to 2,500 kilos	PHP 200.00
3. 2,500 to 5,000 kilos	PHP 300.00
4. Over 5,000 kilos	PHP 400.00
F. Storage of coal deposits	
1. below 100 tons	PHP 100.00
2. 100 tons or above	PHP 200.00
G. Storage of combustible, flammable or explosive substance not mentioned above	PHP 300.00

Permit Fee for the Conduct of Group Activities:

Every person who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this municipality shall pay to the Office of the Municipal Treasurer for every occasion of not more than twenty-four (24) hours the corresponding fee in the following schedule:

1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	PHP 500.00
2. Dances	PHP 500.00
3. Coronation and ball	PHP 500.00
4. Promotional sales	PHP 500.00
5. Other group activities	PHP 500.00



Permit Fee for Special Promotional Advertisement/Activity:

There shall be collected permit fee before the conduct of any promotional advertisement/activity within the territorial jurisdiction of the municipality to be paid at the Office of the Municipal Treasurer:

A. Flyers and the like	PHP 150.00
B. Streamer	PHP 250.00
C. Sign board	PHP 300.00

Peddlers Permit Fee

There shall be collected permit fee to the Office of the Municipal Treasurer from peddlers engage in the sale of merchandise or article of commerce in the municipality.

Peddlers permit fee	PHP 100.00
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Permit Fee for Treasure Hunters:

There shall be imposed a permit fee to be paid to the Office of the Municipal Treasurer on every person or group of persons operating as treasure hunter/s within the municipality before any treasure hunting activity can be lawfully begun or pursued

Permit fee for treasure hunters	PHP 1,000.00
Treasure positively found - Municipal government shares	15% of the gross value of the treasure found



Issuance of Official Receipts for Tax on Ambulant and Itinerant Amusement Operators

The Office of the Municipal Treasurer issues official receipt to all payment of tax imposed on ambulant and itinerant amusement operators during fiestas and fairs in this municipality before engaging in such activity.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	PHP 100.00/DAY	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
Total		See table of payments below	3 minutes	

A. Circus, carnivals, or the like	PHP 100.00/day
B. Merry-go-around, roller coaster, Ferris wheel, swing, shooting gallery and other similar contrivances	PHP 100.00/day
C. Sports contest/exhibitions	PHP 100.00/day



Issuance of Official Receipts for Tax on Business

The Office of the Municipal Treasurer issues official receipt to all payment of business tax imposed on the persons who establish, operate, conduct or maintain their respective business within the municipality.

Issuance of the said official receipt shall not relieve the taxpayer of any requirement imposed by the different departments of this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (1 copy)		Designate-Business Permit and Licensing Officer / Municipal Treasurer and/or his authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment to the revenue collector and pay corresponding fee	Receive payment and issue official receipt	(See graduated business tax schedule below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
Total			3 minutes	

A.) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Amount of gross sales/receipts for the preceding calendar year	Amount of tax per annum
Less than PHP 10,000.00	PHP 198.00
PHP 10,000.00 or more but less than PHP 15,000.00	PHP 264.00
PHP 15,000.00 or more but less than PHP 20,000.00	PHP 362.40
PHP 20,000.00 or more but less than PHP 30,000.00	PHP 528.00
PHP 30,000.00 or more but less than PHP 40,000.00	PHP 792.00
PHP 40,000.00 or more but less than PHP 50,000.00	PHP 990.00
PHP 50,000.00 or more but less than PHP 75,000.00	PHP1,584.00
PHP 75,000.00 or more but less than PHP 100,000.00	PHP 1,980.00
PHP 100,000.00 or more but less than PHP 150,000.00	PHP 2,640.00
PHP 150,000.00 or more but less than PHP 200,000.00	PHP 3,300.00
PHP 200,000.00 or more but less than PHP 300,000.00	PHP 4,620.00
PHP 300,000.00 or more but less than PHP 500,000.00	PHP 6,600.00
PHP 500,000.00 or more but less than PHP 750,000.00	PHP 9,600.00
PHP 750,000.00 or more but less than PHP 1 million	PHP 12,000.00
PHP 1 million or more but less than PHP 2 million	PHP 16,500.00



PHP 2 million or more but less than PHP 3 million	PHP 19,800.00
PHP 3 million or more but less than PHP 4 million	PHP 23,760.00
PHP 4 million or more but less than PHP 5 million	PHP 27,720.00
PHP 5 million or more but less than PHP 6.5 million	PHP 29,250.00
PHP 6,500,000.00 or more	At a rate of forty five (45%) percent of one percent (1%)

B.) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Amount of gross sales/receipts for the preceding calendar year	Amount of tax per annum
Less than PHP 1,000.00	PHP 21.60
PHP 1,000.00 or more but less than PHP 2,000.00	PHP 39.60
PHP 2,000.00 or more but less than PHP 3,000.00	PHP 60.00
PHP 3,000.00 or more but less than PHP 4,000.00	PHP 86.40
PHP 4,000.00 or more but less than PHP 5,000.00	PHP 120.00
PHP 5,000.00 or more but less than PHP 6,000.00	PHP 145.20
PHP 6,000.00 or more but less than PHP 7,000.00	PHP 171.60
PHP 7,000.00 or more but less than PHP 8,000.00	PHP 198.00
PHP 8,000.00 or more but less than PHP 10,000.00	PHP 224.40
PHP 10,000.00 or more but less than PHP 15,000.00	PHP 264.00
PHP 15,000.00 or more but less than PHP 20,000.00	PHP 330.00
PHP 20,000.00 or more but less than PHP 30,000.00	PHP 396.00
PHP 30,000.00 or more but less than PHP 40,000.00	PHP 528.00
PHP 40,000.00 or more but less than PHP 50,000.00	PHP 792.00
PHP 50,000.00 or more but less than PHP 75,000.00	PHP 1,188.00
PHP 75,000.00 or more but less than PHP 100,000.00	PHP 1,584.00
PHP 100,000.00 or more but less than PHP 150,000.00	PHP 2,244.00
PHP 150,000.00 or more but less than PHP 200,000.00	PHP 2,904.00
PHP 200,000.00 or more but less than PHP 300,000.00	PHP 3,960.00
PHP 300,000.00 or more but less than PHP 500,000.00	PHP 5,280.00
PHP 500,000.00 or more but less than PHP 750,000.00	PHP 7,920.00
PHP 750,000.00 or more but less than PHP 1 million	PHP 10,560.00
PHP 1 million or more but less than PHP 2 million	PHP 12,000.00
PHP 2,000,000.00 or more	At a rate of sixty percent (60%) of one percent (1%)

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

1. Rice and corn;
2. Wheat or cassava flour, meat, dairy products, locally manufactures, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;



3. Cooking oil and cooking gas;
4. Laundry soap, detergents, and medicines;
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm-inputs;
6. Poultry feeds and other animal feeds;
7. School supplies; and
8. Cement

D.) On retailers.

Gross sales/ receipts for the preceding year	Rate of tax per annum
PHP 400,000.00 or less	2 1/5% (2.2%)
More than 400,000.00	1 1/10% (1.1%)

Barangays shall have the exclusive power to levy taxes on stores whose gross sale or receipts of the preceding calendar year does not exceed thirty thousand pesos (PHP 30,000.00) subject to existing laws and regulations.

E.) On contractors and other independent contractors in accordance with the following schedule:

Amount of gross sales/receipts for the preceding calendar year	Amount of tax per annum
Less than PHP 5,000.00	PHP 33.00
PHP 5,000.00 or more but less than PHP 10,000.00	PHP 73.92
PHP 10,000.00 or more but less than PHP 15,000.00	PHP 125.40
PHP 15,000.00 or more but less than PHP 20,000.00	PHP 198.00
PHP 20,000.00 or more but less than PHP 30,000.00	PHP 330.00
PHP 30,000.00 or more but less than PHP 40,000.00	PHP 462.00
PHP 40,000.00 or more but less than PHP 50,000.00	PHP 660.00
PHP 50,000.00 or more but less than PHP 75,000.00	PHP 1,056.00
PHP 75,000.00 or more but less than PHP 100,000.00	PHP 1,584.00
PHP 100,000.00 or more but less than PHP 150,000.00	PHP 2,376.00
PHP 150,000.00 or more but less than PHP 200,000.00	PHP 3,168.00
PHP 200,000.00 or more but less than PHP 250,000.00	PHP 4,356.00
PHP 250,000.00 or more but less than PHP 300,000.00	PHP 5,544.00
PHP 300,000.00 or more but less than PHP 400,000.00	PHP 7,392.00
PHP 400,000.00 or more but less than PHP 500,000.00	PHP 9,900.00
PHP 500,000.00 or more but less than PHP 750,000.00	PHP 11,100.00
PHP 750,000.00 or more but less than PHP 1 million	PHP 12,300.00
PHP 1 million or more but less than PHP 2 million	PHP 13,800.00
PHP 2 million or more	At a rate of sixty percent (60%) of one percent (1%)

Provided, that in no case shall the tax on gross sales of PHP 2 million or more be less than PHP 13,800.00

F.) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding year derived from interest,



commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premiums. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

G.) On the business hereunder enumerated:

1. Cafes, cafeterias, ice cream and refreshment parlors, restaurants, soda fountain bars, carinderias or for caterers;
2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night/day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, Ferris wheels, swings, shooting galleries, and other similar contrivances, theatres and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments;
3. Commission agents;
4. Lessors, dealers, brokers, of real estate;
5. On travel agencies and travel agents;
6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
7. Subdivision owners/private cemeteries and memorial parks;
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
10. Operators of cable network system;
11. Operators of computer services establishment;
12. General consultancy services;
13. All other similar activities consisting essentially of the sales of services for a fee.

Amount of gross sales/receipts for the preceding calendar year	Amount of tax per annum
Less than PHP 5,000.00	PHP 33.00
PHP 5,000.00 or more but less than PHP 10,000.00	PHP 73.92
PHP 10,000.00 or more but less than PHP 15,000.00	PHP 125.40
PHP 15,000.00 or more but less than PHP 20,000.00	PHP 198.00
PHP 20,000.00 or more but less than PHP 30,000.00	PHP 330.00
PHP 30,000.00 or more but less than PHP 40,000.00	PHP 462.00
PHP 40,000.00 or more but less than PHP 50,000.00	PHP 660.00
PHP 50,000.00 or more but less than PHP 75,000.00	PHP 1,056.00
PHP 75,000.00 or more but less than PHP 100,000.00	PHP 1,584.00
PHP 100,000.00 or more but less than PHP 150,000.00	PHP 2,376.00
PHP 150,000.00 or more but less than PHP 200,000.00	PHP 3,168.00
PHP 200,000.00 or more but less than PHP 250,000.00	PHP 4,356.00
PHP 250,000.00 or more but less than PHP 300,000.00	PHP 5,544.00
PHP 300,000.00 or more but less than PHP 400,000.00	PHP 7,392.00
PHP 400,000.00 or more but less than PHP 500,000.00	PHP 9,900.00



PHP 500,000.00 or more but less than PHP 750,000.00	PHP 11,100.00
PHP 750,000.00 or more but less than PHP 1 million	PHP 12,300.00
PHP 1 million or more but less than PHP 2 million	PHP 13,800.00
PHP 2 million or more	At a rate of sixty percent (60%) of one percent (1%)
Provided, that in no case shall the tax on gross sales of PHP 2 million or more be less than PHP 13,800.00	

H. On peddlers engaged in the sale of any merchandise or article of commerce	PHP 100.00/annually
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H. Surcharge and interest:

All persons who are granted a permit to conduct an activity or business and who are liable to pay the business tax provided in the Municipal Revenue Code shall submit a certified photocopy of their income tax returns (ITR) on or before April 30 of each year. The deficiency in the business tax arising out of the difference in gross receipts or sales declared in the application of Mayor's Permit/Declaration of gross sales or receipt and the gross receipts or sales declared in the ITR shall be payable on or before May 20 of the same year with the interest at the rate of ten percent (10%) corresponding to the two percent (2%) per month from January to May. Payments of the deficiency tax made after May 20 shall be subject to the twenty-five percent (25%) surcharge and two percent (2%) interest for every month counted from January up to the month payment is made.

Business tax x 25% = surcharge	Payment of tax after the first twenty (20) days of January and payment of the deficiency tax made after May 20
Business tax x 2% = interest	Interest of two percent (2%) for every month counted from January up to the month payment is made.

Certificate for payment of business tax (upon presentation or satisfactory proof that the original receipt has been lost, stolen or destroyed)	PHP. 85.00 + PHP. 30.00 (Documentary Stamp Tax)
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Certificate of closure *issued when tax on business is paid before it is considered officially retired or terminated	PHP. 85.00 + PHP. 30.00 (Documentary Stamp Tax)
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Issuance of Official Receipts on Assessment Fees

The Office of the Municipal Treasurer issues official receipt to all payments from every person requesting for services and copies of official records and documents from the Office of the Municipal Assessor of this municipality

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up route slip		Office of the Municipal Assessor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to table of fees below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
Total			3 minutes	

Service /Document:	Amount of fee
A. Research fee (verification of any assessment record)	PHP 100/document
B. Ocular inspection fee of real properties	PHP 250/lot
C. Certifications	PHP 100 + PHP 30.00 DS Tax
D. Vicinity map	PHP 100.00
E. True copy	PHP 100 + PHP 30.00 DS Tax



Issuance of Official Receipts on Bidder's fee and Bidding Documents

The Office of the Municipal Treasurer issues official receipt to all collected payments for bidder's fees and bidding documents from any person/s who will bid to any program or project of the municipality

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All interested suppliers/distributors/contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Assess fee based on invitation to bid (for name of projects and approved budget for the contract), receive payment and issue official receipt	(Please refer to rate of fees below)	3 minutes	Local Treasury Operation Officer/ Local Revenue Collection Officer Treasury Office
TOTAL			3 minutes	

Bidder's Fee:

Program/Project cost	Amount of fee
PHP100,000.00 and below	PHP 500.00
Above PHP100,000.00 to PHP 500,000.00	PHP 1,000.00
Above PHP500,000.00 to PHP1 million	PHP 1,500.00
Above PHP 1 million to PHP 5 million	PHP 2,000.00
Above PHP 5 million	PHP 3,000.00

Bidding Documents:

Program/Project cost:	Amount of fee
PHP500,000.00 and below	PHP 500.00
Above PHP 500,000.00 to PHP 1 million	PHP 1,000.00
Above PHP 1 million to PHP 5 million	PHP 5,000.00
Above PHP 5 million to PHP 10 million	PHP 10,000.00
Above PHP 10 million to PHP 50 million	PHP 25,000.00
Above PHP 50 million to PHP 500 million	PHP 50,000.00
Above PHP 500 million	PHP 75,000.00



Issuance of Official Receipts on Building Permit fees and other fees

The Office of the Municipal Treasurer issues official receipts for cash received as payment for all building permit fees for new erected building and other fees.

Office or Division:		Office of the Municipal Treasurer		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of payment for Building permit (2 copies)		Office of the Building Official/ Municipal Engineering's Office		
2. Order of payment for Zoning certificate (1 copy)		Office of the Municipal Planning and Development Coordinator		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of payment and pay corresponding fees to the Revenue collector	Receive payment and issue official receipt.	(Based on the computation of the respective offices)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL			3 minutes	



Issuance of Official Receipts on Burial Permits fees

Accountable Form No. 58 or Municipal Burial permit and fee receipt is issued by the Office of the Municipal Treasurer for cash received for all burial permits.

Office or Division:		Office of the Municipal Treasurer		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate (1 original copy)		Office of the Municipal Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment for burial permit fee to the Revenue collector	Encode/write the official receipt number and date issued on the Death certificate and issue the official receipt.	Burial permit fee- PHP 100.00	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		PHP 100.00	3 minutes	

Other fees:

Amount of fee:

1. Transfer of cadaver	PHP 100.00
2. Fee for exhumation of cadaver	PHP 200.00
3. Fee for removal of cadaver	PHP 200.00



Issuance of Official Receipts in Business Licenses

The issuance of official receipts by the Office of the Municipal Treasurer for all business licenses is to legalize all business entity of this municipality.

Office or Division:		Office of the Municipal Treasurer		
Classification:		Simple		
Type of Transaction:		G2B		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (1 copy)		Designate-Business Permit and Licensing Officer / Municipal Treasurer and/or his authorized representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment and pay required fees to the Revenue collector	Receive the order of payment and evaluate filled-up form (BPLS unified form), receive payment and issue official receipt.	(Based on the computation of the or his/her authorized representative)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL			3 minutes	

A. Mayor's permit fee	Based on the computation of the Business Permit and Licensing Officer or his authorized representative from the graduated fixed tax of the Municipal Revenue Code of this municipality
B. Business license plate (for new)	PHP 150.00
C. Business sticker (yearly)	PHP 20.00
D. Sanitary inspection fee	PHP 75.00/quarter or PHP300.00/annually
E. Secretary's fee (zoning certificate)	PHP 85.00 + PHP 30.00 (Documentary Stamp tax)
F. Calling fee/occupation fee	Based on the assessment of the Business Permit and Licensing Officer or his authorized representative from the Municipal Revenue Code
*Duplicate of Mayor's permit upon presentation of satisfactory proof that the original of the permit has been lost, stolen or destroyed	PHP 85.00



Issuance of Official Receipts on Dental and Laboratory fees and charges

The Office of the Municipal Treasurer issues official receipt to all collected payments for services of facilities rendered by the Municipal Health unit service of this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled up payment slip/order of payment		Suyo Municipal Health Office and Birthing Home		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to rate of fees below)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL			3 minutes	

Services:	Amount of fee
1. Dental fees:	
A. Oral cleaning	PHP 300.00
B. Composite restoration	PHP 250.00/tooth
2. Laboratory examination fees:	
A. Blood chemistry:	
Lipid Profile:	
- Total Cholesterol	PHP 100.00
- Triglycerides	PHP 100.00
- HDL Cholesterol	PHP 100.00
- LDL Cholesterol	PHP 100.00
Enzymes:	
- AST (SGOT)	PHP 100.00
- ALT (SGPT)	PHP 100.00
Electrolytes	
- Sodium	PHP 100.00
- Potassium	PHP 100.00
Other tests:	
- Fasting blood sugar	PHP 100.00
- Blood urea nitrogen	PHP 100.00
- Creatinine	PHP 100.00
- Uric acid	PHP 100.00



B. Complete blood count	PHP75.00
C. Platelet count	PHP 50.00
D. Gram stain	PHP 75.00
E. Pregnancy test	PHP 100.00
F. Urinalysis	PHP 75.00
G. Fecalysis	PHP75.00
H. Sputum	PHP75.00
I. HBsAg	PHP 150.00
J. RPR	PHP 150.00
K. KOH	PHP 75.00
L. CBG	PHP75.00
M. ECG	PHP 100.00
N. X-RAY	PHP 150.00/shot
*20% discount shall be given to senior citizens, person with disabilities and Phil health card owner who will undergo laboratory examination.	

For Food Handlers:	
Sanitary Permit	PHP 75.00 + PHP 30.00 (Documentary Stamp Tax)
Health Certificate (card)	PHP 75.00 + PHP 30.00 ((Documentary Stamp Tax)



Issuance of Official Receipts on Equipment Rentals

The Office of the Municipal Treasurer issues official receipts for cash received as payment for equipment rental fees.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedule of fees (2 copies)		Office of the Municipal Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present schedule of fees for the use of vehicle or equipment to the Revenue collector	Received schedule of fees, verify and compute fees	None	2 minutes	<i>Local Revenue Collection Officer /Revenue Collector</i> Treasury Office
2. Payment for rental of vehicle or equipment	File office copy for record purposes, receive payment and issue official receipt	Formula: ER=No. of hours/days x rate (see table below)	3 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
TOTAL			5 minutes	

Vehicles and Equipment:

Rental Fee:

1. Self-loading truck	
a. within Suyo (fixed rate)	PHP 2,500.00/contract excluding gas & oil
b. Candon City including Salcedo (fixed rate)	PHP 5,000.00/contract excluding gas & oil
c. Baguio City and Laoag city (fixed rate)	PHP 10,000.00/contract excluding gas & oil
d. Subic and Manila (fixed rate)	PHP 20,000.00/contract excluding gas & oil
2. Backhoe	
a. Private contractor	PHP 1,000.00/hour excluding gas & oil
b. Private individual	PHP 500.00/hour excluding gas & oil
c. National Government agencies	PHP 500.00/hour excluding gas & oil
3. Pay loader	
a. Private contractor	PHP 1,000.00/hour excluding gas & oil
b. Private individual	PHP 400.00/hour excluding gas & oil
c. Non-government organizations	PHP 200.00/hour excluding gas & oil
4. Garbage truck	PHP 1,500.00/month per barangay

**Exemptions:* Barangay government, religious sector and charitable institutions are exempted from rental fees of municipal vehicles and equipment but they must have to provide gas and oil.



Issuance of Official Receipts on Local Civil Registry fees

The Office of the Municipal Treasurer issues official receipt to all services rendered by the Municipal Local Civil Registrar of this municipality

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up payment slip		Office of the Local Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to table of fees below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL			3 minutes	

Services / Documents:	Amount of fee
A. Marriage fees:	
1. Application for Marriage license fee	PHP 200.00
2. Additional Marriage license fee	PHP 50.00
3. Marriage solemnization fee	PHP 200.00
B. For Registration of the following:	
1. Legitimation	PHP150.00
2. Adoption	PHP 200.00
3. Annulment of Marriage	PHP 200.00
4. Divorce/Legal separation	PHP 200.00
5. Naturalization	PHP 150.00
6. Other legal documentation for record purposes	PHP 150.00
C. Certificate of finality for:	
1. Change name	PHP 250.00
2. Correction of clerical or typographical error	PHP 250.00
D. Filing fee (R.A. 9048 and R.A. 10172)	
1. for the correction of clerical/typographical error	PHP 1,000.00
2. for the change of first or nickname	PHP 3,000.00
3. for the correction of errors in the date of birth and sex	PHP 3,000.00
E. For certified copies of any documents in the register (birth/death/marriage)	
- Local	PHP 75.00+ PHP 30.00 (DS TAX)
- Abroad	PHP 150.00+ PHP 30.00 (DS TAX)



F. Burial fees:	
1. Burial permit fee or transfer of cadaver	PHP 100.00
2. Fee for exhumation of cadaver	PHP 200.00
3. Fee for removal of cadaver	PHP 200.00
G. Certification/true copy	
1. Parental advice	PHP 85.00+ PHP 30.00 (DS TAX)
2. Parental consent	PHP 85.00+ PHP 30.00 (DS TAX)
3. Family planning	PHP 85.00+ PHP 30.00 (DS TAX)
4. Family counselling	PHP 85.00+ PHP 30.00 (DS TAX)
H. Service fee (R.A. 9048 and R.A. 10172) for migrant petition	
1. for the correction of clerical or typographical error	PHP 500.00
2. for the correction of first name or nickname	PHP 1,000.00
I. Filing fee (R.A. 9255)	PHP 250.00
J. Filing/application and processing fee for late registration	PHP 300.00
K. BREQS Fee per Document	PHP 100.00



Issuance of Official Receipts on Marriage License, Marriage Application and other fees

The Office of the Municipal Treasurer issues official receipts to all application for marriage license, marriage application and other fees.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (1 copy)		Office of the Municipal Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present order of payment to the Revenue collector	Issuance of official receipt	Marriage application fee – PHP 200.00 Additional Marriage license fee – PHP50.00 Family planning & marriage counselling (FPMC) fee- PHP 200.00	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		PHP 450.00	3 minutes	



Issuance of Official Receipts on Mayor's Clearance fees

The Office of the Municipal Treasurer issues official receipts to all payments made for application for Mayor's clearance

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay clearance (1 copy)		Barangay hall		
2. Community tax certificate		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of mayor's clearance fee to the revenue collector	Receive payment and Issue official receipt	Mayor's clearance fee- PHP 85.00 + Documentary Stamp tax PHP 30.00	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		PHP 115.00	3 minutes	



Issuance of Official Receipts on Mayor's Permit for Cockpit Owners/Operators/Licensees/Promoters and Cockpit Personnel

The Office of the Municipal Treasurer issues official receipts to all fees for clients securing Mayor's permits for cockpit owners/operators/promoters and cockpit

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees to the Revenue collector	Receive payment and Issue official receipt	Please see table of fees below	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL			3 minutes	

Imposition of fees:

A. From the owner/operator/licensees of the cockpit:	
1. Application filing fee	PHP 500.00
2. Annual cockpit permit fee	PHP 1,050.00
B. From cockpit personnel:	
1. Promoters/hosts	PHP 110.00
2. Pit manager	PHP 110.00
3. Referee	PHP 110.00
4. Bet taker "kristo/llamador"	PHP 110.00
5. Bet manager "maciador/kasador"	PHP 110.00
6. Gaffer "mananari"	PHP 110.00
7. Cashier	PHP 110.00
8. Derby (matchmaker)	PHP 110.00



Issuance of Official Receipts on Municipal charges

The Office of the Municipal Treasurer issues official receipt to all collected payments for rental fees , use of municipal and other municipal service and user charges.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Personal knowledge of the officer-in-charge as to operation *Suyo Eco-Mountain Resort *Namunganayan Festival site and other municipal properties		Designated/Authorized personnel responsible Municipal Treasury Office General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to table of fees below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
Total			3 minutes	

For Fishery Rental: Lease rentals per barangay		PHP 250.00 per annum not later than December 31 of every year	
Suyo Eco-Mountain Resort:	Peak season (October-May)	Off Peak season (June-September)	
Entrance fee: Children Adult	PHP 25.00/head PHP 30.00/head	PHP 20.00/head PHP 25.00/head	
Picnic shed: Shed 1,2 and 3 (small) Shed 3,4,5 and 6 (big)	PHP 200.00/day PHP 400.00/day	PHP 150.00/day PHP 300.00/day	
Picnic or extra tables	PHP 50.00/piece/day	PHP 50.00/piece/day	
Cottages (Rooms only) Room 101 and 102 Room 201 and 202	PHP 800.00/night PHP 1,000.00/night	PHP 500.00/night PHP 800.00/night	
Guest Room A and B	PHP 1,500.00/5 persons plus PHP100.00/head in excess of 5 persons	PHP 1,500.00/5 persons plus PHP100.00/head in excess of 5 persons	
Guest house (exclusive use)	PHP 3,000.00/10 persons plus P100.00/head in excess of 10 persons	PHP 3,000.00/10 persons plus plus P100.00/head in excess of 10 persons	



Function hall	PHP 1,500.00/day	PHP 1,500.00/day
Package deal	PHP 10,000.00/day	PHP 10,000.00/day

Use of the Namunganayan Festival site:

A. Executive building	PHP 1,500.00/day
B. Function hall	PHP 3,000.00/day
C. Livelihood training center (First floor)	PHP 3,000.00/day
D. Livelihood training center (Second floor)	PHP 3,000.00/day
E. Exclusive use	PHP 15,000.00/day



Issuance of Official Receipts on Municipal Ordinance violations, Traffic violations and Impounding fees

The Office of the Municipal Treasurer issues official receipt for cash received as payment for municipal ordinance violations, traffic violations and impounding fees in this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Municipal Ordinance citation ticket (1 original copy) or Traffic citation ticket (1 original copy)		Violator's copy of citation ticket issued by the duly authorized apprehending enforcer from Suyo Municipal Police station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Surrender citation ticket to the Office of the Municipal Treasurer	Receive citation ticket, verify and file copy for record purposes	None	2 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
2. Payment of corresponding fees	Receive payment and issue official receipt, advice violator to proceed to the Police station to present proof of payment	(Please refer to list and rate of fees below)	3 minutes	<i>Revenue Collector/ Administrative Aide</i> Treasury Office
TOTAL			5 minutes	

