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# ACCOUNTING OFFICE

## ADMINISTRATIVE SERVICES

### 1. ISSUANCE OF ACCOUNTANT'S ADVICE FOR CHECKS ISSUED

Office or Division:	ACCOUNTING OFFICE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Check with Disbursement Voucher 2. Accountant's advice with check attached 3. Verified check		Client; Accounting Office		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the check with Disbursement Voucher	Receive/review the check issued		5 minutes	Aurora Luz Cainglet, Clerk I
Wait while the clerk prepares the Accountant's Advice	Prepares the Accountant's Advice		30 minutes	Aurora Luz Cainglet, Clerk I
	Signs the Accountant's Advice		10 minutes	Atty. Lourdes A. Cempron, CPA, Municipal Accountant
	Check verification FCB online uploading of check details for DBP & LBP		30 minutes 1 day	Aurora Luz D. Cainglet Clerk I  Gina Cahig Admin Aide II
	Releases the verified checks with copy of Accountant's Advice to Mun. Treasurer's Office		5 mins	Aurora Luz D. Cainglet Clerk I

### 2. PROCESSING OF CLAIMS

Office or Division:	ACCOUNTING OFFICE			
Classification :	SIMPLE			
Type of Transaction:				

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supporting documents of vouchers (ObR, PR, PO, AIR, bids docs)		Accounting Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits the voucher with supporting documents	Receives the voucher with supporting documents		5 minutes	Kristine Gilot Accounting Clerk
	Pre-Audits the voucher and verify the attached supporting documents		Half day	Kristine Gilot Accounting Clerk
	If supporting documents are complete, voucher is recorded If supporting documents are complete, signs the vouchers		15 minutes	Kristine R. Gilot Accounting Clerk  Atty. Lourdes A. Cempron, CPA Municipal Accountant
	If incomplete, returns the voucher to claimant office with list of lacking documents		15 mins	Kristine Gilot Accounting Clerk
	Once voucher is signed by the Accountant, forwards the same with attached supporting documents to Mun. Treasurer's Office		10 mins	Kristine Gilot Accounting Clerk

## MUNICIPAL AGRICULTURE OFFICE (MAO)

### ADMINISTRATIVE SERVICES

#### 1. FACILITATE DISTRIBUTION OF COCONUT FERTILIZERS & SEEDLINGS

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare request letter for coconut seedlings and fertilizers to the Philippine Coconut Authority		10 minutes	Ma. Concepcion N. Bongola M.A
			2 mins	Ma. Concepcion N. Bongola

	Disseminate to the punong barangays as to the availability of the stocks			M.A
Fills- up evaluation sheet and affix his signature	Distribute evaluation sheets		1 min	Ana Marie T. Caitom (AT-Corn)
	Evaluate qualified beneficiaries		15 mins	Elma C. Amad (HVCDP Technician)
Receives the fertilizer depending on the area of their coconut farm	Release the fertilizer & seedlings to the farmer applicant		2 mins	Melchora P. Orevilla (Livestock Technician) Richard L. Madronero (Corn/Livestock Technician) Ronald P. Cahimtong
Feedback DA personnel	Monitor during fertilizer & coconut seedlings application		2 hours	Timoteo Laena Staff

## 2. REQUEST FOR:

1. ASSISTANCE AND EXTENSION SERVICES
2. MONITORING OF CROPS PLANTED AND HARVESTED
3. EDUCATE CROP PRODUCTION AND DAMAGES
4. SURVEILLANCE OF PESTS AND DISEASES OUTBREAKS

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Explains what kind of assistance the farmer wanted us to provide	Interview the farmer		10 mins	Ma. Concepcion N. Bongola M.A
Go with the MAO staff in the field	Evaluate immediately and extend assistance through orientation, field visit		Immediately after the interview	Jesa Cagadas (AT-Rice) Ana Marie T. Caitom (AT- Corn) Elma C. Amad (HVCDP Technician)
Assist the MAO personnel	Conduct field visit		1 day	Richard Madronero (AT-Rice) Eulogio Galler (AT-Corn)
Provide information needed	Monitored & Encoded hectareage of crops planted ( rice, corn & hvcdp) and		2 mins	Celso Asares (AT-Corn)

	computed average yield based on area planted and production			
To listen, discuss and resolve issues	Report whatever extended assistance to the immediate supervisor		20 mins	MAO office
	Coordinate to the line agencies regarding the assistance needed of the farmer		1 day	Line Agencies (OPA, BAPC, OPV,PCA,BFAR)

### 3. PREPARE PROJECT PLAN DESIGN, SKETCH AND FINALIZATION

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach MAO personnel and state his/her purpose	Make consultations with the clients as to what particular project they are going to undertake in their barangay		30 mins to 1 hour	Ma. Concepcion N. Bongola (M.A)
	Prepare project proposal, farm plan and budget design and sketch plan for funding.		Depends on the funding requirements	MAO staff
	Reviews farm plan and sketch designs		1 hour	MAO staff
Ground work preparation	Project Implementation			farm owner
	Regular monitoring of the project		1 hour	

### 4. FACILITATE ANIMAL DISPERSAL

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Residence Certificate 2. ID picture				

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola
Signify as interested recipient	Prepares contract documents		5 mins	Melchora Oreillo (AT- Livestock)
Submits 2 ID pictures Signs the contract	Explains the provision of the contract to the recipient farmers			Ma. Concepcion N. Bongola M.A. Melchora Oreillo (AT-Livestock)
Receives the stocks	Releases the animals to the qualified recipients		5 mins	Timotea Laena
	Regular monitoring of the project		1 hour	MAO staff

## 5. FACILITATE DISTRIBUTION AND RELEASES OF AGRICULTURAL INPUTS

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare master list of beneficiaries		1 min	Jesa Cagadas (AT-Rice) Ana Marie T. Caitom (AT-Corn) Elma C. Amad (HVCDP Technician)
	Prepare Letter of Intent			Ma. Concepcion N. Bongola M.A.
	Acquire seeds at APC, OPA, RCEF or at accredited seed growers		1 week	Celso Asares Corn Technician Eulogio Galler Technician Richard Madronero Technician
Sign the master list	Release seed to farmers		2 mins	Jesa Cagadas (AT-Rice) Ana Marie T. Caitom (AT-Corn) Elma C. Amad (HVCDP

				Technician)
	Regular monitoring		1 hour	MAO staff

## 6. FACILITATE TRAININGS, SEMINARS, FFS, TECHNO- DEMO & MODEL FARM

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Request funding of the activity		30 mins	Ma. Concepcion N. Bongola M.A.
	Upon approval disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola M.A.
	Prepare request letter for Resource Person		1 day	Ma. Concepcion N. Bongola M.A.
	Prepare venue, date & time		2 mins	MAO staff
Receives the letter	Deliver invitation letters to the participants, RPs and guests		1 day	MAO staff
	Prepare documents needed, materials & etc.			
Participate the activity	Facilitate the activity			
	Maintenance of Demo-Farm			Eulogio Galler Ailene Balatero Francisco Ubuta Lee Mark Cahig Ronald Cahintong Celso Asares

## 7. FACILITATE VACCINATION, DEWORMING, TREAT SICK ANIMALS (SMALL & LARGE RUMINANTS)

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola M.A.
	Deliver letters in 35 barangays for the schedule of the services		10 mins	Redentor Diacor Timoteo Laena MAO Staff
	Prepare the kits		1 day	Ma. Concepcion N. Bongola M.A.
	Actual visit in 35 barangays for the vaccination, deworming & etc.		2 mins	MAO staff
Bring the animals in the barangay hall	Deliver invitation letters to the participants, RPs and guests		1 min	MAO staff

## 8. FACILITATE APPLICATION OF INSURANCES on CROPS, LIVESTOCK & FISHERY

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Picture				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola M.A.



	Deliver letters in 35 barangays for the schedule of the services		10 mins	Redentor Diacor Timoteo Laena MAO Staff
	Interview of the beneficiaries	No fees for RSBSA beneficiary	5 mins	MAO staff
	Consolidation		1 hour	MAO staff
	Submit to PCIC		1 day	MAO staff
Report in case of loss and comply requirements	Facilitate sending notice of loss in case of damages caused by drought, typhoon, flood, pests, diseases and death of animals		5 mins	MAO staff

### 9. FACILITATE BOAT AND FISHERFOLK REGISTRATION, REGISTRY SYSTEM ON BASIC SECTORS IN AGRICULTURE, NATIONAL COCONUT FARMERS REGISTRATION SYSTEM

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola M.A.
	Deliver letters in 35 barangays for the schedule of the services		10 mins	Redentor Diacor Timoteo Laena MAO Staff
Fill-up forms	Actual visit: facilitate fill- up application forms, take picture, evaluate attached documents		3 mins	Ana Marie Caitom Elma Amad Melchora Oreillo Clarife Cagadas Jessa Cagadas Jerajane Namindang
	Consolidation and submission to BFAR		1 day	MAO staff

