

ADMINISTRATIVE ORDER NO. 23 COMPLIANCE REPORT

(1) NAME OF DEPARTMENT/AGENCY/LGU: LOCAL GOVERNMENT UNIT OF BONTOC, MOUNTAIN PROVINCE

(2) SUBMITTED UPDATED CITIZEN'S CHARTER TO ARTA ON JULY 25, 2020: [x] Yes [] No

(3) LIST OF ALL FRONTLINE SERVICES AND CORRESPONDING LEGAL BASIS

GOVERNMENT SERVICE	LEGAL BASIS		OFFICE/AGENCY REGULATIONS		
	Governing Law(s) (Number and Short Title) ¹	Specific Provision in the Governing Law(s) as Basis ²	Issuance/Policy Title	Date of Effectivity	Other Issuances/Policies it Effectively Repeals/Amends
ISSUANCE OF BUSINESS PERMITS	RA 7160- LOCAL GOVERNMENT CODE OF THE PHILIPPINES	BOOK II, CHAPTER 1; CHAPTER 2, ARTICLE 2; CHAPTER 3	MUNICIPAL ORDINANCE NO. 316 S. 2020-MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S,2012
			MUNICIPAL ORDINANCE NO. 274 S. 2016- ORDINANCE SIMPLIFYING THE BUSINESS PERMIT AND LICENSING SYSTEM	FEBRUARY 22, 2016	
			MUNICIPAL	APRIL 28, 2008	MUNICIPAL ORDINANCE NO. 17 S. 1995

¹ Number and short title of the governing law which mandates and gives power to the agency or LGU to regulate and/or offer the service

² Cite section number and quote provision identified in the governing law

			ORDINANCE NO. 124 S. 2008-TRANSPORT AND TRAFFIC CODE OF BONTOC		
ISSUANCE OF CERTIFICATE OF VOLUNTARY CLOSURE OF BUSINESS	RA 7160-LOCAL GOVERNMENT CODE OF THE PHILIPPINES		MUNICIPAL ORDINANCE NO. 316 S. 2020	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S,2012
ISSUANCE OF CLEARANCES	RA 7160-LOCAL GOVERNMENT CODE	CHAPTER 3	MUNICIPAL ORDINANCE NO. 316 S. 2020	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S,2012
SUBSCRIPTION OF DOCUMENTS	RA 7160-LOCAL GOVERNMENT CODE	CHAPTER 3	MUNICIPAL ORDINANCE NO. 316 S. 2020	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S,2012
REGISTRATION OF BIRTH AND DEATH, MARRIAGE, LEGITIMATION, ACKNOWLEDGEMENT, ADOPTION	ACT 3753- LAW ON REGISTRY OF CIVIL STATUS	Sections 4-10			
APPLICATION FOR MARRIAGE LICENSE	ACT NO. 3613-THE MARRIAGE LAW	Chapter 1, section 7			
REGISTRATION OF LEGAL INSTRUMENTS	RA 9858/AO 1, S2010(IRR) - AN ACT PROVIDING FOR THE LEGITIMATION OF CHILDREN BORN TO PARENTS BELOW MARRYING AGE, AMENDING FOR THE PURPOSE THE FAMILY CODE OF THE PHILIPPINES, AS AMENDED RA 9255/ AO NO.1 S 2016 (IRR)- AN ACT ALLOWING ILLEGITIMATE CHILDREN TO USE SURNAME OF THEIR FATHER, AMENDING FOR THE	Rule 5 of the IRR Rules 5-7 of the IRR			

	<p>PURPOSE ARTICLE 176 OF EO NO. 209, OTHERWISE KNOWN AS THE FAMILY CODE OF THE PHILIPPINES</p> <p>ADMINISTRATIVE ORDER NO. 1 S 1993- IMPLEMENTING RULES AND REGULATIONS OF ACT NO. 3753 AND OTHER LAWS ON CIVIL REGISTRATION</p>				
REGISTRATION OF COURT DECREES	<p>ADMINISTRATIVE ORDER NO. 1 S 1993- IMPLEMENTING RULES AND REGULATIONS OF ACT NO. 3753 AND OTHER LAWS ON CIVIL REGISTRATION</p>	Rules 51, 53, 57,60			
PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS	<p>RA 10172- AN ACT FURTHER AUTHORIZING THE CITY OR MUN. CIVIL REGISTRAR OR THE CONSUL GENERAL TO CORRECT CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON APPEARING IN THE CIVIL REGISTER WITHOUT NEED OF A JUDICIAL ORDER, AMENDING FOR THIS PURPOSE RA 9048</p>	Section 3			
PETITION ON CHANGE OF NAME	<p>RA 10172- AN ACT FURTHER AUTHORIZING THE CITY OR MUN. CIVIL REGISTRAR OR THE CONSUL GENERAL TO CORRECT CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON APPEARING IN THE CIVIL REGISTER WITHOUT NEED OF A JUDICIAL</p>	Section 3			

	ORDER, AMENDING FOR THIS PURPOSE RA 9048				
PETITIONS OF CORRECTION IN SEX OR DAY AND MONTH OF BIRTH	RA 10172- AN ACT FURTHER AUTHORIZING THE CITY OR MUN. CIVIL REGISTRAR OR THE CONSUL GENERAL TO CORRECT CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON APPEARING IN THE CIVIL REGISTER WITHOUT NEED OF A JUDICIAL ORDER, AMENDING FOR THIS PURPOSE RA 9048				
ISSUANCE OF CERTIFIED TRUE COPY OR CERTIFIED PHOTOCOPY OF BIRTH, DEATH AND MARRIAGE CERTIFICATE	ACT 3753- LAW ON REGISTRY OF CIVIL STATUS	Section 14	MUNICIPAL ORDINANCE # 316 S. 2020	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
PROCESSING OF SUPPLEMENTAL REPORT	ADMINISTRATIVE ORDER NO. 1 S 1993- IMPLEMENTING RULES AND REGULATIONS OF ACT NO. 3753 AND OTHER LAWS ON CIVIL REGISTRATION	Rule 11			
GENERAL CONSULTATION AND TREATMENT OF PATIENTS	RA 7160-LOCAL GOVERNMENT CODE				
IMMUNIZATION SERVICE	RA 10152- AN ACT PROVIDING FOR MANDATORY BASIC IMMUNIZATIONSERVICES FOR INFANTS AND CHILDREN				

PRE-MATERNAL CARE SERVICES	NATIONAL SAFE MOTHERHOOD PROGRAM MATERNAL AND CHILD HEALTH INTEGRATED PROGRAM-PHILIPPINES				
FAMILY PLANNING SERVICES	RA 10354- RESPONSIBLE PARENTHOOD AND REPRODUCTIVE HEALTH ACT OF 2012		Municipal Ordinance #118 s.2008- Reproductive Health Code of Bontoc		
CLINICAL LABORATORY SERVICES	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL ORDINANCE # 316 S. 2020	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF SANITARY PERMIT/ HEALTH AND MEDICAL CERTIFICATE	RA 7160-LOCAL GOVERNMENT CODE PD 856- SANITATION CODE OF THE PHILIPPINES		MUNICIPAL ORDINANCE NO. 125 S. 2008- SANITATION CODE OF BONTOC MUNICIPAL ORDINANCE # 316 S. 2020	JUNE 2, 2008 JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
INSTALLATION OF WATER CONNECTION/ RECONNECTION/ RELOCATION	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MUNICIPAL ORDINANCE NO. 2 S. 1994- CREATING THE BONTOC WATER SERVICES	JANUARY 27, 2020 MAY 16, 1994	MUNICIPAL ORDINANCE NO. 176 S. 2012