Traffic violations	Amount of fee		
	1 st Offense	2 nd Offense	3 rd Offense
Riding a motorcycle without protective helmet	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Driving under influence of liquor/drug	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Driving with an expired license	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Driving without license	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Failure to obey police order	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Disregarding traffic lights/signs	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation



Dazzling light	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Over speeding	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Obstruction	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Illegal parking	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Reckless driving	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Failure to signal movement	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Operating out of line	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Junk vehicle	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Leaving a vehicle in no-waiting area	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Overloading	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Truck/bus ban	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Stalled vehicle	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation
Leaving the scene of accident without justifiable cause	PHP 300.00	PHP 600.00	PHP 900.00 + Driver's license confiscation

Municipal Ordinance Violations	Amount of fee		
	1 st Offense	2 nd Offense	3 rd Offense
Municipal Ordinance #04, Series 2020 Social physical distancing	PHP 500.00	PHP 1,000.00	PHP 2,500.00
Municipal Ordinance #03, Series 2020 Liquor ban	PHP 1,000.00	PHP 1,500.00	PHP 2,500.00 + cancellation of business permit
Municipal ordinance #02, series 2020 Face mask	PHP 1,000.00 + counselling	PHP 2,000.00	PHP 2,500.00
Municipal Ordinance #01, Series 2020 Section 4 – COVID-19 Discrimination penalty	PHP 2,500.00 + Imprisonment	-	-
Municipal Ordinance #05, Series 2019, Section 07 – Local cultural property, historical markers, monuments & shrines	PHP 2,500 (Penalty)	-	-



Municipal Ordinance #06 Series 2019 – Ambulance Ordinance	PHP 1,500.00	PHP 2,000.00	PHP 2,500.00
Municipal Ordinance #15, Series 2019- Elderly protection against abuse	PHP 1,000.00	PHP 1,500.00	PHP 2,500.00
Municipal Ordinance #08, Series 2018 – Wildlife protection, preservation and conservation	PHP 1,000.00	PHP 2,000.00	PHP 2,500.00
Municipal Ordinance #09, Series 2018 - Regulating agri-food processing & selling of food processed products	PHP 1,000.00	PHP 1,500.00	PHP 2,500.00
Municipal Ordinance #27 Series 2018 section 4 Penalty (Burial on Private lot)	PHP 2,500.00 (Penalty)	-	-
Municipal Ordinance #06 Series 2017 Plastic ban	PHP 1,500 (Individual)	PHP 2,000.00	PHP 2,500.00
Municipal Ordinance #02, Series 2017 (Chico River preservation)	PHP 1,500.00	PHP 2,000.00	PHP 2,500.00
Municipal Ordinance #04, Series of 2016 Article E, Section 2e.3. Damages to property	PHP 250.00 + payment of damages	PHP 500.00 + payment of damages	PHP 1,500.00 + payment of damages or 15 days of imprisonment
Municipal Ordinance #04, Series of 2016 Article F, Section 2f.3. Anti-public disturbance/ Alarming scandal	PHP 500.00	PHP 1,000.00	PHP 1,500.00
Municipal Ordinance #04, Series of 2016 Article H, Section 2h.3. Anti-prank calls	PHP 2,500. or 6 months of imprisonment	-	-
Municipal ordinance #04, Series of 2016 Article I, Section 2i.4. Stranger/s and unfamiliar personalities entering different barangay to conduct business activities	PHP 1,000.00	PHP 1,500.00	PHP 2,500.00 and confiscation of goods, products or commodities gathered or utilized in the undertaking
Municipal Ordinance #04, Series of 2016 Article J, Section 2j.4. High school students from driving motor vehicles going to & from school to residence	PHP 500.00	PHP 1,000.00	PHP 1,500.00



Municipal Ordinance #04, Series of 2016 (Illegal gambling)	PHP 1,000.00 or imprisonment of 15 days	-	-
Municipal Ordinance #04, Series of 2016 Anti-porn videos	PHP 200.00	PHP 500.00	PHP 1,000.00 or imprisonment of 10 days
Municipal Ordinance #15, Series of 2017 Section 112 Noise and vibration (for open muffler)	PHP 2,500.00 or 30 days of imprisonment	-	-
Executive Order No.26 Nationwide smoking ban	PHP500.00	PHP 1,000.00	PHP 5,000.00

Fees on Impounding of astray animals

Impounding fee:

Large animal	PHP 500.00
All other animals	PHP 250.00

Penalty: owner of animals caught astray and incurring damages to plants and properties

First offense	PHP 250.00/day
Second offense	PHP 350.00/day
Third and subsequent offense	PHP 500/day

Fee on impounded vehicles:

Type of Vehicle	Rate of fee
Heavy equipment	PHP 1,000.00
Truck and bus	PHP 1,000.00
Jeepney and other light vehicles	PHP 300.00
Motorcycle	PHP 200.00



Issuance of Official Receipts on Police Clearance Fees

The Office of the Municipal Treasurer issues official receipts to all payments made for Police clearance fees to augment all purposes

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay clearance (1 copy)		Barangay hall		
2. Community tax certificate		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of Police clearance fee to the Revenue collector	Issuance of official receipt	(Please see table of fees below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL		See table below	3 minutes	

Imposition of fees:

1. For local employment, scholarship, study grant, and other purposes not hereunder specified	Police clearance fee	PHP. 50.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 80.00
2. For change of name	Police clearance fee	PHP. 50.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 80.00
3. For application for Filipino citizenship	Police clearance fee	PHP. 150.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 180.00
4. For passport or visa application	Police clearance fee	PHP. 100.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 130.00
5. For firearms permit application	Police clearance fee	PHP. 150.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 180.00
6. For police blotter report		PHP. 100.00
7. Other purposes:		
a. Local	Police clearance fee	PHP. 75.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 105.00
b. Abroad	Police clearance fee	PHP. 100.00
	Documentary stamp tax	PHP. 30.00
	Total amount of fees	PHP. 130.00



Issuance of Official Receipts on Sanitary Inspection, Permit & Clearance Fee

The Office of the Municipal Treasurer issues official receipt to all collected payments to services and clearances obtained from the Suyo Municipal Health Office and Birthing Home of this municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up payment slip		Suyo Municipal Health Office and Birthing Home - Rural Sanitary Inspector III		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to table of fees below)	3 minutes	Revenue Collector/ Administrative Aide Treasury Office
TOTAL			3 minutes	

1. Sanitary inspection and permit for business establishment	PHP 75.00/quarter or PHP 300.00/annually
2. Drinking water site clearance for water refilling station	PHP 100.00
3. Certificate of potability of drinking water for water refilling station	PHP 100.00 + PHP 30.00 (DS Tax)



Issuance of Official Receipts on Secretary and Certification Fees

The Office of the Municipal Treasurer issues official receipt to all secretary's fees for all local documents needed by the clients

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up payment slip		Office concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	(Please refer to table of fees below)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL			3 minutes	

Secretary's Fee	Amount of fee
A. For every page or fraction thereof typewritten	PHP 85.00
B. For each certificate of correctness (with seal of office written on the copy or attached thereto)	PHP 85.00 + PHP 30.00 (DS Tax)
C. For certifying the official act of the municipal judge or other judicial certificate with seal	PHP 85.00 + PHP 30.00 (DS Tax)
D. For certified copies of any papers, records, decrees, judgment or entry of which any person is entitled to demand and receive a copy for each copy	PHP 85.00 + PHP 30.00 (DS Tax)
E. For certifications, clearances and affidavit	PHP 85.00 + PHP 30.00 (DS Tax)
F. Photocopy or any other copy produced by copying machine per page	PHP 85.00 + PHP 30.00 (DS Tax)

Certifications	Amount of fee
Medical certification *For additional copy or subsequent issuance of a copy of the initial medical certificate	PHP 75.00 + PHP 30.00 (DS Tax) PHP 25.00/copy



Issuance of Official Receipts on Solicitation Permit

The Office of the Municipal Treasurer issues official receipt to solicitation fee in every person, group of persons or organizations who shall solicit money or any kind within the jurisdiction of the municipality regardless of the interest of the solicitor to the proceeds of the activity.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled up payment slip		Office of the Municipal Social Welfare and Development		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees	Receive payment and issue official receipt	Solicitation fee – PHP 300.00	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL		PHP 300.00	3 minutes	

*Penalty of unlawful solicitation to any person, organization or group of persons (Municipal Ordinance No. 04, S. 2016 Art. B Sec. 3b.2.)	PHP 1,000.00 and confiscation of solicitation documents
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Issuance of Official Receipts on Special Permit for Cockfighting (Derby)

The Office of the Municipal Treasurer issues official receipts to all fees for clients securing permits for holding of cockfight

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment of corresponding fees to the Revenue collector	Receive payment and issue official receipt	(Please see table of fees below)	3 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL			3 minutes	

Imposition of fees:

Amount of fee:

(A) Special cockfights (Pintakasi)	PHP 500.00/day
(B) Special derby assessment from promoters of:	
Two-cock derby	PHP 700.00/day
Three-cock derby	PHP 1,000.00/day
Four-cock derby	PHP 1,500.00/day
Five-cock derby	PHP 2,000.00/day



Processing of Application and Assessment of Fees for Business/ Mayor's Permit Application

A Business Permit and Licensing Officer (BPLO) is necessary to carry-out the effective implementation of the Business Permits and Licensing System (BPLS) reforms in the municipality.

The Business Permits and Licensing Officer (BPLO) through an executive order designating the Municipal Treasurer in this municipality to perform and responsible for the processing of application and assessment of tax, fees and charges before the issuance of Business/Mayor's permits for every person or all enterprises before the start of their commercial operations.

The fee for the issuance of a Mayor's permit shall be paid to the Office of the Municipal Treasurer upon application before any business or undertaking can be lawfully begun or pursued and within the first twenty (20) days of January of each year in case of renewal thereof.

For a newly-started business or activity that starts to operate after January 20, the fee shall be reckoned from the beginning of the calendar quarter.

Upon submission of the application, it shall be the duty of the proper authorities to verify if other municipal requirements regarding the operation of the business or activity such as sanitary requirements, installation of power and light requirements, as well as other safety requirements are complied with. The permit to operate shall be issued only upon compliance with such safety requirements and after the payment of the corresponding inspection fees and other impositions requires by the municipal revenue code and other municipal tax ordinances of this municipality.

Office or Division:	Office of the Municipal Treasurer	
Classification:	Simple/Complex	
Type of Transaction:	G2C, G2B	
Who may avail:	Any person, natural or juridical being wishes to engage in any trade or commercial activity within the municipality as a means of livelihood or a view to profit	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>New Business Permit Applications:</u>		
*Integration of Barangay Business Clearance into the BPLS (1 copy)		*Office of the Municipal Treasurer/Barangay Liaison/Barangay concerned where business is located
*Community Tax Certificate or Cedula integrated in the Tax Bill (1 copy)		
1. Proof of registration i.e., Certificate of Registration:		
i) DTI Business Name Registration (for Sole Proprietorship) (1 copy)		Department of Trade & Industry (DTI-Negosyo Center-Suyo)
ii) SEC Registration (Corporation) (1 copy)		Securities and Exchange Commission (SEC)



<p>iii) CDA Registration (Cooperative) (1 copy) 2.Proof of right of applicant to use location as business address, which may include any of the following: i) if owned, proof of ownership – Transfer Certificate of Title or Tax Declaration ii) if not owned by the applicant, Contract of Lease, Memorandum of Agreement, or written consent of property owner 3.Location plan or sketch of the location, clearly showing where business is located 4.Fire Safety Inspection Certificate for Occupancy, valid in the last 9 months 5.For applicants with valid FSIC for occupancy, Affidavit of undertaking that there had been no substantial changes made on the building/establishment given the FSIC</p>	<p>Cooperative Development Authority 2.Zoning Officer (MPDO)/Office of the Building Official Client/Office of the Municipal Assessor Client/Applicant 3.Client/Applicant 4.BFP-Suyo Fire Station 5.BFP-Suyo Fire Station</p>
<p><u>Business Permit Renewal Applications:</u> <i>*Integration of Barangay Business Clearance into the BPLS (1 copy)</i> <i>*Community Tax Certificate or Cedula integrated in the Tax Bill (1 copy)</i></p> <p>1.Proof of annual gross receipts which may include: i) audited financial statements (AFS) or unaudited AFS for those who are not required to file AFS with the BIR or ii) sworn declaration of gross sales or receipts; or iii) income tax returns</p>	<p><i>*Office of the Municipal Treasurer/Barangay Liaison/Barangay concerned where business is located</i></p> <p>1.Client/Applicant</p>
<p><u>For Special Permits:</u> 1. Letter Request address to the Local Chief Executive (1 copy) 2.Valid Identification (1 copy)</p>	<p>1.Client/Applicant 2.Client or duly authorized representative</p>
<p><u>Additional Requirements For Selected Sectors:</u> *In addition to those listed requirements above, LGUs may require clearances, permits, authorization and certifications in compliance to certain laws.</p>	<p><i>*National Government Agencies (listed in Annex 4 per JMC No.1 Series 2021)</i></p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Get priority number at the entrance and wait for the number to be called then submit the requirements and accomplished Unified Application Form (UAF) to the BPLO staff	Received filled-up UAF together with the complete documentary requirements for verification.	None	30 minutes	<i>Administrative Aide</i> Treasury Office
	Assessment of tax, fees and charges and compute if with tax deficiency then prepare Tax Order of Payment	(Determination of Gross receipts)		<i>BPLO/duly authorized representative</i> Treasury Office
2. Received Tax Order of Payment (TOP) and payment of required fees and charges	Prepare official receipt , attach in the filed application and process transaction	(Please refer to schedule of fees)	10 minutes	<i>Revenue Collector</i> Treasury Office
3.Wait and claim the Business/ Mayor's Permit	Issuance and approval of the permit at the Office of the Municipal Mayor	None	1 Hour	<i>Mun. Mayor/ Mun. Administrator</i> Mayor's Office/ Mun. Administrator's Office
	Record transaction in the logbook and release business and related permits including plates for new and sticker	None		<i>Local Revenue Collection Officer I</i> Treasury Office
TOTAL		(Please refer to schedule of fees below)	1 Hour, 40 minutes	

For purpose of the Mayor's Permit Fee, the following municipality's definition of business size is hereby adopted:	
Enterprise Scale	Asset Limit
Micro Industry	PHP 5,000.00 to below
Cottage Industries	PHP 5,001.00 to PHP 10,000.00
Small Scale Industries	PHP 10,001.00 to PHP 15,000.00



Medium Scale Industries	PHP 15,001.00 to PHP 500,000.00
Large Scale Industries	PHP 500,001.00 and above

A) On business subject to graduated fixed taxes

1. On manufacturers/importers/producers Amount of Fee per Annum:

Micro Industry	PHP 100.00
Cottage Industries	PHP 500.00
Small Scale Industries	PHP 1,000.00
Medium Scale Industries	PHP 2,500.00
Extra Large Scale Industries	PHP 4,000.00

2. On Banks

Rural, Thrift And Savings Banks	PHP 1,000.00
Commercial, Industrial And Development Banks	PHP 3,000.00
Universal Banks	PHP 5,500.00

3. On Other Financial Institutions

Cottage Industries	PHP 1,000.00
Small Scale Industries	PHP 3,000.00
Medium Scale Industries	PHP 5,500.00
Extra Large Scale Industries	PHP 6,500.00

4. On Contractors/Service Establishments

Micro Industry	PHP 100.00
Cottage Industries	PHP 400.00
Small Scale Industries	PHP 800.00
Medium Scale Industries	PHP 1,500.00
Large Scale Industries	PHP 2,500.00

5. On Wholesalers/Retailers/Dealers or Distributors

Micro Industry	PHP 200.00
Cottage Industries	PHP 400.00
Small Scale Industries	PHP 800.00
Medium Scale Industries	PHP 1,000.00
Large Scale Industries	PHP 1,500.00

6. Businesses

Micro Industry	PHP 100.00
Cottage Industries	PHP 400.00
Small Scale Industries	PHP 800.00
Medium Scale Industries	PHP 1,000.00
Large Scale Industries	PHP 2,500.00



Processing of Registration of Individual Brand and Registration of Large Animal and Issuance of Official Receipt for Animal Health Inspection and Transporting fee of Livestock and Large Animal

Upon reaching the age of two (2) years all large animal shall be registered with the Office of the Municipal Treasurer. Unregistered large animals shall not be given treatment and/or vaccine by the Office of the Municipal Agriculturist.

Owner of large animal shall register his/her animal with the Municipal Treasurer for which a Certificate of ownership shall be issued to the owner upon payment of corresponding fees

The ownership of large animal or its sale or transfer of ownership shall be registered with the Office of the Municipal Treasurer.

Animal health inspection fee and transporting fee shall be imposed on livestock and large animals transported through the municipality.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Registration Individual Brand: 1. "Vinta" or Personal brand			Client	
For Ownership/Transfer: 1. Certificate of origin (1 copy) 2. Certificate of title to the owner (1 original copy)			Barangay hall (where large animal comes from) Owner of branded animal	
For shipment from this municipality: Animal health inspection certificate For shipment from other municipalities: Veterinary/Animal health certification			Municipal Agriculture Office Client's copy (proof of shipment)	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Provide the required documents to the Revenue collector	Verify presented documents, register application to the record book and process the registration of individual brand or ownership/transfer of ownership.	None	5 minutes	Revenue Collector/ Administrative Aide Treasury Office
2. Sign in the Certificate of ownership/transfer and	Issuance of official receipt and certificate of registration of individual brand,	(Please see table of fees below)	5 minutes	Revenue Collector/ Administrative Aide



Payment of corresponding fees and receive certificate	ownership/transfer of ownership upon signing of the Municipal Treasurer, Municipal Secretary and Municipal Mayor.			Treasury Office
TOTAL		(Please see table of fees below)	10 minutes	

1.1. Owner of Large animal:

Amount of fee:

A. Certificate of ownership	PHP100.00/head
Accountable form # 53	PHP 5.00
Total amount of fee	PHP 105.00
B. Certificate of transfer	PHP100.00/head
Accountable form # 52	PHP 10.00
Total amount of fee	PHP 110.00
C. Registration of Private brand	PHP100.00

1.2. Animal health inspection fee:

Large animal	PHP 100.00/head
Swine	PHP100.00/shipment
Goat and sheep	PHP100.00/shipment
Fowls	PHP100.00/shipment

1.3. Transporting fee:

Large animal	PHP 100.00/head
Swine	PHP100.00/shipment
Goat and sheep	PHP100.00/shipment
Fowls	PHP100.00/shipment

*Penalty for buyers of unregistered large animal shall be fined one thousand (PHP 1,000.00) pesos plus impounding fee for each day or fraction thereof on each head of impounded large animal.

Impounding fee:

A. Large animal	PHP 500.00
B. All other animals	PHP 250.00

Veterinary services and other fees:

Dog vaccination fee	PHP 60.00/head
Animal treatment fee:	
A. Dewormer (Albendazole)	PHP 2.00/milligram
B. Castration	50% of medicine used (based on the purchase cost)
C. Iron & vitamin injection	50% of medicine used (based on the purchase cost)



Retirement/ Closure/ Termination of Business

Termination shall mean that business operations are stop completely. Any changes in ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new owner or manager or re-registration of the same business under a new name will only be considered by this municipality concerned for record purposes in the course of the renewal of the permit or license to operate the business.

The Municipal Treasurer shall see to it that the payment of taxes of a business is not avoided by simulating the termination or retirement thereof.

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Closure (1 copy)			Barangay Hall	
2. Proof of Payment/ Current Mayor's Permit (1 original)			Owner's personal copy	
3. Sworn Statement of the Gross Sales or Receipts for the current calendar year (1 copy)			Business Owner	
4. Business License Plate (If any)			Issued to the Business	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements for termination of business to the Office of the Municipal Treasurer	Verify presented documents	None	3 minutes	<i>Local Revenue Collection Officer / Revenue Collection Clerk III Treasury Office</i>



<p>2. Payment of corresponding fees to the Revenue collector, sign in the logbook and wait for the processing of certification</p>	<p>2.1 Assess retirement or termination of business based on the gross sales or receipts, if business is liable for the payment of tax, fees and charges and prepare order of payment</p> <p>2.2 Receive fill up order of payment, prepare official receipt and record the transaction in the logbook and forward to the Municipal Mayor or his authorized personnel for signature</p>	<p>(See table of tax on business) Additional fee: certificate of closure- PHP 85.00 + DS Tax PHP30.00</p>	<p>7 minutes</p>	<p><i>Local Revenue Collection Officer I/ Revenue Collection Clerk III Treasury Office</i></p>
<p>3. Receive Certificate of closure</p>	<p>Issuance of certificate at the Office of the Municipal Mayor, record transaction in the logbook and release the retirement/closure certificate</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Municipal Mayor/ Municipal Administrator Local Revenue Collection Officer I/ Revenue Collection Clerk III Treasury Office</i></p>
<p>TOTAL</p>			<p>15 minutes</p>	



OFFICE OF THE MUNICIPAL TREASURER

INTERNAL SERVICES



Payment of Salaries and Wages and Honorariums

The Office of the Municipal Treasurer process the payment of approved checks for salaries and wages and honorarium

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Daycare Workers, Barangay Agriculture Extension Workers (BaExW), Laborers (Job Orders) And All LGU Officials & Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved check for encashment		Office of the Municipal Treasurer		
2. Payroll		Office concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the payroll and receive salary, wage or honorarium	1.1 Encashment of checks at the LBP	None	30 minutes	<i>Municipal Treasurer</i> Treasury Office
	1.2 Release salaries and wages or honorariums	None	5 minutes	<i>Municipal Treasurer</i> Treasury Office
TOTAL			35 minutes	



Processing of Disbursement Vouchers and Issuance of Check

The Office of the Municipal Treasurer process Disbursement Vouchers for issuance of checks

Office or Division:	Office of the Municipal Treasurer			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Vouchers with complete supporting documents		Office of the Municipal Accountant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward Disbursement Vouchers with complete supporting documents for signature of the Municipal Treasurer	1.1 Review as to the correctness, certify availability of funds and approval of disbursement voucher	None	5 minutes per transaction	<i>Municipal Treasurer Treasury Office</i>
	1.2 Forward to the Office of the Municipal Mayor/Vice Mayor for approval of payment	None	5 minutes	<i>Municipal Mayor/ Vice Mayor Mayor's Office/ Vice-Mayor's Office</i>
	1.3 Preparation of check	None	5 minutes	<i>Local Treasury Operation Officer II Treasury Office</i>
	1.4 Forward checks to the Office of the Municipal Mayor/Vice Mayor for signature	None	2 minutes	<i>Municipal Mayor/ Vice Mayor</i>
	1.5 Forward checks to the Municipal Treasurer for signature	None	2 minutes	<i>Municipal Treasurer Treasury Office</i>
	1.6 Forward checks to the Office of the Municipal Accountant for preparation of Accountant's advice	None	5 minutes	<i>Management Audit Analyst II/ Administrative Assistant III Accounting Office</i>
	1.7 Provide copy of Accountant's advice to the LBP	None	30 minutes	<i>Municipal Treasurer/ Local Treasury Operations Officer /Local Revenue Operations Officer Treasury Office</i>



	1.8 Record checks in the corresponding Check register	None	4 minutes	<i>Local Treasury Operations Officer /Local Revenue Operations Officer Treasury Office</i>
2. Receive check	Releasing of checks to payees	None	2 minutes	<i>Revenue Collector/ Administrative Aide Treasury Office</i>
TOTAL			1 Hour	



OFFICE OF THE MUNICIPAL ENGINEER

EXTERNAL SERVICES



Engineering Services and Consultation

Engineering services means any service or work, the adequate performance of which requires planning and design of engineering works and systems and the review of construction for the purpose of assuring substantial compliance with drawings and specifications; any of which embrace such services or work, either public or private, in connection with any utilities, structures, buildings, machines, equipment, processes, work systems, projects and industrial or consumer products or equipment of a mechanical, electrical, hydraulic, insofar as they involve safeguarding life, health or property, and including such other professional services as may be necessary to the planning, progress and completion of any engineering services.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Public, Government Agencies, Barangay units and other Accredited sectoral groups			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request Letter or Verbal Request			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter or Verbal Actions.	Receive the request.	None	2 minutes	<i>Engineering Assistant Engineering Office</i>
2. Attend dialogue with the Municipal Engineer.	Dialogue with the Client.	None	15 to 30 minutes	<i>Municipal Engineer Engineering Office</i>
3. Receive the recommendation.	Recommending action.	None	15 to 30 minutes	<i>Municipal Engineer Engineering Office</i>
TOTAL		None	1 hour and 2 minutes	



Issuance of Building Inspection Clearance for Business Permit (New)

Business enterprises are required to secure building permit inspection approval from the Municipal Engineer's Office before the start of commercial operations and during the annual renewal of business permits. This is part of the process of securing a Business License/Mayor's Permit.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All entrepreneurs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished business permit application form (1 photocopy)			Office of the Municipal Treasurer	
2. Contract of Lease/Consent – if applicant is a lessee (1 original)			Lot/Building Owner	
3. Detailed information about the business (1 original)			Client	
4. Sketch of location (1 original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification and get schedule of building inspection.	Conduct brief interview and verifies submitted requirements.	None	4 minutes	<i>Engineering Assistant</i> Engineering Office
2. Wait for the Municipal Engineer and his staff to inspect the business site.	2.1. Site inspection by personnel/staff requirements.	None	2 hours and 30 minutes	<i>Engineer I/</i> <i>Municipal Engineer</i> Engineering Office
	2.2. Prepares Inspection Clearance.	None	2 minutes	<i>Engineer I</i> Engineering Office
	2.3. Signs the Inspection Clearance.	None	30 seconds	<i>Municipal Engineer</i> Engineering Office
3. Wait for the processing and release of Inspection Clearance.	Releases Inspection Clearance.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
TOTAL		None	2 hours, 37 minutes and 30 seconds	



Issuance of Building Inspection Clearance for Business Permit (Renewal)

Business enterprises are required to secure inspection approval from the Municipal Engineer's Office before the start of commercial operations and during the annual renewal of business permits. This is part of the process of securing a Business License/Mayor's Permit.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All business owners			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished business permit application form (1 photocopy)			Office of the Municipal Treasurer	
2. Detailed information about the business (1 Photocopy)			Client	
3. Sketch of location (1 original)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and brief interview.	Conduct brief interview.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
2. Submit documents for the assessment of the required Annual Inspection Fee.	2.1. Assess submitted documents.	None	3 minutes	<i>Engineering Assistant/ Engineer I</i> Engineering Office
	2.2. Prepares Inspection Clearance.	None	2 minutes	<i>Engineer I</i> Engineering Office
	2.3. Signs the Inspection Clearance.	None	30 seconds	<i>Municipal Engineer</i> Engineering Office
3. Wait for the processing and release of Inspection Clearance.	Releases Inspection Clearance.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
TOTAL		None	7 minutes and 30 Seconds	



Issuance of Building Permit and Plumbing/ Sanitary Permit

A Building Permit is required prior to construction, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities. The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 Days.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All those who undergo construction, renovation, repair, alteration or conversion of any building or structure.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration of Land (1 photocopy)		Owner/Client/Assessor's Office		
2. Barangay Clearance (1 original)		Office of the Barangay Captain		
3. Current Real Property Tax Receipt (1 photocopy)		Office of the Municipal Treasurer		
4. Proof of Ownership (1 photocopy)		Owner/Client		
5. Complete five (5) sets of plans signed and sealed by Licensed Architect/Engineer (blue print/white print)		Licensed Architect or Licensed Engineers		
6. Bill of Materials and Specifications signed by Licensed Architect or Licensed Engineers (1 original)		Licensed Architect or Licensed Engineers		
7. Photocopy of Licensed ID and PTR of Architect/Engineers who signed the plans (1 copy)		Licensed Architect or Licensed Engineers		
8. Approved Locational Clearance (1 original)		Municipal Planning and Development Office		
9. Duly accomplished Building Permit and Plumbing/Sanitary Permit Form (1 original, 3 Photocopy)		Office of the Municipal Engineer		
10. Approved Fire Safety Clearance (1 original)		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification.	Conduct brief interview and reviews submitted documents.	None	10 minutes	<i>Engineering Assistant/ Engineer I</i> Engineering Office



2. Pays Building Permit Fee at the Office of the Municipal Treasurer	Order of Payment Fees shall be subject to the Building Code Fees.	Refer to Table I for the Schedule of Fees	5 minutes	Office of the Municipal Treasurer Staff Treasury Office
3. Receives approved Building Permit	Releases approved Building Permit	None	3 minutes	Engineering Assistant/ Engineer I/ Municipal Engineer Engineering Office
TOTAL		Refer to Table I for the Schedule of Fees	18 minutes	

TABLE I

NEW SCHEDULE OF FEES AND OTHER CHARGES (BUILDING PERMIT):

1. Bases of assessment:

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

2. Regardless of the type of construction, the cost of construction of any building / structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table 1.1. On Fixed Cost of Construction Per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	Php 10, 000.00	Php 8, 000.00	Php 6, 000.00

3. Construction/addition/renovation/alteration of buildings / structures under Group/s and Sub-Divisions shall be assessed as follows:

A. Division A-1

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Original complete construction up to 20 sq.meters	2.00
2	Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	2.40
3	Above 20.00 sq. meters to 50 sq. meters	3.40



4	Above 50.00 sq. meters to 100 sq. meters	4.80
5	Above 100.00 sq. m to 150 sq. meters	6.00
6	Above 150.00 sq. meters	7.20

B. Division A-2

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Original complete construction up to 20 sq.meters	3.00
2	Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	3.40
3	Above 20.00 sq. meters to 50 sq. meters	5.20
4	Above 50.00 sq. meters to 100 sq. meters	8.00
5	Above 100.00 sq. m to 150 sq. meters Above 150.00 sq. meters	8.40

C. Divisions B-1 / C-1 / E-1, 2, 3 / F-1 / G-1, 2, 3, 4, 5 / H-1, 2, 3, 4 / I-1 and J-1, 2, 3

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Up to 5,000	23.00
2	Above 5,000 to 6,000	22.00
3	Above 6,000 to 7,000	20.50
4	Above 7,000 to 8,000	19.50
5	Above 8,000 to 9,000	18.00
6	Above 9,000 to 10,000	17.00
7	Above 11,000 to 15,000	16.00
8	Above 15,000 to 20,000	15.00
9	Above 20,000 to 30,000	14.00
10	Above 30,000	12.00

NOTE:

Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together.

