

FRONTLINE SERVICE: *Issuance of Mayor's Clearance/Recommendations/Certifications*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Issue Mayor's Clearance or Recommendation to qualified clients/individuals.

REQUIREMENT(S)


- Barangay Certification
- Police Clearance
- Community Tax Certificate
- Official Receipts

FEES

- Refer to Municipal Treasurer's Office

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client/provide list of requirements	3 minutes	MRS.BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall
2. Receive & check all the requirements	5 minutes	-do-
3. Prepare Mayor's Clearance or Recommendation	15 minutes	MRS.BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall
4. Mayor's Approval & Signature	5 minutes	MAYOR ESTHER FOSTANES-TABIGUE, RND at Upper floor Main Bldg. Municipal Hall
5. Release of document	2 minutes	MRS.BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall

 **Total Processing Time: 30 minutes**

FRONTLINE SERVICE: *Issuance of Mayor's Permit*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Issue Mayor's Permit to qualified applicants.

 REQUIREMENT(S)

- Application Form (refer to Municipal Treasurer's Office)

 FEES

- Refer to Municipal Treasurer's Office

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Advice client to proceed to Municipal Treasurer's Office & fill up application form	2 minutes	MRS. BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall
2. Verify compliance of the requirements/check all the supporting documents & signatories	10 minutes	-do-
3. Preparation of permit	8 minutes	MRS. BENEDICTA C. SALAUM REY TOMAS F. MACA at Upper floor Main Bldg. Municipal Hall
4. Mayor's approval and signature	3 minutes	MAYOR ESTHER FOSTANES-TABIGUE, RND
5. Release of Mayor's Permit/Segregate copies	2 minutes	MRS. BENEDICTA C. SALAUM REY TOMA F. MACA at Upper floor Main Bldg. Municipal Hall.

👉 **Total Processing Time: 25 minutes**

FRONTLINE SERVICE: *Register Jobseekers/Referrals***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Provide clients with adequate information on employment and other DOLE programs. Refer jobseekers to concerned agencies for appropriate employment assistance.

 REQUIREMENT(S)


- None

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview/advice the client to fill up NMRS form	20 minutes	MRS. NILDA A. HIYANGAN at Upper floor Main Bldg. Municipal Hall
2. Check the completeness of the data in NMRS and evaluate the qualifications of jobseekers	10 minutes	-do-
3. Prepare & release of registered card and referrals	10 minutes	-do-

 **Total Processing Time: 40 minutes**

FRONTLINE SERVICE: *Granting of Financial Assistance to Indigents*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Giving of financial assistance for free medicines to indigent patients.

 REQUIREMENT(S)

- C.T.C. (Community Tax Certificate)
- Doctor's Prescription/Referral
- Proof of being indigent (Barangay Certification)

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	MRS. BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall
2. Advise the client to proceed to Municipal Health Office for consultation	20 minutes	-do-
3. Preparation of vouchers and other supporting documents	10 minutes	-do-
4. Mayor's approval and Signature	5 minutes	MAYOR ESTHER FOSTANES-TABIGUE, RND
5. Let the client sign the voucher and logbook	5 minutes	MRS. BENEDICTA C. SALAUM at Upper floor Main Bldg. Municipal Hall
6. Submit voucher to the disbursing officer for release of financial assistance	5 minutes	MRS. ROSARIO A. CADORNIGA at MTO Ground Floor Main Bldg.

👉 **Total Processing Time: 50 minutes**

FRONTLINE SERVICE: *Receive copies of Barangay Ordinances/Appropriation Ordinances for review and approval*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Review and approve/disapprove Barangay Ordinances and Appropriation Ordinances.

REQUIREMENT(S)

- Certification from the Punong Barangay that Public Hearing has been conducted for Barangay Ordinances
- Barangay Development Council Resolution for Appropriation Ordinances
- Certification from Municipal Budget Officer

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Check and review the documents submitted</p> <p>Documents submitted will be checked if the papers are complete</p>	5 minutes	MRS. LOURDES A. TUYOGON At SB Office, Upper floor Main Bldg.
<p>2. Receive the duplicate copy of the submitted barangay documents</p> <p>The client request copies of the document.</p>	3 minutes	-do-

 **Total Processing Time: 8 minutes**

FRONTLINE SERVICE: Accreditation of POs and NGOs**Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Accredit different POs and NGOs in conformity with the guidelines issued by the DILG and guidelines required by the Sangguniang Bayan.