ISSUANCE OF CERTIFICATIONS	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF REAL PROPERTY TAX	RA 7160-LOCAL GOVERNMENT CODE		PROVINCIAL ORDINANCE NO. 314 MUNICIPAL TAX ORDINANCE	JANUARY 1, 2019 JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF CERTIFICATE OF REAL PROPERTY TAX PAYMENTS	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF RECEIPT FOR MARKET/ COMMERCIAL CENTER RENTAL/AND OTHER LGU PROPERTY RENTALS	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE MUNICIPAL ORDINANCE NO. 81 S. 2005-ENACTING THE BONTOC PUBLIC MARKET POLICIES AND GUIDELINES	JANUARY 27, 2020 MAY 23, 2005	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF RECEIPT FOR PAYMENT OF BUSINESS PERMITS	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF COMMUNITY TAX CERTIFICATE	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
SEALING AND LICENSING OF WEIGHTS AND MEASURES	RA 7160- LOCAL GOVERNMENT CODE RA 7394-THE CONSUMER ACT OF THE PHILIPPINES		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012

REGISTRATION AND BRANDING OF LARGE CATTLE	RA 7160-LOCAL GOVERNMENT CODE PD 533 S. 1974 MC NO. 48 S. 1966-COMPLIANCE WITH LAW ON THE BRANDING AND REGISTRATION OF CATTLE CHAPTER 22 OF THE REVISED ADMINISTRATIVE CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF TRANSFER OF OWNERSHIP CERTIFICATE (CATTLE)	RA 7160-LOCAL GOVERNMENT CODE MC NO. 48 S. 1966-COMPLIANCE WITH LAW ON THE BRANDING AND REGISTRATION OF CATTLE CHAPTER 22 OF THE REVISED ADMINISTRATIVE CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
VACCINATION/ CASTRATION OF ANIMALS	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE SB RESOLUTION NO. 174 S. 2002	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
SOIL SAMPLING	RA 7160- LOCAL GOVERNMENT CODE				
PROVIDES ACCESS TO PLANTING MATERIALS	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
DISPENSING OF DRUGS AND BIOLOGICS	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012

<p>APPRAISAL AND ASSESSMENT OF REAL PROPERTIES</p>	<p>RA 7160- LOCAL GOVERNMENT CODE</p> <p>MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION</p>	<p>Chapter 1, sec. 197-200</p> <p>Chapter 2, sec 201-225</p> <p>Article Three, sec 472 (b)</p>	<p>MUNICIPAL TAX ORDINANCE</p>	<p>JANUARY 27, 2020</p>	<p>MUNICIPAL ORDINANCE NO. 176 S. 2012</p>
<p>PROCESS TRANSFER OF TAX DECLARATION</p>	<p>RA 7160- LOCAL GOVERNMENT CODE</p> <p>MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION</p>		<p>MUNICIPAL TAX ORDINANCE</p>	<p>JANUARY 27, 2020</p>	<p>MUNICIPAL ORDINANCE NO. 176 S. 2012</p>
<p>ISSUANCE OF OFFICIAL DOCUMENTS</p>	<p>RA 7160- LOCAL GOVERNMENT CODE</p> <p>MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION</p>		<p>MUNICIPAL TAX ORDINANCE</p>	<p>JANUARY 27, 2020</p>	<p>MUNICIPAL ORDINANCE NO. 176 S. 2012</p>
<p>ISSUANCE OF I.D. CARDS TO SENIOR CITIZENS, SOLO PARENTS AND DIFFERENTLY ABLED PERSONS</p>	<p>IRR OF RA 7432-Senior Citizen</p> <p>RA 9442-Differently Abled</p> <p>SOLO PARENT WELFARE ACT 8972 OF 2000</p>	<p>RULE III</p> <p>NATIONAL COUNCIL ON DISABILITY AFFAIRS ADMINISTRATIVE ORDER NO. 001</p> <p>ARTICLE III</p>			

ISSUANCE OF PERMIT TO CONDUCT FUND RAISING	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF REFERRAL/ CASE STUDY TO INDIVIDUALS/ FAMILIES IN CRISIS SITUATION SEEKING FINANCIAL/MEDICAL ASSISTANCE	MC 11 S. 2019- REVISED GUIDELINES ON THE IMPLEMENTATION OF ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION		SB RESOLUTION 64 S. 2019	OCTOBER 8, 2019	
ISSUANCE OF CERTIFICATIONS	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF BUILDING PERMIT	RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF OTHER BUILDING RELATED PERMITS	RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF OCCUPANCY PERMIT	RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF SOUND PROOFING CERTIFICATE	RA 7160-LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012
ISSUANCE OF PERTINENT DATA/DOCUMENTS	RA 7160- LOCAL GOVERNMENT CODE		MUNICIPAL TAX ORDINANCE	JANUARY 27, 2020	MUNICIPAL ORDINANCE NO. 176 S. 2012

<p>ISSUANCE OF ZONING CERTIFICATE/ LOCATIONAL CLEARANCE</p>	<p>RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES EXECUTIVE ORDER #621 S. 1980</p>		<p>MUNICIPAL ORDINANCE NO. 286 S. 2017- ZONING ORDINANCE</p>		
<p>REVIEW OF BARANGAY BUDGET</p>	<p>RA 7160-LOCAL GOVERNMENT CODE</p>				

(4) SERVICE INFORMATION PER GOVERNMENT SERVICE³

Mayor's Office

GOVERNMENT SERVICE: ISSUANCE OF BUSINESS PERMITS (NEW REGISTRATION)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Community/Corp. Tax Certificate Police Clearance Sanitary Permit Health Certificate Fire Safety Inspection Cert. DTI/SEC Registration/CDA Registration-1 copy	RA 7160 MUNICIPAL REVENUE CODE OF 2020 MUNICIPAL ORDINANCE # 274 S. 2016	1.Files Application of Business Permit and undergoes assessment and payment of Business Tax and Fees		10 minutes	Fees to be paid will be computed at the Municipal Treasury Office
		2. Claims Business Permit		5 minutes	
TOTAL				15 minutes	

GOVERNMENT SERVICE: ISSUANCE OF BUSINESS PERMITS (RENEWAL)					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Community/Corp. Tax Certificate Police Clearance Sanitary Permit Health Certificate Fire Safety Inspection Cert.	RA 7160 MUNICIPAL REVENUE CODE OF 2020 MUNICIPAL ORDINANCE #274 S. 2016	1.Undergoes assessment and payment of Business Tax and Fees		10 minutes	Fees to be paid will be computed at the Municipal Treasury Office
		2.Claims Business Permit		5 minutes	
TOTAL				15 minutes	

GOVERNMENT SERVICE: ISSUANCE OF BUSINESS PERMITS- Trans loading Permit/Motorized Tricycle Operator's Permit					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Community/Corp. Tax Certificate Police Clearance Health Certificate	RA 7160 Municipal Traffic Ordinance MUNICIPAL REVENUE CODE OF 2020	1.Secures trans loading/ tricycle operator's permit		10 minutes	Fees to be paid will be computed at the Municipal Treasury Office
		2.Client pays necessary fees		5 minutes	
		3.Claims Trans loading/ Tricycle Operator's Permit		5 minutes	
TOTAL				15 minutes	