D. Division C-2 / D-1, 2, 3

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Up to 5,000	12.00
2	Above 5,000 to 6,000	11.00
3	Above 6,000 to 7,000	10.20
4	Above 7,000 to 8,000	9.60
5	Above 8,000 to 9,000	9.00
6	Above 9,000 to 10,000	8.40
7	Above 11,000 to 15,000	7.20
8	Above 15,000 to 20,000	6.60



9	Above 20,000 to 30,000	6.00
10	Above 30,000	5.00

NOTE:

Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

PLUMBING PERMIT:

- A. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".

- B. Every fixture in excess of one unit: Php 24.00

NO.	FIXTURE UNIT	FEE
1	Each water closet	7.00
2	Each floor drain	3.00
3	Each sink	3.00
4	Each lavatory	7.00
5	Each faucet	2.00
6	Each shower head	2.00

- C. Special Plumbing Fixtures:

NO.	FIXTURE UNIT	FEE
1	Each slope sink	7.00
2	Each urinal	4.00
3	Each bath tub	7.00
4	Each grease trap	7.00
5	Each garage trap	7.00
6	Each bidet	4.00
7	Each dental cuspidor	4.00
8	Each gas-fired water heater	4.00
9	Each drinking fountain	2.00
10	Each bar or soda fountain sink	4.00
11	Each laundry sink	4.00
12	Each laboratory sink	4.00
13	Each fixed-type sterilizer	2.00

- D. Each water meter Php 2.00

NO.	FIXTURE UNIT	FEE
1	12 to 25 mm Ø	8.00
2	Above 25 mm Ø	10.00

- E. Construction of septic tank, applicable in all Groups

NO.	FIXTURE UNIT	FEE
1	Up to 5.00 cu. meters of digestion chamber	8.00
2	Every cu. Meter or fraction thereof in excess of 5.00 cu.meters	7.00



ACCESSORIES OF THE BUILDING/STRUCTURE FEES:

- A.** All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).
- B.** Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom 202 of the roof slab or the top of girts, whichever applies.
- C.** Bank and Records Vaults with interior volume
- | | |
|-------------------------------|-----------|
| up to 20.00 cu. meters | Php 20.00 |
| In excess of 20.00 cu. meters | Php 8.00 |
- D.** Swimming Pools, per cu. meter or fraction thereof:
- | | |
|--|-----------|
| 1. GROUP A Residential | Php 3.00 |
| 2. Commercial/Industrial GROUPS B, E, F, G | Php 36.00 |
| 3. Social/Recreational/Institutional GROUPS C, D, H, I | Php 24.00 |
| 4. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates. | |
| 5. Swimming pool shower rooms/locker rooms: | |
| a. Per unit or fraction thereof | Php 60.00 |
| b. Residential GROUP A | Php 6.00 |
| c. GROUP B, E, F, G | Php 18.00 |
| d. GROUP C, D, H | Php 12.00 |
- E.** Construction of firewalls separate from the building:
- | | |
|--|-----------|
| 1. Per sq. meter or fraction thereof | Php 3.00 |
| 2. Provided, that the minimum fee shall be | Php 48.00 |
- F.** Construction / erection of towers: Including Radio and TV towers, water tank supporting structures and the like:

NO.	USE OR CHARACTER OF OCCUPANCY	SELF-SUPPORTING	TRILON (GUYED)
1	Single detached dwelling units	500.00	150.00
2	Commercial/Industrial (Groups B, E, F, G) up to 10 meters in height	2,400.00	240.00
	a. Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00
3	Educational / Recreational / Institutional (Groups C, D, H, I) up to 10 meters in height	1,800.00	180.00
	a. Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00



G. Storage Silos, up to 10.00 meters in height		Php 2,400.00
NO.	STORAGE HEIGHT	FEE
1	Every meter or fraction thereof in excess of 10 meters	150.00
2	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule	
H. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:		
NO.	STORAGE HEIGHT	FEE
1	Smokestacks up to 10.00 meters in height, measured from the base	240.00
	a. Every meter or fraction thereof in excess of 10.00 meters	12.00
2	Chimney up to 10.00 meters in height, measured from the base	48.00
	a. Every meter or fraction thereof in excess of 10.00 meters	2.00
I. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas		Php 48.00
J. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume		Php 12.00
K. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters		Php 12.00
NO.	STRUCTURE TYPE	FEE
1	Every cu. m or fraction thereof in excess of 2.00 cu. meters	12.00
2	For all other than Groups A and B up to 10.00 cu. meters	480.00
	a. Every cu. meter or fraction thereof in excess of 10.00 cu. meters	24.00
L. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume		Php 7.00
M. Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:		
NO.	STRUCTURE TYPE	FEE
1	Above ground, up to 10.00 cu. meters	480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters	24.00
2	Underground, up to 20.00 cu. meters	540.00



	Every cu. meter or fraction thereof in excess of 20.00 cu. meters	24.00
N. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:		
NO.	STRUCTURE TYPE	FEE
1	Underground, per cu. meter or fraction thereof of excavation	3.00
2	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	3.00
3	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.	
O. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:		
NO.	STRUCTURE TYPE	FEE
1	Construction of permanent type	10.00
2	Construction of temporary type	5.00
3	Inspection of knock-down temporary type, per unit	24.00
P. Construction of buildings and other accessory structures within cemeteries and memorial parks:		
NO.	STRUCTURE TYPE	FEE
1	Tombs, per sq. meter of covered ground areas	5.00
2	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
3	Totally enclosed mausoleums, per sq. meter of floor area	12.00
4	Multi-level interment niches, per sq. meter per level	5.00
5	Columbarium, per sq. meter	18.00
ACCESSORY FEES:		
A. Establishment of Line and Grade, all sides fronting or abutting 206 streets, esteros, rivers and creeks, first 10.00 meters Php 24.00		
1. Every meter or fraction thereof in excess of 10.00 meters		Php 2.40
B. Ground Preparation and Excavation Fee		
1. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.		
NO.	PARTICULARS	FEE
1	Inspection and Verification Fee	200.00
2	Per cu. meters of excavation	3.00
3	Issuance of GP & EP, superseded upon issuance of Building Permit	50.00



4	Per cu. meter of excavation for foundation with basement	4.00	
5	Excavation other than foundation or basement, per cu. meter	3.00	
6	Encroachment of footings or foundations of buildings / structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00	
C. Construction of Pavements, up to 20.00 sq. meters		Php 24.00	
D. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like		Php 3.00	
E. Use of Streets and Sidewalks, Enclosures and occupancy of Sidewalks up to 20.00 sq. meters, per calendar month		Php 240.00	
1. Every sq. meter or fraction thereof in excess of 20.00 sq. meters		Php 12.00	
F. Erection of Scaffoldings Occupying Public Areas, per calendar month.			
NO.	PARTICULARS	FEE	
1	Up to 10.00 meters in length	150.00	
2	Every lineal meter or fraction thereof in excess of 10.00 meters	12.00	
G. Sign Fees:			
NO.	PARTICULARS	FEE	
1	Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area	120.00	
	a. Every sq. meter or fraction thereof in excess of 4.00 sq. meters	24.00	
2	Installation Fees, per sq. meter or fraction thereof of display surface:		
	TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
	Neon	36.00	52.00
	Illuminated	24.00	36.00
	Others	15.00	24.00
	Painted-on	9.60	18.00
3	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:		
	TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
	Neon	Php 36.00, minimum fee shall be Php 124.00	Php 46.00, minimum fee shall be Php 200.00



illuminated	Php 18.00, minimum fee shall be Php 72.00	Php 38.00, minimum fee shall be Php 150.00
Others	Php 12.00, minimum fee shall be Php 40.00	Php 20.00, minimum fee shall be Php 110.00
Painted-on	Php 8.00, minimum fee shall be Php 30.00	Php 12.00, minimum fee shall be Php 100.00

H. Repairs Fees:

1. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups Php 5.00

2. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofings, shall be assessed in accordance with the following rate, for all Groups Php 5.00

3. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

I. Raising of Buildings/Structures Fees:

1. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.

2. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

ANNUAL INSPECTION FEES:

A. Divisions A-1 and A-2:

1. Single detached dwelling units and duplexes are not subject to annual inspections.

2. If the owner request inspections, the fee for each of the services enumerated below is Php 120.00

- a. Land Use Conformity
- b. Architectural Presentability
- c. Structural Stability
- d. Sanitary and Health Requirements
- e. Fire-Resistive Requirements

B. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

NO.	AREA DIMENSION	FEE
1	Appendage of up to 3.00 cu. meters/unit	150.00
2	Every cu. meter or fraction thereof in excess of 3.00 cu	50.00



	meters	
3	Floor area to 100.00 sq. meters	120.00
4	Above 100.00 sq. meters up to 200.00 sq. meters	240.00
5	Above 200.00 sq. meters up to 350.00 sq. meters	480.00
6	Above 350.00 sq. meters up to 500.00 sq. meters	720.00
7	Above 500.00 sq. meters up to 750.00 sq. meters	960.00
8	Above 750.00 sq. meters up to 1,0000.00 sq. meters	1,200.00
9	Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	1,200.00

C. Divisions C-1, 2, Amusement Houses, Gymnasia and the like:

NO.	BUILDING CLASS	FEE
1	First class cinematographs or theaters	1,200.00
2	Second class cinematographs or theaters	720.00
3	Third class cinematographs or theaters	520.00
4	Grandstands/Bleachers, Gymnasia and the like	720.00

D. Annual Plumbing Inspection Fees

Plumbing unit / each

Php 60.00

E. Electrical Inspection Fees:

1. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
2. Annual Inspection Fees are the same as in Section 4.e.

CERTIFICATIONS:

NO.	CERTIFICATION	FEE
1	Certified true copy of building permit	50.00
2	Certified true copy of Certificate of Use / Occupancy	50.00
3	Issuance of Certificate of Damage	50.00
4	Certified true copy of Certificate of Damage	50.00
5	Certified true copy of Electrical Certificate	50.00
6	Issuance of Certificate of Gas Meter Installation	50.00
7	Certified true copy of Certificate of Operation	50.00
8	Other Certifications	50.00

NOTE: The specifications of the Gas Meter shall be:

- a. Manufacturer
- b. Serial Number
- c. Gas Type
- d. Meter Classification/Model
- e. Maximum Allowable Operating Pressure – psi (kPa)
- f. Hub Size – mm (inch)
- g. Capacity – m³/hr (ft³/hr)



Issuance of Demolition Permit

The systematic dismantling or destruction of a building/structure, in whole or in part.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Building owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Tax Declaration of Land (1 photocopy)			Owner/Client/Office of the Municipal Assessor	
2. Barangay Clearance (1 copy)			Office of the Barangay Captain	
3. Current Real Property Tax Receipt (1 Photocopy)			Office of the Municipal Treasurer	
4. Proof of Ownership (1 photocopy)			Owner/Client	
5. Pictures of the House (front, rear, left and right-side view) (1 printed copy)			Owner/Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification	Conduct brief interview and reviews submitted documents	None	10 minutes	<i>Engineering Assistant/ Engineer I</i> Engineering Office
2. Pays Demolition Permit Fee at the Office of the Municipal Treasurer	Order of Payment Fees shall be subject to the Building Code Fees.	Refer to Table II for the Schedule of Fees	5 minutes	<i>Office of the Municipal Treasurer Staff</i> Treasury Office
3. Receives approved Demolition Permit	Releases approved Demolition Permit.	None	3 minutes	<i>Engineering Assistant/ Engineer I/ Municipal Engineer</i> Engineering Office
TOTAL		Refer to Table II for the Schedule of Fees	18 minutes	



TABLE II:

Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

NO.	PARTICULARS	FEE
1	Buildings in all Groups per sq. meter floor area	3.00
2	Building Systems/Frames or portion thereof per vertical or horizontal	4.00
3	Structures of up to 10 meters in height	800.00
	a. Every meter or portion thereof in excess of 10.00 meters	50.00
4	Appendage of up to 3 cu. meters/unit	50.00
	a. Every cu. meter or portion thereof in excess of 3.00 cu. meters	50.00
5	Moving Fee, per sq. meter of area of building / structure to be moved	3.00



Issuance of Electrical Permit

An Electrical Permit is one of the functions of the Office of the Building Official which monitors the installation of legal electric connection within the municipality.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All those who undergo electrical installation.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration of Land (1 photocopy)		Owner/ Client/ Municipal Assessor's Office		
2. Barangay Clearance (1 original)		Office of the Barangay Captain		
3. Current Real Property Tax Receipt (1 photocopy)		Office of the Municipal Treasurer		
4. Proof of Ownership (1 photocopy)		Owner/Client		
5. Pictures of the House (front, rear, left and right-side view and inside the house) (1 printed copy)		Owner/Client		
6. Complete five (5) sets of Electrical Plan signed by Licensed Electrical Engineer for above 20Amp and Barangay Electrician for below 20Amp (blue print/white print)		Licensed Electrical Engineer/Barangay Electrician		
7. Bill of Materials (1 original)		Licensed Electrical Engineer/ Barangay Electrician		
8. Photocopy of Licensed ID and PTR of the Electrical Engineer who signed the electrical plans (1 copy)		Licensed Electrical Engineer		
9. Duly Accomplished Electrical Permit Form (1 original, 3 Photocopy)		Office of the Municipal Engineer		
10. Approved Fire Safety Clearance (1 original)		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification	Conduct brief interview and reviews submitted documents	None	10 Minutes	<i>Engineering Assistant/ Engineer</i> / Engineering Office
2. Pays Electrical Permit Fee at the Office of the Municipal Treasurer	Order of Payment Fees shall be subject to the Building Code Fees	Refer to Table III for the Schedule of Fees	5 Minutes	<i>Office of the Municipal Treasurer Staff</i> Treasury Office



3. Receives approved Electrical Permit	Releases approved electrical permit	None	3 Minutes	Engineering Assistant/ Engineer / Municipal Engineer Engineering Office
TOTAL		Refer to Table III for the Schedule of Fees	18 minutes	

TABLE III:

A. Total Connected Load (kVA)		
NO.	CONNECTION LOAD	FEE
1	5 kVA or less	200.00
2	Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
3	Over 50 kVA to 300 kVA	1,100.00 + 10.00/kVA
4	Over 300 kVA to 1,500 kVA	3,600.00 + 5.00/kVA
5	Over 1,500 kVA to 6,000 kVA	9,600.00 + 2.50/kVA
6	Over 6,000 kVA	20,850.00 + 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

B. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)		
NO.	CONNECTION LOAD	FEE
1	5 kVA or less	40.00
2	Over 5 kVA to 50 kVA	40.00 + 4.00/kVA
3	Over 50 kVA to 300 kVA	220.00 2.00/kVA
4	Over 300 kVA to 1,500 kVA	720.00 + 1.00/kVA
5	Over 1,500 kVA to 6,000 kVA	1,920.00 + 0.50/kVA
6	Over 6,000 kVA	4,170 + 0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned / installed by the owner/applicant as shown in the electrical plans and specifications.

C. Pole/Attachment Location Plan Permit		
NO.	CONNECTION LOAD	FEE
1	Power Supply Pole Location	30.00 / Pole
2	Guying Attachment	30.00 / Attachment

D. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

USE OR CHARACTER OF OCCUPANCY	ELECTRIC METER	WIRING PERMIT ISSUANCE
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Residential	15.00	15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

E. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

F. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.



Issuance of Fencing Permit

A Fencing Permit is required prior to construction, alteration, major repair, or renovation or conversion of any perimeter fence owned by government or private entities. The permit becomes null and void if work does not commence within 1 year from the date of such permit, or if the work is suspended or abandoned at any time after it has been commenced for a period of 120 Days.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Building owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Tax Declaration of Land (1 photocopy)			Owner/Client/ Office of the Municipal Assessor	
2. Barangay Clearance (1 copy)			Office of the Barangay Captain	
3. Five (5) sets of Fencing Plan			Architect/Engineer/Foreman	
4. Bill of Materials (1 original)			Architect/Engineer/Foreman	
5. Approved Locational Clearance (1 original)			Office of the Municipal Planning and Development Coordinator	
6. Duly Accomplished Fencing Permit Form (1 original, 3 photocopy)			Office of the Municipal Engineer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and brief interview.	Conduct brief interview.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
2. Submit requirements.	2.1. Assess submitted documents.	None	5 minutes	<i>Engineering Assistant</i> Engineering Office
	2.2. Reviews papers and signs documents.	None	5 minutes	<i>Engineer I</i> Engineering Office
3. Pay Fencing Permit Fee at the Office of the Municipal Treasurer.	Order of Payment Fees shall be subject to the Building Code Fees.	Refer to Table IV for the Schedule of Fees	5 minutes	<i>Office of the Municipal Treasurer Staff</i> Treasury Office
4. Receives approved Fencing Permit.	Releases approved Fencing Permit.	None	3 minutes	<i>Engineering Assistant/ Engineer I/ Municipal Engineer</i> Engineering Office
TOTAL		Refer to Table IV for the Schedule of Fees	19 minutes	



TABLE IV:

NO.	STRUCTURE TYPE	FEE
1	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
2	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
3	Made of indigenous materials, barbed, chicken or hog wires, per linear meter	2.40



Issuance of Occupancy Permit

An Occupancy Permit is required before any building or structure is used or occupied. It is usually secured after the completion of a structure. It is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All those who undergo construction, renovation, repair, alteration or conversion of any building or structure.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of Completion (1 original)			Office of the Municipal Engineer	
2. Construction Logbook (1 original)			Applicant	
3. As-Built Plans if applicable (1 original)			Licensed Architect/Licensed Civil Engineer	
4. Approved Fire Safety Inspection Clearance (1 original)			Bureau of Fire Protection	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification.	Conduct brief interview and verify submitted documents.	None	4 minutes	<i>Engineering Assistant</i> Engineering Office
2. Get schedule of Building Inspection and Order of Payment.	2.1. Site inspection by personnel/staff of the Municipal Engineering Office.	None	1-hour on-site inspection	<i>Engineer I/ Municipal Engineer</i> Engineering Office
	2.2. Prepares Inspection Clearance	None	2 minutes	<i>Engineer I</i> Engineering Office
	2.3. Signs the Inspection Clearance.	None	30 seconds	<i>Municipal Engineer</i> Engineering Office
3. Pay the required fees at the Office of the Municipal Treasurer (if not yet paid).	Receive payment and issue Official Receipt.	Refer to Table V for the Schedule of Fees	5 minutes	<i>Office of the Municipal Treasurer Staff</i> Treasury Office
4. Receives approved Occupancy Permit.	Releases approved Occupancy Permit.	None	2 minutes	<i>Any Engineering Staff</i> Engineering Office
TOTAL		Refer to Table V for the Schedule of Fees	1 hour, 13 minutes and 30 seconds	



TABLE V:

Certificates of Use or Occupancy (Table II.G.1. for fixed costing)		
A. Division A-1 and A-2 Buildings:		
NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	100.00
2	Costing up to Php 150,000.00 up to 400,000.00	200.00
3	Costing up to Php 400,000.00 up to P850,000.00	400.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	800.00
5	Every million or portion thereof in excess of Php 1,200,000.00	800.00
B. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:		
NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	200.00
2	Costing up to Php 150,000.00 up to 400,000.00	400.00
3	Costing up to Php 400,000.00 up to P850,000.00	800.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	1,000.00
5	Every million or portion thereof in excess of Php 1,200,000.00	1,000.00
C. Divisions C-1, 2/D-1, 2, 3 Buildings:		
NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	150.00
2	Costing up to Php 150,000.00 up to 400,000.00	250.00
3	Costing up to Php 400,000.00 up to P850,000.00	600.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	900.00
5	Every million or portion thereof in excess of Php 1,200,000.00	900.00
D. Division J-I Buildings/structures:		
NO.	PARTICULARS	FEE
1	With floor area up to 20.00 sq. meters	50.00
2	With floor area above 20.00 sq. meters up to 500.00 sq. meters	240.00
3	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	360.00
4	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
5	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1,200.00
6	With floor area above 10,000.00 sq. meters	2,400.00
E. Division J-2 Structures:		
NO.	PARTICULARS	FEE
1	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are	



	accessories	
2	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above	
3	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:	
	a. First 10.00 meters of height from the ground	800.00
	b. Every meter or fraction thereof in excess of 10.00 meters	50.00
F. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected		Php 5.00



Issuance of Occupancy Permit for Business Permit (New)

Business enterprises are required to secure building permit inspection approval for occupancy permit from the Municipal Engineer's Office before the start of commercial operations and during the annual renewal of business permits. This is part of the process of securing a Business License/Mayor's Permit.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All entrepreneurs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Occupancy Permit Form (1 original)			Office of the Municipal Engineer	
2. Sketch Plan of the building (1 original and 2 photocopies)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and submit requirements for verification.	Conduct brief interview and verifies submitted requirements.	None	3 minutes	<i>Engineering Assistant</i> Engineering Office
2. Pay Occupancy Permit Fee at the Office of the Municipal Treasurer.	Receive payment and issue Official Receipt.	Order of Payment Fees shall be subject to the Building Code Fees. <i>Refer to Table I for the Schedule of Fees</i>	5 minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Submit OR and receive approved Occupancy Permit.	Verify OR and release approved Occupancy Permit.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
TOTAL		Refer to Table I for the Schedule of Fees	9 minutes	



TABLE I

Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

A. Division A-1 and A-2 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	100.00
2	Costing up to Php 150,000.00 up to 400,000.00	200.00
3	Costing up to Php 400,000.00 up to P850,000.00	400.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	800.00
5	Every million or portion thereof in excess of Php 1,200,000.00	800.00

B. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	200.00
2	Costing up to Php 150,000.00 up to 400,000.00	400.00
3	Costing up to Php 400,000.00 up to P850,000.00	800.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	1,000.00
5	Every million or portion thereof in excess of Php 1,200,000.00	1,000.00

C. Divisions C-1, 2/D-1, 2, 3 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	150.00
2	Costing up to Php 150,000.00 up to 400,000.00	250.00
3	Costing up to Php 400,000.00 up to P850,000.00	600.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	900.00
5	Every million or portion thereof in excess of Php 1,200,000.00	900.00

D. Division J-I Buildings/structures:

NO.	PARTICULARS	FEE
1	With floor area up to 20.00 sq. meters	50.00
2	With floor area above 20.00 sq. meters up to 500.00 sq. meters	240.00
3	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	360.00
4	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
5	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1,200.00
6	With floor area above 10,000.00 sq. meters	2,400.00

E. Division J-2 Structures:

NO.	PARTICULARS	FEE
1	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories	



2	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above	
3	<p>Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:</p> <p>a. First 10.00 meters of height from the ground</p> <p>b. Every meter or fraction thereof in excess of 10.00 meters</p>	<p>800.00</p> <p>50.00</p>
<p>F. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected</p>		<p>Php 5.00</p>



Issuance of Permit for the Use of Self-Loading Truck and Heavy Equipment

To provide uniform guidelines and policies on the issuance and return of the rented Self-Loading Truck and Heavy Equipment and its usage.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All those who wish to rent self-loading truck and heavy equipment.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly Accomplished Requesting Forms (3 original)			Office of the Municipal Engineer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in Client Log Book and state your intention.	Conduct brief interview.	None	2 minutes	<i>Engineering Assistant</i> Engineering Office
2. Wait for the Requesting Form to be printed.	Print and sign the Requesting Form.	None	2 minutes	<i>Municipal Engineer</i> Engineering Office
3. Wait for the Requesting Form to be released and bring to the Office of the Sangguniang Bayan and Office of the Vice Mayor for signing.	3.1. Releasing of the Requesting Form.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
	3.2 Signing of the Requesting form.	None	3 minutes	<i>Sangguniang Bayan Member/Committee Chairman on Transportation/ Municipal Vice Mayor</i> Vice Mayor's Office
4. Bring back the Form to the Office of the Municipal Engineer.	4.1. Receive and forward to the Office of the Mayor for signing.	None	1 minute	<i>Engineering Assistant</i> Engineering Office
	4.2. Signs the Requesting Form.	None	1 minute	<i>Municipal Mayor</i> Mayor's Office



5. None	Receive the duly accomplished form.	None	1 minute	<i>Engineering Assistant Engineering Office</i>
6. Pays required fee at the Office of the Municipal Treasurer.	Receives payment and issue Official Receipt.	Refer to Municipal Ordinance imposing Rental Fees of Heavy Equipment	5 minutes	<i>Office of the Municipal Treasurer Staff Treasury Office</i>
7. Receives approved Requesting Form.	Releases approved Requesting Form.	None	3 minutes	<i>Municipal Engineer Engineering Office</i>
TOTAL		Refer to Municipal Ordinance imposing Rental Fees of Heavy Equipment	19 minutes	