 REQUIREMENT(S)

- Duly accomplished Application Form for accreditation
- Board Resolution
- Certification of Registration issued by DOLE/SEC/CDA
- List of current officers and members
- Annual Accomplishment Report
- Financial Statement
- Profile indicating the proposal/s and objective/s of the org.
- Copy of the minutes of the meeting of the organization

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p>1. Submission of required documents</p> <p>The different POs & NGOs will submit to the office a Letter of Application containing the required documents.</p>	5 minutes	MRS.LOURDES A. TUYOGON At SB Office, Upper floor Main Bldg.
<p>2. Review the documents</p> <p>The Committee on Accreditation will review the necessary documents submitted.</p>	20 minutes	-do-
<p>3. Resolution accrediting POs and NGOs</p> <p>The Committee on Accreditation will sponsor a resolution accrediting the POs/NGOs if the required documents are complete</p>	10 minutes	-do-

4. Issuance of Certificate of Accreditation Cert. of Accreditation will be issued to POs/NGOs with approved resolution.	3 minutes	-do-
5. Release Cert. of Accreditations Certification of Accreditation will be released to the concerned POs & NGOs.		

 **Total Processing Time: 38 minutes**

FRONTLINE SERVICE: *Certify Completeness of supporting documents*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Signing of Box A of Disbursement Voucher certifying that all the necessary documents required under existing laws, rules and regulations are attached. However expenses subject to pre-audit shall be forwarded to Commission on Audit Provincial Office.

REQUIREMENT (S):

SUPPORTING DOCUMENTS ATTACHED TO DISBURSEMENT VOUCHER

I. PURCHASES:

1. SUPPLIES AND MATERIALS (EMERGENCY):
 - a. Approved Purchased Request bearing date and number
 - b. Approved Purchase Order duly signed/accepted by supplier, bearing date and number
 - c. Inspection and Acceptance Report
 - d. Charge Invoice or Delivery Receipt
 - e. Canvass Papers/Price Quotations duly signed by BAC Members
 - f. Original Cash Invoice or Official Receipt
 - g. Justification
 - h. OBsR
 - i. Other documents required under specific provisions of special law/agreement
2. SUPPLIES AND MATERIALS (EXCLUSIVE/SOLE DISTRIBUTOR)
 - a. Approved Purchased Request bearing date and number
 - b. Approved Purchase Order duly signed/accepted by supplier bearing date and number
 - c. Charge Invoice or Delivery Receipt
 - d. Original Cash Invoice or Official Receipt
 - e. Inspection and Acceptance Report
 - f. Certificate of Exclusive Distributorship (issued by manufacturer)
 - g. Certification that there are no sub-dealers selling at lower prices and that no suitable substitute are available
 - h. OBsR
 - i. Other documents required under specific provisions of special law/agreement
3. SUPPLIES AND MATERIALS (REPEAT ORDER SUBJECT TO LIMITATION)
 - a. Approved Purchase Request bearing date and number
 - b. Approved Purchase Order duly signed/accepted by supplier bearing date and number
 - c. Original Sales Invoice
 - d. Certified copy of previous PO
 - e. Certified copy of Previous Sales Invoice
 - f. Inspection and Acceptance Report
 - g. OBsR
 - h. Other documents required under specific provisions of special law/agreement
4. SUPPLIES AND MATERIALS (PUBLIC BIDDING)
 - a. Approved Purchase request bearing date and number
 - b. Approved Purchase Order duly received /accepted by supplier bearing date and number
 - c. Original Sales Invoice
 - d. Delivery Receipt
 - e. Inspection and Acceptance Report
 - f. BAC Resolution recommending award

- g. Notice of Award
 - h. Minutes of the bidding
 - i. Performance Bond
 - j. OBsR
 - k. Other documents required under specific provisions of special law/agreement
5. SUPPLIES AND MATERIALS (THRU NEGOTIATED CONTRACT)
- a. Approved Purchase Request bearing date and number
 - b. Approved Purchase Order duly received by supplier bearing date and number
 - c. Sales Invoice
 - d. Inspection and Acceptance Report
 - e. Delivery Receipt
 - f. SB Resolution authorizing the negotiated contract
 - g. BAC Resolution recommending the negotiated contract
 - h. Minutes of bidding showing the failed bidding
 - i. Canvass papers duly signed by BAC members
 - j. OBsR
 - k. Other documents required under specific provisions of special law/agreement
6. EQUIPMENT
- a. Same as above depending on the mode of procurement
 - b. Copy of Memorandum Receipt
- II. CONTRACT**
- a. SERVICE/REPAIR
 - i. Request for repair duly signed and approved bearing date and number
 - ii. Pre-repair Inspection Report
 - iii. Certification that the damage was due to fair wear and tear
 - iv. Approved Contract/Job Order duly received by supplier
 - v. Report of Completion
 - vi. Report of Waste Materials
 - vii. Inspection and Acceptance Report
 - viii. Evidence that contractor is duly licensed and registered
 - ix. Post-repair Inspection Report
 - x. OBsR
 - xi. Other documents required under specific provisions of special law/agreement
 - b. LEASE
 - i. Lease Agreement/Contract
- III. INFRASTRUCTURE (PUBLIC BIDDING)**
1. MOBILIZATION
- i. Approved Contract
 - ii. Notice to Commence Work
 - iii. Pictures of the site showing equipments and people working
 - iv. Performance Bond
 - v. Request from contractor for release of mobilization fund
 - vi. Unconditional bank guarantee/standby LC equivalent to 15% of contract price
 - vii. Certification that contractor has mobilized to site by Bgy. Captain and Mun. Engineer
 - viii. OBsR
 - ix. Other documents required under specific provisions of special law/agreement
2. SUBSEQUENT PAYMENTS
- 1. Billing Statement
 - 2. Program of Work and detailed estimates
 - 3. Physical Accomplishment Report