GOVERNMENT SERVICE: ISSUANCE OF SPECIAL MAYOR'S PERMIT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NO DOCUMENTARY REQUIREMENTS	RA 7160 MUNICIPAL REVENUE CODE OF 2020	1. Secures Special/Mayor's Permit and pays necessary fees.		5 minutes	Fees to be paid will be computed at the Municipal Treasury Office
		2.Claims Special Mayor's Permit		5 minutes	
TOTAL				10 minutes	

GOVERNMENT SERVICE: SUBSCRIPTION OF DOCUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Community Tax Certificate	RA 7160 MUNICIPAL REVENUE CODE OF 2020	1. Secures receipt for subscription fee at the Municipal Treasury Office		2-3 minutes	Depends on the document to be subscribed

		2. Submits official receipt together with the documents for subscription to the Mayor's Office		5 minutes	
		3. Receives subscribed documents at the Mayor's Office		2 minutes	
TOTAL				10 minutes	

GOVERNMENT SERVICE: ISSUANCE OF CLEARANCES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Mayor's Clearance:	RA 7160	1. Secures Mayor's/PLEB clearance and pays necessary fees		5 minutes	Mayor's Clearance- P80.00
Barangay Clearance Police Clearance					
PLEB Clearance:		2.Claims Mayor's/PLEB Clearance		5 minutes	
Duty Status PNP I.D.					
TOTAL				10 minutes	

GOVERNMENT SERVICE: ISSUANCE OF CERTIFICATE FOR VOLUNTARY CLOSURE OF BUSINESS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
None	RA 7160 MUNICIPAL TAX ORDINANCE	1. Client files his application for voluntary closure of business.		5 minutes	Certificate of Closure of Business- P580.00
		2. Client pays certification fee at the Municipal Treasury		5 minutes	
		3.Receives certification		2 minutes	
TOTAL				12 minutes	

Municipal Civil Registrar's Office

GOVERNMENT SERVICE: TIMELY REGISTRATION OF BIRTH, DEATH AND MARRIAGE

SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Accomplished Birth Certificate form duly signed by proper authorities	ACT 3753	1. Client brings accomplished birth certificate form duly signed by proper authorities for registration. 2. LCR staff receives, reviews, registers and assigns registry number 3. Client receives owner's copy of Certificate of Live Birth		10 minutes	P 180.00
Accomplished Death Certificate duly signed by proper authorities	ACT 3753	1. Client brings accomplished death certificate form duly signed by proper authorities for registration. 2. LCR staff receives, reviews, registers and assigns registry number. 3. Client receives owner's copy of Certificate of Death		10 minutes	P 180.00
Accomplished Marriage Certificate form duly signed by proper authorities	ACT 3753	1. Client brings Marriage Certificate form duly signed by proper authorities for registration. 2. LCR staff receives, reviews, registers and assigns registry number 3. Client receives owner's copy of Certificate of Marriage		20 minutes	P 100.00
TOTAL					

GOVERNMENT SERVICE: REGISTRATION OF LEGAL INSTRUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Birth Certificate from PSA 2. CENOMAR (both parents) 3. Affidavit of Acknowledgement of paternity (if not acknowledged by father at the time of birth) 4. Affidavit of Legitimation 5. Marriage Contract of Parents (PSA) 6. Affidavit of Acknowledgement 7. Affidavit to Use the Surname of the Father (AUSF) 8. Valid IDs of parents 9. Residence Certificate 10. Option to Elect Philippine Citizenship	RA 9858 RA 9525	1. Client submits the legal instruments for registration.		2 minutes	Affidavit of Legitimation-350.00 Affidavit of Admission of Paternity (for children born on or after August 3, 1988) 350.00 Affidavit of Acknowledgement (for children before August 3, 1988) 350.00 Affidavit to Use the Surname of the Father (AUSF)-350.00 Certification on Registration of Legal Instrument – 50.00 Certified True/Machine copy of Legal Instrument – 50.00

					Endorsement to PSA – 400.00 DST – 30.00
		2.MCR staff receives, reviews and enters the information in the registry book of legal instruments, assigns registry number and issue certification of registration.		15 minutes	
		3.Client pays necessary fees at the Municipal Treasury Office		5 minutes	
		4. LCRO prepares necessary documents affected by Legal Instrument and endorse to PSA with complete supporting documents		20 minutes	
TOTAL				42 minutes	

GOVERNMENT SERVICE: REGISTRATION OF COURT DECREES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Court Decision 2. Certificate of Registration of the Court Decision 3. Certificate of Finality	RA 9858 RA 9525 ADMINISTRATIVE	1.Client submits court decree for registration at the LCRO.		2 minutes	NONE

	<p>ORDER NO. 1 S 1993- IMPLEMENTING RULES AND REGULATIONS OF ACT NO. 3753 AND OTHER LAWS ON CIVIL REGISTRATION</p>				
		<p>2.Client pays necessary fees at the Treasury Office and brings back receipt to the LCRO.</p>		<p>5 minutes</p>	<ul style="list-style-type: none"> - Affidavit of Legitimation-350.00 - Affidavit of Admission of Paternity (for children born on or after August 3, 1988) 350.00 - Affidavit of Acknowledgement (for children before August 3, 1988) 350.00 - Affidavit to Use the Surname of the Father (AUSF)- 350.00 - Certification on Registration of Legal Instrument – 50.00 -Certified True/Machine copy of Legal Instrument – 50.00 Endorsement to PSA – 400.00

					DST – 30.00
TOTAL				7 minutes	

GOVERNMENT SERVICE: APPLICATION FOR MARRIAGE LICENSE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen’s Charter	Legal Basis		
1. Birth certificate 2. Parents’ consent/advice if applicants are below 25 years of age 3. Pre-marriage counselling 4. CENOMAR from PSA 5. Certificate from OMAG 6. Affidavit of Singleness FOR FOREIGN APPLICANTS 1. Permit to marry from embassy Divorce paper (if applicable)	ACT NO. 3613	1. Client submits the requirements for marriage license.		2 minutes	
			2. Client pays fees at Municipal Treasury Office		5 minutes
TOTAL				7 minutes	P 1,220.00

GOVERNMENT SERVICE: PETITION FOR CORRECTION OF CLERICAL OR TYPOGRAPHICAL ERRORS IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Birth Certificate (PSA copy) -Certified machine copy of the certificate containing the alleged erroneous entry or entries -NBI Clearance -PNP Clearance -Certification from Government Physician -Employment Clearance (if employed) -Certificate of Publication in Newspaper Plus 2 of any of the ff: -Baptismal Certificate -Voter's Affidavit Certification -GSIS Records/SSS Record -Medical Record/Business Record/-School Record -Civil Registry Records of Ascendants: -Marriage Contract -Birth Certificate -Driver's License	RA 9048 as amended by RA 10172	1.Client submits documentary requirements		2 minutes	Petition Fee - 3,000.00 Petition Endorsement Fee - 150.00 Endorsement COLB/COM/COD with Effect of RA 9048 – 350.00 2 CPC of Affirmed Pet. – 100.00 2 CPC of COF - 100.00 2 CPC of RS 100.00 2 CPC of Annotated Doc.100.00 DST 30.00

-Certificate of Land Titles -Affidavit of two (two) Disinterested Persons -Barangay Certificate -Others: (Note: Please submit requirements with a long Folder)		2.MCR staff interviews client to determine data to be corrected		30 minutes	
		3, Client pays necessary fees at the Municipal Treasury Office		5 minutes	
		4. LCRO to draft petition and lets client review to be signed by petitioner		30 minutes	
TOTAL				1 hour, 7 minutes	P 3,930.00