SCHEDULE OF FEES FOR VEHICLES AND HEAVY EQUIPMENT RENTALS

SELF-LOADING TRUCK	RENTAL FEE
a. Within Suyo (fixed rate)	Php 2,500.00 per contract excluding gas and oil
b. Candon City including Salcedo (fixed rate)	Php 5,000.00 per contract excluding gas and oil
c. Baguio City and Laoag City (fixed rate)	Php 10,000.00 per contract excluding gas and oil
d. Subic and Manila (fixed rate)	Php 20,000.00 per contract excluding gas and oil
BACKHOE	
a. Private Contractor	Php 1,000.00/hr. excluding gas and oil
b. Private Individual	Php 500.00/hr. excluding gas and oil
c. National Government Agencies	Php 500.00/hr. excluding gas and oil
PAYLOADER	
a. Private Contractor	Php 1,000.00/hr. excluding gas and oil
b. Private Sector	Php 400.00/hr. excluding gas and oil
c. Non-Government Organizations	Php 200.00/hr. excluding gas and oil



Issuance of Program of Works for Infrastructure Projects (Barangay Funded Projects and Other Agency or Grant Projects)

Public, Barangay Units, Other Government Agencies and other Accredited Sectoral Groups requesting a Development or project in their respective jurisdiction within the municipality.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Highly Technical / Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Public, Other Government Agencies, Barangay units and other Accredited sectoral groups.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
FOR BARANGAY FUNDED PROJECTS				
1. Project Proposal			Office of the Municipal Engineer	
OTHER AGENCY OR GRANT PROJECTS				
1. Project Proposal			Office of the Municipal Engineer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Major Barangay Projects and Other Agency or Grant Projects:				
1. Submit Request Letter or Project Proposal or via Verbal Information.	Receive the request.	None	2 minutes	<i>Engineering Assistant</i> Engineering Office
2. None	Cost Estimates and Working Drawings.	None	1 to 2 hours	<i>Engineer I</i> Engineering Office
3. None	Signs the Program of Work and As Shown Plans (if available).	None	2 minutes	<i>Municipal Engineer</i> Engineering Office
4. None	Releasing of the Program of Work and As Shown Plans.	None	2 minutes	<i>Engineering Assistant</i> Engineering Office
TOTAL		NONE	2 hours and 6 minutes	



OFFICE OF THE MUNICIPAL ENGINEER

Internal Services



Issuance of Program of Works for Infrastructure Projects (Local Government Unit/Provincial/Other Agency Funded Projects)

To provide a well organize flow in the implementation of infrastructure projects within the municipality funded by the Local Government, Provincial Government and/or Other Agency.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Highly Technical / Simple			
Type of Transaction:	G2G			
Who may avail:	LGU			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Project Proposal			Office of the Municipal Engineer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Major and Minor Projects: 1. Submit Request Letter or Project Proposal or via Verbal Information.	Receive the request.	None	2 minutes	<i>Municipal Engineer</i> Engineering Office
2. None	Inspection	None	2 to 3 days	<i>Engineer I/</i> <i>Municipal Engineer</i> Engineering Office
3. None	Cost Estimates and Working Drawings.	None	5 to 7 days	<i>Engineer I</i> Engineering Office
4. None	4.1. Signs the Program of Works and As Shown Plans and forward to the Office of the Mayor.	None	5 minutes	<i>Engineer I/</i> <i>Municipal Engineer/</i> <i>Engineering Assistant</i> Engineering Office
	4.2. Signs the documents.	None	1 minute	<i>Municipal Mayor</i> Mayor's Office
5. None	Forwarding of the Program of Works and As Shown Plans to the Office of the Bids and Awards Committee	None	1 minute	<i>Engineering Assistant</i> Engineering Office
TOTAL		None	10 days and 9 minutes	



Maintenance of Suyo Municipal Waterworks System (Major and Minor Repair)

Waterworks System means all waterworks including water mains, service connections, controlled, maintained and operated by the Municipality or by agreement between the Municipality and others. To provide immediate action to all not working/damaged materials in relation to Municipal Waterworks System.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	LGU			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Verbal request			Suyo Mun. Waterworks System Personnel	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report all the damaged materials.	Prepare and forward documents for the Purchase of Materials needed to the General Services Office.	None	2 minutes	<i>Municipal Engineer Engineering Office</i>
	Purchase Materials and release to the requesting office	None	1 to 2 hours	<i>General Services Officer General Services Office</i>
2. Receive and install purchased materials.	Supervise repairs and installation.	None	2 to 3 hours	<i>Engineer I/ Municipal Engineer Engineering Office</i>
TOTAL		None	5 hours and 2 minutes	



Preparation of Documents for Payment for the Repair and Maintenance of Municipal Vehicles and Equipment

All busted and worn-out materials in relation to municipal vehicles and equipment must be reported for proper action and to provide necessary documents in purchasing auto parts needed for the specific vehicle.

Office:	Office of the Municipal Engineer (OME)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	LGU			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Verbal request			Municipal Driver/s	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	Prepare and release documents for purchasing of auto parts.	None	2 minutes	<i>Engineering Assistant/ Municipal Engineer Engineering Office</i>
2. Bring documents to the supplier and return to the Office of the Municipal Engineer after purchasing.	2.1. Complete all the necessary papers for payment.	None	20 minutes	<i>Engineering Assistant/ Municipal Engineer Engineering Office</i>
	2.2. Signs the documents.	None	2 minutes	<i>Municipal Engineer Engineering Office</i>
	2.3 Forward to the Office of the Bids and Awards Committee for proper actions	None	2 minutes	<i>Engineering Assistant Engineering Office</i>
TOTAL		None	26 minutes	



OFFICE OF THE MUNICIPAL ACCOUNTANT

External Services



Issuance of Certification to Schools regarding charges to Special Education Fund

The different school in the Municipality secures certificate from the Office of the Municipal Accountant that they did not charge their expenses in the Special Education Fund of the Municipality. This is a measure to ensure that there is no duplication of charging expenses to the any Government Funds.

Office:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Schools			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certification from PTA Treasurer			PTA	
Certification from School Canteen			School Canteen	
Certification from School Head			School Head Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly signed certifications	Check and verify if there are any charges made to Special Education Fund of the Municipality	None	5 minutes	<i>Administrative Officer IV</i> Accounting Office
2. Wait while the requested document is being prepared	2.1 Prepares the Certification	None	5 minutes	<i>Administrative Officer IV</i>
	2.2 Review and signs the certification		3 minutes	<i>Municipal Accountant</i> Accounting Office
3. Receive the requested document	Releases the requested certification	None	1 minute	<i>Administrative Officer IV</i> Accounting Office
	TOTAL	NONE	14 minutes	



Submission, Review and Recording of Barangay Transactions

Within ten (10) days after the end of the month, the Barangay Treasurer prepare a transmittal Letter and submit to the Municipal Accountant the original copies of Collection Reports and Disbursement Vouchers and its supporting documents for recording in the books of accounts and the preparation of barangay financial statements. Copy of such transmittal letter, with all the attachments, will be submitted simultaneously to the Commission on Audit Team who has direct audit jurisdiction over the barangay.

Office:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	8 Barangays of the Municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Transmittal Letter			Barangay Government Office	
Collection Report for the month				
Official Receipts				
Summary of Checks Issued				
Disbursement Vouchers				
Supporting Documents required under RA 9184				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all collection reports and disbursement vouchers together with its supporting documents	1.1 Check and validate all the documents submitted	None	20 minutes	<i>Barangay Record Keeper</i> Accounting Office
	1.2 Notify the barangay treasurer any lacking documents found			
2. Wait while the documents are being reviewed	2.1 Prepare Journal Entry Voucher for all the barangay transactions	None	10 minutes	<i>Barangay Record Keeper</i> <i>Municipal Accountant</i> Accounting Office
	2.2 Review and signs the Journal Entry Voucher		10 minutes	
3. Client may go home	Compile all barangay documents for submission to Commission on Audit	None	15 minutes	<i>Barangay Record Keeper</i> Accounting Office
TOTAL		NONE	55 minutes	



OFFICE OF THE MUNICIPAL ACCOUNTANT

Internal Services



Issuance of Accountants Advice for All Checks Issued

The Accountants' Advice is issued containing information on all checks issued by the Municipal Treasurer. Absence of the said document will result to dishonoured checks.

Office:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	Office of the Municipal Treasurer			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Check w/Disbursement Voucher and its supporting documents			Office of the Municipal Treasurer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the properly filled check	1.1 Review and check the documents	None	2 minutes	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
	1.2 Return if there is an error	None	1 minute	
2. Wait while the Accountants' Advice is being prepared	2.1 Preparation of Accountants' Advice	None	3 minutes	<i>Administrative Assistant III</i>
	2.2 Preparation of Journal Entry Voucher for the check issued	None	3 minutes	<i>Administrative Officer IV Municipal Accountant Accounting Office</i>
	2.3 Review and sign the Accountants' Advice	None	2 minutes	
3. Receive the Accountants' Advice	Register in the logbook all checks issued and submit the Accountants' advice to Municipal Treasurer	None	1 minute	<i>Administrative Officer IV/ Barangay Record Keeper Accounting Office</i>
TOTAL		NONE	12 minutes	



Issuance of Certificate of Income Tax Withheld from Employees

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

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Officials and Employees of the LGU of Suyo Only.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Employee Statement of Request			Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your request to accounting office	Reprint the readily made certificate	None	3 minutes	<i>Administrative Assistant III</i> Accounting Office
2. Wait while the requested document is being printed	Review and signs the certification	None	2 minutes	<i>Municipal Accountant</i> Accounting Office
3. Receive the requested document	Release the requested certification	None	1 minute	<i>Administrative Assistant III</i> Accounting Office
	TOTAL	NONE	6 minutes	



Issuance of Certificate of Loan Payments and Premium Contributions

Upon the request of every official or employee, the Office of the Municipal Accountant issues Certificate of Loan Payments and Premium Contributions for record reconciliation and other purposes.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Officials and Employees of the LGU of Suyo Only.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Employee Statement of Request			Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your request to accounting office	Verify records of contributions and loan payments from individual ledgers	None	4 minutes	<i>Administrative Assistant III</i> Accounting Office
2. Wait while the requested document is being prepared	2.1 Compute and prepare the Certificate of premium and loan payments of the requesting personnel	None	8 minutes	<i>Administrative Assistant III</i>
	2.2 Review and sign the certification		2 minutes	<i>Municipal Accountant</i> Accounting Office
3. Receive the requested document	Release the requested certification	None	1 minute	<i>Administrative Assistant III</i> Accounting Office
	TOTAL	NONE	15 minutes	



Issuance of Certificate of Net Take Home Pay

Upon the request of every official or employee, the Office of the Municipal Accountant issues Certificate of Net Take Home pay for loan application, loan renewal and others purposes.

Office:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Officials and Employees of the LGU of Suyo Only.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Employee Statement of Request			Employee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State your request to accounting office	Verify records of loan balances of the official/ employee from their ledger	None	4 minutes	<i>Administrative Assistant III Accounting Office</i>
2. Wait while the requested document is being prepared	2.1 Prepare the Certificate of Net Take Home pay	None	7 minutes	<i>Administrative Assistant III</i>
	2.2 Review and signs the certification		3 minutes	<i>Municipal Accountant Accounting Office</i>
3. Receive the requested document	Release the requested certification	None	1 minute	<i>Administrative Assistant III Accounting Office</i>
	TOTAL	NONE	15 minutes	



Processing of Disbursement Voucher for Donations (Financial Assistance, Burial Assistance and Livelihood)

Monetary aid are given to deserving families and organization to help them uplift their financial status. During this process proper Government Guidelines shall be implemented to secure the efficient used Government Funds.

Office or Division:	Office of the Municipal Accountant
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Office of the Municipal Social Works and Development, Office of the Department of Agriculture
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Financial Assistance 1. Certificate of Indigency from Barangay Captain 2. Assistance to Individuals in Crisis Situation Form 3. Medical Certificate 4. Billing Statement from Hospital 5. Officials Receipts of Medicines 6. Certification on Appropriations, Fund and Obligation of Allotment	Barangay Government Office Office of the Municipal Social Works and Development Officer Hospital Hospital Hospital/Drugstores Office of the Municipal Budget Officer
For Assistance to Victims of Manmade and Natural Calamities 1. Certification from Barangay Captain Affected that the Person is Affected by Calamity 2. Certificate of Indigency from Barangay Captain 3. Assistance to Individuals in Crisis Situation Form 4. Fire Incidence Report (if affected by fire) 5. Pictures 6. Certification on Appropriations, Fund and Obligation of Allotment	Barangay Government Office Barangay Government Office Office of the Municipal Social Works and Development Officer Bureau of Fire Protection Office of the Municipal Social Works and Development Officer Office of the Municipal Budget Officer
For Burial Assistance 1. Certification from the Office of Senior Citizens Affair 2. Assistance to Individuals in Crisis Situation Form 3. Death Certificate 4. Certification on Appropriations, Funds and Obligation of Allotment	Office of the Senior Citizens' Officer Office of the Municipal Social Works and Development Officer Office of the Local Civil Registry Office of the Municipal Budget Officer



Livelihood Assistance to NGOs 1. SEC/CDA/DOLE/BIR Registration 2. Articles of Incorporation and Bylaws 3. Financial Statements 4. Bank Book 5. Project Proposal 6. Memorandum of Agreement 7. Sworn Affidavit of the Secretary that none of the officers are related by consanguinity and affinity up to 4 th civil degree to any government officials 8. Certification on Appropriations, Fund and Obligation of Allotment		Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Department of Agriculture/NGO Office of the Municipal Budget Officer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the supporting documents to the accounting office	1.1 Review all supporting documents	None	4 minutes	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
	1.2 Return the documents if found incomplete	None	1 minute	
2. Wait while the disbursement voucher is being prepared	Prepare the Disbursement Voucher and return to the concerned department for signature	None	5 minute	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
3. Signs the disbursement voucher and forward back to the accounting office	Review and process the disbursement voucher	None	1 minute	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
4. Wait while the disbursement is under process	4.1 Review, assign disbursement voucher number and signs the document	None	5 minutes	<i>Municipal Accountant Accounting Office</i>
	4.2 Stamp all supporting documents with the assigned disbursement voucher number and forward to the office of the Municipal Mayor for final approval	None	5 minutes	<i>Administrative Officer IV/ Barangay Record Keeper Accounting Office</i>
TOTAL		NONE	20 minutes	



Processing of Disbursement Voucher for transactions that undergone bidding process

This Process requires thorough review of the required documents to be attached on the Disbursement vouchers. The RA 9184 or the Procurement Act Law shall be strictly observed.

Office or Division:	Office of the Municipal Accountant
Classification:	Complex
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Suppliers/Contractors, department concerned
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Procurement of Goods	
1. Approved Budget for the Contract	Bids and Awards Committee
2. Annual/Supplemental Procurement Plan	Bids and Awards Committee
3. Project Procurement Management Plan	Bids and Awards Committee
4. Purchase Request	General Services Officer
5. Program of Work for Construction Materials	Office of the Municipal Engineer
6. Approved Complete Bidding Documents	Bids and Awards Committee
7. Invitation to Bid posted in required areas	Bids and Awards Committee
8. Official Receipts of Bidding documents	Bids and Awards Committee
9. Invitations to Required Observers (3)	Bids and Awards Committee
10. Minutes of Pre Bid Conference and Opening of Bids	Bids and Awards Committee
11. Checklist of Eligibility, Technical and additional requirements	Bids and Awards Committee
12. All bidders documents required under RA 9184	Bids and Awards Committee
13. Notices of bidding results	Bids and Awards Committee
14. Resolutions	Bids and Awards Committee
15. Notice of Award	Bids and Awards Committee
16. Contract	Bids and Awards Committee
17. Notice to Proceed	Bids and Awards Committee
18. Inspection and Acceptance Report	Bids and Awards Committee
19. Property Acknowledgement Receipt for Equipment	GSO and Inspection Team
20. Purchase Order	General Services Officer
21. Delivery Receipt and Sales Invoice	General Services Officer /Supplier
22. Certification on Appropriations, Fund and Obligation of Allotment	Supplier Office of the Municipal Budget Officer
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Procurement of Infrastructure Projects	
1. Approved Budget for the Contract	Office of the Municipal Engineer
2. Annual/Supplemental Procurement Plan	Bids and Awards Committee



3. Project Procurement Management Plan	Bids and Awards Committee			
4. Program of Work, Plans and Specifications	Office of the Municipal Engineer			
5. Approved Complete Bidding Documents	Bids and Awards Committee			
6. Invitation to Bid posted in required areas	Bids and Awards Committee			
7. Official Receipts of Bidding documents	Bids and Awards Committee			
8. Invitations to Required Observers (3)	Bids and Awards Committee			
9. Minutes of Pre Bid Conference and Opening of Bids	Bids and Awards Committee			
10. Checklist of Eligibility, Technical and additional requirements	Bids and Awards Committee			
11. All bidders documents required under RA 9184	Bids and Awards Committee			
12. Notices of bidding results	Bids and Awards Committee			
13. Resolutions	Bids and Awards Committee			
14. Notice of Award	Bids and Awards Committee			
15. Contract	Bids and Awards Committee			
16. Notice to Proceed	Bids and Awards Committee			
17. Construction Health and Safety Plan Approved by DOLE	Contractor			
18. Inspection Report	Office of the Municipal Engineer			
19. Project Monitoring Report	Inspection Team			
20. Statement of Work Accomplishments	Office of the Municipal Engineer			
21. Certificate of Completion	Office of the Municipal Engineer			
22. Statement of Time Elapsed	Office of the Municipal Engineer			
23. Material Test Report	Office of the Municipal Engineer			
24. Pictures	Office of the Municipal Engineer			
25. As built Plan	Contractor			
26. Affidavit that all labors and materials are paid	Contractor			
27. Request for Payment	Contractor			
28. Acceptance Report by End User	Office of the Mayor			
29. Certification on Appropriations, Funds and Obligation of Allotment	Office of the Municipal Budget Officer			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all supporting documents to the accounting office	1.1 Review all supporting documents submitted	None	24 minutes	Administrative Officer IV Accounting Office
	1.2 Return documents if found incomplete	None	1 minute	



2. Wait while the requested document is under processed	2.1 Prepare Disbursement Voucher if all supporting documents are complete	None	4 minutes	<i>Administrative Officer IV/ Administrative Assistant III Accounting Office</i>
	2.2 Return the disbursement voucher to the concerned department for signature	None	1 minute	
3. Sign the Disbursement Voucher and forward back to the accounting office	Process the disbursement voucher	None	1 minute	<i>Administrative Officer IV/ Administrative Assistant III Accounting Office</i>
4. Wait while the disbursement voucher is being process	4.1 Review, assign disbursement voucher number and signs the disbursement voucher	None	15 minutes	<i>Municipal Accountant Accounting Office</i>
	4.2 Stamp all supporting documents with the assigned disbursement voucher number and forward to the Office of the Mayor for final approval	None	10 minutes	<i>Administrative Officer IV/ Barangay Record Keeper Accounting Office</i>
	TOTAL	NONE	56 minutes	



Processing of Disbursement Voucher for transactions that undergone alternative mode of procurement

This Process requires thorough review of the required documents to be attached on the Disbursement vouchers. The RA 9184 or the Procurement Act Law shall be strictly observed.

Office or Division:	Office of the Municipal Accountant
Classification:	Complex
Type of Transaction:	G2G, G2C, G2B
Who may avail:	Suppliers, Department Offices Concerned
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Procurements Above 50K 1. Purchase Request 2. Purchase Order 3. Inspection and Acceptance Report 4. Notice of Award 5. Request for Quotations 6. Abstract of Quotations 7. Resolution for method of procurement 8. Suppliers' Business Permit 9. Suppliers' BIR Registration 10. Suppliers' PhilGEPS Number 11. Suppliers' DTI/SEC/CDA Registration 12. Sales' Invoice and Delivery Receipt 13. Suppliers' Omnibus Sworn Statement 14. Posting of Information to PhilGEPS 15. Certification on Appropriations, Fund and Obligation of Allotment	Office/Concerned Department General Services Office GSO and Inspection Team Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier GSO/Supplier Bids and Awards Committee/Supplier Bids and Awards Committee Office of the Budget Officer
For Procurements Below 50K 1. Purchase Request 2. Purchase Order 3. Inspection and Acceptance Report 4. Notice of Award 5. Request for Quotations 6. Abstract of Quotations 7. Resolution for method of procurement 8. Suppliers' Business Permit 9. Suppliers' BIR Registration 10. Suppliers' PhilGEPS Number 11. Suppliers' DTI/SEC/CDA Registration 12. Sales' Invoice and Delivery Receipt 13. Certification on Appropriations, Fund and Obligation of Allotment	Office/Department Concerned GSO GSO and Inspection Team Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier Bids and Awards Committee/Supplier GSO/Supplier Office of the Budget Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all supporting documents to the accounting office	1.1 Review all supporting documents submitted	None	9 minutes	<i>Administrative Assistant III/ Administrative Officer IV</i> Accounting Office
	1.2 Return documents if found incomplete	None	1 minute	
2. Wait while the requested document is under processed	2.2 Prepare Disbursement Voucher if all supporting documents are complete	None	4 minutes	<i>Administrative Assistant III/ Administrative Officer IV</i> Accounting Office
	2.3 Return the disbursement voucher to the concerned department for signature	None	1 minute	
3. Sign the Disbursement Voucher and forward back to the accounting office	Process the disbursement voucher	None	1 minute	<i>Administrative Assistant III/ Administrative Officer IV</i> Accounting Office
4. Wait while the disbursement voucher is being process	4.1 Review, assign disbursement voucher number and signs the disbursement voucher	None	10 minutes	<i>Municipal Accountant</i> Accounting Office
	4.2 Stamp all supporting documents with the assigned disbursement voucher number and forward to the Office of the Mayor for final approval	None	5 minutes	<i>Administrative Officer IV/ Barangay Record Keeper</i> Accounting Office
	TOTAL:	NONE	31 minutes	



Processing of Disbursement Vouchers for Cash Advances for Payroll/Prizes/Honoraria, Cash Advances for Seminars, and Reimbursement of Travelling Expenses

This Process requires thorough review of the required documents to be attached on the Disbursement vouchers as required by Government regulations to safeguard the utilization of Government Funds.

Office or Division:	Office of the Municipal Accountant	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	Department offices/ Employees in various departments	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Cash Advances for Payroll/Prizes/Honorarium 1. Program of Work (<i>for wages and labors</i>) 2. Accomplishment Report (<i>for wages/labor</i>) 3. Statement of Work Accomplishment (<i>for wages and labor</i>) 4. Inspection Report (<i>for wages and labor</i>) 5. Acceptance of Work by End User (<i>for wages and labor</i>) 6. Program Proposal (for prizes and honoraria) 7. Certificate of Final Result/Scorebook (<i>for Contest</i>) 8. Payroll 9. Daily Time Record 10. Pictures 11. Certification on Appropriations, Fund and Obligation of Allotment		Office of the Municipal Engineer Office of the Municipal Engineer Office of the Municipal Engineer Office of the Municipal Engineer Office of the Mayor Office/Department Office/Department Office/Department Office/Department Office/Department Office of the Budget Officer
Cash Advances of Officials and Employees 1. Request/Invitation Letter 2. Travel Order 3. Itinerary of Travel 4. Certification on Appropriations, Fund and Obligation of Allotment		Organizer of the Seminar Mayor/Vice Mayor's Office Office/Department Office of the Budget Officer
Reimbursement of Travelling Expenses 1. Travel Order 2. Itinerary of Travel w/ appendix B 3. Certificate of Appearance 4. Trip Tickets 5. Certification on Appropriations, Fund and Obligation of Allotment		Mayor/Vice Mayor's Office Office/Department Office Visited Transport Company Office of the Budget Officer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all supporting documents to the accounting office	1.1 Review all supporting documents	None	4 minutes	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
	1.2 Return the documents if found incomplete	None	1 minute	
2. Wait while the requested document is under processed	2.1 Prepare disbursement voucher	None	2 minutes	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
	2.2 Return the disbursement voucher to concerned office for signature	None	1 minute	
3. Signs the disbursement voucher and return back to accounting office	Review and process the disbursement voucher	None	1 minute	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
4. Wait while the requested document is under processed	4.1 Review, Sign and Assigns number to the disbursement voucher	None	5 minutes	<i>Municipal Accountant</i>
	4.2 Stamp all supporting documents with their assigned disbursement voucher number and submit to Office of the Municipal Mayor for Final Approval	None	5 minutes	<i>Administrative Officer IV/ Barangay Record Keeper Accounting Office</i>
	TOTAL	NONE	19 minutes	



Processing of Liquidation Reports

This Process requires thorough review of the required documents to ensure that utilization of all government funds was used for its intended and public purposes.

Office or Division:	Office of the Municipal Accountant			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Officials and Employees in various Departments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Liquidation Cash Advances for Payroll/Prizes/Honorarium 1. Completely Signed Payroll 2. Liquidation Report			Office of the Municipal Treasurer Office of the Municipal Treasurer	
Cash Advances to Officials and Employees 1. Photo copy Travel Order 2. Photo Copy of previous Itinerary of Travel 3. Final Itinerary of Travel with appendix B 4. Trip Tickets and Official Receipts 5. Certificate of Appearance 6. Liquidation Report			Office/Employee Concerned Office/Employee Concerned Office/Employee Concerned Office/Employee Concerned Office/Employee Concerned Office/Employee Concerned	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all supporting documents to the accounting officer	1.1 Review all supporting documents 1.2 Return the documents if found incomplete	None	5 minutes	<i>Administrative Assistant III/ Administrative Officer IV Accounting Office</i>
	1.3 Review, sign the liquidation report and prepares Journal Entry Voucher	None	5 minutes	<i>Municipal Accountant Accounting Office</i>
TOTAL		NONE	10 minutes	



OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

External Services



Application for Delayed Registration of Birth, Marriage and Death Certificate

A report of vital event beyond reglementary period (30 days) is considered delayed. A notice to the public on the pending application for delayed registration is posted at the municipal bulletin board for ten (10) consecutive days following the date of application. When the MCR convinced that the vital event is really occurred within his jurisdiction and finding out that the event was not registered, he/she shall register the delayed report.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All individuals concerned			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Negative Certification of Birth, Marriage and Death (1 original copy and 4 photocopies)			Philippines Statistics Authority	
2. Affidavit of Parents (for birth) 4 original copies			Office of the Mayor/Notary public	
3. Affidavit of 2 dis-interested Person attesting facts of birth/marriage/death (4 original copies)			Office of the Mayor/Notary Public	
4. Affidavit of Solemnizing Officer (for marriage) 4 Original copies			Office of the Mayor/Notary Public	
5. Affidavit of Nearest Kin – (for Death) 4 original copies			Office of the Mayor / Notary Public	
6. Any 2 of the following in 2 copies: <ul style="list-style-type: none"> ▪ Baptismal Certificate ▪ Marriage Certificate if married ▪ Voting Record/ID ▪ Any valid I.D'S <ul style="list-style-type: none"> ▪ Any record showing the fact of event 			Personal copy/Church copy Personal copy/Church copy COMELEC LTO, Postal, Senior Citizen's I.D, 4 P's, PRC, SSS, GSIS etc. Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook	Interview client	None	3 minutes	MCR/ Clerk IV LCRO
2. Submit required documents	Accept and verify the authenticity of the documents submitted	None	10 minutes	MCR/ Clerk IV LCRO
3. Fill up COLB; COM and COD information sheet or give information to be supplied in the form	Review information supplied or interview client for the data to be supplied	None	20 minutes	MCR/ Clerk IV LCRO



4. Proceed to the Mayor's Office for the preparation of the affidavit/s	Prepare and encode the affidavit/s	1 set affidavit =PHP 85.00 2 sets =PHP170.00 D.S Tax =PHP30.00	15 minutes	<i>Administrative Aide</i> Mayor's Office
5. Return to LCR and present the affidavit/s duly signed by the affiant/s and the Mayor	Received the affidavit/s and encode the COLB, COM and COD	None	10 minutes	<i>MCR/ Clerk IV</i> LCRO
6. Pay required fees to MTO and return to LCR	Issue O.R upon payment	Processing fee =PHP300.00 D.S Tax =PHP30.00	3 minutes	<i>Revenue Collection Clerk</i> Treasury Office
7. Review and Sign the accomplished COLB, COM and COD(Informant)	Accept and sign the document (prepared by)	None	3 minutes	<i>MCR/ Clerk IV</i> LCRO
8. Wait for ten (10) days posting period	Register the document and release owner's copy	None	10 minutes	<i>MCR/ Clerk IV</i> LCRO
9. Request for Advance Transmittal of the document (optional)	Prepare endorsement for advance transmittal to PSA-OCRG	Sec. fee =PHP85.00 Cert. Xerox =PHP85.00 D.S Tax =PHP30.00	10 minutes	<i>MCR/ Clerk IV</i> LCRO
TOTAL		PHP 730.00	1hour and 24 minutes	



Application for Marriage License

Application for Marriage License requires either one or both parties is a resident/s of the place of application. When one or both of the applicants is born or resident outside the jurisdiction of the receiving civil registry office, notice shall be sent to the LCRO of the birthplace or previous resident of applicant//s and same shall be posted in the municipal/city bulletin board. Same notice is posted in the municipal bulletin board of the place of application for 10 consecutive days following the date of application.