### 10. TRACTOR OPERATION

Office or Division:	MUNICIPAL AGRICULTURE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Disseminate to the punong barangays during Liga meeting		10 mins	Ma. Concepcion N. Bongola M.A.
	Deliver letters in 9 coastal barangays for the schedule of services			Jerajane Namindang MAO Staff
	Conduct Sea Borne Patrol		4 hours	Jae Walter Jamero Juan Templo Timoteo Dalangin Socrates Lagare Loreto Cailing Arthur Harnaiz Gerry Tambago Eddieson Ariap Rommel Maestre Rhofel Balatero Rolan Abarado Jessie Baluran Ernesto Sale

## ASSESSOR'S OFFICE ADMINISTRATIVE SERVICES

### 1. IDENTIFICATION AND VERIFICATION OF REAL PROPERTY LOCATION

Office or Division:	MUNICIPAL ASSESSOR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration		Assessor's Office		
CLIENTS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE

		PAID		
Approaches any personnel in the office for his/her request	Interview the client		2 mins	Any personnel available in the office
Presents the owner's tax declaration. If there is none inform the personnel in-charge of the name of the declared owner of the property.	Files the letter request if there is any		2 mins	Office Staff
	If no Tax Declaration is presented, office staff searches the TD and the owner's cadastral card		5 mins	Office Staff
	Sets schedule of the actual visit to the location of the property		2 mins	Orchyl Nino M. Pait Municipal Assessor
Assist the MAsso personnel	Conduct actual visit of the property in the scheduled date and time		2 to 3 hours	Orchyl Nino M. Pait Municipal Assessor and staff

## 2. ISSUANCE OF PRINT COPY OF TAX DECLARATION

Office or Division:	MUNICIPAL ASSESSOR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration 2. Special Power of Attorney/ Authorization Letter				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approaches any personnel in the office for his request for a copy of Tax Declaration	Office staff asks if the client is the owner/direct successor of the property otherwise he/she must present a Special Power of an Attorney or Authorization Letter		2 mins	Any personnel available in the office
Wait	Office staff searches the Tax Declaration on the computer and confirm the same with client		5 mins	Office Staff

Pays the prescribed fee at the Municipal Treasurer's Office	Office staff print the Tax Declaration	50	10 mins	Office Staff
Present the receipt of payment	Forwards to the Municipal Assessor for verification and his signature		1 mins	Orchyl Nino M. Pait Municipal Assessor
Receive a print copy of the Tax Declaration. Sign in the Log Book	Releases of the Tax Declaration. Logs the document		5 mins	Office Staff

### 3. ISSUANCE OF SKETCH PLAN FOR BUILDING PURPOSES

Office or Division:	MUNICIPAL ASSESSOR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax Declaration or Lot Number 2. SPA/Authorization Letter if the client is not the owner				
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approaches any personnel for his request for sketch plan	Interview the client - Asks for the Tax Receipt/Tax Clearance of the subject property - Asks if the client is the owner/direct successor of the property otherwise he/she must present a Special Power of an Attorney or Authorization Letter		2 mins	Any personnel available in the office
Presents the Tax Declaration. Presents receipt/ Tax clearance Presents SPA/Authorization Letter if client is NOT the owner	Office staff searches the Tax Declaration on the computer and confirm the same with client		5 mins	Office Staff
Pays the prescribed fee at the Municipal Treasurer's Office	Office staff print the Tax Declaration	50	10 mins	Office Staff
Present the receipt of payment	Forwards to the Municipal Assessor for verification and his signature		1 mins	Orchyl Nino M. Pait Municipal Assessor

Receive a print copy of the Tax Declaration. Sign in the Log Book	Releases of the Tax Declaration. Logs the document		5 mins	Office Staff
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**4. ISSUANCE OF TAX DECLARATION DECLARED FOR NEWLY DISCOVERED PROPERTIES; UNREVISED OR UN- TIED UP PROPERTIES; PROPERTIES DECLARED FOR THE FIRST TIME; TRANSFER OF OWNERSHIP AND SUBDIVISION (PASSO TRANSACTION)**

Office or Division:	MUNICIPAL ASSESSOR
Classification :	SIMPLE
Type of Transaction:	

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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<ol style="list-style-type: none"> <li>1. FOR UNREVISED/UNTIED-UP PROPERTIES</li> <li>2. a) Certificate of A &amp; D issued by DENR</li> <li>3. b) Old Tax Declaration</li> <li>4. c) Latest Tax Receipt</li> <li>5.</li> <li>6. FOR NEWLY DISCOVERED PROPERTIES</li> <li>7. a) Certificate of A &amp; D issued by DENR</li> <li>8. b) Affidavit of Ownership</li> <li>9. c) Affidavit of Adjoining Owners</li> <li>10. d) Barangay Certification</li> <li>11. e) Tax Receipt</li> <li>12.</li> <li>13. FOR TRANSFER OF OWNERSHIP</li> <li>14. a) Tax Receipt/Clearance</li> <li>15. b) Certified Copy of Title</li> <li>16. Certified Copy of Supporting Documents</li> <li>17. c)Request of landowner</li> <li>18.</li> <li>19. FOR SUBDIVISION</li> <li>20. a) Current Tax Receipt</li> <li>21. b) Approved Subdivision Plan</li> <li>22. c) Deed of Conveyances</li> <li>23. d) Certified Copy of OCT/TCT</li> <li>24. e) Request of Landowner</li> </ol>	<p>DENR, Barangay</p>
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CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approaches any personnel in the office for his request	Interviews the client  - Asks if the client is the owner/direct successor of the property otherwise		10 mins	Any personnel available in the office

	he/she must present a Special Power of an Attorney or Authorization Letter  -Asks the location of the property and survey Lot Number			
The Client must Present and submit the Documentary Requirements	Check and verify the requirements		5 mins	Office Staff
Signs the Request	Prepares Letter Requests for PASSO Approval		3 mins	Office Staff
Assist the Masso personnel during the ocular inspection	Review the submitted Supporting Documents; Schedule an Ocular Inspection (If necessary) ; and Advise Client to Claim the TRANSACTION AFTER 3 Days from Filing			Orchyl Nino M. Pait Municipal Assessor
Submits the Transaction to PASSO	Releases the Transactions and Log the documents for PASSO Approval		5 mins	Orchyl Nino M. Pait Municipal Assessor

**5. RELEASING OF THE APPROVED TAX DECLARATION (TIED-UP AND NEWLY DISCOVER PROPERTY)**

Office or Division:	MUNICIPAL ASSESSOR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sign in the Logbook	Log the document in the Logbook		1 min	Any personnel available in the office
Wait for the NOA	Prepares the Notice of Assessment (NOA)		5 mins	Orchyl Nino M. Pait Municipal Assessor
Assist the office staff in locating the property in	Release the Tax Declaration to the		1 mins	Orchyl Nino M. Pait Municipal Assessor

the municipal base map.	client together with the NOA			
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## MUNICIPAL BUDGET OFFICE ADMINISTRATIVE SERVICES

### 1. CERTIFICATION AS TO THE EXISTENCE OF AVAILABLE APPROPRIATION

Office or Division:	BUDGET OFFICE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request, Vouchers PR, PO, OR, Notice to bidders, Inspection rep. BAC Resolution		MBO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Attaches ObR for MBO's signature	Checks completeness of ObR and record through the computer the statement of appropriations, Obligations (SAAOB) for General Fund, S.E.F Non-office obligation Economic Enterprise 20% Development		20 mins	Grace T. Cellan MBO

	Fund Continuing appro.			
Attaches ObR for MBO signature as to existence of appropriation	Certifies as to the existence of available appropriation		10 mins	Grace T. Cellan MBO
	Records of obligation request in control logbook		10 mins	Septembrina T. Coronel Admin Aide II
	Posted Appropriation, Allotment & Obligation to ECPAL		1 min	Grace T. Cellan MBO

## 2. REVIEW BARANGAY ANNUAL/SUPPLEMENTAL BUDGET

Office or Division:	BUDGET OFFICE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit four (4) copies each budget containing transmittal Budget Message Appropriation Ordinance Cert. statement of receipt and exp. Appro. Obligation by object of exp. Budgetary requirements AIP,MDC Res. GAD		Budget Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Punong Barangays/Brgy. Treas. Submits annual/supplemental budget with all the supporting documents	Receives annual/Supplemental budget submitted		3 mins	Septembrina T. Coronel Admin Aide II
	Review barangay budgets		1 hour	Grace T. Cellan MBO
	Prepares recommendations for Sangguniang Bayan's approval		1 hour	Grace T. Cellan MBO

## 3. PREPARATION OF ALLOTMENT RELEASE ORDER



Office or Division:	BUDGET OFFICE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepares allotment release order by office every quarter for submission to accounting office		1 day	Grace T. Cellan MBO

#### 4. CONSOLIDATION OF ANNUAL BUDGET

Office or Division:	BUDGET OFFICE			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LBP Forms No. 1 LBP Forms No. 2 LBP Forms No. 2 A LBP Forms No. 3 LBP Forms No. 4 LBP Forms No. 5 LBP Forms No. 6 LBP Forms No. 7		MBO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Dept. Heads- Submit budget proposals for Consolidation	Consolidation of Annual Budget		2 days	Grace T. Cellan MBO
	Submission of Annual Budget for review & Approval			