GOVERNMENT SERVICE: PETITION ON CHANGE OF NAME					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
-Birth or Marriage (PSA copy) -Certified machine copy of the certificate containing the alleged erroneous entry or entries Plus 2 of any of the ff: -Baptismal Certificate -Voter's Affidavit Certification -GSIS Records/SSS Record -Medical Record/Business	RA 9048 as amended by RA 10172	1.Client submits documentary requirements		2 minutes	Petition Fee - 3,000.00 Petition Endorsement Fee - 150.00 Endorsement COLB/COM/COD with Effect of RA 9048 – 350.00

<p>Record/-School Record -Driver's License -Civil Registry Records of Ascendants: -Marriage Contract -Birth Certificate</p> <p>(Note: Please submit requirements with a long Folder)</p> <p>-Birth Certificate (PSA copy) -Certified machine copy of the certificate containing the alleged erroneous entry or entries</p> <p>-NBI Clearance -PNP Clearance -Employment Clearance (if employed) -Certificate of Publication in Newspaper Plus 2 of any of the ff: -Baptismal Certificate -Voter's Affidavit Certification -GSIS Records/SSS Record -Medical Record/Business Record/-School Record -Civil Registry Records of Ascendants: -Marriage Contract -Birth Certificate -Driver's License -Certificate of Land Titles</p>					<p>2 CPC of Affirmed Pet. – 100.00</p> <p>2 CPC of COF - 100.00</p> <p>2 CPC of RS 100.00</p> <p>2 CPC of Annotated Doc.100.00</p> <p>DST 30.00</p>
		<p>2.MCR staff interviews client to determine data to be corrected</p>		<p>30 minutes</p>	
		<p>3, Client pays necessary fees at the Municipal Treasury Office</p>		<p>5 minutes</p>	
		<p>4. LCRO to draft petition and lets client review to be signed by petitioner</p>		<p>30 minutes</p>	

-Affidavit of two (two) Disinterested Persons -Barangay Certificate -Others: (Note: Please submit requirements with a long Folder)					
TOTAL				1 hour, 7 minutes	P 3,930.00

GOVERNMENT SERVICE: PETITIONS OF CORRECTION IN SEX OR DAY AND MONTH OF BIRTH					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
1. Birth Certificate (PSA copy) 2. Certified machine copy of the certificate containing the alleged erroneous entry or entries 3. NBI Clearance 4. PNP Clearance 5. Certification from Government Physician 6. Employment Clearance (if employed) 7. Certificate of Publication in Newspaper <i>Plus 2 of any of the ff:</i>	RA 10172	1. Applicant submits requirements at the LCRO.		10 minutes	Petition Fee - 3,000.00 Petition Endorsement Fee - 150.00 Endorsement COLB/COM/COD with Effect of RA 9048 – 350.00 2 CPC of Affirmed Pet. – 100.00 2 CPC of COF - 100.00 2 CPC of RS 100.00
		2. Client pays necessary fees at the Treasury Office and brings back receipt to the LCRO.		10 minutes	
		2. LCRO drafts petition and let's client review it, after which LCRO let's petitioner sign the petition		20 minutes	

8. Baptismal Certificate 9. Voter's Affidavit Certification 10. GSIS Records/SSS Record 11. Medical Record/Business Record/-School Record 12. Civil Registry Records of Ascendants: -Marriage Contract -Birth Certificate 13. Driver's License 14. Affidavit of two (two) Disinterested Persons 15. Barangay Certificate (Note: Please submit requirements with a long Folder)					2 CPC of Annotated Doc.100.00 DST 30.00
TOTAL				40 minutes	

GOVERNMENT SERVICE: ISSUANCE OF CERTIFIED TRUE COPY OR CERTIFIED PHOTOCOPY OF BIRTH, DEATH AND MARRIAGE CERTIFICATE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. 2 Valid IDs 2. Letter of Authorization with ID of document	RA 7160 MUNICIPAL TAX	1. Client fills up request slip for needed documents at the LCRO		5 minutes	True Copy of Certificate of Live Birth, Marriage or Death – 100.00

owner/requester (if applicable)	ORDINANCE	2. Client pays necessary fees at the Treasury Office and brings back receipt to the LCRO.		5 minutes	Certified Xerox /photocopy – 50.00 per copy
		2. LCR releases certified true copies of requested documents		2 minutes	Doc Stamp Tax – 30.00
TOTAL				12 minutes	

GOVERNMENT SERVICE: PROCESSING OF SUPPLEMENTAL REPORTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Birth Certificate from PSA 2. Supplemental Affidavit to Supply Name/Middle Name subscribed by MCR	RA 7160 MUNICIPAL TAX ORDINANCE	1. Client files request for supplemental report at LCRO		5 minutes	LCR Secretarial Fee – 50.00 Subscription Fee -Affidavit of Supplemental Report– 100.00
		2. Client pays necessary fees at the Treasury Office and brings back receipt to the LCRO.		5 minutes	CTC of Annotated and Un annotated COLB – 100.00
		3. LCRO prepares COLB with annotation of the missing entry, and prepares endorsement to PSA for annotation		2 minutes	Endorsed COLB with effect of Supplemental Report – 250.00
TOTAL				12 minutes	

Municipal Health Office

GOVERNMENT SERVICE: GENERAL CONSULTATION AND TREATMENT OF PATIENTS

SERVICE INFORMATION

LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160	1. Client is admitted at the Municipal Health Office, Admission Desk		5 minutes	NONE
		2. Assessment Midwife takes down medical history, takes vital signs of patient and records it in the Individual Treatment Record Form. She then refers patient to the physician for proper assessment and management		10 minutes	
		3.1 Examination of Patient Physician Examines the patient. 3.2 Prescribes medicines and gives medical advice 3.3 Refers patient to assigned personnel for dispensing of medicine. If hospitalization is required, physician refers patient to the Bontoc Gen. Hospital		15 minutes	
		TOTAL		30 minutes	

GOVERNMENT SERVICE: IMMUNIZATION SERVICES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 10152- AN ACT PROVIDING FOR MANDATORY BASIC IMMUNIZATION SERVICES FOR INFANTS AND CHILDREN	1. Client registers at registration desk at Municipal Health Office		3 minutes	NONE
		2. Midwife takes vital signs and measurements		5minutes	
		3. Midwife on duty gives immunization as scheduled		5 minutes	
		4. Post-Immunization Instructions Midwife gives post-immunization instructions and informs client of the next schedule			
TOTAL				13 minutes	

GOVERNMENT SERVICE: PRE-MATERNAL CARE SERVICES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Mother and Child Book	RA 7160	1. Client registers at registration desk at Municipal Health Office		3 minutes	NONE

	NATIONAL SAFE MOTHERHOOD PROGRAM MATERNAL AND CHILD HEALTH INTEGRATED PROGRAM-PHILIPPINES	2. Midwife interviews client, takes vital signs and measurements and accomplishes Home Based Maternal Record		5minutes	
		3. Midwife on duty conducts pre-natal examination. Gives required vaccines and micronutrients		10 minutes	
		4. Midwife gives pregnant mother health instructions on proper nutrition and health care		5 minutes	
TOTAL				23 minutes	

GOVERNMENT SERVICE: FAMILY PLANNING SERVICES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 10354- RESPONSIBLE PARENTHOOD AND REPRODUCTIVE	1. Client registers at registration desk at Municipal Health Office		3 minutes	NONE
		2. Staff on duty takes vital signs and measurements		5minutes	