Office or Division:	Local Civil Registry Office	
Classification:	Simple	
Type of transaction:	G2C	
Who may avail:	All would be couples where one or both are resident/s in the municipality	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	A. For would be couples aged (25 yrs. & above) 1. Birth Certificate (1 original, 1 photocopy) or any proof of birth if BC is not available 2. CENOMAR (1 original, 1 photocopy) 3. Tree Planting Certificate (1 original, 1 photocopy) 4. CEDULA (original copy)	PSA/LCRO/Personal copy Philippine Statistics Authority Issued by the Barangay Captain of the place of residence Barangay/ Mun. Treasury Office
	B. If one or both are 18-21 years old Parent/s consent – (2 original copies) or personal appearance of parents	Municipal Civil Registry Office/ Notary Public
	C. If one or both are 22-24 years old Parent/s Advice – (2 original copies) ***Parents are advised to come personally during application/interview	LCR Office
	D. If one or both are widow/widower Death Certificate of deceased spouse (1 photocopy)	LCR Office
	E. If one or both are Divorced / Annulled Annotated Marriage Certificate of first marriage (1 certified Xerox copy)	PSA/LCR Office of place of death
	F. If one is a foreign National 1. Legal Capacity to marry (1 original & 1 photocopy) 2. Passport (1 original, 1 xerox copy) ***If DIVORCEE, submit Judicial Recognition of the absolute decree of divorce obtained abroad of his/her previous marriage	Embassy Embassy/ DFA



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Submit required documents to LCR personnel	Receive and verify the submitted documents	None	5 minutes	<i>MCR/ Clerk IV LCRO</i>
2.) Give correct information upon interview	Interview the applicants and prepare 4 original copies of the application	None	20 minutes	<i>MCR/ Clerk IV LCRO</i>
3.) Check correctness of entries then sign the Application Forms	Print and let the applicants review and sign the Application Forms	None	5 minutes	<i>MCR/ Clerk IV LCRO</i>
4.) Pay required fees to MTO	Issue Official Receipt of the required fees	A. Application Fee 200.00 Solemnization 200.00 (for civil wedding only) Sec. Fee PHP85.00 Add'l M.L PHP50.00 B.Cert.(local) PHP75.00/ each D.S Tax PHP30.00 or more		<i>Revenue Collection Clerk Treasury Office</i>
5. Present O.R to LCR Office	Receive O.R	None	5 minutes	<i>MCR/ Clerk IV LCRO</i>
6. For applicants aged 18-21 y/o, parents will sign the parental consent and applicants aged 22-24 yrs. old parents will sign the parental advice	Prepare the Parental Consent or Parental Advice for parent/s to sign	Parental Consent PHP85.00 Parental Advice PHP85.00	5 minutes	<i>MCR/ Clerk IV LCRO</i>



7. Send would be couples to attend the session on pre-marriage counselling	Conduct pre-marriage orientation and counselling	PMOC fee- PHP200.00	4 hours	The PMOC team
8. Return to LCR and submit the certificate of PMOC	Receive the PMOC Certificates then advise client to return after 10 days (posting period) for the release of the Marriage License	None	5 minutes	MCR/ Clerk IV LCRO
	TOTAL	PHP 1,010.00	4 hours & 45 minutes	



Application/ Request for Supplemental Report

Supplemental Report shall not be used in any manner to change or correct any erroneous entry/ies previously entered but to supply only missing or omitted information not exceeding 2 omitted entries.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	Document Owner, parents, his/her spouse, guardian or direct descendants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSA Copy of document		Philippine Statistics Authority (PSA)		
Affidavit of Supplemental Report (4 copies)		Office of the Mayor/ Notary Public		
Atleast 2 documents showing the missing entry		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the client logbook	Interview client. Advise him/her to go to the Office of the Mayor for the Affidavit for Supplemental Report to be subscribed by the Mun. Mayor.	None	3 minutes	MCR/ Clerk IV LCRO
2. Go to the Office of the Mayor for the preparation of Affidavit for supplemental report	Prepare the affidavit of Supplemental Report	Affidavit =PHP85.00 D.S Tax =PHP30.00	15 minutes	Administrative Aide Mayor's Office
3. Submit Affidavit to LCR Office	Receive and review the documents and check for completeness	None	10 minutes	MCR/ Clerk IV LCRO
4. Wait for the document to be processed	Prepare the Supplemental Report (Form 102, 103, and 97) and give to client for review and signature	None	20 minutes	MCR/ Clerk IV LCRO



5. Review and sign the document (informant)	Accept and sign the document (prepared by)	None	5 minutes	<i>MCR/ Clerk IV LCRO</i>
6. Pay the required fees to the Treasury Office	Issue Official Receipt	Certified Xerox =PHP85.00 D.S Tax =PHP30.00	3 minutes	<i>Revenue Collection Clerk Treasury Office</i>
7. Present O.R to LCR Office and request for endorsement	Prepare and annotate the documents for endorsement and give the Owner's copy	None	10 minutes	<i>MCR/ Clerk IV LCRO</i>
8. Receive the owner's copy and copy of endorsement to OCRG	Advise client to mail endorsement to PSA-Vigan City thru LBC	None	2 minutes	<i>MCR/ Clerk IV LCRO</i>
	TOTAL	PHP230.00	1 hour and 20 minutes	



Endorsement of documents to PSA (Blurred Copy)

One reason of negative result at PSA is *blurred*. When the document is recorded at Civil Registry Office, photocopy or transcription of said document is to be forwarded to OCRG.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of transaction:	G2C			
Who may avail:	All person/ individual whose documents are blurred from PSA			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Blurred Copy of documents (Marriage, Birth, Death) 1 original, 4 photocopies			Philippine Statistics Authority	
B. Personal Copy/Office File Copy, if available			Client/LCRO	
C. Transcription from the Registry Book (if no personal copy/File copy available) (1 original, 4 photocopies)			LCRO	
D. Certification of Non-availability of the document, if applicable (4 original copies)			LCRO	
E. Endorsement (4 original copies)			LCRO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present blurred copy of document to LCR Office and request for endorsement	Receive and review the content of the document. Verify record.	None	10 minutes	MCR/Clerk IV LCRO
2. Pay fees to the treasury office. Present Payment Slip	Issue Official Receipt	Certification PHP85.00 Certified Xerox PHP85.00 D.S Tax PHP30.00		Revenue Collection Clerk Treasury Office
3. Return to LCR and present Official Receipt	3.1 Receive O.R and prepare endorsement	None	20 minutes	MCR/Clerk IV LCRO
	3.2 Certify the documents submitted			



	3.3 Transcribe from the Registry Book if no original copy/File copy available			
	3.3 Certification as to non-availability of the document			
4.) Receive 2 sets of documents a. Personal Copy b. OCRG Copy for mailing	Issue 2 sets of documents. Advise client to mail the endorsement to PSA-OCRG thru LBC	None	5 minutes	<i>MCR/Clerk IV</i> LCRO
	TOTAL	PHP200.00	35 minutes	



Endorsement of Documents to PSA-OCRG (Negative Certification)

There are cases where the document registered in the civil registry book of the LCRO but appears negative at PSA record. Finding some reasons of these are blurred copy at PSA, or file missing in the archive.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All Person/individual whose birth, marriage and death found negative from PSA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Negative Certification (1 original, 4 photocopies)		Philippine Statistics Authority		
B. Old Personal Copy of Civil Registry Form (102,103,97)		Client copy/LCRO copy		
C. Transcription from the Civil Registry Book if no Personal Copy/File available		Client/LCR		
D. Endorsement (4 original copies)		LCRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Negative Certification from PSA to LCR Office	1. Receive and verify record at: - Registry Book - Index Card - Computer	None	10 minutes	MCR/Clerk IV LCRO
2. Pay fees to the treasury office. Present Payment Slip	2. Issue Official Receipt	Certification PHP85.00 Certified Xerox PHP85.00 D.S Tax PHP30.00	5 minutes	Revenue Collection Clerk Treasury Office
3. Present O.R to LCR Office	3.1 Receives O.R and prepare endorsement to PSA-OCRG	None	5 minutes	MCR/Clerk IV LCRO
	3.2 Certify the documents submitted			



4.) Receive Personal copy and copy for OCRG for mailing	4.1 Issue: a. Personal Copy b. OCRG Copy	None	3 minutes	MCR/Clerk IV LCRO
	4.2 Advise client to mail the OCRG Copy and follow up at PSA after 15days			
	TOTAL	PHP200.00	23 minutes	



Implementation of BREQS or Batch Request Query System of Philippine Statistics Authority

Philippine Statistics Authority (PSA) program that allows PSA partners and stakeholders to use this system to enter Civil Registry Documents requests by batches.

The 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. Clients can now file their applications at the Local Civil Registry Office (LCRO) and need not travel to a distant Serbilis Outlet thereby saving them time, effort and money.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All individuals concerned			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
One (1) valid ID			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Sign in the client logbook	Interview client	None	2 minutes	MCR/ Clerk IV LCRO
2. Fill up request form	Advise client to proceed to MTO For payment of fee	None	2 minutes	
3. Pay required fee to MTO and return to LCR	Issue O.R upon payment	BREQS Fee= Php100.00 Each copy	3 minutes	Revenue Collection Clerk Treasury Office
4. Pay PSA document requested to LCRO concerned personnel	Receive payment and advise client to return upon receipt of message from LCRO to receive the PSA document and the Official Receipt	Php100.00/copy of Birth, Marriage and Death Cert. Php210.00/copy of CENOMAR/ Advisory of Marriage	3 minutes	MCR/ Clerk IV LCRO
	TOTAL	Birth, Marriage and Death Cert =PHP 255.00 CENOMAR/ Advisory of Marriage =310.00	10 minutes	



Issuance of Birth, Marriage, Death Certificate (Form 1A, 3A or 2A) or Certified Photocopy

A certification of registered vital events is transcribed from the Civil Registry Book in the form of Form 1A, 3A, and 2A or Form 1B, 2B, 3B for Negative or no record and Form 1C, 2C and 3C for destroyed records. Not all information in the registration form is transcribed unlike in photocopy.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	Document Owner, parents/guardian (for minor children or PWD), or any authorized representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. The document owner himself/herself or parents of the child below 18 years old : 1 Valid ID Authorize Representative: * Valid I.D of representative-1 Original and 1 photocopy * Valid ID of document owner-1 photocopy * Authorization letter of the Document owner with signature matching his signature in his ID presented.			SSS, PAG-IBIG, TIN, Voter's I.D, LTO, Postal ID, Passport, Senior Citizen I.D etc.	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1). Sign in the client logbook	Interview the client	None	3 minutes	<i>MCR/ Clerk IV</i> LCRO
2.) Request for local copy of Birth/Marriage/ Death Certificate	Verify record. If available, tell client to pay required fee to MTO. If no record found, advise client to request at PSA.	None	5 minutes	<i>MCR/ Clerk IV</i> LCRO
3.) Pay required fees at the Treasury Office and return to LCR	Received payment and issue OR	<i>(for local)</i> PHP75.00 D.S Tax PHP30.00 <i>(for abroad)</i> PHP150.00 Certification of negative or destroyed record- PHP85.00 D.S Tax-PHP30.00	3 minutes	<i>Revenue Collection Clerk</i> Treasury Office



4.) Submit OR to LCRO	Received O.R and encode the number in the document for printing. Sign and affix seal.	None	2 minutes	<i>MCR/ Clerk IV</i> LCRO
5.) Receive the certification and review before leaving the office.	Issue certification.	None	1 minute	<i>MCR/ Clerk IV</i> LCRO
	TOTAL			
		PHP180.00/ PHP105.00	14 Minutes	



Issuance of Marriage License

Marriage License is released after ten (10) days posting period of application of a would-be couple. This license is valid in any part of the country for 120 days only from the date of issuance.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All would be couple who applied for marriage license			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished Application for Marriage License (Form 90) in 4 original copies. All requirements should be complied before the release of the Marriage License.			LCRO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform LCR personnel for the release of the Marriage License	1.1 Check if all the requirements are complete and give the application form for review. 1.2 Prepare the Marriage License and issue	None	3 minutes	MCR/ Clerk IV LCRO
2. Receive the Marriage License together with one copy of the application to be submitted to solemnizing officer (if church wedding).	Prepare and encode the Marriage Certificate. (for Civil Wedding only)	None	5 minutes	MCR/ Clerk IV LCRO
	TOTAL	None	8 minutes	



Legitimation by Subsequent Marriage of Parents

Legitimation applies only to children conceived and born out of wedlock of parents who, at the time of the conception of the former, were not disqualified by any impediment to marry each other.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All individuals who were born in the municipality whose parents were not married at the time of conception.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> A. SECPA copy of Certificate of Live Birth of the child (1 original, 6 photocopies) B. Certificate of Live Birth (Form 102) of the child (1 original, 6 photocopies) C. Joint Affidavit of Legitimation executed by both parents (4 original copies) D. Marriage Certificate of parents (4 photocopies) E. CENOMAR of both parents F. Supplemental Affidavit of legitimation (if minor parent) G. If mother is deceased. Submit Death Certificate (4 certified photocopy) H. If father is deceased. Submit any documents that will prove the filiation of the child or any documents showing that the father has acknowledged the child I. Appearance of both parents for interview 		Philippine Statistics Authority Personal Copy/LCRO LCRO/Notary Public PSA/LCRO Philippine Statistics Authority Office of the Mayor/LCRO PSA/LCRO/Personal copy PSA/LCR of the place of death		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for legitimation	Receive and check the documents. Interview the clients	None	20 minutes	MCR/ Clerk IV LCRO



2. Pay required fees to Treasury Office. Present Payment Slip	Issue Official Receipt	Processing Fee =PHP300.00 Sec. Fee =PHP85.00 Cert. Xerox =PHP85.00 D.S Tax =PHP30.00	5 minutes	<i>Revenue Collection Clerk Treasury Office</i>
3. Present Official Receipt to LCR Office	Receive O.R and encode the Joint Affidavit of Legitimation/ Supplemental AOL.	None	20 minutes	<i>MCR/ Clerk IV LCRO</i>
4. Review and sign the affidavit/s	Subscribe the affidavit Register and, Prepare the Certificate of Registration, Annotate the Birth Certificate, Certify the supporting documents and prepare endorsement to PSA-OCRG	None	20 minutes	
5. Receive owner's copy	Issue Owner's Copy to client	None	5 minutes	
	TOTAL	PHP 500.00	1 hour 10 minutes	



Migrant Petition for Correction of Clerical Error and Change of Name (R.A. 9048)

When a person had already migrated to another place within the Philippines, and it would not be practical for him person, in terms of transportation cost, time and effort, to appear personally before the C/MCR of the place where his record (Birth, Marriage or Death) was registered, he may file his petition with the C/MCR of the place where he is presently residing.

For this purpose, the C/MCR of the place of vital event was registered is called Record-Keeping Civil Registrar (RKCR) and the C/MCR of the place where he is presently residing is Petition-Receiving Civil Registrar (PRCR).

Office or Division:	Local Civil Registry Office (LCRO)
Classification:	Highly Technical
Type of transaction:	G2C
Who may avail:	Owner of Registered subject document (Birth, Marriage and Death), parents, his/her spouse and or direct descendants
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Original SECPA copy of document to be corrected (Birth, Marriage, Death Certificate) and 7 photocopies	Philippine Statistics Authority
B. Original owner's copy of the document to be corrected if available (8 photocopies)	Owner's Copy
C. At least 3 of the following documents showing the correct entry/ies of the item/s to be corrected.(2 copies each)	
• Baptismal Certificate	Church
• Marriage Certificate (if married)	PSA /LCRO
• Birth Certificate of immediate family member	PSA /LCRO
• Voter Registration	COMELEC
• Old Record of ascendants	Assessor, COMELEC, Insurance etc.
• Valid ID/s	LTO/GSIS/SSS/Employment ID/PAG-IBIG/Postal/PRC etc.
• Community Tax Certificate	MTO/Brgy. Treasurer
• Business Record	Personal Record/file
• Bank Passbook	Depository Bank
• Medical Records	Hospital/Clinic/RHU
• Employment Record	His Employer
• School Records	School
Additional -Must Requirement for change of Name:	
• Police Clearance	PNP
• NBI Clearance	NBI
• Baptismal Certificate	Church
• Employer's Clearance or Affidavit	Employer



of non-employment if not employed				
<ul style="list-style-type: none"> Affidavit of Publication with newspaper clippings (2 consecutive issues) 3 copies 		Newspaper Publisher		
Additional-Must Requirement for Correction of Date of Birth and Month:				
<ul style="list-style-type: none"> Earliest School Record 		Elementary School/Kinder garden		
<ul style="list-style-type: none"> Affidavit of Publication with newspaper clippings (2 consecutive issues) 3 copies 		Newspaper Publisher		
D. Proof of Indigency issued by the MSWDO of place of residence of petitioner.		MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to MCR	Interview client. Assess/examine the submitted documents	None	15 minutes	MCR/ Clerk IV LCRO
2. Wait for the preparation of the petition	Prepare the petition. Advise client to pay the Service Fee or present proof of indigency.	None	30 Minutes	MCR/ Clerk IV LCRO
3. Pay the required fee	Receive the payment and issue receipt/ O.R.	Service Fee for:CCE =PHP 500.00 CFN =PHP 1,000.00	10 minutes	Revenue Collection Clerk Treasury Office
4. Submit the OR to MCR and sign the petition	Receive OR and subscribe the petition. Advise client to come back after 10 days of posting to send the petition to place of registration. * For CFN, advise client to publish to local newspaper for 2 consecutive weeks and submit 3 copies of affidavit of publication with newspaper clippings after publication.	None	15 minutes	MCR/ Clerk IV LCRO
5.) Submit	Receive the Affidavit	Cost of	30 minutes	MCR LCRO



<p>Affidavit of Publication if CFN. Ask PRCR for the petition to be mailed to RKCR</p>	<p>of Publication and prepare petition for endorsement to RKCR. Advise client to send the copy thru LBC and Cash for Filing Fee in the name of Mun/ City Treasurer of the place where the document is registered and wait for the notice of the PRCR to return for the owner's copy.</p>	<p>shipping of documents depend on the size, volume and destination</p>		
TOTAL		<p>PHP 1,000.00/ PHP 500.00</p>	1 hr. 40 minutes	



Out- of - Town Registration of Birth

Registration pursuant to Rule 20 of Administrative Order No. 1, series of 1993. This occurs when the Certificate of Live Birth is presented to the civil registrar of the city/municipality which is not the place of birth. This is not for registration but to be forwarded to the civil registrar of the city/municipality where the birth occurred.

Office or Division:	Local Civil Registry Office			
Classification:	Complex			
Type of transaction:	G2C			
Who may avail:	Owner of the document, parents/guardian, any			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Negative Certification(1 original, 4 photocopies)		Philippine Statistics Authority		
2. Affidavit of 2 dis-interested person (4 original copies)		LCR/Notary Public		
3. Affidavit of parents, if applicable (4 original copies)		LCR/PSA		
4. Marriage Certificate, if married (1 original, 4 photocopies)		LCR/PSA		
5. Any valid ID of registrant and Doc. Owner (1 original, 4 photocopies)		COMELEC,LTO, GSIS, SSS, PRC etc.		
6. Marriage Certificate of parents, if applicable (1 original, 4 photocopies)		LCRO/PSA		
7. Valid I.D's of Registrant		Client		
8. CEDULA of Registrant		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Present / Submit to LCRO/CCR all the required documents for the Out-of-Town Registration of Birth	Accept, review and check for the authenticity of the documents	None	10 minutes	MCR/ Clerk IV LCRO
2. Pay fees to the treasury office. Present Payment Slip	Issue Official Receipt	Processing fee =PHP300.00 Affidavit/s PHP85.00/ PHP170.00 Certified Xerox =PHP85.00 D.S Tax =PHP30.00		Revenue Collection Clerk Treasury Office
3. Return to the Registrar's Office for the processing of the document	Prepare the COLB and the affidavit for Out-of-Town Registration	None	25 minutes	MCR/ Clerk IV LCRO



4. Check correctness of entry/ies and sign the COLB include dorsal page (informant)	Receive and sign the COLB (prepared by) With annotation "Registered pursuant to Rule 20 of Administrative Order No. 1 , s. 1993 and wait for the 10 days posting period.	None	5 minutes	MCR/ Clerk IV LCRO
5. Mail the documents to the receiving Local CCR/MCR thru LBC or Postal (Client's Option)	Give client the documents for mailing	None	5 minutes	MCR/ Clerk IV LCRO
6. Wait for the return of the document (owner's copy)	Inform client thru text, letter or verbal for the arrival of the document	None	3 minutes	MCR/ Clerk IV LCRO
TOTAL		PHP 585.00	48 minutes	



Petition for Correction of Clerical Error, Change of Name (R.A. 9048) and Correction of Sex/Birth Month (R.A. 10172)

Republic Act 9048 and Republic Act 10172 amended Article 376 Article 412 authorizes the Local Civil Registrar to correct clerical or typographical errors in any entry, change of first name, sex, day and month of birth without a judicial order. However, correction/change of nationality, status of a person is not covered by R.A. 9048 and R.A. 10172.

The Petition shall not be processed unless the petitioner supports it with the required documents and pay the required fees or show evidence or proof of indigency to qualify him/her for free filing fee.

Office or Division:	Local Civil Registry Office (LCRO)
Classification:	Highly Technical
Type of transaction:	G2C
Who may avail:	Owner of Registered Births, Marriages and Deaths in the municipality, parents and his/her spouse, direct descendants, institutions legally in-charge for any administrative, judicial or other official proceedings with valid identification card or document/s
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Original SECPA copy of document to be corrected (Birth, Marriage, Death Certificate) and 7 photocopies	Philippine Statistics Authority
B. Original owner's copy of the document to be corrected if available (8 photocopies)	
1. At least 3 of the following documents showing the correct entry/ies of the item/s to be corrected. (2 copies each)	
• Baptismal Certificate	Church
• Marriage Certificate (if married)	PSA /LCRO
• Birth Certificate of immediate family member	PSA /LCRO
• Voter Registration	COMELEC
• Old Record of ascendants	Assessor, COMELEC, Insurance etc.
• Valid ID/s	LTO/GSIS/SSS/Employment ID/PAG-IBIG/Postal/PRC etc.
• Community Tax Certificate	MTO/Brgy. Treasurer
• Business Record	Client
• Bank Passbook	
• Medical Records	
• Employment Record	
• School Records	
Additional –Must Requirement for change of Name:	
• Police Clearance	PNP



• NBI Clearance	NBI			
• Baptismal Certificate	Church			
• Employer's Clearance or Affidavit of non-employment if not employed	Employer			
• Affidavit of Publication with newspaper clippings (2 consecutive issues) 3 copies	Newspaper Publisher			
Additional-Must Req. for correction of Sex:				
• Personal Appearance of Document Owner of Birth Cer.				
• Medical Certificate	Medical Practitioner			
• Health Certificate issued by MHO	MHO			
• Affidavit of Publication with newspaper clippings (2 consecutive issues) 3 copies	Newspaper Publisher			
Additional-Must Requirement for Correction of Date of Birth and Month:				
• Earliest School Record	Elementary School/Kinder garden			
• Affidavit of Publication w/ newspaper clippings (2 consecutive issues) 3 copies	Newspaper Publisher			
A. Proof of Indigency issued by the MSWDO of place of residence of petitioner.(if applicable)	MSWDO			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to MCR	Interview client. Assess/examine the submitted documents	None	15 minutes	MCR/ Clerk IV LCRO
2. Wait for the preparation of the petition	Prepare the petition. Advise client to pay the Filing Fee or present proof of indigency.	None	30 Minutes	MCR/ Clerk IV LCRO
3. Pay the required fee	Receive the payment and issue receipt/ O.R.	Filing Fee for: CCE- PHP 1,000.00 CFN- PHP3,000.00 RA10172- PHP3,000.00	10 minutes	Revenue Collection Clerk Treasury Office
4. Submit the OR to MCR and sign the petition	Receive OR and subscribe the petition. Advise	None	15 minutes	MCR/ Clerk IV LCRO



	<p>client to come back after 10 days of posting to send the petition to OCRG for affirmation.</p> <p>* For CFN and RA 10172, advise client to publish to local newspaper for 2 consecutive weeks and submit 3 copies of affidavit of publication with newspaper clippings after publication.</p>			
5. Submit the Affidavit of Publication with newspaper clippings to MCR and ask for the petition to be mailed to OCRG	<p>Receive the Affidavit of Publication with newspaper clippings and act on the petition. Prepare endorsement for affirmation/ action to OCRG. Advise client to send the copy to OCRG thru LBC and wait for the notice to return for the preparation of the Certificate of Finality.</p>	None	30 minutes	<i>MCR/ Clerk IV LCRO</i>
6. Ask the action taken by CRG on the petition filed	<p>*If affirmed, prepare Certificate of Finality and required annotated and unannotated copies of the affected document and endorse to CRS annotation of SECPA copy.</p>	250.00 each Certificate	10 minutes	<i>Revenue Collection Clerk Treasury Office</i>



	Advise client to pay for the Certificate of Finality. *If impugned, advise client what to do or prepare again for a motion for reconsideration if needed.			
7. Submit the OR to MCR and wait for the copy of the petition and copy for CRS to be mailed	Receive the OR and attach to the owner's copy. Issue the a set of owner's copy and CRS copy and advise client to send thru LBC.	Minimum of 130.00 of each pouch of document	15 minutes	MCR/ Clerk IV LCRO
8. Receive the owner's copy of petition and copy of CRS to be sent thru LBC	Advise client to follow up to nearest PSA outlet from his residence after a couple of month for the annotated copy	PHP155.00 each document	per PSA Citizens Charter	Philippine Statistic Auhtority (PSA)
	TOTAL	PHP 1,535.00/ PHP 3,535.00	2 hrs. 5 minutes*	

**Excluding PSA processing time*



Registration of Affidavit of Acknowledgment of Paternity (AAP)

Affidavit of Acknowledgment of Paternity applies to illegitimate children with unknown father or not acknowledged by his father at the back of the Certificate of Live Birth at the time of registration.