#### 5. PREPARATION OF SUPPLEMENTAL BUDGET

Office or	BUDGET OFFICE
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Division:				
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. SIP 2. Cert. of Income Actually Available 3. Statement of Supplemental Appro.		MBO		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Dept. Heads- Submit proposals for Consolidation	Preparation of Supplemental Budget		2 days	Grace T. Cellan MBO

## MUNICIPAL CIVIL REGISTRAR'S OFFICE

### ADMINISTRATIVE SERVICES

#### 1. APPLICATION FOR A MARRIAGE LICENSE

Office or Division:	MCR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificates of the applicants 2. Certificate of No Marriage 3. Parents Advice/Consents for minors		PSA		
CLIENTS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Presents the required documents to EIC.	LCR staff receives the documents		3 mins	MCR Staff
	LCR examines the presented documents.		5 mins	Anabelle Prima N. Torres MCR
Client is advised to review and check the information on the prepared application by the staff	Staff types the application		15 mins	MCR Staff
Client is advised to pay the required application fee.		658-both couple from Valencia 698- when one is not from Valencia 1,338 – For Foreigners		MTO
Client is advised to bring the document to LCR	LCR interviews the applicants and parents  LCR subscribes the application.  Staff advises the client to come back after ten (10) days publication period.		20 mins	Anabelle Prima N. Torres MCR  MCR staff
	Staff prepares the license.  LCR signs the license  Staff releases the license to the applicants.		15 mins	MCR staff

## 2. REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE

Office or Division:	MCR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MF 102		MCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents documents for registration	Receives the documents for registration		3 mins	MCR Staff
Waits while staff examines the document, whether it is submitted on time/	Verifies / retrieves records		10 mins	MCR Staff

delayed and the entries are properly filled up.				
Client is advise to wait while the staff registers the document	Prepares the certificates		20 mins	MCR Staff
	Two copies of the registered document are retained as file copy of the office and the other one for PSA, Manila.		20 mins	MCR Staff
	LCR signs the registered civil registry documents and release to client		3 mins	Anabelle Prima N. Torres MCR  MCR staff
Receives the certificate	Releases the certificate presents documents for registration		3 mins	MCR staff
	Staff records the processed court registration. Staff releases the document to the client.			MCR staff

### 3. REGISTRATION COURT ORDERS, DECREES AND REQUEST FOR ANNOTATED RECORDS

Office or Division:	MCR			
Classification :	COMPLEX			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.COLB of the child 2.Affidavit of Legitimation 3.Affidavit of Acknowledgement 4.CENOMAR		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents the required documents to EIC.	Receives the documents.		3 mins	MCR Staff
	Staff examines the presented documents for registration and annotation.		10 mins	MCR Staff
The client is advised to pay the corresponding fees at the MTO.		1,000.00	5 mins	MTO

Client is advised to wait while staff enters the court order to the registry book and annotates the same to the record.	Staff prepares certificate of court registration, annotated Civil Registry record and certified Xerox copy of CO and endorsement letter to NSO, Manila		1 hour	MCR Staff
	The LCR reviews and signs the documents.		15 mins	Anabelle Prima N. Torres MCR

#### 4. REGISTRATION OF DEATH CERTIFICATE

Office or Division:	MCR			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Death Certificate (If the person died in hospital secure death certificate from the hospital, certified by the attending physician.)		MCR		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the staff if the deceased died outside hospital premises.	The staff prepares the death certificate per data supplemented by the informant.		10 mins	MCR Staff
	Staff examines the documents presented if it is submitted on time/delayed and properly filled-up.		10 mins	MCR Staff
Client is advised to wait while the staff registers the document.	Prepares the certificates.  Two copies of the registered document are retained as file copy of the office and the other one for PSA Manila.		20 mins	MCR Staff
Client is advised to pay the corresponding fees at the MTO.	The Municipal Health Officer reviews/examines and signs the document as to the cause of death and advice client to return to LCR with the signed document for registration.	50.00	30 mins	Dr. Rocelyn S. Baja, M.D.

Receive the certificates	Release the certificates present documents for registration.		3 mins	MCR staff
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## 5. DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS

Office or Division:	MCR			
Classification :	COMPLEX			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Baptismal 2. Voters Affidavit 3. Marriage 4. Earliest School Record0020		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents the required documents to EIC.	Receives the documents.		3 mins	MCR Staff
	Staff examines the presented documents for registration and annotation.		30 mins	MCR Staff
The client is advised to pay the corresponding fees at the MTO.		200.00	5 mins	MTO
	Staff records the request to logbook.		15 mins	MCR Staff
Client is advised to wait while EIC enters the legal instrument to Registry Book and annotates the same to the affected.			20 mins	MCR Staff
	Staff prepares the annotated civil registry record.		15 mins	MCR Staff
Receives the document.	Staff releases the documents to the client.		3 mins	MCR Staff
	Staff prepares the Publication for CFU & Posting for Clerical Error.		1 hour	MCR Staff
Client is advice to call back or follow-up his/her petition after 6-7 months.	The petitioner after the approval of LCR is submitted to PSA Manila for affirmation.			ANABELLE PRIMA N. TORRES MCR MCR STAFF

**6. REGISTRATION OF COURT ORDERS, DECREES AND REQUEST FOR ANNOTATED RECORDS DELAYED**

Office or Division:	MCR			
Classification :	COMPLEX			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document to be registered.		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Presents the letter request and required documents to the staff.	Receives the documents.		3 mins	MCR Staff
	Staff examines the presented documents for registration and annotation.		10 mins	MCR Staff
The client is advised to pay the corresponding fees at the MTO.		1,000.00	5 mins	MTO
	Staff records the request to logbook.		15 mins	MCR Staff
Client is advised to wait while staff enters the legal instrument to Registry Book and annotates the same to the affected record			20 mins	MCR Staff
	Staff prepares the annotated civil registry record.		5 mins	MCR Staff
Receives the document.	Staff releases the documents to the client.		1 min	MCR Staff
	Staff prepares the Publication for CFU & Posting for Clerical Error.		1 hour	MCR Staff
Client is advice to call back or follow-up his/her petition after 6-7 months.	The petitioner after the approval of LCR is submitted to PSA Manila for affirmation.			ANABELLE PRIMA N. TORRES MCR  MCR STAFF

**7. PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERRORS (CCE)**

Office or Division:	MCR
Classification :	COMPLEX

Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Correction of Clerical Error: 1. COLB form NSO 2. Police Clearance 3. School Records 4. Employment Records 5. Baptismal Certificate For Change of Name, the petitioner shall submit additional requirements to wit: 1. NBI Clearance 2. Employment Certificate with no pending case 3. Newspaper publication		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Petitioner presents his/her problem about his registry record to the staff.	Entertain the client.		5 mins	MCR Staff
	Petitioner is informed by the staff or by the LCR of the remedy available for him-whether to file Petition for Change of First Name or Petition for Correction of Clerical Error.		15 mins	Anabelle Prima N. Torres, MCR
Petitioner is advised to submit supporting documents before filing a petition.	Staff hands over a list of supporting document being required in filling the petition		20 mins	MCR staff
Petitioner submits all the listed supporting the staff.	LCR examines if the documents are authentic complete and duly certified		15 mins	MCR Staff
Once supporting documents are completed, the petitioner is advised to pay the appropriate filing fee at the MTO		For CCE: 1,000  For CFN 3000	10 mins	MTO
Petitioner submits the official receipt to the staff. Petitioner is advised to wait while his petition is being prepared by the ELC.	The staff prepares the petition then asks Petitioner to sign his petition.		1 hour	MCR Staff



**MUNICIPAL DISASTER RISK REDUCTION & MANAGEMENT OFFICE**  
ADMINISTRATIVE SERVICES

**1. CALAMITY RESPONSE**

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Calls for the nearest Barangay Officials in the Barangay for assistance or call MDRRM Office	Responds to a person's call Interview and call MDRRMO  MDRRMO interview the caller for the details of the incident and so to identify who will be involved in the response team		1-3 minutes	Barangay Official  MDRRMO staff
Wait for responders	Deploy responder to area		3-5 minutes	MDRRMO, PNP, Task Force, Medical Team, BFP
Keep calm. Participate and cooperate	Assess the situation for danger  Attend to the need of the affected individual/s  24/7 Operations		Case to case basis	MDRRMO, PNP, Task Force, Medical Team, BFP

**2. REQUEST FOR HAZARD CERTIFICATION (HAZARDOUS TREE)**

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Hazard Certification from the Barangay		Barangay where the said tree is located		
CLIENTS	AGENCY ACTION	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE

		PAID		
Submit a letter request to the MDRRMO	Receipt letter and coordinate with the MENRO Office for site inspection.		1-3 minutes	MDRRMO staff
Wait for the status of the request	Site inspection conducted by the MDRRMO and MENRO		1 day	MDRRMO & MENRO
Wait for the status of the request	Evaluation and issue certification		10 minutes	MDRRMO & MENRO

### 3. HOSPITAL TRANSFER

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal request to the LDRRMO	Check the availability of the ambulance  Interview the requesting party as to the nature of transfer.		1-3 minutes	MDRRMO staff
Wait on the agreed time and date	Proceed to the agreed place on the agreed time	500.00 (for fuel)	3-5 minutes	DRRM Ambulance Driver