	HEALTH ACT OF 2012 Mun. Ordinance #118 s. 2008- Reproductive Health Code	3.Counseling and issuance of appropriate Family Planning Commodities		10 minutes	
TOTAL				18 minutes	

GOVERNMENT SERVICE: CLINICAL LABORATORY SERVICES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid
REFERRAL SLIP	RA 7160- LOCAL GOVERNMENT CODE	1. Client presents referral to the Med. Tech. at the laboratory of the Municipal Health Office		3 minutes	HEMATOLOGY Complete Blood Count - P120.00
	MUNICIPAL ORDINANCE NO. 316 S. 2020	2. Client pays necessary fees at the Municipal Treasury and brings back official receipt to the Health Office.		5minutes	ABO Blood Typing-P50.00
		3. Med. Tech conducts lab exam		5-30 minutes	Malarial Smear Examination-FREE Platelet Count-P100.00 CLINICAL MICROSCOPY Stool exam-P50.00

					Urine Exam-P60.00 Pregnancy Test-P150.00 Random Blood Sugar Test- P150.00 KOH-P50.00 Sputum Examination-FREE SEROLOGY Hepa B Test- P200.00 OTHER LABORATORY TESTS Acid Fast Stain- FREE Gram Stain- P150.00 Dengue Test-FREE Typhi Dot- FREE HPV Test- FREE RPR For Syphilis-FREE
				TOTAL	38 minutes

GOVERNMENT SERVICE: ISSUANCE OF SANITARY PERMITS/HEALTH AND MEDICAL CERTIFICATES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
For employment and other purposes: Result of blood test Result of urinalysis Result of drug test Result of chest x-ray For medical certificates for students: None required for high school and elementary students For College students: Urinalysis Complete Blood Count with blood typing Hepa screening	RA 7160-LOCAL GOVERNMENT CODE	Health/Med Cert: 1.Client registers at the admission desk and submits result of laboratory tests 2.Client pays necessary fees at the Municipal Treasury and brings back official receipt to the Mun. Health Office 3.Physician interprets lab results, assesses and examines the client. 4.Client receives Health/Medical Cert		3 minutes	Medical Certificate-P100.00
	PD 856-SANITATION CODE OF THE PHILIPPINES		5 minutes		
	MUNICIPAL ORDINANCE NO. 125 S. 2008-SANITATION CODE OF BONTOC		10 minutes		
	MUNICIPAL ORDINANCE # 316 S. 2020		3 minutes		
		Sanitary Permit: 1.Client presents official receipt of Sanitary Inspection Fee to the Sanitary Inspector at the Municipal Health Office. 2.Sanitary Inspector inspects business establishment of client 3.Client receives Sanitary Permit		2minutes	Sanitary Inspection Fee-P100.00 Sanitary Permit-P50.00
				15 minutes	
				3 minutes	
TOTAL				Health Cert-21 min. Sanitary permit-20 minutes	

Waterworks Office: GOVERNMENT SERVICE: INSTALLATION OF WATER CONNECTION/RE CONNECTION/RELOCATION					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE	1.Client fills up application form. Waterworks supervisor reviews and approves application.		10 minutes	
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client pays required fees at the Municipal Treasury and brings back official receipt to the Waterworks Office		5 minutes	Connection Fee: P500.00 Re-connection Fee- P500.00 Relocation Fee-250.00 Membership Fee-P150.00
	MUNICIPAL ORDINANCE NO. 2 S. 1994-CREATING THE BONTOC WATER SERVICES				
		3.Installation of water connection. Re-connection/ relocation		Depends on location	
TOTAL					

GOVERNMENT SERVICE: ISSUANCE OF CERTIFICATIONS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE	1. Client requests from Waterworks staff the needed certification, and pays required fee at the Treasury Office.		10 minutes	Certification Fee- P50.00
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client receives certification		2 minutes	
	MUNICIPAL ORDINANCE NO. 2 S. 1994- CREATING THE BONTOC WATER SERVICES				
TOTAL				12 minutes	P50.00

Municipal Treasury Office

GOVERNMENT SERVICE: ISSUANCE OF OFFICIAL RECEIPT FOR PAYMENT OF REAL PROPERTY TAXES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Official Receipt of latest Real Property Tax payment	RA 7160-LOCAL GOVERNMENT CODE PROVINCIAL ORDINANCE NO. 314 MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Client presents documents at the Real Property section of the Treasury Office		2 minutes	Basic Real Property Tax - 1% of the assessed value Special Education Fund - 1% of the assessed value DISCOUNTS AND PENALTIES: 10% discount on basic tax, SEF and other levies- paid before the deadline 20% discount on basic tax, SEF and other levies- advance payment 2% interest per month on the unpaid amount- failure to pay tax
		2.Revenue Collection Officer computes the tax to be paid		5 minutes	
		3.Client pays computed Real Property Tax		3 minutes	
		4.Collection officer receives payment and issues real property tax payment receipt		5 minutes	
TOTAL				15 minutes	

GOVERNMENT SERVICE: ISSUANCE OF CERTIFICATE OF REAL PROPERTY TAX PAYMENT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
· Copy of latest Real Property Tax Receipt	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Client requests for certificate of Real Property Tax Payment at the RPT section of the Treasury Office		2 minutes	Certification fee-P50.00
		2. Person in charge refers to ledger card and verifies if taxes are paid		5 minutes	
		3. Client pays certification fee		3 minutes	
		4. Client receives certification		2 minutes	
TOTAL				12 minutes	

GOVERNMENT SERVICE: ISSUANCE OF OFFICIAL RECEIPT FOR MARKET/ COMMERCIAL CENTER/AND OTHER LGU RENTAL PROPERTIES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL	1. Client approaches staff in charge of rentals		2 minutes	Depends on location and size of rental property
		2. Client pays rental due		5 minutes	

	ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MUNICIPAL ORDINANCE # 81 S 2005				
TOTAL				7 minutes	

GOVERNMENT SERVICE: ISSUANCE OF RECEIPT FOR PAYMENT OF BUSINESS PERMITS/SPECIAL PERMITS/TRANSLOADING PERMITS/MOBILE TRADERS AND PEDDLER'S PERMIT/ TRICYCLE OPERATOR'S PERMIT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Sworn statement declaring gross sales/receipts of the preceding year	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Client approaches staff in charge of assessment of business payments		2 minutes	Business Taxes - Computed based on the total gross sales/receipts of the preceding year Mayor's Permit Fee: Cottage- Ph400.00 Small-Ph500.00 Medium- Php800.00 Large- Php-1,500.00 Other fees and charges as contained in the Municipal Tax Ordinance
		2.Revenue Collection Clerk computes taxes, fees and charges		5 minutes	
		3.Client pays corresponding business tax, fees and charges (Client may opt to pay annually, semi-annual, or quarterly)		5 minutes	
TOTAL				12 minutes	

GOVERNMENT SERVICE: ISSUANCE OF COMMUNITY TAX CERTIFICATE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE	1. Client applies for a community tax certificate		2 minutes	Individual: Basic Tax- P5.00 Plus P1.00 per thousand but not to exceed P5,000 Juridical persons Basic Tax-P500.00 plus P2.00 per P5,000 of gross earnings derived in the Philippines Interest of 24% per annum shall be charged for late payment
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client pays the corresponding community tax computed by the Revenue Collection Clerk		5 minutes	
TOTAL				7 minutes	

GOVERNMENT SERVICE: REGISTRATION AND BRANDING OF CATTLE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Community Residence Tax Certificate	RA 7160-LOCAL GOVERNMENT	1. Client requests for service at the Municipal Treasury and pays necessary		5 minutes	Certificate of ownership-