AAP can be executed by the father of the place of his residence before a Notary Public or before the Municipal Civil Registrar of his residence. The place of execution is the place of registration of the instrument.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All individuals who were born in the municipality who were not acknowledged by the father at the time of registration of birth.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Present valid ID of the father (1 original, 1 photocopy)			LTO, COMELEC, GSIS etc.	
B. Affidavit of Acknowledgment of Paternity (1 original, 4 photocopies)			LCRO	
C. SECPA copy of Certificate of Live Birth of the child (if applicable) (1 original, 4 photocopies)			LCRO	
			PSA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.) Submit documents to LCR Office	1. Receive and review the submitted documents	None	10 minutes	MCR/ Clerk IV LCRO
2.) Pay required fees to Treasury Office. Present Payment Slip	2. Issue Official Receipt	Cert. of Registration =PHP150.00 Affidavit =PHP85.00 D.S.Tax =PHP30.00	5 minutes	Revenue Collection Clerk Treasury Office
3.) Present Official Receipt	3. Receive O.R - prepare the Certificate of Registration -Annotate and certify the documents and prepare	None	25 minutes	MCR/ Clerk IV LCRO



	endorsement to OCRG			
4.) Receive 2 sets of documents 1 set for mailing to PSA-OCRG and another set for personal copy	4. Issue 2 sets of documents to client	None	5 minutes	<i>MCR/ Clerk IV LCRO</i>
	TOTAL	PHP265.00	45 minutes	



Registration of Birth of an Illegitimate Child (Timely) under R.A. 9255

R.A. 9255 is an act allowing illegitimate child to Use the Surname of the Father, amending for the Purpose Article 176 of Executive Order No. 209, otherwise known as the Family of the Philippines, if the filiation has been expressly recognized by the father through the record of birth or when an admission in a public document or private handwritten instrument is made by the father. New IRR took effect August 16, 2016 and covering births after March 19, 2004 to present.

AUSF of child 0-6 years old is executed by the mother.

AUSF of child 7-17 years old is executed by the child with attestation of the Mother.

AUSF of child 18 and above is executed by the child.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	Illegitimate Child, Parents/guardian of the child			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly Accomplished COLB (4 Original Copies)			LCRO	
Affidavit to Use the Surname of the Father			LCRO/Notary Public	
CEDULA of both parents			Barangay / MTO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Request for the registration of the child	Interview client and prepare 4 copies of COLB	None	10 minutes	MCR/ Clerk IV LCRO
2. Pay required fees to the treasury office. present Payment Slip	Issue Official Receipt	R.A 9255 250.00	5 minutes	Revenue Collection Clerk Treasury Office
3. Present Official Receipt	Receive Official Receipt - Encode 4 copies of COLB to PhilCris	None	5 minutes	MCR/ Clerk IV LCRO
4. Review entry/ies and sign the COLB (informant)	Receive and sign the COLB (prepared by) Prepare the AUSF.	None	15 minutes	MCR/ Clerk IV LCRO
5. Affiant will review and sign the AUSF	Receive and sign the documents and register. Prepare certificate of registration and endorsement to OCRG	None	5 minutes	MCR/ Clerk IV LCRO
6. Receive copy of the COLB together with the AUSF	Release Registered COLB and AUSF	None	3 minutes	MCR/ Clerk IV LCRO
	TOTAL	PHP 250.00	48 minutes	



Registration of Birth of Legitimate Child (Timely)

The birth of a child shall be registered within thirty (30) days from the time of birth in the Civil Registry Office of the municipality/city where the birth occurred. Certificate of Live Birth shall be prepared in four (4) copies and one (1) copy shall be forwarded to the Office of the Civil Registrar General every first ten (10) days of the following month.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All children born in the municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Duly accomplished Certificate of Live Birth 4 copies (all original) B. Marriage Certificate of child's parents (if applicable)			LCRO Personal Copy (Form 97)/PSA/LCRO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present/ Submit Marriage Certificate of child's parents to LCRO Personnel for verification	Accept and interview informant	None	3 minutes	MCR/ Clerk IV LCRO
2. Fill up COLB Information Sheet	Encode in the PhilCris and print	None	5 minutes	MCR/ Clerk IV LCRO
3. Review and sign the COLB (informant)	Sign and register the COLB and issue owner's copy	None	2 minutes	MCR/ Clerk IV LCRO
4. Receive the registered COLB		None	2 minutes	MCR/ Clerk IV LCRO
	TOTAL	None	12 minutes	



Registration of Certificate of Marriage (Timely)

Reglementary period for a Certificate of Marriage with license is fifteen (15) days following the date of solemnization while Marriage exempt from license requirement (Article 34) is thirty (30) days. It is the duty of the Solemnizing Officer to report the marriage to the Local Civil Registry Office where the marriage was solemnized.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All couples who were married in the municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Duly accomplished Certificate of Marriage (Form 97) 4 Original copies			Church/LCRO	
B. Affidavit of Cohabitation (for marriage under Article 34)			LCRO/Notary Public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit 4 copies of the Certificate of Marriage to LCR Office.	Accept and review for the correctness of entries a. Check completeness of signatures b. Receive, sign, register and encode the PhilCris	None	5 minutes	MCR/ Clerk IV LCRO
2. Receive registered Certificate of Marriage -1 Original Copy for the couple -1 Original Copy for the Solemnizing Officer	Release owner's copy and SO's copy	None	5 minutes	MCR/ Clerk IV LCRO
	TOTAL	None	10 minutes	



Registration of Death Certificate (Timely)

Death Certificate shall be registered in the Local Civil Registry Office of place of occurrence within thirty (30) days from the time of death.

When death occurred in vehicle, airplane or vessel while in transit within jurisdiction of the Philippines and exact place of death cannot be determined, the Certificate of Death shall be issued by the health officer of the place of burial/cremation and shall be registered at the Local Civil Registry Office of the said city/municipality.

Registered Death Certificate is a requirement in securing burial permit. Failure to secure burial permit before burial of human remains is a fine of Two Hundred Fifty Pesos to be charged to the solemnizing officer. Municipal Ordinance No. 4 series of 2016.

Office or Division:	Local Civil Registry Office			
Classification:	Simple			
Type of transaction:	G2C			
Who may avail:	All individuals whose family members death occurred in the municipality			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Duly accomplished Certificate of Death (Form 103) – 4 Original Copies			LCRO	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit to LCR the COD information form from RHU	Receive, review and encode the COD thru PhilCris	None	7 minutes	MCR/ Clerk IV LCRO
2. Receive, review and Sign the COD (Informant)	Advise client to go to embalmer for signature at the back of the COD and MHO for the cause of death	None	2 Minutes	MCR/ Clerk IV LCRO
3. Proceed to embalmer and MHO for signature	Receive and sign the COD	None		Embalmer
4. Return to LCRO then submit the signed COD	Accept and register the COD	None	5 minutes	MCR/ Clerk IV LCRO
5. Receive Owner's Copy-1 original Form103	Release Owner's Copy and advise client to secure burial permit	None	1 minute	MCR/ Clerk IV LCRO
	TOTAL	None	15 Minutes	



OFFICE OF THE MUNICIPAL BUDGET OFFICER

External Services



Review of Proposed Barangay/ Sangguniang Kabataan Annual Budget & Supplemental Budget

Annual and/or supplemental budget reflects the programs, projects and activities the local government wish to undertake for a certain budget year with corresponding allowable appropriations.

Office:	Office of the Municipal Budget Officer (OMBO)			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All 8 barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. For Barangay Annual Budget <ol style="list-style-type: none"> a. Transmittal Letter b. Appropriation Ordinance c. Budget Message d. BBP Form Nos. 1-4 e. Approved AIP f. Approved GAD Plan & Budget g. BDRRM Plan h. SK Annual Budget 2. For SK Annual Budget <ol style="list-style-type: none"> a. Transmittal Letter b. Budget Message c. Resolution identifying PPAs and fund requirement d. Certification of fund availability e. Annual Barangay Youth Investment Plan (ABYIP) 3. For Supplemental Budget <ol style="list-style-type: none"> a. Transmittal Letter b. Appropriation Ordinance/Resolution c. Approved Supplemental Form d. Certification of Fund availability 		Brgy. Secretary/Punong Barangay Barangay Council Punong Barangay Brgy. Treasurer/Brgy. Treasurer Brgy. Council Brgy. Council BDRRM SK Chairman SK Chairman SK Chairman SK Chairman Brgy. Treasurer SK Chairman Brgy. Secretary/PB/SK Chairman Brgy. Secretary/PB/SK Chairman Brgy. Treasurer/SK Treasurer Brgy. Treasurer/SK Treasurer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits proposed Brgy./SK Annual Budget / Supplemental Budget	Receives Brgy./SK Annual Budget /Supplemental Budget	None	2 minutes	<i>Mun. Budget Officer/ Budgeting Assistant Budget Office</i>
	Reviews Barangay/SK Supplemental Budget	None	Brgy./ SK Annual budget = 2 hours Supplemental budget = 30 minutes	



	Transmits Brgy./SK Annual Budget /Supplemental Budget to the Sanggunian Bayan	None	2 minutes	<i>Mun. Budget Officer/ Budgeting Assistant Budget Office</i>
	Total:	None	Annual Budget –2 Hours and 4 Minutes Supplemental Budget – 34 Minutes	



OFFICE OF THE MUNICIPAL BUDGET OFFICER

Internal Services



Issuance of Certification on Appropriations, Funds and Obligation of Allotment (CAFOA)

Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) is prepared to testify existence of appropriation in the Annual Budget

Office:	Office of the Municipal Budget Officer	
Classification:	Simple	
Type of Transaction:	G2G, G2C	
Who may avail:	All claimants of payments from LGU Suyo	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
a. Payment of Salaries, Allowances and other Forms of Personal Services <ul style="list-style-type: none"> • Payroll 	-Accounting Office	
b. Cash advances for Trainings & Seminars <ul style="list-style-type: none"> • Approved Travel Order • Approved Itinerary of Travel • Letter/communication regarding training/seminar 	-Office of the Mayor -Employee concern -Employee concern	
c. Reimbursements of TE <ul style="list-style-type: none"> • Approved Travel Order • Official Receipt/Trip tickets • Approved Itinerary of Travel • Certificate of Appearance 	-Office of the Mayor -Employee concerned -Employee concerned -Office/Establishment visited	
d. Procurement of Goods & Services <u>For Small Value Procurement</u> <ul style="list-style-type: none"> • Approved Purchase request • Request for Quotation/ • Canvass • Approved PPMP and APP if • outside annual budget <u>For Competitive Bidding</u> <ul style="list-style-type: none"> • Complete documents as per RA 9184 • SWA • Letter request • Inspection & Acceptance Report <u>Burial – Death cert</u> <ul style="list-style-type: none"> • OSCA certification • Death Certificate • Approved AICS Form <u>Financial Assistance (AICS)</u> <ul style="list-style-type: none"> • Certificate of Indigency 		



<ul style="list-style-type: none"> • AICS form • ORS/Medical Certificate <u>Livelihood Assistance</u> <ul style="list-style-type: none"> • SEC/BIR Registration • Project Proposal • By-Laws • Articles of Incorporation • Official Receipt 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits documentary requirements	1.1 Receives documents	None	1 minute	<i>Mun. Budget Officer/ Budgeting Assistant Budget Office</i>
	1.2 Prepares CAFOA	None	5 minutes	
	1.3 Signs the CAFOA as to existence of appropriation	None	1 minute	
TOTAL:		NONE	7 Minutes	



Preparation of LGU Annual Budget

Annual budget is a financial statement which reflects projected income and expenditures for a certain year.

Office:	Office of the Municipal Budget Officer (OMBO)			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All departments of the Local Government Unit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Annual Investment Plan (AIP)		MPDC		
2. Certified Statement of Income		Municipal Treasurer		
3. Personnel Schedule		HRMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Review & consolidates budget proposals of all departments	None	30 Days	<i>Mun. Budget Officer</i> Budget Office
	2. Assists in the conduct of Budget Hearing	None	4 Hours	
	3. Prepares Budget Preparation Forms for signature of LCE and department heads	None	15 Days	
	4. Prepares the Budget Message	None	1 Hour	
	5. Submits Executive/Annual Budget to the Sanggunian for legislative review and approval	None	10 Minutes	
	Total:	None	45 Days, 5 Hours and 10 Minutes	



Preparation of Supplemental Budget

A supplemental budget is a financial plan authorized by the Sanggunian allowing changes in the annual budget.

Office:	Office of the Municipal Budget Officer			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All departments of the LGU			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certified statement of additional realized income			Municipal Treasurer	
2. Certification of savings			Municipal Accountant	
3. Supplemental PPMP			Department Head	
4. Supplemental AIP			MPDO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished PPMP and AIP	1.1 Prepares Supplemental Budget Form	None	1 Day	Mun. Budget Officer Budget Office
	1.2 Submits duly signed/approved Supplemental Budget to the Sanggunian	None	5 minutes	
Total:		None	1 Day; 5 Minutes	



OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

External Services



Assistance to Individuals in Crisis Situations (AICS)

The provision of financial assistance for the poor, marginalized and vulnerable/disadvantaged individuals.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Indigency		Barangay hall		
Medical Certificate & Billing Certificate		Hospital		
Receipts of medicines purchased		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	Client's intake interview & assessment of documents submitted	None	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWD Office</i>
2. Sign the accomplished form	Prepare the AICS form	None	5 Minutes	
3. Wait for the notice	3.1 Forward the document to OM for approval	None	2 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWD Office</i>
	3.2 Documents forwarded to Budget Office for issuance of ALOBS	None	5 Minutes	<i>Mun. Budget Officer/ Budgeting Aide Budget Office</i>
	3.3 Documents forwarded to Office of the Municipal Accountant for documents' review & processing of disbursement voucher for financial assistance	None	20 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.4 Documents forwarded to OM for approval of financial assistance	None	15 Minutes	<i>Administrative Aide Mayor's Office</i>
	3.5 Documents forwarded to Office of Treasury for processing of check	None	5 Minutes	<i>Revenue Collection Clerk Treasury Office</i>



	3.6 Documents forwarded to Office of the Municipal Accountant for issuance of Accountant's Advice for Check Issued	None	12 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.7 Notify client/s	None	2 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWD Office</i>
4. Receive financial assistance	Release of check for financial assistance	None	2 Minutes	<i>Revenue Collection Clerk/ MSWDO/Social Welfare Aide/ Admin. Aide Treasury Office/ MSWDO Office</i>
TOTAL		NONE	1 hour & 13 minutes	



Assistance to Victims of Manmade and Natural Calamities

The program aim to respond to the immediate emergency need of the family to safety and adequate support to access to basic services to ensure a life of dignity.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple to Complex			
Type of Transaction:	G2C			
Who may avail:	Victims of manmade & natural calamities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Referral/Certification/Certificate of Indigency			Any Concerned Citizen / Barangay hall	
Documentations (Picture)			Client	
Fire Incidence Report			BFP	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1 Client's intake interview & assessment	None	30 Minutes	MSWDO/Staff MSWD Office
	1.2 Fill-up Disaster Assistance Family Access Card (DAFAC)			
	1.3 Validation's visit			
	1.4 Certificate of Eligibility			
2. Sign the accomplished form	Prepare the AICS form	None	5 Minutes	MSWDO/Staff MSWD Office
3. Wait for the notice	3.1 Forward the document to OM for approval	None	2 Minutes	
	3.2 Documents forwarded to Budget Office for issuance of ALOBS	None	5 Minutes	Mun. Budget Officer/Budgeting Aide Budget Office
	3.3 Documents forwarded to Office of the Municipal Accountant for documents' review & processing of disbursement voucher for financial assistance	None	20 Minutes	Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office



	3.4 Documents forwarded to OM for approval of financial assistance	None	15 Minutes	<i>Administrative Aide Mayor's Office</i>
	3.5 Documents forwarded to Office of Treasury for processing of check	None	5 Minutes	<i>Revenue Collection Clerk Treasury Office</i>
	3.6 Documents forwarded to Office of the Municipal Accountant for issuance of Accountant's Advice for Check Issued	None	12 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.7 Notify client/s	None	2 Minutes	<i>MSWDO/Staff MSWD Office</i>
4. Receive financial assistance	Release of check for financial assistance	None	2 Minutes	<i>Revenue Collection Clerk/ MSWDO/Staff Treasury Office/ MSWD Office</i>
TOTAL		NONE	5 hours and 38 minutes	



Burial Assistance to Families of Deceased Senior Citizens

The provision of financial assistance to the bereaved families of registered resident Senior Citizens of the Municipality as mandated under Section 4, Article 20 of the Implementing Rules and Regulation of RA No. 9994.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Registered Senior Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Senior Citizens ID (Original Copy)			Client	
Death Certificate (Photocopy)			Client	
Proof of relationship to the deceased SC			Client	
Certificate of Eligibility			OSCA	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	Client's intake interview & assessment of documents submitted	None	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWD Office</i>
2. Sign the accomplished form	Prepare the AICS form	None	5 Minutes	
3. Wait for the notice	3.1 Forward the document to OM for approval	None	2 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWD Office</i>
	3.2 Documents forwarded to Budget Office for issuance of ALOBS	None	5 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.3 Documents forwarded to Office of the Municipal Accountant for documents' review & processing of disbursement voucher for burial assistance	None	20 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.4 Documents forwarded to OM for approval of Burial assistance	None	15 Minutes	<i>Administrative Aide Mayor's Office</i>
	3.5 Documents forwarded to Office of Treasury for processing	None	5 Minutes	<i>Revenue Collection Clerk Treasury Office</i>



	of check			
	3.6 Documents forwarded to Office of the Municipal Accountant for issuance of Accountant's Advice for Check Issued	None	12 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assistant III Accounting Office</i>
	3.7 Notify client/s	None	2 Minutes	<i>MSWDO MSWD Office</i>
4. Receive financial assistance	Release of check for burial assistance	None	2 Minutes	<i>Revenue Collection Clerk/ MSWDO/Social Welfare Aide/ Admin. Aide Treasury Office/ MSWDO Office</i>
TOTAL		None	1 hour & 13 minutes	



Conduct of Pre-Marriage Orientation & Counselling (PMOC)

Pre-marriage orientation and counselling is rendered to would-be couples who applied for a marriage license pursuant to Presidential Decree 965. The PMOC provides an avenue where they will learn the concept of marriage, responsibilities, and skills they must process prior to the marriage.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All would be couples applying for marriage license			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Duly accomplished Marriage Expectations and Inventory Form (MEIF) and Application Form			MSWDO	
Official Receipt of PMC fee			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Official Receipt for PMC Fee	Provide the Application Form and the Marriage Expectations Inventory Form (MEIF) for accomplishment	PMC Fee – PHP 200.00	5 Minutes	MSWDO Municipal Social Welfare & Development Office
2. Accomplish the forms	Review and advise them for the schedule of PMOC	None	10 Minutes	
3. Attendance to the Pre-Marriage Orientation and Counselling	Actual conduct of Pre-Marriage Orientation and Counselling	None	4 Hours	PMOC Team Suyo, Ilocos Sur
4. Receive Certificate of Compliance	Prepare and release Certificate of Compliance		5 Minutes	
TOTAL		PHP 200.00	24 minutes	



Early Childhood Care and Development thru Day Care Service & Supervised Neighborhood Play

Early Childhood Care and Development focus on the full range of health, nutrition, early education and social services development programs that provide for the basic holistic needs of young children from age 2 to 4 years, and to promote their optimum growth and development.

The Municipality have 15 Child Development Centers (CDC) and 6 Supervised Neighborhood Play (SNP) under the supervision of the MSWDO.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple to Complex			
Type of Transaction:	G2C			
Who may avail:	All children 2 to 4 years of age			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Child's Birth Certificate (Photocopy) Child's Health Record (Photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Enroll the child to the respective Day Care/SNP Worker	Interview client and fill-up Intake Form	None	10 Minutes	Child Development Worker/ SNP Worker
2. Provide the documents needed	Review documents presented before filing	None	5 Minutes	Child Development Worker/ SNP Worker
3. Prepare registration fee and monthly participation fee	Orientation of Parents/ Guardians	One Time Registration Fee – P100.00 Monthly Fee– P100.00	30 Minutes	Child Development Worker/ SNP Worker
	Formation of Day Care Service Parents Group (DCSPG)			
4. Participation to the Day Care Service	4.1 Conduct of Day Care Session (Mon-Fri)	None	3 Hours	Child Development Worker/ SNP Worker
	4.2 Conduct of quarterly Operation Timbang (OPT)	None	2 Minutes/ Child	Child Development Worker/ SNP Worker
	4.3 Conduct of Supplementary Feeding Program (120 days only)	None	30 Minutes	Child Development Worker/ SNP Worker/ DCSPG Volunteer
	4.4 Child's assessment using	None	10 Minutes	Child Development Worker/



	ECCD Checklist (Quarterly)		/Child	<i>SNP Worker</i>
	4.5 Monthly meeting	None	2 Hours	<i>MSWDO MSWD Office</i>
5. Attend quarterly meeting of Parents	Conduct of DCSPG quarterly meeting	None	1 Hour	<i>Child Development Worker/ SNP Worker</i>
6. Attend Child's recognition	Conduct of Day Care Mass Recognition or Moving-up Cermony	None	3 Hours	<i>MSWDO/Child Development Worker/ SNP/Worker Parents/Child & other stakeholders</i>
TOTAL		One Time Registration Fee – P100.00 Monthly Fee– P100.00	10 hours & 27 minutes	



Facilitate Social Pension Program

Social Pension is additional government assistance pursuant to Section 1, Article 20 of the Implementing Rules and Regulation of Republic Act No. 9994. Qualified Senior Citizen/s shall be entitled to a monthly stipend amounting to Five Hundred Pesos only (Php 500.00) to augment the daily subsistence and other medical needs of Senior Citizens.

Stipend of beneficiaries are given or distributed every 6 months through the Department of Social Welfare and Development Field Office 1 (DSWD).

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Qualified Senior Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Senior Citizen's ID (Photocopy)			Senior Citizen	
Certificate of Indigency			Barangay	
1 x 1 ID Picture			Senior Citizen	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply to OSCA or MSWDO	1.1 Intake interview using the application form	None	10 minutes	OSCA/MSWDO & Staff Municipal Social Welfare & Development Office
	1.2 If Senior Citizen is qualified get the complete required documents, the SC will be included in the waiting list.			
2. Follow-up	2.1 Prepare Endorsement or Replacement Form for Mayor's recommending approval	None	15 minutes	MSWDO Municipal Social Welfare & Development Office
	2.2 Submit the approved replacement form to DSWD FO 1		3 hours	
	2.3 Validate the proposed beneficiary using the Social Pension Beneficiary Update Form		Depends on DSWD Citizens Charter	Socpen Focal Person DSWD FO 1
	2.4 Submit to Central Office for approval			
3. Receive Notice	Inform the SC for the approval of its socpen application	None	5 minutes	MSWDO Municipal Social Welfare & Development Office



4. Beneficiary of Social Pension	Receive stipend on semestral pay-out		3 minutes	<i>Socpen Focal Person DSWD FO 1 & Municipal Treasurer Treasury Office</i>
		TOTAL	None	3 Hours and 33 minutes*

****Excluding DSWD FO1 Processing Time***



Family Guidance and Counselling

The process of meeting all the members of the family to provide emotional support to the family members in crisis, strengthening family alliances, reviewing and strengthening family boundaries among family relationships to prevent further recurrence of the crisis and improving communication patterns which will help hasten recovery and healing of the affected member of the family.

Office or Division:		Municipal Social Welfare & Development Office		
Classification:		Simple to Complex		
Type of Transaction:		G2C		
Who may avail:		Client/s who are in need of counselling		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Referral		Concerned citizen		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Physical appearance of client	1. Conduct client's intake interview	None	30 Minutes	MSWDO MSWD Office
	2. Conduct home visit	None	1 Day	MSWDO Client & Family MSWD Office
	3. Conduct Family Dialogue		1 Hour	
	3.1 Developing a relationship			
	3.2 Informed Assessment			
	3.3 Establishing Mutually Agreed Upon Goals & Objectives	None	(Based on decision agreed upon)	MSWDO MSWD Office
	4. Implementation Plan			
5. Termination of case				
TOTAL		NONE	1 day, 1 hour, and 30 minutes	



Handling Cases of Violence against Women and Their Children (VAWC)

This program aims to help women and children who are victims of physical, sexual, psychological violence, and economic abuse committed by spouse, partner or any person with whom she has or had a sexual or dating relationship or with whom she has a common child whether legitimate or illegitimate, within or without the family abode.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple to Complex			
Type of Transaction:	G2C			
Who may avail:	Victims of Violence Against Women and their Children (VAWC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay/Police Referral		Barangay hall/Suyo Municipal Police Station		
Endorsement Letter		Municipal Health Officer		
Health records/Medical Certificate		MHO/Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Physical appearance of victim	1.1 Conduct client's intake interview	None	30 Minutes	MSWDO MSWD Office
	1.2 Set schedule for counselling for both parties		1 Hour	MSWDO/ WCPD MSWD Office
2. Client file a case	2.1 Assist client and refer to WCPD for filing	None	10 Minutes	MSWDO MSWD Office
	2.2 Provide after care services & Monitoring		Within the duration of case	
TOTAL		NONE	1 hour and 40 minutes	



Handling Children in Conflict With the Law (CICL) & Children at Risk (CAR)

The process of helping children under the age of eighteen (18) years who were alleged as, accused of, or adjudged as, having committed an offense. The Republic Act 9344 as amended by Republic Act 10630 cited the Juvenile Justice and Welfare System. This refers to a system of dealing with Children-at-Risk and Children in Conflict with the law which provides child appropriate proceedings including programs and services for prevention, diversion, rehabilitation, reintegration and after-care to ensure the child's normal growth and development.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple to Complex / Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Minor/s (18 years old and below) who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws referred by the Barangay Council for the Protection of Children (BCPC), from Women & Children Protection Desk (Barangay & Municipal), NGO, & Concerned citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay/Police blotter		Barangay hall/Suyo Municipal Police Station		
Minor's Birth certificate & baptismal		LCR or PSA / Minor		
School records		School attended		
Health records/Medical Certificate		MHO/Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Children at Risk (CAR):				
1. Report minor violating local ordinance/light offenses (Children at Risk-CAR)	1.1 Barangay take custody of minor (If police takes custody turn over child to barangay)	None	10 Minutes	Law Enforcement Officer (Brgy)
	1.2 Register child as Child at Risk (CAR) in CAR Logbook	None	5 Minutes	
	1.3 Intake of child (Interview)	None	15 Minutes	Law Enforcement Officer (Brgy)
	1.4 Notify parents or guardian	None	5 Minutes	
	1.5 Turn-over physical custody of child to parents/guardians	None	15 Minutes	
2. If Child is "high risk" LEO of barangay	2.1 Conduct Intake and Assessment	None	1 Hour	MSWDO MSWD Office
	2.2 Conduct Intervention Conferencing and design	None	1 Hour	Child Parents/ BCPC/Other



will refer handling of case to MSWDO	Intervention Program			stakeholders/ MSWDO MSWD Office
	2.3 Implement Community-Based Intervention Program	None	6 Months	
	2.4 Evaluation and Termination of the Community-Based Intervention Program	None		
For Children In Conflict with the Law (CICL):				
1. Referral of CICL	1.1 Conduct Initial Interview (Record data on CICL-Mandatory Registry)	None	8 Hours	LEO (Municipal) MSWDO MSWD Office
	1.2 Initially determine a. Offense b. Imposable penalty for offense committed	None		
	1.3 Determine age at time of commission of offense (If Child is 15 yrs and 1 day old or above, turn over physical custody to MSWDO)	None		MSWDO Parents/BCPC- Release on Recognizance MSWD Office
	1.4 Apply Release on Recognizance	None		
2. Prepare Report containing assessment on discernment	* 2.1 If child acted without discernment: Release child to parents	None	7 Working Days	MSWDO MSWD Office
	2.2 Conduct Intervention Conferencing and design Intervention Program	None	2 Hours	Child Parents/ BCPC/Other stakeholders MSWD Office
	2.3 Implement Community-Based Intervention Program	None	6 Months	MSWDO MSWD Office
	2.5 Case Conference, Evaluation and Termination of Community-Based Intervention Program		6 Months	MSWDO MSWD Office
	* 2.6 If child acted with discernment:	None	7 Working Days	MSWDO MSWD Office
	2.7 Prepare report with appropriate referral for diversion			
	2.8 If offense with imposable penalty not more than 6 years, If	None	30 Days	MSWDO/WCPD BCPC/Other stakeholders



	Victimless offense with imposable penalty not morethan 6 years (Diversion: Barangay/Police/MSWDO Level)			MSWD Office
	2.9 Convene Diversion Committee & Conduct Diversion Proceedings, prepare Diversion Contract			
	2.10 Implementation of Diversion Program		2 Years	
	2.11 Case Conference & Terminal Report on Diversion Program		1 Day	
	2.12 After care services	None	(If needed)	
	2.13 If offense with imposable penalty exceeding 6 years or if Diversion Program is not appropriate (Refer to Prosecutor)	None	7 Days	MSWDO MSWD Office
	2.14 Submit all pertinent reports and other supporting documents			
	2.15 Monitoring	None	Until case is terminated	
	TOTAL	None	<ul style="list-style-type: none"> • For CAR =6 months, 2 hours, 50 minutes • For CICL acted without Discernment =6 months, 8 days, 10 hours • For CICL acted with Discernment undergoing diversion MSWDO level =6 months, 8 days, 10 hours • Referral to prosecutor= 7 days 	



Issuance of Certificate of Indigency

Issuance of Certificate of Indigency is given to indigent residents certified by the Barangay Captain to serve as basis in the assessment in availing programs and services that are available in other institutions providing thereof.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Indigent Resident/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Indigency			Barangay Hall	
Pantawid ID (if beneficiary)			Client	
Official Receipt of Secretary's Fee			Municipal Treasury Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the needed requirements	1.1 Assess the documents presented	Secretary's Fee – PHP 115.00	5 Minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
	1.2 Prepare the Certificate of Indigency	None	5 Minutes	
2. Receive Certificate of Indigency	Issue the Certificate of Indigency			
TOTAL		PHP 115.00	10 minutes	



Issuance of Person's With Disability (PWD) Identification Card (ID)

Social Pension is additional government assistance pursuant to Section 1, Article 20 of the Implementing Rules and Regulation of Republic Act No. 9994. Qualified Senior Citizen/s shall be entitled to a monthly stipend amounting to Five Hundred Pesos only (Php 500.00) to augment the daily subsistence and other medical needs of Senior Citizens.