### 4. EMERGENCY SITUATION RESPONSE

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call MDRRMO and ask for assistance.	Received the call and interview the client as to the nature of emergency		1-3 minutes	MDRRMO staff
Wait for the responder	Ask for the details of the emergency  •Handle mainly crime-related emergencies •Handled fire-related emergencies and		3-5 minutes	DRRM Ambulance Driver/TERSSU PNP  Medical Team

	usually possess secondary rescue duties •Handle medical related emergencies			
Relax, keep calm	Proceed to the place of accident		Case to case basis	

### 5. REQUEST FOR EQUIPMENT ASSISTANCE

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a letter request address to the LCE	Receive letter request and forward the same to the Mayor's Office for approval		2-5 minutes	MDRRMO staff
Wait for the status of the request	Determination of the availability /status of the equipment being requested • Scheduling of the equipment being requested • Assignment / designation of Manpower (Driver and Operator)		1-30 minutes	MDRRMO/MEO

### 6. REQUEST FOR INFORMATION AND EDUCATION MATERIALS

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a letter request address to MDRRMO	Receipt letter request and identification/clarification of IEC materials being requested		1-3 minutes	MDRRMO staff
Wait for the status of the request	Coordinate concerned Division for the Preparation of IEC materials needed •Inform the requesting entity of the status of their request		1-30 minutes	MDRRMO

## 7. REQUEST FOR MULTI HAZARD MAPS

Office or Division:	MDRRMO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a letter request address to MDRRMO	Receipt letter request and identification/ clarification of IEC materials being requested		1-3 minutes	MDRRMO staff
Wait for the status of the request	Coordinate concerned Division for the Preparation of IEC materials needed •Inform the requesting entity of the status of their request		1-30 minutes	MDRRMO

## ENGINEERING OFFICE

### ADMINISTRATIVE SERVICES

#### 1. PREPARATION OF PLANS AND PROGRAMS OF WORKS (POW's)

Office or Division:	Engineering Office			
Classification :	SIMPLE			
Type of Transaction:	G2G			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1.Letter Request		From the requesting party		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

Barangay Officials concerned will submit request to the Municipal Engineer or Staff Municipal	Engineer will evaluate the request and schedule a site inspection and investigation if needed		20 minutes	Engr. Niño Salvacion, ME/Building Official  NIDA PALAC MEO-staff
Accompany the Municipal Engineer/ Engr. Gerbert L. Acorda	Municipal Engineer will inspect and investigate the site together with the requesting Barangay Official		1 hour	Engr. Niño Salvacion, ME/Building Official Gerbert L. Acorda
	Municipal Engineer prepares the detailed plans id needed and subsequently prepare the Program of Work.		1 day	Engr. Niño Salvacion, ME/Building Official Gerbert L. Acorda
Receive the program of work and the detailed plans (if necessary)	Municipal Engineer or staff will release the prepared Program of Work and Detailed Plan (if necessary)		10 minutes	Engr. Niño Salvacion, ME/Building Official Gerbert L. Acorda

## 2. SECURING A BUILDING PERMIT

Office or Division:	Engineering Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Thoroughly filled-up Building Permit Application Form 2. Community Tax Certificate 3. Barangay Clearance (for Building Permit) 4. Locational Clearance 5. Tax Declaration 6. Tax Receipt (current year) 7. Tax Clearance 8. Contract of Lease or, 9. Contract of Sale or, 10. Deed of Absolute Sale, or 11. Affidavit of consent of the registered owner or heirs 12. Location Plan 13. ECC (if project is under DENR regulation) 14. Affidavit of Setback (if project is along the road) 15. Complete Building Plan 16. Bill of Materials and Specifications. 17. Construction safety and health program 18. Fire Safety Evaluation Clearance (FSEC) Site Development Plan		MEO  Barangay  Assessor		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Ask for building permit application forms with the list of requirements	Building Official/ME or Staff will issue building permit application forms		5 minutes	Engr. Niño Salvacion, ME/Building

	together with the list of requirements			Official
Submit thoroughly filled-up Building Permit Application Forms with the complete requirements	Building Official/ ME will examine the completeness of submitted Building Permit Application Forms and the submitted requirements		10 minutes	Engr. Niño Salvacion, ME/Building Official
	Building Official/ ME and Staff will conduct site inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highways whether existing or proposed, including road widening		1 hour	Engr. Niño Salvacion, ME/Building Official
	Building Official/ ME will assess the Line and Grade, Structural Plans, Architectural Plans, Plumbing/Sanitary Plans, Electrical Plans and Mechanical Plans of there's any and order of payment of these documents are found OK or return to client if there is deficiencies found therein for revision		30 minutes	Engr. Niño Salvacion, ME/Building Official Gerbert L. Acorda
Pay the prescribed fees to the Treasurer's Office (Payment order from Building Official/ME)		Fee varies depending on the building sizes & Classification	30 minutes	MTO
Submit the Official Receipt to the Building Office	Building Official/ME or Staff will receive the Official Receipt and prepare the Building permit related documents for approval.		1 day	ME Staff
	Building Official/ ME approve the Building Permit		5 minutes	Engr. Niño Salvacion, ME/Building Official
Received the approved building permit	Building Official/ ME or Staff will release the approved Building Permit		5 minutes	Engr. Niño Salvacion, ME/Building Official

#### A) Building Permit

1. Construction, addition, alteration or renovation of residential buildings or buildings for the exclusive use of the owners or non-leasing occupants:

	Proposed	Exempt
a) Original, up to 20 sq.m.		
b) Addition, alteration, renovation up to 20 sq. m.	P 4.00/sq.m.	5.00/sq.m.
c) Above 20 sq.m. to 50 sq.m.	4.00/sq.m.	5.00 sq.m.
d) Above 50 sq.m. to 150 sq.m.	7.00'sq.m.	8.00 sq.m.
e) Above 150 sq.m.	12.00/sq.m.	15.00 sq.m.

2) Construction, addition, alteration, renovation of Commercial and industrial buildings:

a) Up to 5,000 sq.m.	23.80/sq.m.	26.18/sq.m.
b) Above 5,000 up to 6,000sq.m.	21.80/sq.m.	23.98/sq.m.

c) Above 6,000 up to 7,000 sq.m.	20.80/sq.m.	22.88/sq.m.
d) Above 7,000 up to 8,000sq.m.	19.80/sq.m.	21.78/sq.m.
e) Above 8,000 up to 9,000 sq.m.	18.80/sq.m.	20.68/sq.m.
f) Above 9,000 up to 10,000 sq.m.	18.15/sq.m.	19.97/sq.m.
g) Above 10,000 up to 15,000 sq.m.	15.85/sq.m.	17.44/sq.m.
h) Above 15,000 up to 20,000 sq.m.	13.90/sq.m.	15.29/sq.m.
i) Above 20,000 up to 30,000 sq.m.	11.90/sq.m.	13.09/sq.m.
j) Above 50,000	9.90/sq.m.	10.89/sq.m.

3) Construction, addition, renovation of Social, Educational and Institutional buildings:

a) Up to 5,000 sq.m.	19.80/sq.m.	21.78/sq.m.
b) Above 5,000 up to 6,000 sq.m.	18.15/sq.m.	19.97/sq.m.
c) Above 6,000 up to 7,000sq.m.	16.50/sq.m.	18.15/sq.m.
d) Above7,000 up to 8,000 sq.m.	15.70/sq.m.	17.27/sq.m.
e) Above 8,000 up to 9,000 sq.m.	14.85/sq.m.	16.34/sq.m.
f) Above 9,000 up to 10,000 sq.m.	13.20/sq.m.	14.52/sq.m.
g) Above 10,000 up to 15,000sq.m.	12.40/sq.m.	13.64/sq.m.
h) Above 15,000 up to 20,000sq.m.	11.55/sq.m.	12.71/sq.m.
i) Above 20,000 up to 30,000 sq.m.	9.90/sq.m.	10.89/sq,m,
j) Above 30,000 sq.m.	8.25/sq.m.	9.08/sq.m.

4) Construction, addition, alteration, renovation of buildings for agricultural purposes. (Include greenhouses, granaries, poultry houses, piggeries, hatcheries, stables, cowshed and other structures for storage of agricultural products).

a) Up to 20 sq.m.	Exempted	
b) Above 20 sq.m. up to 500 sq.m.	P2.65/sq.m.	2.92/sq.m.
c) Above 500 sq.m. up to 1,000 sq.m.	2.00/sq.m.	2.20/sq.m.
d) Above 1,000 sq.m. up to 5,000 sq.m.	1.65/sq.m.	1.82/sq.m.
e) Above 5,000 sq.m. up to 10,000 sq.m.	1.00/sq.m.	1.10/sq.m
f) Above 10,000 sq.m.	0.35/sq.m.	0.39/sq.m.