Barangay Clearance	CODE	fees.			P200.00
	PD 533 S. 1974 MC NO. 48 S. 1966- COMPLIANCE WITH LAW ON THE BRANDING AND REGISTRATION OF CATTLE CHAPTER 22 OF THE REVISED ADMINISTRATIVE CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2.Treasury staff performs branding and prepares Certificate of Ownership		15 minutes	Registration of private brand- P150.00 Branding fee - P150.00
		3.Client receives Certificate of Ownership		5 minutes	
TOTAL				25 minutes	
GOVERNMENT SERVICE: ISSUE TRANSFER OF OWNERSHIP CERTIFICATE OF CATTLE					
SERVICE INFORMATION		LIST OF STEPS AND PROCEDURES			
LIST OF REQUIREMENTS	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis	Total Processing Time	Total Fees to be Paid

Requirement Community Residence Tax	RA 7160-LOCAL GOVERNMENT CODE	1. Client requests for service at the Municipal Treasury and pays necessary fees.		5 minutes	Certificate of Transfer- P200.00
	Original Certificate of Ownership	PD 533 S. 1974	2. Treasury staff conducts inspection of animal	15 minutes	
Other documents that show title to the owner	MC NO. 48 S. 1966- COMPLIANCE WITH LAW ON THE BRANDING AND REGISTRATION OF CATTLE				
	CHAPTER 22 OF THE REVISED ADMINISTRATIVE CODE				
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE				
		3.Client receives Certificate of Transfer of Ownership		5 minutes	
				25 minutes	
TOTAL					

GOVERNMENT SERVICE: SEALING AND LICENSING OF WEIGHTS AND MEASURES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE	1. Client requests for service at the Municipal Treasury and pays necessary fees.		3 minutes	Will depend on the kind of weighing instruments
	RA 7394- THE CONSUMER ACT OF THE PHILIPPINES	2. Treasury staff calibrates and seals weights and measures		5 minutes	
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE				
		3.Client receives sealed weights and measures		2 minutes	
TOTAL				7 minutes	

Office of the Municipal Agriculturist

GOVERNMENT SERVICE: VACCINATION/CASTRATION OF ANIMALS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE SB RESOLUTION NO. 174 S. 2002	1. Client requests for services at the Agriculture Office		2 minutes	Castration: Boar-P100.00/head Piglet--P50.00/head Carabao-P100.00/head Horse-P100.00/head Vaccination: Hog cholera-P20.00/dose Anti-rabies (cat)-P30.00/dose Iron Dextran-P20.00/dose Deworming: Albendazel-P5.00/cc Ivomec- P5.00/cc
		2. Client pays the service fee at the Treasury Office and brings official receipt to the Agriculture Office		5 minutes	
		3. Client schedules visit for services needed, if the animal is not brought in.		15 minutes	
TOTAL				22 minutes	

GOVERNMENT SERVICE: SOIL SAMPLING					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Identification Card or any document showing identity of the client	RA 7160-LOCAL GOVERNMENT CODE	1. Farmer requests for service at the Agriculture Office		2 minutes	SERVICE FEE- P20.00
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client agrees to schedule of obtaining soil sample and pays the service fee at the Treasury Office		5 minutes	
		3. OMAG staff obtains soil sample and brings it to the Soil Laboratory at Pacdal, Baguio City		10 minutes	
		4.OMAG Staff explains result of soil analysis to farmer		10 minutes	
TOTAL				27 minutes	

GOVERNMENT SERVICE: ACCESS TO PLANTING MATERIALS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Identification Card or any document showing	RA 7160-LOCAL GOVERNMENT	1. Farmer requests for service at the Agriculture Office		2 minutes	Seedlings Banana sucker-P50.00

identity of the client	CODE				Rambutan seedlings- P50.00
Request Letter	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Farmer pays the required fees at the treasury and brings back receipt to the OMAG		5 minutes	Grafted Oranges-P20.00 Guyabano seedlings- P20.00 Coffee seedling-P10.00 Guava seedlings-P5.00 Guapple seedlings- P15.00 All kinds of citrus- P25.00
		3.OMAG staff issues seedling		10 minutes	
TOTAL				17 minutes	

GOVERNMENT SERVICE: DISPENSING OF DRUGS AND BIOLOGICS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
NONE REQUIRED	RA 7160-LOCAL GOVERNMENT CODE	1. Client requests for services at the Agriculture Office		2 minutes	Iron- P20.00/dose Hog cholera vaccine- P20.00/dose
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client pays the drugs and biologics at the Treasury Office and brings official receipt to the Agriculture Office		5 minutes	Anti-rabies (cat) - P30.00/dose Ivomec-P 75.00/cc Albendasole –P5.00/cc
		3.Client receives biologics		5 minutes	
TOTAL				12 minutes	

Municipal Assessor's Office

GOVERNMENT SERVICE: APPRAISAL AND ASSESSMENT OF REAL PROPERTY FOR UNTITLED LOTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Survey Plan 2. Certification from CENRO, stating among others, that the land is outside or within the Alienable and Disposable (A&D) area; 3. Duly accomplished/signed certification from the Punong Barangay that the declarant is the present possessor and occupant of the land 4. Certification of the adjoining owners duly sworn to by the Punong Barangay and duly subscribed by the municipal mayor/notary public 5. A duly accomplished affidavit of ownership and/or Sworn Statement declaring the Market Value of Real Property filed by	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION	1. Client submits required documents		10 minutes	Survey Fee- P500.00/lot
		2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office		5 minutes	

the owner/administrator; Affidavit that the applicant is in long, continuous and notorious possession of the property 5.NCIP 6.Letter request for the application of tax declaration of real property					
		3. Assessment staff conducts ocular inspection and prepares Field Appraisal Report		Maximum of 7 days for field validation/inspection	
		4. Assesment staff Prepares/Processes Field Appraisal and Assessment Sheet and transmits the same to the Provincial Assessor's Office		30 minutes	
TOTAL					

GOVERNMENT SERVICE: APPRAISAL AND ASSESSMENT OF REAL PROPERTY FOR TITLED LOTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1.Certified True Copy of title from the Registry of Deeds	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents		10 minutes	Survey Fee- P500.00/lot

2.Approved survey plan 3. Letter request for the application of tax declaration of real property	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION	2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office		5 minutes	
		3. Assessment staff conducts ocular inspection and prepares Field Appraisal Report		Maximum of 7 days for field validation	
		4. Assesment staff Prepares/Processes Field Appraisal and Assessment Sheet and transmits the same to the Provincial Assessor's Office		30 minutes	
TOTAL					

GOVERNMENT SERVICE: APPRAISAL AND ASSESSMENT OF REAL PROPERTY FOR BUILDINGS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Photograph of the whole building/ structure	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents		10 minutes	Survey Fee- P500.00

2. Floor dimension 3. Duly signed sworn statement 4. Letter request for the application of tax declaration of real property	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION	2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office		5 minutes	
		3. Assessment staff conducts ocular inspection and prepares Field Appraisal Report		Maximum of 7 days for field validation	
		4. Assessment staff Prepares/Processes Field Appraisal and Assessment Sheet and transmits the same to the Provincial Assessor's Office		30 minutes	
TOTAL					

GOVERNMENT SERVICE: APPRAISAL AND ASSESSMENT OF REAL PROPERTY FOR MACHINERIES					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Photograph of the machinery being declared	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents		10 minutes	Survey Fee- P500.00