Stipend of beneficiaries are given or distributed every 6 months through the Department of Social Welfare and Development Field Office 1 (DSWD).

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	PWDs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Medical Certificate indicating Disability Assessment			MHO/ Medical Doctor	
Duly accomplished PWD Form			PWD / Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Appearance of client, if bedridden, present the Medical Certificate issued by a medical doctor indicating client's disability	Review all documents presented	None	3 Minutes	MSWDO & Staff Municipal Social Welfare & Development Office
2. Picture Taking	2.1 Take client's picture	None	10 Minutes	
	2.2 Process the Identification Card			
3. Receive the laminated ID	3.1 Assign & record the PWD ID Number to the Registration Logbook	None	5 Minutes	
	3.2 Release the ID to the PWD			
	TOTAL	None	18 minutes	



Issuance of Senior Citizen's Identification Card

The provision of Identification Card (ID) issued by the Head of the Office of Senior Citizens Affairs (OSCA) for the availment of benefits and privileges as mandated under the Article 6, Rule IV of the Implementing Rules and Regulation of RA No. 9994.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Senior Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Residency			Barangay hall	
Birth Certificate (Photocopy)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Registration Form	Client's intake interview & assessment of documents submitted	Registration Fee – 25.00	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWDO Office</i>
2. Picture Taking	2.1 Take client's picture	None	10 Minutes	
	2.2 Process the Identification Card			
3. Receive the laminated ID	3.1 Assign & record the OSCA ID Number to the Registration Logbook	None	5 Minutes	
	3.2 Release the ID to the Senior Citizen			
TOTAL		Registration Fee – 25.00	20 minutes	



Provision of Assistive Devices

The provision of Assistive Devices are designed, made, or adapted to assist PWDs to perform a particular task, to enable them to carry out daily activities and participate actively and productively in the community. The assistive devices can be acquired through referral or request from National Agencies or Non-Government Organizations (NGOs), and from the fund allocated for PWD Welfare Program prioritizing indigent clients.

Office or Division:		Municipal Social Welfare & Development Office			
Classification:		Simple			
Type of Transaction:		G2C – Government to Citizens			
Who may avail:		Indigent PWDs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
PWD Identification Card		Client			
Medical Abstract					
Certificate of Indigency		Barangay Hall			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Client's appearance submitting complete requirements	1.1 Review the documents submitted	None	5 Minutes	MSWDO/ Staff/ PDAO Municipal Social Welfare & Development Office	
	1.2 Assess the needs of client				
2.Wait for the notification	2.1 Prepare Purchase Request				15 Minutes
	2.2 Forward signed PR to Bids & Awards Committee (BAC) for the procurement process				
3.Receive the assistive device	Forward Acknowledgment Receipt to GSO				3 Minutes
TOTAL			NONE		18 minutes



Provision of Cash Incentive & Plaque of Recognition to Centenarian

The granting of Centenarian Cash Incentive amounting to Twenty Thousand Pesos Only (Php 20,000.00) and Plaque of Recognition during 100th birthday pursuant to Municipal Ordinance No. 12, series of 2017.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Centenarian			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Birth Certificate (Photocopy)			LCRO/PSA	
Baptismal Certificate or any document that will serve as legal basis for the computation of age			Client	
Latest picture of Centenarian			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit documents required	1.1 Receive all documents submitted	None	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWDO Office</i>
	1.2 Review and evaluate the veracity of all the documents for endorsement	None	5 Minutes	<i>Municipal Incentive Committee</i>
	1.3 Prepare the Certification of the Municipal Incentive Committee	None	30 Minutes	
2. Wait for the Notice	2.1 Documents forwarded to Budget Office for issuance of ALOBS	None	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWDO Office</i>
	2.2 Documents forwarded to Office of the Municipal Accountant for documents' review & processing of disbursement voucher for burial assistance	None	20 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assisstant III Accounting Office</i>
	2.3 Documents forwarded to OM for approval of Cash Incentive	None	15 Minutes	<i>Administrative Aide Mayor's Office</i>
	2.4 Documents forwarded to Office of Treasury for processing of check	None	5 Minutes	<i>Revenue Collection Clerk Treasury Office</i>
	2.5 Documents forwarded to Office of the Municipal Accountant for issuance of	None	12 Minutes	<i>Mun. Accountant/ Admin. Officer IV/ Admin. Assisstant</i>



	Accountant's Advice for Check Issued			III Accounting Office
3. Award the Plaque and Cash Incentive to the Centenarian	Release of check (Cash Incentive) to the Centenarian	None	2 Minutes	<i>Admin. Aide/ Revenue Collection Clerk Social Welfare Aide I Mayor's Office/ Treasury Office/ MSWD Office</i>
TOTAL		NONE	1 hour & 39 minutes	



Provision of Purchase Booklets for Medicines and Basic Commodities to PWDs

The provision of Purchase Booklets for Basic necessities and prime commodities and for medicines are issued to Persons with Disability (PWDs) upon registration to avail the Grant of Special Discount pursuant to Rule IV, Privileges and Incentives for the Persons with Disability of RA No. 9442 or the Magna Carta for Persons with Disability.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	PWDs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
PWD Identification Card			Client	
1 Picture (2x2)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the PWD Identification Card and give a 2x2 copy (1) of picture	Assign the Control number and Fill-up the needed information in the PWD Booklet	None	5 minutes	MSWDO/ Staff/ PDAO Municipal Social Welfare & Development Office
2. Receive the Purchase Booklets	Record the information at the Purchase Booklet's Logbook		5 minutes	
TOTAL		NONE	10 minutes	



Provision of Purchase Booklets for Medicines and Basic Commodities to Senior Citizens

The provision of Purchase Booklets for Basic necessities and prime commodities and for medicines are issued to Senior Citizens upon registration to avail the Grant of Special Discount pursuant to Rule IV, Privileges for the Senior Citizens of RA No. 9994 or the Expanded Senior Citizens' Act of 2010.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Senior Citizens			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Senior Citizen Identification Card			Client	
1 Picture (2x2)			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Senior Citizen Identification Card and give a 2x2 copy (1) of picture	Assign the Control number and Fill-up the needed information in the Senior Citizen's Booklet	None	5 Minutes	<i>MSWDO/Social Welfare Aide/ Admin. Aide MSWDO Office</i>
2. Receive the Purchase Booklet	Record the information at the Purchase Booklet's Logbook	None	5 Minutes	
TOTAL		NONE	10 minutes	



Provision of Relief Goods

Provision of relief goods is the immediate help extended to families, in the form of food packs, who are victims of man-made disaster and natural calamities.

Office or Division:		Municipal Social Welfare & Development Office		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		All would be couples applying for marriage license		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report		Barangay Hall/LGU/Concerned Citizen/Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personal appearance of client	Intake interview and assessment	None	5 Minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
2. Accomplish DAFAC	Review DAFAC		5 Minutes	
3. Receive Food pack/s	Provide food pack to the client			
TOTAL		NONE	10 minutes	



Provision of Solo Parent Identification Card

The provision of Solo Parent Identification Card is issued to qualified single parent/s to avail benefits and privileges provided by the Republic Act 8972 otherwise known as Solo Parent Welfare Act of 2000.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	A woman who gives birth as a result of rape and other crimes against chastity			
	Parent left alone due to death of spouse, spouse is serving a sentence for a criminal conviction, physical or mental incapacity of spouse, legal separation for at least 1 year, & declaration of nullity or annulment of marriage as decreed by a court.			
	Unmarried mother/father who has preferred to keep and rear her/his child			
	A person who solely provides parental care & support to a child			
	Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Physical appearance of Solo Parent			Client	
Barangay certification certifying Solo Parent's residency in the barangay for at least 6 months			Barangay Hall	
Certificates: Photocopy of Birth Certificate of children (18 years old-below) Photocopy of Death Certificate (if husband is deceased) Detention Certificate (if husband is incarcerated) Medical Certificate of Spouse (if physically or mentally incapacitated)			PSA/LCRO Client/LCRO BJMP Medical Practitioner/Physician	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	Intake interview and assessment of documents submitted	None	3 Minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
2. Picture Taking	2.1 Take client's picture	None	10 Minutes	
	2.2 Process the Identification Card			
3. Receive the	3.1 Assign &	None	5 Minutes	



laminated ID	record the PWD ID Number to the Registration Logbook			
	3.2 Release or issue the Identification Card to the Solo Parent			
	TOTAL	NONE		18 minutes



Referral

Referral is linking the client to other social welfare agencies and institutions where they can possibly get the help/services that they need.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	All client/s needing referral to avail service/s			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Indigency			Barangay Hall	
SCSR			MSWDO	
Other documents needed based on the assessment			Client	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents needed	1.1 Intake interview and assessment	None	5 minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
	1.2 Prepare referral letter		5 minutes	
	1.3 Forward to Office of the Mayor for Endorsement Letter		15 minutes	
2. Receive referral with complete attachment	2. Release referral with complete attachment to the client			MSWDO & Staff
	TOTAL	NONE	25 minutes	



Securing Social Case Study Report (SCSR)

Social Case Study Report is issued to residents who wants to avail assistance to other agencies such as medical, financial, burial and educational as part of the Expanded Assistance to Individuals/Families in Crisis situation program and services of this municipality.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All clients needing assistance from other agency or institutions			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Certificate of Indigency			Barangay Hall	
Medical Certificate			Hospital where the client was confined or treated	
Billing Certificate				
Funeral Contract (For burial assistance)			Funeral Service Provider	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present the needed requirements	1.1 Assess the documents presented	None	30 Minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
	1.2 Conduct interview		3 Hours	
	1.3 Homevisit and gather collateral information if needed			
2.Receive the SCSR	2.1 Prepare SCSR	None	2 Hours	MSWDO Municipal Social Welfare & Development Office
	2.2 Issue the SCSR			
TOTAL		NONE	5 hours and 30 minutes	



Skills Training/ Capacity Building Program

Conduct of Skills Training or Capacity Building is based on the needs of clientele group. The provision of training to the beneficiaries will serve as opportunity for them to grow their knowledge and existing job skills. It is aim to increase employment opportunities and livelihood activities which will eventually uplift their living condition.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple - Complex			
Type of Transaction:	G2C			
Who may avail:	All would be couples applying for marriage license			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Accomplish application form			Client	
Provide other necessary documents /requirements requested by training provider (if any)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all requirements	Assess submitted requirements	None	5 Minutes	MSWDO/ Staff Municipal Social Welfare & Development Office
2.Attend religiously the training period	Daily monitoring of attendance and output		(span of period varies depending on the kind of skills training)	Skills Training provider
3.Participate graduation program	3.1 Conduct graduation program		2 Hours	MSWDO/ Staff & Service Provider Municipal Social Welfare & Development Office
	3.2 Issue Certificate of Completion			
	TOTAL	NONE	2 hours and 5 minutes*	

*Excluding training period



OFFICE OF THE MUNICIPAL AGRICULTURIST

External Services



Assistance for individual Farmer in Registration for Registry System for Basic Sector in Agriculture (RSBSA)

The Registry System for Basic Sector in Agriculture RSBSA is the minimum requirement in availing agri-fishery related government services particularly programs and projects of DA, its bureaus attached agencies and corporations

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Registered organic practitioner or Association			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Must be 18 years old and above		-Client		
2. One (1) 2x2 ID picture		-Client		
3. One (1) valid ID		-Client		
4. Proof of land ownership		-Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Agriculture Office and present all the documents required or needed	Verify requirements and issue RSBSA enrolment form	None	5 minutes	<i>Banner Program coordinator/ DA Staff Agriculture Office</i>
2. Fill out and sign the RSBSA enrolment form	2.1 Verify completeness and veracity of answers	None	10 minutes	
	2.2 Enrol client to the RSBSA portal.			
TOTAL		NONE	40 minutes	



Distribution of Organic Fertilizers, Machineries from Organic Agriculture Program

The Office of the Municipal Agriculturist provides assistance to organic farmers/ farmer's organization within the municipality for the availment of fertilizers/ machineries from the Organic Agriculture Program of the Department of Agriculture Region I.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Registered organic practitioner or Association			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Registration		Security and Exchange Commission (SEC)/ Department of Labor and Employment (DOLE)/Cooperative Development Authority (CDA)		
2. Certificate of Accreditation		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the availability of organic and farm machineries distribution	Provide information about the program availability to the client	None	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Wait for further information or advice regarding the request	Provide schedule of distribution of the item if available and if needed	None	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
3. Receive the item request	Distribute available item requested	None	10 minutes per client	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
TOTAL		NONE	40 minutes	



Issuance of Farmer and Fisher Folks Certification

The Municipal Agriculture Office issued certification to clients like farmers, fisher folks, livestock and poultry raisers, homemaker, rural youth and the like as to what purpose it may serve.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Farmers/Fisher Folks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ Must be a P4MP, Fisher Folk and RSBSA member ➤ Official records 			Municipal Agriculture Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire and submit official receipt for document certification	Verify documents	None	10 minutes	<i>DA Staff</i> Agriculture Office
2. Receive Certificate	Issuance of farmer, fisher folk certification	None	3 minutes	<i>DA Staff</i> Agriculture Office
	TOTAL	NONE	13 minutes	



Livestock Inspection and Issuance of Animal Health Certificate

Animals for shipment undergoes ocular inspection and Animal Health Certificate will be issued indicating that the animals are apparently healthy and allowed to be transported.

Office or Division:	Office of the Municipal Agriculturist / Livestock Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Livestock Shipper			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Origin Official Receipt		Barangay Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide required documents	Verify documents; Inspection	None	Depends on required time	Livestock Inspector Agriculture Office
2. Receive Certificate	Issuance of Animal Health Certificate	None	Depends on required time	
	TOTAL	None	Depends on required time	



Meat Inspection and Issuance of Meat Inspection Certificate (MIC)

Meat inspection serves as protection of consumers against hazards to health and safety of consumers. It involves examination of live animals prior to slaughter and inspection of meat upon slaughter. MIC will be issued upon withdrawal of meat from the abattoir as proof of inspection.

Office or Division:	Office of the Municipal Agriculturist / Abattoir (Hog Section)			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Butchers/ Meat Vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Origin		Barangay		
2. Veterinary Health Certificate/ Livestock Inspection Certificate		Municipal Origin (For animals originating from other municipalities)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Abattoir with the animal to be slaughtered and provide required documents	Verify documents and inspection	None	8 hours (depends on required time)	Meat Inspector Agriculture Office
2. Withdraw Carcass and Receive MIC	Issuance of MIC	PHP115.00	30 minutes	
TOTAL		PHP115.00	8 hours and 30 minutes	



Provision of Farm Machineries/ Equipment/ Implements and Farm Inputs

Various agricultural supplies are given to marginal farmers/ group of farmers in order for them to continue their farm activities and give them the chance to have a source of income.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Registered and Accredited farmers association, (P4MP, Tobacco Growers, Rice/Corn/Vegetables Growers)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration (SEC, DOLE, CDA)		Municipal Agriculture Office		
Certificate of Accreditation		Office of the Sangguniang Bayan		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. BAExW or association president submit the list of request	Accept and verify the request	None	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Wait for the further information or advice regarding the request	Explain further to the client about the availability of their request and provide schedule of distribution if the item is available and if needed	None	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
3. Receive the item request	Distribute available item requested	None	10 minutes per client	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
	TOTAL	NONE	40 minutes	



Provision of Technical/ Extension Services (Consultation/ Dialogues/ Farmers Meeting)

The Local Government of Suyo through the Office of the Municipal Agriculturist aims to improve the living conditions of our farmers, fisher folks, livestock and poultry raisers, homemakers and out-of school youths through increased in production of our different agricultural commodities. This can be attained through continuous provision of technical/extension services on the latest and appropriate farming technologies.

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C		
Who may avail:		Farmers/Fisher Folks, livestock raisers, out of school youth		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of membership of a registered associations		Organization/ Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Agriculture Office and present purpose or queries	List down or record the queries of the client	None	10 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Wait for the necessary advice or recommendations from the concern personnel	2.1 Provide necessary advice or recommendations to the queries of the client	None	30 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
	2.2 Conduct ocular visit/field visit if necessary	None	3 hours	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
	2.3 Provide necessary advice or recommendations to the problems of the client	None	30 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
3. Attend meeting	Conduct of meeting	None	4 hours	<i>Any DA Staff</i> Agriculture Office
TOTAL		NONE	8 hours and 10 minutes	



Provision of Technical/ Extension Services (Farmers Class or Farmers Training)

The Local Government of Suyo through the Office of the Municipal Agriculturist aims to improve the living conditions of our farmers, fisher folks, livestock and poultry raisers, homemakers and out-of school youths through increased in production of our different agricultural commodities.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Farmers/Fisher Folks, livestock raisers, out of school youth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of membership of a registered associations		Organization/ Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The registered association prepare and submit list of training they want	Accept the request and prepare training module if it is not available make request to other agencies to conduct the training	None	3 days	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Wait for the schedule of training/farmers class	Provide schedule of training/farmers class	None	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
3. Attend the training or farmers class	Conduct of training or farmer class	None	24 hours or depend upon the required time	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
TOTAL		NONE	68 hours and 15 minutes	



Provision of Technical/Extension Services (Preparation of Project Proposal in Availing of Assistance/Farm Machineries, Implements, Inputs and Postharvest Facilities from Local and National Agencies)

The Office of the Municipal Agriculturist provides assistance to various organizations within the municipality in the preparation of project proposals for the availment of various agricultural assistance from Local and National Agencies.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Farmers/Fisher Folks, livestock raisers, out of school youth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered and accredited Farmers Association		Office of the Municipal Agriculture office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Agriculture Office and secure requirement	Prepare the list of documents need to prepare by the client in availing assistance	none	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Prepare the necessary documents or project proposal	Assist the client in the preparation of the documents or proposals	None	1 hours	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
3. Submit the documents for checking and verification	Verification of documents and proposals submitted	none	15 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
4. Submit proposals to the concern agencies	Endorse and Assist the client in submitting proposals to concern agencies	none	8 hours	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
5. Wait for the approval of the proposal from the concern agencies	Take charge for the regular follow up to the approval of the proposal of the client	None	It depend upon the required time and availability of funds	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
TOTAL		NONE	9 hours and 30 minutes	



Provision of Technical/ Extension Services (Registration of Organization)

The office of the Municipal Agriculturist provides assistance in organizing and registering/ renewal of registration of various rural based organizations (farmers, out-of-school youth, fisher folks, and women) for them to promote their welfare and advance or safeguard their interest. Registration of organization is required to all rural based groups to have a legal entity and to comply with the basic requirement in availing projects from local and national agencies.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Rural Based Organization and Fisher Folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Forms for new/ renewal (7 sets containing all required documents)		Security & Exchange Commission (SEC)/ Department of Labor and Employment (DOLE)		
<ul style="list-style-type: none"> ✓ Constitution and by laws ✓ List of officers and members with signatures ✓ Financial statement current year ✓ Certificate of registration for renewal 		Client/ Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive the complete requirement and assess based on the correctness of the documents	None	30 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
2. Submit all necessary documents to Securities and Exchange Commission Baguio City/ DOLE Provincial Office Vigan City	Provide transmittal of the documents to be submitted to the SEC Baguio City and DOLE Provincial office	None	20 minutes	<i>Banner Program coordinator/ DA Staff</i> Agriculture Office
TOTAL		NONE	50 minutes	



Rice/ Corn/ Vegetable Seed Distribution

Rice/Corn/Vegetable seeds are distributed to marginal farmers/ group of farmers in order for them to continue their farm activities and give them the chance to have a source of income.

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Rice, Vegetables, and Corn growers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of membership ➤ Certified farmer/raiser of crop he/she is availing for ➤ A P4MP/RIC member and or registered in RSBSA ➤ Have undergone short training and or have knowledge on the basic steps in crop production		Chapter President/ Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire to the Municipal Agriculture Office about the program availability to issuance of seeds	Inform the client about the program availability of seeds	None	30 minutes	<i>Banner Program coordinator/ DA Staff Agriculture Office</i>
2. Submission of seed requirement requirements, pre-master list of recipients and varietal preference	Accept and verify the requirements submitted	None	10 minutes	<i>Banner Program coordinator/ DA Staff Agriculture Office</i>
3. Wait for the schedule of seed distribution	Inform farmer beneficiary of schedule of distribution	None	Depends on required time	<i>Banner Program coordinator/ DA Staff Agriculture Office</i>
4. Receive seeds	Award seeds, sign official Post master list of recipients and other pertinent papers, picture taking and thumb marking	None	10 minutes per client	<i>Banner Program coordinator/ DA Staff Agriculture Office</i>
TOTAL		NONE	50 minutes	



Veterinary Services

Dog Rabies Vaccination, Deworming, Castration, Disease Treatment and Other services.

Office or Division:	Office of the Municipal Agriculturist / Livestock Division			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Livestock Owner			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Proof of payment			Office of the Municipal Treasurer	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Official Receipt	Verify documents and give schedule	Rabies Vaccine – PHP60/hd; Dewormer – PHP2.00/ ml; Castration 50% of medicine cost; Iron/ Vitamin – 50% of Medicine cost	5 minutes	DA Staff/ Livestock Coordinator/ Agriculture Office
2. Wait for schedule and assist DA Staff in the provision of service	Provide needed service	None	1 day* <i>*depends on volume of request and location of animal</i>	
	TOTAL	Rabies Vaccine – PHP60/hd; Dewormer – PHP2.00/ ml; Castration 50% of medicine cost; Iron/ Vitamin – 50% of Medicine cost	1 day* and 5 minutes	



OFFICE OF THE MUNICIPAL HEALTH OFFICER

External Services



Addressing Sanitation- Related Complaints

All public private premises (households, business establishments and entities) should maintain and use premises in a manner not injurious to health. Otherwise, it could become a Nuisance and should be addresses immediately by the Municipal Health Office.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of complaint; if without letter, personal appearance of complainant at the health unit		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File complaint at the health unit	1. Receives complaint and registers at RSI's logbook; Interviews complainant	None	30 minutes	<i>Sanitation Inspector III Municipal Health Office</i>
2. Waits for written feedback from RSI	2.1 Conducts field investigation in the company of concerned barangay officials to verify complaint	None	2 days	
	2.2 Issues sanitary order(maximum of 3 Sanitary orders and 3 Re inspection indicate non-compliance to issuances)	None	14 days	
	2.3 Notice of hearing	None	7 days	
	2.4 Revocation of permit is recommended by Municipal Health Officer to the Local Chief Executive if deemed necessary	None	7 days	<i>Municipal Health Officer Municipal Health Office</i>
TOTAL		NONE	30 days and 30 minutes	



Ambulance Service

This service is given to all residents of Suyo who maybe in need of emergency transportation with skilled health professional. Caters those who are in-patient for transfer to another hospital, accident victims, and health emergencies at home in need of first aid and subsequent transport to a health facility.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	Residents of Suyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement or report via phone by the Doctor; Nurse/Midwife.		Barangay Captains, Barangay Health Station (BHS), relatives or any concerned citizen.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about availability of ambulance.	1.1 Receive referral or report.	None	5 minutes	Nurse /Midwife on Duty Municipal Health Office
	1.2 Refer client to the MHO for assessment of the client's case and/or condition for approval of the request.			
2. Wait for the rescue to pick up the patient.	Pick up the patient from the place as informed from the relatives.	None	10 minutes	Driver on Duty/ Nurse / Midwife on Duty Municipal Health Office
3. Receive first aid.	3.1 Provide First Aid	None	5 Minutes* <i>*Transport time is dependent on the distance from the place of origin to the destination.</i>	
	3.2 Transfer patient to a health facility			
TOTAL		None	20 minutes	



Application for Operational Permit for New Water Refilling Stations

For those wanting to put up new Refilling Station

Office/ Division	Municipal Health Office and Birthing Home				
Classification	Simple				
Type of Transaction	G2C				
Who may avail	All residents of Suyo interested in putting up a Water Refiling Station				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
None		None			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Fill up operational permit form and submit to Sanitation Inspector	1.1 Ocular inspection/ sanitary survey of water source	None	30 minutes	<i>Sanitation Inspector III Municipal Health Office</i>	
	1.2 Issuance of drinking water site clearance	Drinking Water Site Clearance PHP 100.00	2 minutes		
2. Start construction of water refilling station.	2.1 Conduct water sampling for bacteriological and physical and chemical exam to DOST	None	1 day		
	2.2 Issuance of certificate of water potability	PHP 100.00 Certificate of water potability	30 minutes		
TOTAL		PHP 200.00	2 days		



Issuance of Death Certificate

This service caters residents and non-residents of Suyo who died in this municipality, either at home or in any health facility

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Previous medical records if any (1 original, 1 Photo copy)			Hospital	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Health Office	Prepare Death Information: cause of death	None	10 minutes	<i>Sanitation Inspector III/ Municipal Health Officer</i> Municipal Health Office
2. Proceed to Office of the Local Civil Registrar	Prepare Certificate of Death	None	9 minutes	<i>Municipal Civil Registrar/ Clerk IV</i> Municipal Civil Registry
3. Brings Prepared death certificate form to RHU	MHO signs death certificate	None	5 minutes	<i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office
4. Return to LCR for the issuance of copy of COD	Verify completion of information and signatures and issue Owners Copy of COD	None	6 minutes	<i>Municipal Civil Registrar/ Clerk IV</i> Municipal Civil Registry
TOTAL		None	30 minutes	



Issuance of Health Certificate and Sanitary Permit

The Municipality of Suyo requires all establishments operating within the jurisdiction of Suyo to secure sanitary permits and health certificates from Municipal Health Office before the business permit is issued.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All vendors, food handlers and business establishments			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. For Health Certificates – Negatives Result of laboratory examinations (Stool exam, urinalysis) (1 original)			Municipal Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements. (Laboratory results and receipt)	1.1 Receives and reviews requirements then prepares documents	None	5 minutes	Sanitation Inspector III Municipal Health Office
	1.2 Register client in the log book, including name and address of establishment and lab results			
	1.3 Gives laboratory results to Municipal Health Officer			
2. Enters consultation room	2.1 Receives and interprets laboratory results.	None	10 minutes	Municipal Health Officer Municipal Health Office
	2.2 Signs the health certificate			
3. Receives documents	3. Releases documents. (Sanitary permit is issued after site inspection is done by sanitary inspector)	PHP 75.00 Health Certificate PHP 75.00 Sanitary permit	30 seconds	Sanitation Inspector III Municipal Health Office
TOTAL		PHP 150.00	15 minutes and 30 seconds	



Issuance of Medical Certificate

This service caters residents of Suyo who need medical certificate as a requirement prior to school enrolment or employment. Health cards are issued to operators and employees who are handling food after undergoing physical and laboratory examinations.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			None	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a number and register when your number is called	Pulls out Individual Treatment Record	None	5 minutes	Nurse /Midwife on Duty Municipal Health Office
2. Pays medical Certificate Fee	Gets official receipt. Gives Individual Treatment Record with medical certificate form to Municipal Health Officer	PHP 75.00 (Local) PHP 100.00 (Abroad) PHP 30.00 (Doc Stamp)	5 minutes	
3. Enter Consultation Room when your turn comes	Reviews medical record. Prepare and signs medical certificate	None	5 minutes	Municipal Health Officer/ Doctor to the Barrio Municipal Health Office
4. Receives medical certificate	Records and releases medical certificate	None	2 minutes	Nurse /Midwife on Duty Municipal Health Office
TOTAL		PHP 105.00 (Local) PHP 130.00 (Abroad)	17 minutes	



National Tuberculosis Control Program (Availing Direct Sputum Smear Microscopy)

Sputum Gene XpertMTB/RIF test shall be the primary diagnostic tool for all clients especially for the following specific clients belonging to the criteria below with cough of more than 2 weeks or more:

1. All re-treatment cases (relapse, treatment after failure, treatment after lost to follow up, previous treatment outcome unknown).
2. Contacts of DR-TB patients
3. Non-converter of Category I
4. People living with HIV (PLHIV) with a least one of the four signs and symptoms of TB (fever, cough, weight loss, night sweats)
5. Selected vulnerable population which includes inmates in jails and prisons, children less than 15 years old and elderly who are 60 years old and above.
6. New cases who are presumptive extra pulmonary TB.