5) Construction, addition, alteration, renovation of buildings under Ancillary type. Includes private garage, carports, fences, steel and concrete tanks, towers, chimneys, swimming pools, shower & locker rooms, stages, platforms, pelota and tennis courts, basketball courts, aviaries, aquariums, zoos, etc.

a) 50% of the rates of the buildings of which they are accessories		
b) Bank and Record vaults, per cu.m. of fraction thereof	100.00	110.00
c) Swimming Pools		
1. Residential, per cu.m. or fraction thereof	16.50	18.15
2. Commercial, per cu.m. or fraction thereof	49.50	54.45
3. Social/Institutional, per cu.m. or fraction thereof	33.00	36.30

Provided, that ancillary structures of swimming pools such as locker & shower rooms shall be charged 50 % of the rates of the swimming pool.

d) . Firewalls, separate from buildings, per sq.m.	6.60	7.26
Provided the minimum fee shall be P120.00		
e) Towers, including, Radio, TV, Cable, cell sites and the like		
1. Residential	Exempt	
2. Commercial/industrial up to 10 meters in height	6,600.00	7,260.00
Every meter or fraction thereof in excess of 10 meters	330.00	363.00
3. Institutional, up to 10 meters in height	4,950.00	5,445.00
Every meter or fraction thereof in excess of 10 meters	110.00	121.00
f) Commercial/Industrial Storage (Bodega)		
Up to 10 meters in height	6,600.00	7,260.00
Every meter or fraction thereof in excess of 10 meters	330.00	363.00
g) Reinforced concrete water tanks		
1) Residential buildings up to 2 cu.m.	Exempt	
Every cu.m. or fraction thereof in excess of 2 cu.m	33.00	36.30
2) Commercial or industrial use up to 10 cu.m.	1,320.00	1,452.00
Every cu.m. or fraction thereof in excess of 10 cu.m	66.00	72.60

6. Construction of tombs, canopies, mausoleums & niches in Cemeteries and Memorial Parks

- |  |          |       |
|--|----------|-------|
| a) Plain tombs, cenotaphs or monument w/o backdrop wall, canopy or roofing | exempted |       |
| b) Canopied tombs partially or totally roofed, per sq.m.                   | 6.60     | 7.26  |
| c) Semi-enclosed mausoleums, per sq.m.                                     | 9.90     | 10.89 |
| d) Totally enclosed mausoleums, per sq.m.                                  | 19.80    | 21.78 |
| e) Multi-level niches, per sq.m.   | 6.60     | 7.26  |

7. Construction of Sidewalks

- |  |       |       |
|--|-------|-------|
| a) Up to 20 sq.m.  | 66.00 | 72.60 |
| b) every sq.m. or fraction thereof in excess of 20 sq.m. | 3.30  | 3.63  |

8. Paved areas for commercial, industrial or institutional use such as parking areas, gasoline station premises, skating rinks, pelota, tennis & basketball courts, per sq.m. or fraction thereof of paved area.

**3. SECURING ELECTRICAL PERMIT (SEPARATE FROM BUILDING PERMIT)**

Office or Division:	Engineering Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Thoroughly filled-up Building Permit Application Form		MEO		
2. Community Tax Certificate		Barangay		
3. Barangay Clearance				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for electrical permit application forms with the list of requirements	Municipal Electrical will issue electrical permit application forms together with the list of requirements		20 minutes	Engr. Niño Salvacion, ME/Building Official  NIDA PALAC MEO-staff
Submit thoroughly filled-up Electrical Permit Application Forms with the complete requirements	Municipal Electrician will examine the completeness of submitted Electrical Permit Application Forms and the submitted requirements		10 minutes	Roland Galorport Municipal Electrician
	Municipal Electrician will assess the Electrical Permit Fees and order of payment		10 minutes	Roland Galorport Municipal Electrician
Pay the prescribed fees		Fee varies depending on the electrical load	30 minutes	MTO
Submit the Official Receipt to the Building Office	Municipal Electrician will receive the Official Receipt and prepare the Electrical permit		10 minutes	Roland Galorport Municipal Electrician



	related documents for approval.			
Receive the approved building permit	Building Official/me or Staff will release the approved Building Permit		5 minutes	Engr. Niño Salvacion, ME/Building Official

#### 4. FENCING PERMIT (SEPARATE FROM BUILDING PERMIT)

Office or Division:	Engineering Office
Classification :	SIMPLE
Type of Transaction:	G2C

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Thoroughly filled-up Fencing Permit Application Forms. 2. Community Tax Certificate 3. Barangay Clearance 4. Locational Clearance 5. Tax Declaration 6. Tax Receipt (current year) 7. Tax Clearance 8. Contract of Lease, or 9. Contract of Sale, or 10. Deed of Absolute Sale, or 11. Affidavit of consent of the registered owner or heirs 12. Location Plan 13. ECC (if project is under DENR regulation) 14. Affidavit of Setback (if project is along the road) 15. Fencing Plan 16. Bill of Materials and Specifications		MEO		
		Barangay		

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Ask for fencing permit application forms with the list of requirements	Building Official/ ME or Staff will issue fencing permit application forms together with the list of requirements		5 minutes	Engr. Niño Salvacion, ME/Building Official
Submit thoroughly filled-up Fencing Permit Application Forms with the complete requirements	Building Official/ ME will examine the completeness of submitted Fencing Permit Application Forms and the submitted requirements		10 minutes	Engr. Niño Salvacion, ME/Building Official
	Building Official/ ME and Staff will conduct site inspection to establish and determine setbacks and grades in relation to road lots, property lines, street or highways Whether existing or proposed, including road widening		60 minutes	Engr. Niño Salvacion, ME/Building Official
	Building Official/ ME will assess the Line and Grade and		30 minutes	Engr. Niño Salvacion,

	Fencing Plan and order of payment if these documents are found Ok or return to client if there is deficiency/ies found therein for revision			ME/Building Official
Pay the prescribed fees to the Treasurer's Office		Fee varies depending on the length, height, and materials used	30 minutes	MTO
Submit the Official Receipt to the Building Office	Building Official/ ME or Staff will receive the Official Receipt and prepare the Fencing permit related documents for approval.		1 day	Engr. Niño Salvacion, ME/Building Official
	Building Official/ME approve the Fencing Permit		5 minutes	Engr. Niño Salvacion, ME/Building Official
Receive the approved fencing permit	Building Official/ME or Staff will release the approved Fencing Permit		5 minutes	Engr. Niño Salvacion, ME/Building Official

C. Fencing Permit Fee

1. Fences made indigenous materials and/or barbed wire, chicken wire, hog wire  
Exempted
2. Fences up to 1.8 meters in height and made of materials other than enumerated above, per lineal meter or fraction thereof P9.90 10.89
3. Fences in excess of 1.80 meters in height and made of materials other than enumerated in C.1. above, per lineal meter or fraction thereof 6.60 7.26

**5. SECURING CERTIFICATE OF OCCUPANCY**

Office or Division:	Engineering Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Thoroughly filled-up Certificate of Occupancy Application Form 2. Duly notarized Certificate of Completion 3. Signed and Sealed Construction Logbook 4. Signed and Sealed As-Built Plans and Specifications 5. Signed and Sealed Building Inspection Sheet		MEO		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Ask for Certificate of Occupancy Application forms with the list of requirements	Building Official/ ME or Staff will issue Certificate of Occupancy application forms together with the list of requirements		5 minutes	Engr. Niño Salvacion, ME/Building Official
Submit thoroughly filled-up Certificate of Occupancy Application Forms with the complete requirements	Building Official/ ME will examine the completeness of sub-mitted Certificate of Occupancy Applications Forms		10 minutes	Engr. Niño Salvacion, ME/Building Official

	and the submitted requirements			
	Building Official/ ME will endorse notification to conduct final inspection to the Municipal Fire Marshall who shall issue a Fire Safety Certificate after all fire safety requirements have been complied		5 days	Engr. Niño Salvacion, ME/Building Official
	Building Official/ ME will undertake final inspection, verification and/ or review of the building/structure based on the submitted Certificate of Completion, Construction Logbook, Building Inspection Sheets, and As-Built Plans and Specifications, and if found no violation/deviations, Building Officials/ME will issue an order of payment	Fee varies depending on the electrical load	60 minutes	Engr. Niño Salvacion, ME/Building Official
Pay the prescribed fees of the Treasurer's Office		Fee varies depending on the Building sizes and classifications	30 minutes	MTO
Submit the Official Receipt to the Building Office	Building Official/ME or Staff will receive the Official Receipt and prepare the Certificate of Occupancy for approval		20 minutes	Engr. Niño Salvacion, ME/Building Official
	Building Official/ME approve the Certificate of Occupancy		5 minutes	Engr. Niño Salvacion, ME/Building Official
Receive the approved Certificate of Occupancy	Building Official/ME or Staff will release the approved Certificate of Occupancy		5 minutes	Engr. Niño Salvacion, ME/Building Official

## MUNICIPAL HEALTH OFFICE

### ADMINISTRATIVE SERVICES

#### 1. AVAILING OF IMMUNIZATION SERVICES

Office	or	Municipal Health Office
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Division:				
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. ECCD Card 2. Home-based Maternal Record 3. Mother & Child Book		MHO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach RHM in charge to inquire about immunization services	Interviews the client		1 minute	RHM in charge
	Verifies from the target client list		3 minutes	RHM in charge
Presents the ECCD Card/HBMR/Mother & Child book	Reviews the ECCD Card		3 minutes	RHM in charge
	Provides health education and counseling		20 minutes	RHM in charge
	Immunize the child and mother		3 minutes	RHM in charge