<p>2. Actual cost of the machinery being declared 3. Duly signed sworn statement 4. Letter request for the application of tax declaration of real property</p>	<p>MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION</p>	<p>2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office</p>		<p>5 minutes</p>	
		<p>3. Assessment staff conducts ocular inspection and prepares Field Appraisal Report</p>		<p>Maximum of 7 days for field validation</p>	
		<p>4. Assessment staff Prepares/Processes Field Appraisal and Assessment Sheet and transmits the same to the Provincial Assessor's Office</p>		<p>30 minutes</p>	
<p>TOTAL</p>					

<p>GOVERNMENT SERVICE: PROCESS TRANSFER OF TAX DECLARATION</p>						
<p>SERVICE INFORMATION</p>						
<p>LIST OF REQUIREMENTS</p>		<p>LIST OF STEPS AND PROCEDURES</p>				
<p>Requirement</p>	<p>Legal Basis</p>	<p>Client Steps/Procedures as indicated in the Citizen's Charter</p>	<p>Legal Basis</p>	<p>Total Processing Time</p>	<p>Total Fees to be Paid</p>	
<p>1. Duly registered Deed of Conveyance 2. BIR Certificate</p>	<p>RA 7160-LOCAL GOVERNMENT CODE</p>	<p>1. Client submits required documents</p>		<p>10 minutes</p>	<p>Transfer Fee- P200.00</p>	

Authorizing Registration 3. Latest revision of Owner's copy of Tax Declaration to be transferred 4. Certificate of tax payment up to current year	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION	2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office		5 minutes	
		3. Assessment staff conducts ocular inspection and prepares Field Appraisal Report		Maximum of 7 days for field validation	
		4. Assessment staff Prepares/Processes Field Appraisal and Assessment Sheet and transmits the same to the Provincial Assessor's Office		30 minutes	
TOTAL					

GOVERNMENT SERVICE: ISSUANCE OF OFFICIAL DOCUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Authorization letter from the owner or from the heirs of the declarant id owner is deceased; 2. Valid I.D of	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents		10 minutes	certifications- P50.00 certified photocopies: tax declaration-P50.00 Tax mapped lots-P 100.00 Individual map extracted
	MUNICIPAL ORDINANCE # 316	2. Client pays necessary fees at the Treasury Office, and brings back the official receipt to the Assessor's Office		5 minutes	

client/declarant 3.Updated Real Property Tax Payment of subject property	S. 2020-MUNICIPAL TAX ORDINANCE MANUAL ON REAL PROPERTY APPRAISAL AND ASSESSMENT OPERATION				from PSU-CAR titled lot-P 150.00 Reproduction of maps from file- P 100.00 Any document/s on file-P 50.00
		3. Assessment staff verifies records then prepares requested document		10 minutes	
		4. Client receives requested document		3 minutes	
TOTAL				28 minutes	

Municipal Social Welfare and Development Office

GOVERNMENT SERVICE: ISSUANCE OF I.D. CARDS FOR SENIOR CITIZENS/ SOLO PARENTS/DIFFERENTLY ABLED PERSONS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Senior Citizen I.D.: 1. Birth certificate/Baptismal Certificate	RA 7160-LOCAL GOVERNMENT CODE	1. Client applies for Senior Citizen/Solo Parent I.D./DAP, submits required documents		2 minutes	NONE
	IRR OF RA 7432	2. Social Welfare staff approves application and prepares the I.D. card.		10 minutes	
Solo Parent: 1. Accomplished	RA 9442				

<p>Application Form 2. Barangay Certificate of Residency indicating the status as Solo Parent 3. Birth certificate of child/children *Other supporting documents: 1. Certificate of No Marriage (CENOMAR) 2. Declaration of Nullity of Marriage 3. Spouse's Death Certificate 4. A Medical Certificate signed by a licensed Public Medical Practitioner as proof of a spouse's mental or physical incapacity</p> <p>PWD/DAP: 1. Medical Certificate of Disability 2. 1pc. 1x1 I.D picture</p>	<p>SOLO PARENT WELFARE ACT 8972 OF 2000</p> <p>MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE</p>				
		3. Client receives I.D. card		3 minutes	
		4. Social Welfare staff orients the client re: policies, rules and regulations		10 minutes	
TOTAL				25 minutes	

GOVERNMENT SERVICE: ISSUANCE OF PERMIT TO CONDUCT FUND RAISING					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Constitution and By-laws of the organization 2. Minutes of Meeting stating the intent to conduct fund raising activity 3. Resolution of the Organization to Conduct Fund Raising 4. Letter of Intent	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents at the Social Welfare Office		2 minutes	Fund Raising Permit-P500.00
	MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Client pays necessary fees at the Treasury Office and brings back official receipt to the Social Welfare Office		5 minutes	
		3. Social Welfare staff approves application and prepares permit		10 minutes	
		4. Client receives permit		3 minutes	
TOTAL				20 minutes	

GOVERNMENT SERVICE: ISSUANCE OF REFERRAL/CASE STUDY TO INDIVIDUALS/FAMILIES IN CRISIS SITUATION SEEKING FINANCIAL/MEDICAL ASSISTANCE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
1. Valid I.D. of client 2. Medical certificate/medical	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents at the Social Welfare Office		2 minutes	NONE

abstract of beneficiary 3. Certificate of Indigency	MC 11 S. 2019-REVISED GUIDELINES ON THE IMPLEMENTATION OF ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION SB RESOLUTION NO. 64 S. 2019	2. Social Welfare staff counsels client and if necessary, conducts home visit.		1 hour	
		3. Social Welfare staff prepares social case study and referral letter		1 hour	
		4. Client receives case study/referral		5 minutes	
TOTAL				2 hours, 7 minutes	

GOVERNMENT SERVICE: ISSUANCE OF CERTIFICATIONS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Any government issued I.D.	RA 7160-LOCAL GOVERNMENT CODE Municipal Tax Ordinance	1. Client applies for certification.		5 minutes	NONE
		2. Client fills up intake sheet		5 minutes	

		3. Client pays necessary fees at the Municipal Treasury Office		3 minutes	P 80.00
		4. Client receives certification		2 minutes	
TOTAL				15 minutes	

Municipal Engineering Office

GOVERNMENT SERVICE: ISSUANCE OF BUILDING PERMIT					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Five (5) sets of plans and specifications together with the bill of materials and cost estimates, signed and sealed by: 1. Licensed Architect or Civil Engineer for architectural/structural plans; 2. Licensed Sanitary Engineer or Master Plumber for plumbing/sanitary plans; 3. Licensed	RA 7160-LOCAL GOVERNMENT CODE	1. Applicant secures necessary forms at the Municipal Engineer's Office and accomplishes them.		15 minutes	DEPENDS ON THE COMPUTATION
	PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	2. Secures Certification of Zoning Compliance at the Municipal Planning and Development Office		1 hour	
		3. Applicant submits plans and other required documents to the Building Official at the Mun. Engineer's Office		1 hour	
		4.Applicant brings endorsement at the Bureau of Fire Protection Office		15 minutes	
		5.Applicant submits fire clearance to the Mun. Engineer's Office		15 minutes	
		6.Client receives order of payment and proceeds to the Municipal Treasury to pay necessary fees		10 minutes	