Direct Sputum Smear Microscopy (DSSM) shall be used to follow up sputum monitoring after initiation of anti-TB regimen. To monitor treatment outcome, sputum specimen shall be collected after 2nd, 5th, and 6th month of taking anti-TB medications accordingly.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral slip		Barangay Health Stations (BHS), Private Physician, Hospital Physician		
2. Latest Chest X-ray result		Laboratory clinics offering xray services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Present referral slip, result of CXR	Receive referral slip then retrieval or creation of medical record.	None	5 minutes	Nurse /Midwife on Duty Municipal Health Office
2. Provide the necessary information	2.1 Interview client for history taking (i.e. symptoms of TB, if with history of TB treatment history of exposure)	None	10 minutes	
	2.2 Obtain vital signs and record on the Individual Treatment Record (ITR) form			
	2.3 Refer to physician on duty			



3. Proceed to medical consultation room	3.1 Verify medical history of client.	None	10 minutes	<i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office
	3.2 Examines patient.			
	3.3 Diagnose and discuss management plan with client.			
4. Listen to the health education on TB and instructions on proper sputum collection.	4.1 Provide health education on TB	None	5 minutes	<i>TB Nurse Coordinator/ Nurse II</i> Municipal Health Office
	4.2 Give instructions on proper sputum collection			
5. Submit properly labelled sputum specimen and wait for the date of release of result.	5.1 Collect sputum specimen along with NTP form.	None	5 minutes	<i>Medical Technologist II</i> Municipal Health Office
	5.2 Inspect quality of sputum specimen.			
	5.3 Submit to GeneXpert Technician for MTB/RIF assay test.			
	5.4 Inform client on date of release of result			
TOTAL		NONE	35 minutes	



National Tuberculosis Control Program (Availing of Anti-Tuberculosis Drugs)

This program caters to residents of Suyo with complaint of persistent cough for 2 weeks or more, with or without other signs and symptoms of Tuberculosis. Clients with referral from hospitals and clinics are also being catered.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral slip		Barangay Health Stations (BHS), Private Physician, Hospital Physician		
2. Direct Sputum Smear Microscopy		Referring facility/ hospital		
3. Latest Chest X-ray result		Laboratory clinics offering X-ray services		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present referral slip, result of CXR, DSSM/Gene Xpert	Receive referral slip then retrieval or creation of medical record	None	5 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
2. Provide necessary data for history taking	2.1 Interview client for history taking.	None	5 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
	2.2 Obtain vital signs			
	2.3 Record on the Individual Treatment Record form (ITR).			
	2.4 Refer the patient to the Municipal Health Officer			
3. Proceed to medical consultation room.	1. Verify medical history of client.	None	10 minutes	<i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office
	2. Examines/ Assesses patient.			
	3. Discuss treatment plan with client			
	4. Refer to TB Nurse Coordinator			
4. Listen to the health education/ instructions and receive the initial TB drugs	4.1 Enrol client and issue NTP card if eligible.	None	15 minutes	<i>TB Nurse Coordinator/ Nurse II</i> Municipal Health Office
	4.2 Give Health education about TB management.			
	4.3 Emphasize			



	importance of Directly Observed Treatment Short Course (DOTSC) with treatment partner.			
	4.4 Issue initial TB drugs			
	4.5 Instruct client where to report for his/her daily intake of TB drugs			
	4.6 Inform client of schedule of follow-up sputum re-examination.			
TOTAL		NONE	35 minutes	



Provision of Dental Consultation

The service is rendered to any individual or person needing Dental Consultation, Tooth Extraction, and Oral Prophylaxis. Oral Examination for Children and Pregnant Women are also provided.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo; Patients from adjacent Municipalities like Sigay and Cervantes are likewise welcome.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get number in the Waiting Area.	None	None	1 minute	<i>Client</i>
2. Register and secure Record at Admission	2.1 Interviews and records data.	None	3 minutes	<i>Midwife on Duty</i> Municipal Health Office
	2.2 Takes and records vital signs in the individual treatment record/Family Folder	None	2 minutes	
3. Go to Dental Clinic (2 nd Floor) and wait for number/name to be called.	Examines and renders appropriate service to Patient.	PHP 75.00 per tooth for Patient outside Suyo	30 minutes (depends on number of tooth to be extracted)	<i>Dentist I</i> Municipal Health Office
4. Receive prescribed medications if available or prescription.	Patient Education Issues prescribed medicines if available or issues prescription of Dentist.	None	3 Minutes	<i>Nurse II</i> Municipal Health Office
Total		PHP 75.00	38 Minutes	



Provision of Immunization Service

The Municipal Health Office provides essential preventive care package to all children 0-15 months old. Free Immunization for the seven (7) Immunizable Diseases is available at the Main Health Center and the Barangay Health Stations.

Office/ Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All 0-15 Months Children			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Immunization Card for Old Patients (1 Original)		Health Centers and Hospital of Delivery		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and present immunization card for old clients and enroll new clients.	Requires immunization card and reviews immunization history for old clients and enrol and prepare immunization card for new clients.	None	5 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
2. Assist in weighing and taking the temperature of her child.	Weighs and takes the temperature of the child and records it to the immunization card.	None	2 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
3. Assist in the immunization of the child.	3.1 Injects the child	None	5 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
	3.2 Advises mother.			
	3.3 Records and issues immunization card.			
	TOTAL	NONE	12 minutes	



Provision of Laboratory Services

The RHU provides basic Laboratory services.

Office/ Division	Municipal Health Office and Birthing Home			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All residents of Suyo			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE			NONE	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Laboratory Request	Receive Laboratory request and issue charge slip	None	2 minutes	<i>Medical Technologist II</i> Municipal Health Office
2. Pays corresponding Laboratory fees at the Treasury Office	Receive payment and issue Official Receipt	*Free for NHTS PhilHealth Holders (CBC, U/A, FBS & Cholesterol) *20% discount for Senior Citizens	5 minutes	<i>Revenue Collection Clerk</i> Treasury Office
3. Conduct of the Laboratory Examination	3.1 Performs Laboratory procedure	None	1 hour* <i>*depending on the examination requested</i>	<i>Medical Technologist II</i> Municipal Health Office
	3.2 Fills in Log book.			
4. Get Laboratory Result	Releases Laboratory result.	None	2 minutes	
5. Get back to Doctor for evaluation of Result	Evaluates Laboratory result and gives necessary treatment.	None	5 minutes	<i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office
TOTAL		Please refer to table below	1 hour & 14 minutes	



Laboratory Procedure	Amount
A. Hematology	
1. Routine CBC	75
2. WBC	75
3. Platelet Count	50
4. Blood Typing	75
B. Blood Chemistry	
1. Total Cholesterol	100
2. Triglycerides	100
3. HDL Cholesterol	100
4. LDL Cholesterol	100
5. AST (SGOT)	100
6. ALT (SGPT)	100
7. Sodium	100
8. Potassium	100
9. Fasting Blood Sugar	100
10. Blood Urea Nitrogen	100
11. Creatinine	100
12. Uric Acid	100
C. Gram Stain	75
D. Pregnancy Test	100
E. Urinalysis	75
F. Fecalysis	75
G. Sputum	75
H. HBsAg	150



Provision of Maternal Care (During Delivery)

Municipal Health Office operates as birthing Clinic open 24/7 to serve you.

Office/ Division		Municipal Health Office		
Classification		Simple		
Type of Transaction		G2C		
Who may avail		All Pregnant women of Suyo		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Mother- Baby Book for old patients(1 Original)			Health Centers	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pregnant woman about to deliver comes to the MHO Birthing Clinic.	1.1 Interview, takes vital signs and obstetrical history. Brings out antenatal record.	For Universal Health Care delivery fee is free including Newborn Screening.	10 Hours, 5 Minutes	<i>Team on Duty</i> Municipal Health Office
	1.2. Admit pregnant mother and monitor using a Partograph.			
	1.3. Inform/refer to MHO			<i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office <i>Ambulance Driver</i> Municipal Health Office
	1.4. Delivery of the baby and postpartum care. <i>If however, complication sets in, refers patient to hospital of choice using ambulance.</i>			
TOTAL		NONE	10 Hours and 5 Minutes	



Provision of Maternal Care (During Postpartum Period)

Postpartum period begins immediately after childbirth as the mother's baby including hormone levels and uterus size returns to a non-pregnant state. Provision for postpartum care ensures optimum health of the every mother.

Office/ Division		Municipal Health Office		
Classification		Simple		
Type of Transaction		G2C		
Who may avail		All postpartum Women of Suyo		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Discharge slip (1 Original)			Place of Delivery	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits to postpartum care.	1.1. Postpartum care just after delivery. a) IE and perineal care b) Monitoring of vital signs 15 minutes for the first 2 hours and initiation of breastfeeding. c) Discharges patient if recovered.	For Universal Health Care delivery fee is free including Newborn Screening.	1 Hour	<i>Team on Duty</i> Municipal Health Office <i>Municipal Health Officer/ Doctor to the Barrio</i> Municipal Health Office
	1.2. Postpartum visit after a week from delivery. i) HOME VISIT: a) Examines/Assesses mother. b) Patient Education c) Refer to Municipal Health Officer if necessary d) Vitamin A (200.000 IU) e) Ferrous Sulfate with Folic Acid for 3 months ii) Follow-up at RHU: a) Pulls out Individual Treatment Record/family folder b) Interviews, takes		1 hour and 30 minutes 30 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office



	<p>and records vital signs and chief complaints in the Individual Treatment Record/Family Folder</p> <p>c) Patient education.</p> <p>d) Vitamin A (200.000 IU).</p> <p>e) Ferrous Sulfate with Folic Acid for 3 months.</p> <p>f) Assesses/Examines the patient.</p> <p>g) Orders appropriate laboratory examinations, if deemed necessary</p> <p>h) Advises and prescribes appropriate medicines.</p> <p>i) Refers patient to higher institution if the need arises.</p>			<p><i>Municipal Health Officer/ Doctor to the Barrio</i></p> <p>Municipal Health Office</p>
2. Submits her baby for new born care.	<p>New born Care</p> <ul style="list-style-type: none"> - do essential intrapartum and new born care (EINC) -New born Screening -Hep B. Injection and BCG within 24 hours -Refer to Municipal Health Officer if necessary 	None	30 minutes	<p><i>Team on Duty</i></p> <p>Municipal Health Office</p>
3. Secure birth certificate	Send watcher to Municipal Civil Registry Office	None	2 minutes	<p><i>Nurse /Midwife on Duty</i></p> <p>Municipal Health Office</p>
TOTAL		None	3 hours and 32minutes	



Provision of Out-Patient Consultation

The Purpose of this service is to provide basic curative services which consist of primary level out-patient and emergency care for commonly encountered diseases in the community. Diagnosis and treatment of illnesses and appropriate medical service is given.

It is offered at the Main Health Center and at the Barangay Health Stations.

Office/ Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All clients seeking health services.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Physical appearance		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Go to Admission Area- Get a number, register and wait to be called.	1.1. Pulls out Individual Treatment Record/family folder	None	2 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
	1.2. Interviews, takes and records vital signs and chief complaints in the Individual Treatment Record/Family Folder	None	5 minutes	
2. Enters Consultation Room when called.	2.1. Assesses/ Examines the patient. deemed necessary	None	10 minutes	<i>Municipal Health Officer</i> Municipal Health Office
	2.2. Orders appropriate laboratory examinations, if any			
	2.3. Advise and prescribes appropriate medicines.			
	2.4. Refers patient to higher institution if the need arises.			
3. Proceed to Laboratory room for Laboratory Examination	3.1. Issue charge slip.	See attached lab charges	15 minutes	<i>Medical Technologist II</i> Municipal Health Office
	3.2. Performs Laboratory request.			
	3.3. Issue Laboratory results to patient/MHO			
4. Returns to consultation room with Laboratory results.	4.1. Evaluation of Laboratory result.	None	3 minutes	<i>Municipal Health Officer</i> Municipal Health Office
	4.2. Advises and prescribes medicines.			
	4.3. Refers patient to higher institution if			



	needed.			
5. Goes to RHU Pharmacy for the issuance of medicines and appropriate nursing care and/or bring referral to Hospital of Choice.	5.1. Patient Education	None	5 minutes	Nurse II Municipal Health Office
	5.2. Carries out Doctor Order/s			
	5.3. Dispenses the prescribed medicines and apply appropriate care.			
TOTAL		None	40 Minutes	



Provision of Prevention and Control of Lifestyle-related Health Disease (Cardiovascular Disease, Diabetes, Renal Disease, Cancer)

There is an increasing occurrence of lifestyle-related illnesses like Cardiovascular Disease, Diabetes, Renal Disease and Cancer – which are results of heredity and combined harm related to risk factors like smoking, emotional stress, diet, environmental and behavioral influences. Thus, promotion of healthy diet and physical exercise and early diagnosis and treatment/ referral should be instituted.

Office/ Division	Municipal Health Office			
Classification	Simple			
Type of Transaction	G2C			
Who may avail	All clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Get a number and register when your number is called.	Pulls out Individual Treatment Record. Interviews, takes and records vital signs and chief complaints in the Individual Treatment Record/Family Folder	None	5 minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
2. Goes to laboratory room for laboratory exam	2.1 Issue charge slip.	Refer to attached laboratory charges	15 minutes	<i>Medical Technologist II</i> Municipal Health Office
	2.2 Performs laboratory requests.			
	2.3 Issue laboratory results to patient/MHO.			
3. Returns to consultation room with laboratory results	Evaluation of patient laboratory result.	None	3 minutes	<i>Municipal Health Officer</i> Municipal Health Office
4. Receives medicines and appropriate nursing care or bring referral to	4.1 Carries out Doctor's Order	None	5 minutes	<i>Nurse II</i> Municipal Health Office
	4.2 Provide the prescribed medicines and			



hospital choice.	apply appropriate care			
5. Registry of cases to Hypertension/ Diabetes Registry	Include patient on list	None	2 minutes	
	TOTAL	None	41 minutes	



Provision on Family Planning Program Service

The conduct of one on one counselling is provided to help couples achieve their desired family size based on their own conscience and values. The Municipal Health Office provides family planning services to qualified clients.

Office/ Division		Municipal Health Office		
Classification		Simple		
Type of Transaction		G2C		
Who may avail		Women of Reproductive age in Suyo		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Family Planning Card for Old Patients (1 Original)			Municipal Health Office	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register and secure Family record.	Assist client in the registration.	None	2 Minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
2. Listen to the presentation and clarify/ask related questions.	FP counselling- Presents/Discusses all Family Planning methods.	None	15 Minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
3. Chooses preferred and desired method.	3.1 Discusses further the chosen method and evaluates family planning acceptor.	None	10 Minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
	3.2 Refer patient to Physician for further evaluation			
	3.3 Examines the patient and refer back for issuance of FP commodity.	None	5 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
4. Receives appropriate service.	4.1 Records and provide the chosen method.	None	3 Minutes	<i>Nurse /Midwife on Duty</i> Municipal Health Office
	4.2 Advises and schedule follow-up.			
TOTAL		NONE	35 minutes	



OFFICE OF THE LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER

External Services



Disaster Preparedness (Orientation/Training)

The Local disaster and Risk Reduction Management Office provides disaster preparedness orientation and trainings to establish and strengthen capacities of communities to anticipate, cope and recover from the negative impacts of emergency occurrences and disasters.

Office:	Local Disaster Risk Reduction and Management			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit Letter Request	1.1 Approval of the Request	None	1 day	<i>Municipal Mayor</i> Mayor's Office
	1.2 Preparation for the Training (training design/project proposal/coordination to other offices)	None	5 days	<i>LDRRMO</i> LDRRM Office
2. Receive schedule of training	Inform the requesting entity of the status of the request	None	1 day	
Total:		None	7 days	



Disaster Prevention and Mitigation

Disaster prevention refers to outright avoidance of adverse impacts of hazards and related disaster. It expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance.

Disaster Mitigation refers to measures that would lessen or limit adverse impacts of hazards and related disasters.

A. Six (6) years MDRRM/LCCAP Plans, Contingency Plan, and other plans

Office:	Local Disaster Risk Reduction and Management Office			
Classification:	Complex			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE			NONE	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Creation of Committee/Core Team	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	2. Conduct planning/research/consultation/dialogue/assessment	None	2 weeks	Members of the committee/core team
	3. Formulation of the Plan	None	1 week	
	4. Approval of the Plan	None	3 sessions	<i>SB/Mayor/Other concerned agencies</i>
	TOTAL:	None	3 weeks, 1 day and 3 SB Sessions	



B. Annual LDRRM Plan

Office:	Local Disaster Risk Reduction and Management Office			
Classification:	Complex			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
5% Calamity Fund		MBO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Computation of 5% Calamity Fund	None	1 day	<i>Municipal Budget Officer Budget Office</i>
	2. Preparation of the Plan	None	1 day	<i>LDRRMO LDRRM Office</i>
	3. Formulation of the Plan	None	1 day	<i>Members of the committee/core team</i>
	4. Approval of the Plan	None	1 day	MDRRMC/ MDC
	5. Submission of the Plan to SB	None	5 minutes	<i>LDRRMO LDRRM Office</i>
	6. Approval of the Plan	None	3 days	<i>SB/Mayor</i>
	TOTAL:	None	7 days and 5 minutes	



Disaster Rehabilitation and Recovery

The Office of the Local Disaster and Risk Reduction Management helps to restore and improve facilities, livelihood and living condition and organizational capacities of affected communities and reduce disaster risks in accordance with the building back better principle.

Office:	Local Disaster Risk Reduction and Management			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Report affected community	1.1 Verify/validate the reported case of disaster/calamity	None	10 Minutes	LDRRMO LDRRM Office
	1.2 Conduct the Rapid Damage Assessment Need Analysis to determine the needed resources for response	None	1-2 days	LDRRMO, MPDC, MEO, MAO, MSWDO, MHO
	TOTAL:	None	1-2 days and 10 minutes*	



Disaster Response (Emergency Situation)

The Local Disaster Risk Reduction Management Office provides immediate response to any disaster or calamities to preserve life and meet basic subsistence needs of affected population based on acceptable standards during or immediately after a disaster.

Office:	Local Disaster Risk Reduction and Management			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Occurrence of disaster or any emergency situations				
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Report occurrence of disaster	1.1 Verify/validate the reported case of disaster	None	3 Minutes	<i>LDRRMO</i> LDRRM Office
	1.2 Deployment and response proper	None	3 Minutes	<i>LDRRMO</i> LDRRM Office
	TOTAL:	None	6 Minutes	



Referral of Applicants for Special Program for Employment of Students (SPES)

The Special Program for Employment of Students aims to help poor but deserving students and out-of-school youth in pursuing their education by encouraging their employment during summer vacation.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	Students and out of School Youth (OSY) applying under SPES must meet the following criteria: 15 to 25 years old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registration Form with I.D. pictures		PESO Manager		
2. Any of the following to attest to the applicant's age: <ul style="list-style-type: none"> • Birth/Baptismal certificate 		-Local Civil Registrar/ Philippine Statistic Authority/ Church		
3. Any of the following to attest to the applicants rating: <ul style="list-style-type: none"> • Form 138 • Certification from the school registrar that the student has passed during the previous semester or school year • Certified true copy of the students class cards where the passing grade could be determined 		-School where you enrolled -School where you enrolled -School where you enrolled		
4. Any of the following to attest the family's income <ul style="list-style-type: none"> • Latest ITR of parents/guardian • Certificate from Punong Barangay of low income or indigency with barangay seal 		-BIR -Barangay		
Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit application with complete requirements	1.1 Check the completeness of the requirements	None	5 minutes	<i>PESO Manager</i> <i>MDRRMO</i>
	1.2 Interview applicant	None	5 minutes	
	1.3 Inform the applicant on the status of his/her application	None	1 day	
2. If hired report to the PESO for orientation	Orientation of hired SPES	None	1 day	
Total:		None	2 days and 10 minutes	



Referral of Application for DOLE Integrated Livelihood Program (DILP)

Livelihood Enhancement- to enable the existing livelihood undertakings of self-employed workers in the informal economy grow into viable and sustainable business that provide income at far with the minimum wage earners.

Livelihood Restoration- to enable the workers in the informal economy who were affected by the natural calamities, disasters and armed conflict restore their lost livelihood.

Livelihood Formation- to enable the long term unemployed poor in the informal economy to engage in livelihood undertakings to make them productive, particularly the youth, differently abled persons and indigenous peoples.

Office:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	Farmers, Fisher folks, Ambulant vendors or peddlers, Tricycle Drivers/Operators			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Must be an accredited organization			Office of the Sangguniang Bayan	
2. Certificate of Registration			DOLE	
3. By Laws			Organization	
4. Application Form for Assistance			DOLE	
5. Financial Statements			Organization	
6. List of Officers and Members			Organization	
7. Board Resolution Authorizing the Request for Assistance			Organization	
8. Endorsement			Office of the Mayor	
9. Memorandum of Agreement			Client/ LGU	
10. Project proposal			PESO	
11. SB Resolution			Office of the Sangguniang Bayan	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and wait for advice from DOLE	1.1 Verify/Check the completeness of the documents	None	10 minutes	<i>PESO Manager</i> MDRRMO
	1.2 Prepare referral letter for endorsement.	None	10 minutes	
	1.3 Submit documents to DOLE Provincial Office	None	1 day	
	Total:	None	1 day and 20 minutes	



Feedback and Complaints Mechanisms

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback	<p>Answer the Client Feedback Form and drop it at the designated drop box at the Public Assistance & Complaint Desk (PACD)</p> <p>Contact Info: 09102910768 lgusuyo@yahoo.com, lgusuyo@gmail.com</p>
How feedback is Processed?	<p>Every Friday, the HRMO opens the drop box and compiles and records all feedback submitted. A compilation of all feedback forms is submitted to the Municipal Administrator for further action.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following contact number: 09102910768</p>
How to file complaints?	<p>Answer the client Complaint Form and drop it at the designated drop box at the Public Assistance & Complaint Desk (PACD)</p> <p>For inquiries and follow-ups, clients may contact the following contact number: 09102910768</p>
How complaints are processed?	<p>The PACD Officer opens the complaints drop box on a daily basis and evaluates each complaint.</p> <p>Upon evaluation that the complaint is meritorious, the PACD Officer shall start the investigation and forward the complaint to the relevant office for their explanation.</p> <p>The PACD Officer will create a report after the investigation and shall submit it to the Head of Agency for Appropriate Action.</p> <p>The Complaints Officer will give the feedback to the clients.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: 09102910768</p>
Contact Information of ARTA, PCC, CCB	<p>Arta: Complaints@arta.Gov.ph / 1-Arta (2782) PCC:8888 CCB: 0908-881-6565 (SMS)</p>



LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	Suyo Municipal Hall, Poblacion, Suyo, Ilocos Sur 2715	lgusuyo@yahoo.com lgusuyo@gmail.com
Office of the Administrator		lgusuyo@yahoo.com lgusuyo@gmail.com
Office of the General Services Officer		0930-367-2468
Office of the Vice Mayor and Sangguniang Bayan		0916-328-8008 osbsuyo2019@yahoo.com
Office of the Municipal Assessor		0930-666-8287 marcianosacla1964@gmail.com
Office of the Municipal Planning and Development Coordinator		0916-328-8008 lgu2715@gmail.com
Office of the Municipal Treasurer		0956-5139429/ 0946-652-8013 mtosuyo2715@gmail.com
Office of the Municipal Engineer		0921-332-7790 gilbertgiacao@gmail.com
Office of the Municipal Accountant		0920-248-9533 ianrichard_lorenzana@yahoo.com
Office of the Municipal Civil Registrar		09178777140 mcrsuyo45@gmail.com
Office of the Municipal Budget Officer		0920-562-1242 julius arcinas18@gmail.com
Office of the Municipal Social Welfare and Development Officer		0947-142-7223
Office of the Municipal Agriculturist		0907-407-5371 agrisuyo@gmail.com
Office of the Municipal Health Officer	Suyo Municipal Health Office and Birthing Facility Poblacion, Suyo, Ilocos Sur	0999-725-8154 suyorhu@yahoo.com.ph
Office of the Local Disaster Risk Reduction & Management Officer	Suyo Municipal Hall, Poblacion, Suyo, Ilocos Sur 2715	0905-779-4108 rbistoyong@yahoo.com