## 2. MATERNAL CARE SERVICES

Office or Division:	Municipal Health Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Home-based Maternal Record		MHO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach Midwife on duty	Midwife accomplished the Home based Maternity Record (HBMR) card of the mother		5 minutes	RHM in charge
	Checks BP & weight		5 minutes	RHM in charge
	Checks client abdominal palpitation and informs the mother of her findings		5 minutes	RHM in charge
	Gives the mother health instructions on proper nutrition and maternity care		8 minutes	RHM in charge
	Inform the client of her next visit: 1-7 months (monthly) 8 months (every other		2 minutes	RHM in charge

	week) 9 months (weekly)			
	Gives multivitamins and health education		10 minutes	RHM in charge

### 3. FAMILY PLANNING SERVICES

Office or Division:	Municipal Health Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Planning Form		MHO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquires about the TB drug dispensary and the requirements	Entertains the client		2 minutes	RHM in charge
	Lecture/Counseling (group) Methods of family planning Available supplies		30 minutes	RHM in charge
Accomplish Family Planning form. Affix signature signifying he/she is favorable to the method	Provides family planning forms		5 minutes	RHM in charge
	Weighing physical examination		15 minutes	RHM in charge
	Dispense family planning supplies Dispense family planning commodities		20 minutes	RHM in charge

### 4. ISSUANCE OF MEDICAL/HEALTH CERTIFICATE

Office or Division:	Municipal Health Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Get priority number	Interview the client		3 minutes	RHM in charge
	Personnel instructs the client to pay required fee and present Official Receipt		1 minute	RHM in charge
		50.00	10 minutes	MTO

Pay the corresponding amount				
	Conduct physical examination of the client		20 minutes	RHM in charge
	Personnel prepares the medical certificate based on the findings		5 minutes	RHM in charge
	Physician signs the certificate		1 minute	Dr. Rocelyn S. Baja, M.D
Receives copy of the certificate				

## 5. AVAILING OF ANTI-TUBERCULOSIS DRUGS

Office or Division:	Municipal Health Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sputum Sample		Hospital		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The client consults his/her disease	Gather information on the client's family background		10 minutes	RHM in charge
	Conducts physical examination		15 minute	RHM in charge
Receives instruction on proper sputum collection and where to submit the specimen	Gives proper instruction on sputum collection		10 minutes	MTO
Client submits the sputum	Informs the client on the date of release of the result		2 minutes	MHO Med Tech
	Med tech performs the laboratory and forwards the result to the nurse		1 day	Med Tech
	Nurse informs the RHM in charge		10 minute	PHN/Med Tech
	RHM informs the client of the result and schedules the client to start treatment of the disease		10 minutes	Nurse
Client regularly reports to the health center for lecture and for treatment	Conducts lecture and provide TB drugs		30 minutes	PHN/RHM in charge
Receives treatment and TB drugs until fully recovers				

## 6. CONSULTATION SERVICES

Office or Division:	Municipal Health Office			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
NONE				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Get priority number	Prepares individual treatment card (for new patients) Recall individual treatment card (for old patients)		3 minutes	Main health center Midwife/NDP/ RHMP
	Interviews the patient for chief complaint		5 minutes	Main health center Midwife/NDP/ RHMP
	Takes vital signs of the patient		5 minutes	Main health center Midwife/NDP/ RHMP
	Consultation proper: Physical Examination Health education/ counseling Prescribed medicine		30 minutes	MHO
	Carries out doctor's order		5 minutes	RHM in charge
	Dispensing of medicines/ giving of instructions. Patient affixes his/her signature		5 minutes	Mayor's Office Staff

**MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**  
ADMINISTRATIVE SERVICES

**1. FINANCIAL ASSISTANCE / EMERGENCY ASSISTANCE IN CRISIS SITUATION TO INDIGENT or FINANCIALLY EXHAUSTED FAMILY (AICS/DONATION)**

Office or Division:	MSWDO	
Classification :	SIMPLE	
Type of Transaction:	G2C	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>MEDICAL ASSISTANCE</b> – includes hospital bill, maintenance medicine, laboratory, chemo &amp; hemodialysis treatment</p> <p>All indigent or financially in crisis/exhaustion are eligible for assistance provided that they comply the following requirements:</p> <p>1 original Barangay Certification of Indigency of the client/person to be interviewed and 1 photocopy for file                  2 photocopies of Valid ID of the client/person to be interviewed                  Note: In the absence of valid ID -1 original police clearance &amp; 1 photocopy                  2 photocopies of Medical Abstract, if admitted                  2 photocopies of Medical Certificate, if out patient                  2 photocopies of Request for Laboratory, if for laboratory                  2 photocopies of Billing Statement, if admitted                  2 photocopies of Price Quotation, if laboratory, chemo &amp; hemodialysis treatment                  2 photocopies of prescription medicines</p> <p><b>BURIAL ASSISTANCE</b></p> <p>All indigent or financially in crisis are eligible for assistance provided that they comply the following requirements:</p> <p>1 original Barangay Certification of Indigency of the claimant/person to be interviewed and 1 photocopy for file                  2 photocopies of Valid ID of the claimant/person to be interviewed                  Note: In the absence of valid ID -1 original police clearance &amp; 1 photocopy                  2 photocopies of Death Certificate                  2 photocopies funeral contract/funeral billing/funeral expenses                  2 photocopies of transfer permit/transfer of cadaver, if applicable</p> <p><b>TRANSPORTATION ASSISTANCE</b> – includes purchase or payment of transport air/sea/land tickets and or expenses to enable the clients to return to home provinces permanently; seek further medication interventions in another place; to attend to emergency concerns such as death, care or other emergency or critical situations of family members, relatives or other individuals in need; require immediate presence such as but not limited to attendance to a court hearing, rescue of abuses, etc., should comply the following requirements:</p> <p>2 photocopies of Valid ID of the client                  1 original and 1 photocopy of Police blotter/police certification (for victims of pick pockets, illegal recruitment, etc)                  1 original and 1 photocopy of other supporting documents such as but not limited to, justification of the social worker, medical</p>		<p>Barangay Hospital where the patient is admitted</p> <p>Barangay Local Civil Registrar Funeral Service Provider</p> <p>Barangay Police Station</p>



certificate, death certificate and or court order/subpoena  
Barangay Certification of Indigency

**EDUCATIONAL ASSISTANCE**

**OUT OF SCHOOL YOUTH** – students who are less privilege but deserving college students whose combine annual income of his/her parents does not exceed ₱250,000.00; have completed high school and currently enrolled as freshmen of any school or university of the province; must not recipient or beneficiary of other government scholarship program or financial assistance; entitled to a **Five Thousand Pesos ₱ 5,000.00 per year** and must have **General Weighted Average of 80 % or 2.5** in order to avail and allowed to re-apply for the following year. They should comply the following requirements:

- 1 original and 1 photocopy Barangay Certificate of Residency and Indigency stating the annual combined income of beneficiary's parent / guardian
- 1 original and 1 photocopy of validated School ID (Certificate of No ID from school if the school cannot provide yet)
- 2 certified true copies from school registrar of Certificate of Enrollment or Registration
- 2 certified true copies from school of Statement of Account or Billing
- 1 original and 1 photocopy of Endorsement letter from Punong Barangay (to the new applicant)
- 2 original / certified true copies from school of Certificate of Grades as basis or prove of eligibility to continue the program.

**IN-SCHOOL YOUTH** – students who are less privilege but deserving college students whose combine annual income of his/her parents does not exceed ₱250,000.00; currently enrolled as 2<sup>nd</sup> year to 5<sup>th</sup> year of any school or university of the province of the current school year; must not recipient or beneficiary of other government scholarship program or financial assistance; entitled to a **Three Thousand Pesos ₱ 3,000.00 per year** and must have **General Weighted Average of 80 % or 2.5** in order to avail and allowed to re-apply for the following year. They should comply the following requirements:

- 1 original and 1 photocopy Barangay Certificate of Residency and Indigency stating the annual combined income of beneficiary's parent / guardian
- 1 original and 1 photocopy of validated School ID (Certificate of No ID from school if the school cannot provide yet)
- 2 certified true copies from school registrar of Certificate of Enrollment or Registration
- 2 certified true copies from school of Statement of Account or Billing
- 1 original and 1 photocopy of Endorsement letter from Punong Barangay (to the new applicant)
- 2 original / certified true copies from school of Certificate of Grades as basis or prove of eligibility to continue the program.

CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the AICS Section		3 minutes	Michelle Kathleen Gamalo (PACD)
			15 minutes	Annalyn

Approach AICS section to present the complete requirements	Review the accurateness and completeness of the requirements  Let Fill- Up the General Intake form for interview			Gamutinan Christopher Caitom (AICS Staffs)
Submit for interview	Social Worker perform assessment and recommends assistance  Advise client to proceed to Mayor's Office for approval		10 minutes	Mary Grace B. Lim, RSW MSWDO
Go to the Mayor's Office and submit documents for review and approval	Prepare AICS Slip ( Approved Amount by Mayor)		Availability of mayor	Maricel Caasi (Mayor's Secretary)
Submit approved AICS slip and basic requirements	Check approved AICS slip  Prepares Obligation Request & Disbursement Voucher under Mayor's approval  Get the client's contact number  Prepares of Certificate of Eligibility		15 minutes	Annalyn Gamutinan (AICS staff)
Wait for processing	Notify client of the availability of check and advise to bring a valid ID		10 - 15 days	Municipal Treasurer's Office or MSWDO Staffs
Claim the check  Present Valid ID	Release the check		5 mins	MTO

## 2. REFERRAL

The client could also request for referral or endorsement to other agencies depending on the need.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical Assistance</b> Clinical Abstract/Medical Certificate & Statement of Account / Billing		Hospital the client/patient is admitted		
<b>For Burial Assistance</b> Death Certificate duly certified by the Local Civil Registrar & Funeral Contract/ Statement of Account		LCR, Funeral service provide		
<b>For Educational Assistance</b> Certificate of Enrollment or Registration & Statement of Account		School		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the AICS Section		3 minutes	Michelle Kathleen Gamalo (PACD)
Approach AICS section to present the complete requirements	Review the accurateness and completeness of the requirements  Let Fill- Up the General Intake form for interview		15 minutes	Annalyn Gamutinan Christopher Caitom (AICS Staffs)
Submit for interview	Interview/ data gathering  An interview is conducted by the social worker to determine the needed intervention, what agency the client will be referred to and assessment of the case.		10 minutes	Mary Grace B. Lim, RSW MSWDO
Wait for processing	Preparation of a Social Case Summary Report  A Social Case Summary Report with other requirements prepared by the Social Worker to be submitted to the referring agency.		20-30 minutes	Mary Grace B. Lim, RSW MSWDO MHO
Claim the Social Case Summary	Release the Social Case Summary enclosed in designated white envelope		5 minutes	Annalyn Gamutinan (AICS Staff)

### 3. SECURING A SENIOR CITIZEN, PERSON WITH DISABILITY AND SOLO PARENT'S IDENTIFICATION CARDS

Senior Citizens (60 years old and above) can secure an OSCA I.D. to avail the benefits and privileges as stipulated in R.A 9275 or known as the "Expanded Senior Citizens' Act."

Persons with Disability (PWDs) can avail the benefits and privileges stipulated in R.A 9442 or known as the "Magna Carta for Disabled Persons and for other Purposes" when securing an ID.

A Solo parent can avail the benefits under R.A 8972 "An Act Providing for the Benefits and Privileges to Solo Parents and their Children", Appropriating Funds therefore and for other purposes known as "Solo Parent's Welfare Act of 2000".

Office or Division:	MSWDO		
Classification :	SIMPLE		
Type of Transaction:	G2C		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<b>For Senior Citizen</b> 1. Accomplished Registration Form 2. Photocopy of Birth certificate/baptismal certificate or any documents that would support his/her birth date 3. 2 pcs 1 x 1 picture  <b>For Person with Disability</b> 1. Accomplished registration form			

2. Photocopy of Clinical abstract/Medical certificate reflecting his/her disability 3. 2 pcs 1 x 1 picture  <b>For Solo Parent</b> 1. Accomplished application form 2. Barangay certification that the applicant is a resident and known to be solo parent 3. Photocopy of Birth Certificate of the Minors 4. Photocopy of Cedula 5. Photocopy of Appropriate documentation/evidence that applicant is a solo parent (ex. death certificate of spouse, annulment or legal separation etc.) 6. 2 pcs 1 x 1 picture				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the Focal Person		3 minutes	Michelle Kathleen Gamalo (PACD)
Approach Focal Person to present the complete requirements	Review the accurateness and completeness of the requirements  Let Fill- Up the Registration form  Orientation of the benefits and Privileges		15 minutes	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal) Michelle Kathleen Gamalo (Solo Parent Focal)
Wait for processing	Preparation of Senior Citizen/ PWD / Solo Parent's ID Cards  Identification cards of Senior Citizens will be signed by the OSCA Head and Municipal Mayor, PWDs will be signed only by the Municipal Mayor while the Solo Parent will be signed only by the MSWDO.		15 minutes (depending on signatories availability)	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal) Michelle Kathleen Gamalo (Solo Parent Focal)
Claim the ID	Release of IDs		3 minutes	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal) Michelle Kathleen Gamalo (Solo Parent Focal)

#### 4. ASSISTING WOMEN/CHILDREN IN DIFFICULT CIRCUMSTANCES

Women and Children who are victims of abuse can either go to the barangay, police and/or social welfare office for assistance.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral letter (if applicable) 2. Police blotter 3. Birth Certificate to determine if the child is 5-17 years' 4. Medical certificate 5. any document that is needed depending on the case		Police station LCR Municipal Health Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the personnel in charge		3 minutes	Michelle Kathleen Gamalo (PACD)
	Interview/ data gathering  An interview is conducted by the social worker to determine the assessment & needed intervention of the case.		Depending on the need	Mary Grace B. Lim, RSW MSWDO
	Psychosocial Support  If she/he/they need protection, medical If she/he/they need medical attention or filing of the case, assistance will be facilitated. Victim-survivor/s provided psychosocial support by the social worker.		Depending on the need	Mary Grace B. Lim, RSW MSWDO Mary Grace Dajang (Women Focal)  PNP-WCPU MHO BARANGAY OFFICIALS (VAW DESK)
	Referral  Assist victim-survivor/s for police assistance and medico-legal examination from MHO or for temporary shelter, if necessary.		1 hour	Mary Grace B. Lim, RSW MSWDO Mary Grace Dajang (Women Focal)  PNP-WCPU MHO
	Case Management  Conducted by the social worker to determine the intervention needed by the victim-survivor/s. This may include financial assistance.		Depends on the severity of the case	Mary Grace B. Lim, RSW MSWDO

## 5. ASSISTING CHILDREN IN CONFLICT WITH THE LAWS

Children 17 years old below who committed crime or any doings against the law.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral letter 2. Police blotter 3. Birth Certificate to determine if the child is 5-17 years' 4. Medical certificate 5. any document that is needed depending on the case		Police station LCR Municipal Health Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the personnel in charge		3 minutes	Michelle Kathleen Gamalo (PACD)
	Interview/ data gathering  An interview is conducted by the social worker to determine the assessment & needed intervention of the case.		Depending on the need	Mary Grace B. Lim, RSW MSWDO
	Determine if Acted With or Without Discernment by using the designed tool		Depending on the need	Mary Grace B. Lim, RSW MSWDO
	Prepare Social Case Study Report  (for supporting document in filing the case on court)		Within 7 Days from referred date	Mary Grace B. Lim, RSW MHO
	Prepare Intensive Community- Based Intervention / Center-Based Intervention  (for cases that will not be filed in court)		Depending on the need	Mary Grace B. Lim, RSW MSWDO  PNP BCPC Parents of CICL CICL Victim of the CICL
Conduct the designed Intervention	Monitor the Child by conducting home visit; gather data from the community and other relevant persons; progress notes		3-6 months depending of the case	Mary Grace B. Lim, RSW MSWDO  Michelle Kathleen Gamalo Christopher Caitom (MSWD Staffs- Social Work Students)
Prepare and submit documents needed for termination of the case	Prepare termination report and extends any services or assistance that applicable for after-care program		Depending on the need	Mary Grace B. Lim, RSW MSWDO

## 6. ASSISTING PERSONS WITH DISABILITY (PWDs)

This provide the client/s assistance to avail of assistive devices, skills training and livelihood opportunities and therapy services for referral.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Assistive Devices – whole body picture, letter of intent by the client, clinical abstract/medical certificate, barangay certificate of indigency or residency <input type="checkbox"/> Skills Training services/ Vocational Rehabilitation (AVRC) – whole body picture, letter of intent by the client, clinical abstract/medical certificate, X-Ray result, barangay certificate of indigency, Birth Certificate (Xerox copy), 1 x 1 picture <input type="checkbox"/> Referral to therapy services at STAC (Stimulation and Therapeutic Activity Center) – Whole body picture, clinical abstract/medical certificate, barangay certificate of indigency and residency, birth certificate (Xerox copy)				
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the personnel in charge		3 minutes	Michelle Kathleen Gamalo (PACD)
Approach Focal Person to present the complete requirements	Review the accurateness and completeness of the requirements  Let Fill- Up the General Intake form for interview		15 minutes	Niño Aries Amigo (PWD Focal)
Submit for assistance	Interview and Preparation of a social case summary report  An interview and data gathering is conducted by the social worker in preparation of the social case summary report to which type of intervention is needed or requested by the client.		20-30 minutes	Mary Grace B. Lim, RSW MSWDO
Claim The Social Case Summary	The client referred to other agency and released Social Case Summary		5 minutes	Annalyn Gamutinan (MSWD Staff)

	With the documentary requirements and endorsement of the social the worker, client is assisted to avail of the assistance requested.			
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## 7. PRE-MARRIAGE ORIENTTION & COUNSELING

Article 16 of the Family Code requires contracting parties who applies for marriage license must undergo at least 4 hours of Pre-Marriage Orientation and Counseling (PMOC) by an accredited marriage counsellor. The Local Government Unit (LGU) of Valencia created the PMOC Team composed of Population Commissioned (POPCOM), MSWDO and trained staffs, Midwife and Family Health Associate from MHO and MAO.