<p>Professional Electrical Engineer for installation of more than 20 outlets and more than 4 kw for electrical plans or licensed Assistant or Associate Electrical Engineer or Master Electrician for electrical sketches up to 20 outlets or 4 kw; and</p> <p>4. Lot plan signed and sealed by a Geodetic Engineer.</p> <p>Five (5) sets of Description and proof of ownership of lot: In case the applicant is registered owner of the lot: 1. Copy of Title 2. Tax Declaration 3. Current Real Property receipt of certification of non-delinquency In case the lot is awarded but not yet Titled: 1. Certification of allocation/award 2. Updated certification from the Land Management Bureau that the award is still</p>		7. MEO staff prepares permit and submits to Building Official for approval and signature		15 minutes	
		8. Applicant receives building permit		5 minutes	

<p>valid In case applicant is not the registered owner of the lot:</p> <ol style="list-style-type: none"> 1. Duly notarized copy of the contract of lease 2. Duly notarized copy of Deed of Sale 3. Duly notarized copy of Contract of Sale 4. Duly notarized copy of the authorization from the owner <p>Structural design computation including seismic analysis for structures two (2) storey or more</p> <p>Structural design computation for structure more than 20 sq.m</p> <p>Soil analysis for structures above three (3) storey</p> <p>Five (5) sets of application forms (building, sanitary/plumbing, electrical, mechanical)</p>					
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Five (5) sets of Locational Clearance from the Municipal Planning and Development Office					
TOTAL					

GOVERNMENT SERVICE: ISSUANCE OF OTHER BUILDING RELATED PERMITS						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
Electrical Permit: 1. Electrical permit application form signed by a professional Electrical Engineer 2. Electrical plans 3. Specifications 4. Bill of materials and cost estimates Mechanical Permit: 1. Mechanical permit application form signed by a professional Mechanical Engineer 2. Mechanical plans	RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Applicant secures necessary forms at the Municipal Engineer's Office and accomplishes them.		15 minutes	DEPENDS ON THE COMPUTATION	
		2. Engineering staff receives accomplished forms and documentary requirements and reviews them		15 minutes		
		3. Client receives order of payment and proceeds to the Municipal Treasury to pay necessary fees and brings back official receipt to the MEO		10 minutes		
		4. MEO staff prepares permit and submits to Building Official for approval and signature		15 minutes		
		5. Applicant receives building permit		5 minutes		

<p>3. Specifications 4. Bill of materials and cost estimates</p> <p>Sanitary/Plumbing Permit 1. Sanitary/plumbing permit application form signed by a Sanitary Engineer or Master Plumber 2. Sanitary/Plumbing plans 3. Specifications 4. Bill of materials and cost estimates</p> <p>Fencing Permit: 1. Fencing permit application form 2. Fencing plans 3. Bill of materials and cost estimates 4. Lot plans 5. Lot documents</p> <p>Demolition Permit: 1. Demolition permit form 2. Sketch plan of area to be demolished 3. Certificate of Real Property Tax Payment</p> <p>Sign Permit:</p>					
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1. Sign permit form 2. Building permit form 3. Structural analysis 4. Zoning clearance 5. Fire clearance, with electrical connections 6. Plans 7. Lot documents 8. DPWH clearance, for national road/highways					
TOTAL				60 minutes	

GOVERNMENT SERVICE: ISSUANCE OF OCCUPANCY PERMIT						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
1. Certificate of completion by the Building Official	RA 7160-LOCAL GOVERNMENT CODE	1. Applicant secures necessary forms at the Municipal Engineer's Office and accomplishes them, and submits documentary requirements.		5 minutes	DEPENDS ON THE COMPUTATION	
2. Building inspection sheet accomplished, signed and sealed by the Architect or Civil Engineer.	PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES	2. Engineering staff receives accomplished forms and documentary requirements and reviews them		15 minutes		
3. Certificate of Final Electrical Inspection	MUNICIPAL ORDINANCE # 316	3. MEO staff Issues endorsement to Bureau of Fire for applicant to secure Fire Safety Inspection Certificate		10 minutes		
4. Final Fire Safety Inspection Report by	S. 2020-MUNICIPAL TAX ORDINANCE	4. Applicant submits Fire Safety Inspection Certificate, as-built plans, in case of deviation from the approved plan		10 minutes		

the Fire Department		5. Client receives order of payment and proceeds to the Municipal Treasury to pay necessary fees and brings back official receipt to the MEO.		5 minutes	
		6. MEO staff prepares permit and submits to Building Official for approval and signature		15 minutes	
		7. Applicant receives occupancy permit		5 minutes	
TOTAL				1 hour, 5 minutes	

GOVERNMENT SERVICE: ISSUANCE OF SOUND PROOFING CERTIFICATE						
SERVICE INFORMATION						
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES			Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis			
Copy of Business Permit	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Applicant requests for an inspection schedule at the Mun. Engineer's Office.		5 minutes	Sound Proof Inspection Fee- P500.00	
		2. Client pays necessary fees at the Municipal Treasury Office and brings back official receipt to the MEO.		10 minutes		
		3. Applicant receives Sound Proofing Certificate		5 minutes		
TOTAL				20 minutes		

Municipal Planning and Development Office

GOVERNMENT SERVICE: ISSUANCE OF PERTINENT DATA/DOCUMENTS					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Any valid I.D.	RA 7160-LOCAL GOVERNMENT CODE MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE	1. Client requests for data/ documents at the Planning Office		5 minutes	Certified Copy of Document- P50.00
		2. Client pays necessary fees at the Municipal Treasury Office and brings back official receipt to the MPDC office.		5 minutes	
		3. MPDC staff photocopies documents and certifies it.		5 minutes	
			4. Client receives documents		2 minutes
TOTAL				17 minutes	

GOVERNMENT SERVICE: ISSUANCE OF ZONING CERTIFICATE/LOCATIONAL CLEARANCE					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Photocopy of Tax Declaration/ Certificate of Land Title/Lease	RA 7160-LOCAL GOVERNMENT CODE	1. Client submits required documents for verification and evaluation		15 minutes	Depends on land use computation


Contract Photocopy of Real Property Tax receipt Building Plan/Electrical Layout	PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES	2. Client agrees schedule for ocular inspection		Depends on location of property	
		3. Zoning Officer prepares an inspection/evaluation report .		1 hour	
	Executive Order 621 S. 1980 MUNICIPAL ORDINANCE # 316 S. 2020-MUNICIPAL TAX ORDINANCE MUNICIPAL ORDINANCE NO. 286 S. 2017-ZONING ORDINANCE	4. Client pays corresponding fees at the Municipal Treasury office and brings back official receipt to the Zoning Officer at the Planning Office		5 minutes	
		5. Client receives Zoning/Location Clearance		2 minutes	
					17 minutes
TOTAL					

Municipal Budget Office

GOVERNMENT SERVICE: REVIEW OF BARANGAY BUDGET					
SERVICE INFORMATION					
LIST OF REQUIREMENTS		LIST OF STEPS AND PROCEDURES		Total Processing Time	Total Fees to be Paid
Requirement	Legal Basis	Client Steps/Procedures as indicated in the Citizen's Charter	Legal Basis		
Barangay Plan and Budget	RA 7160-LOCAL GOVERNMENT CODE PD 1096- NATIONAL BUILDING CODE OF THE PHILIPPINES	1. Client submits documents for review at the Municipal Budget		5 minutes	NONE
		2. MBO staff reviews Barangay Budget		30 minutes-1 hour	
		3.MBO staff transmits findings and recommendations to the Local Finance Committee for further review and action		10 minutes	
TOTAL					

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Admin officer V

Approved By:



FRANKLIN C. ODSEY
Municipal Mayor