Schedule of Availability of Service:

- Every 2nd & 4th Friday of the Month of all legal ages (8:00 am – 12 nn) and aged 18-25 years old are required to attend Pre-Marriage Counseling (2:00 pm – 5:00 pm)
- PMOC team can also offer Special Day upon the availability of the speakers

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral Letter		Local Civil Registrar		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Visit LCR, comply needed requirements and ask for Referral Letter	Check accurateness and Release Referral to MSWD Office		5 minutes	Michelle Kathleen Gamalo (PACD)
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the personnel in charge		3 minutes	Michelle Kathleen Gamalo (PACD)
Apply for booking and submit Referral Form from Local Civil Registrar	Make referral form to MTO and advise to pay the fee	₱100.00 regular schedule ₱200.00 special schedule	5 minutes	Annalyn Gamutinan (PMOC Secretariat)
Pay the fee	Received payment and issue Official receipt		5 minutes	MTO
Submit Original Official Receipt	Book the would be couples  Discuss important reminders		5 minutes	Annalyn Gamutinan (PMOC Secretariat)
Attend PMOC session	Conduct PMOC session		4 hours	Mun. POPCOM  Mary Grace B. Lim, RSW  Rubie Bete, Mary GraceDajang, Michelle Kathleen Gamalo



				Trained MSWD Staffs Midwives MAO
Claim PMOC & PMC Certificate (if applicable)	Prepare and Release PMOC Certificate & PMC Certificate (if applicable)		5 minutes	Annalyn Gamutinan (PMOC Secretariat)

### 8. PWD & SENIOR CITIZEN (MEDICINE & GROCERY) PURCHASE BOOKLETS

Aside from the PWD ID & Senior Citizen ID, the accompanying Persons with Disability and Senior Citizen Purchase Booklets are also needed to avail of the benefits. Both are needed which can be obtained from the PWD & Senior Citizen section of the Municipal Social Welfare and Development Office.

A purchase booklet must be presented to the store or retailer every time a purchase of basic necessities and prime commodities is made. Also, purchase booklets shall be used to record the kind of medicine purchased, how many, when and where it was purchased.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PWD ID/ Senior ID		MSWDO		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the Focal Person		3 minutes	Michelle Kathleen Gamalo (PACD)
Present PWD ID / SENIOR CITIZEN ID	Validate the PWD ID and check its expiration date		3 minutes	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal)
Wait for Processing	Record the client's information on the Purchase Booklets		5 minutes	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal)
Claim your Purchase Booklet	Log and Release the Purchase Booklet		5 minutes	Rubie Gamalo (Senior Citizen Focal) Niño Aries Amigo (PWD Focal)

### 9. MORTUARY GRANT TO SENIOR CITIZEN'S FAMILY

A registered Senior Citizen who died within the town can avail this grant amounting to Two Thousand Pesos (₱2,000.00) and should file within the year of death of senior citizen.

Office or Division:	MSWDO			
Classification :	SIMPLE			
Type of Transaction:	G2C			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> <li>➤ 1 Original Barangay Certification of Mortuary</li> <li>➤ 1 Photocopy of Valid ID of client/claimant</li> <li>➤ 1 Photocopy of Senior Citizen ID and Surrendered the original</li> <li>➤ 2 Photocopy Registered Death Certificate</li> </ul>		Barangay Local Civil Registrar		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approach the PACD Staff	Let client fill-up Log Book, assist and endorse the client to the Focal Person		3 minutes	Michelle Kathleen Gamalo (PACD)
Approach Focal Person to present the complete requirements	Review the accurateness and completeness of the requirements  Let Fill- Up the General Intake Sheet		10 minutes	Rubie Gamalo (Senior Citizen Focal)
Wait for Processing	Prepares Obligation Request & Disbursement Voucher under Mayor's approval  Get the client's contact number  Prepares of Certificate of Eligibility		15 minutes	Annalyn Gamutinan (AICS Staff)
Wait for processing	Notify client of the availability of check and advise to bring a valid ID		10-15 days	Municipal Treasurer's Office or MSWDO Staffs
Claim the check  Present Valid ID	Release the check		5 minutes	MTO

**MUNICIPAL PLANNING & DEVELOPMENT OFFICE  
ADMINISTRATIVE SERVICES**

**1. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION**

Office or Division:	MPDO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration/ Title of the Property Letter of Request		Assessor's Office Client		
CLIENTS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits letter-request, if there is any, together with the requirements	Receives the requirements and forward the same to the MPDC for review and verification		3 mins	Engr. Joevil Buslon MPDO Staff
	MPDC conducts research, review and verification on the property applied for zoning		30 mins	Engr. Niño Salvacion, MPDC
Applicant pays the corresponding fee	Prepare the zoning certificate	P 150.00 for housing permit/ P1,500.00 for institutional/business	10 mins	MTO
	MPDC signs the certificate		1 min	Engr. Niño Salvacion, MPDC
	Releases the certificate		1 min	MPDO Staff

**2. SECURING ZONING CLEARANCE FOR BUILDING PERMIT**

Office or Division:	MPDO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration/ Title of the Property Notarized Application Form		Assessor's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit notarized application form	Receives Business License Application Form		3 mins	Engr. Joevil Buslon MPDO Staff
	MPDC checks the location of the business against the land use plan		30 mins	Engr. Niño Salvacion Designate MPDC
Presents the Official Receipt to the MPDO and submit all requirements			1 min	MPDO staff
	MPDC review and verifies submitted requirement		30 mins	Engr. Niño Salvacion, MPDC
	Staff prepares, processes and records the Locational Clearance		1 hour	Engr. Joevil Buslon MPDO Staff
	MPDC signs the clearance		1 min	Engr. Niño Salvacion, MPDC
Receives a copy of the clearance	Releases the clearance			Engr. Joevil Buslon MPDO Staff

### 3. SECURING ZONING CLEARANCE FOR BUSINESS PERMIT

Office or Division:	MPDO			
Classification :	SIMPLE			
Type of Transaction:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration/ Title of the Property Business License Application Form		Assessor's Office		
CLIENTS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Approaches MPDO staff and present the Business License Application Form	Staff receives the notarized application form. MPDC/Staff assesses the clearance fees of the applicant		3 mins	Engr. Joevil Buslon MPDO Staff
	MPDC checks the location of the business against the land use plan		30 mins	Engr. Niño Salvacion Designate MPDC
	If site inspection is required, MPDC will conduct the actual inspection of the site as the zoning official designate. Site inspection is usually required for new enterprises		3 hour	Engr. Niño Salvacion Designate MPDC
	Staff processes and records transactions		30 mins	Engr. Joevil Buslon MPDO Staff
Receives a copy of the approved Business License Application Form	The Zoning Administrator approves the clearance; and signs the Business License Application Form		3 mins	Engr. Niño Salvacion Designate MPDC

**ISSUANCE OF CERTIFIED  
COPIES OF SERVICE  
RECORDS**

<b>Office or Division:</b>	HRMO			
<b>Classification:</b>	SIMPLE			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. One (1) valid identification (ID) card; and 2 If the request is filed through a representative, an Authorization Letter and/or Special Power of Attorney (SPA) and one (1) valid ID of the representative. 3 Service records from previous employment, if there is any;		HRMO OFFICE; CLIENT		
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Approach HRMO	) Entertains client and received letter request, if any		5 minutes	May Fatima N. Gamutan
Wait while the requested documents are being retrieved.	Retrieve the requested records, issue order of payment and advise client to pay corresponding fee if records are available.		20 minutes	May Fatma N. Gamutan
Receive the documents requested	Release requested documents/ records to client.		5 minutes	May Fatma N. Gamutan

**PREPARATION OF APPOINTMENT**

<b>Office or Division:</b>	HRMO			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Accomplished Personal Data Sheet 2. Health Certificate; and 3. Eligibility 4. NBI Clearance	HRMO OFFICE; CLIENT			
<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit the requirements	Received/ review the documents, forwards the appointment to the Mayor for review and approval		5 minutes  15 minutes	May Fatima N. Gamutan  May Fatima N. Gamutan
Applicant receives a copy of his and her appointment	HRMO Submit the appointment to the CSC Field Office		1 Day	May Fatima N. Gamutan

**PREPARATION OF JOB ORDER**

<b>Office or Division:</b>	HRMO
<b>Classification:</b>	SIMPLE

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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1. One (1) valid identification	HRMO OFFICE;CLIENT
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<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Approach HRMO	Let the client to read the Job Order		5 minutes	Reyna Gamutan Job Order Employee
Sign the Job Order	Sign the documents and forward to the office of the Mayor		20 minutes	Honeylie Maisa Job Order Employee
Receive the documents requested	Release requested documents/ records to client.		5 minutes	May Fatma N. Gamutan

### UPDATING LEAVE CREDITS

<b>Office or</b>	HRMO
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<b>Division:</b>	
<b>Classification</b> :	SIMPLE

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1.	HRMO OFFICE;CLIENT

<b>CLIENTS</b>	<b>AGENCY ACTION</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit daily time record duly signed by the Head of Office	Received DTR and leave application on file		5 minutes	Reyna Gamutan Job Order Employee
	Record updated leave credits of employees			May Fatima N. Gamutan