- 4. Pictures
- 5. Test Results (DPWH Accredited Lab)
- 6. Xerox Copy of previous payment
- 7. Work Request
- 8. Weather Chart
- 9. Suspension Order
- 10. Resume to Work Order
- 11. Logbook (daily activities)
- 12. Other requirements required under specific provisions of special law/agreement

b. FINAL PAYMENT

- i. Same as above
- ii. Certification from DOLE that no pending case has been filed in connection with the project
- iii. Certificate that all materials, labor and other obligations has been fully paid/liquidated
- iv. Certificate of final inspection
- v. Certificate of completion and final acceptance

c. RETENTION FEE

- i. Certificate of Final Acceptance
- ii. Surety Bond/Warranty

FEES:

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive (stamp, initial & indicate date) and sign with number of voucher with supporting papers	2 minutes	MRS. LILIA V. BERNALES MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.
2. Verify accuracy authenticity and completeness of supporting papers	10 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
3. If complete: Sign the Voucher If incomplete/inaccurate; return the voucher & supporting papers and inform client of the deficiencies in writing.	2 minutes 10-30 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
4. Record in logbook and forward to office/client concern	3 minutes	GRACE C. GULLE MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.

 **Total Processing Time: 17-35 minutes**

FRONTLINE SERVICE: *Signing of Check Advice***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Compliance of depository bank requirement to validate issuance of checks.

 REQUIREMENT (S):

- Approved Voucher

 FEES:

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive check and advice	2 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
2. Review accuracy of entries in check and advice	5 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
3. If accurate: Sign the advice If not: return check and advice for correction	2 minutes 2 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
4. Release check, advice and approved voucher	1 minute	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.

 Total Processing Time: 10 minutes

FRONTLINE SERVICE: *Preparation of Statement of Payment & Remittances*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Assistance to loan applicants to facilitate the updating of loans to financial institutions showing months & year, O.R. Number, date of remittances and amount and also facilitate immediate approval and release of loans.

REQUIREMENT (S):

- None

FEES:

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request copy of statement of payment and remittances.	16 minutes	MRS. LILIA V. BERNALES MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
2. Prepare statement	3 hours	MRS. LILIA V. BERNALES At Leftwing Annex Bldg.
3. Sign the statement	2 minutes	MRS. LILIA V. BERNALES MRS. LEONORA D. ELUMBA At Leftwing Annex Bldg.
4. Review and sign the statement	10 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
5. Release the statement	2 minutes	MRS. LILIA V. BERNALES At Leftwing Annex Bldg.

 **Total Processing Time: 3 hours & 30 minutes**

FRONTLINE SERVICE: *Preparation of Debit/Credit Advice of Barangay Collections*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Debit/Credit advices is prepared to support withdrawal/deposit/remittance of barangay collections.

REQUIREMENT (S):

- Official Receipts Stub
- BIR Form 0016

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request preparation of Debit/Credit Advice of Collection.	5 minutes	GRACE C. GULLE MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.
2. Receive duplicate copies of Official Receipt and BIR Form 0016	15 minutes	GRACE C. GULLE MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.
3. Prepare Debit/Credit Advice	6 minutes	GRACE C. GULLE MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.
4. Review accuracy of advice	2 minutes	MR. MANUEL B. BUSANO MS. CARMELITA L. PAHANG At Leftwing Annex Bldg.
5. Accurate: Sign the advice If not: Return advice for correction	2 minutes	GRACE C. GULLE MS. MARIFE M. MIRAFLOR At Leftwing Annex Bldg.
6. Release the Advice	1 minute	

 **Total Processing Time: 31 minutes**

FRONTLINE SERVICE: *Distribution of Quality hybrid (F1), certified (inbred varieties) and Corn seeds to farmers*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Provision of quality rice seeds (F1 and certified) among farmers to enhance better harvest and facilitate farmer's availment of the Department of Agriculture's subsidy program.

REQUIREMENT(S)


- Temporary receipts

FEES

- Depends upon the prevailing price

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	MR. AGUIRICO T. BERNALES at Rural Health Compound.
2. Dispose individually to client	10 minutes	-do-

 **Total Processing Time: 15 minutes**

FRONTLINE SERVICE: *Artificial Insemination on cattle, carabao, goat and swine*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

The office provides AI services for the upgrading of our native stocks, making them more competitive and more productive.

REQUIREMENT(S)


- None

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	15 minutes	MR. NORMAN H. MIANO at Rural Health Compound
2. Instruct farmer to make in advance a chute to facilitate the deposition of semen	15 minutes	-do-
3. Prepare A.I. equipment and proceed to the site	1 hour & 30 minutes	-do-

 **Total Processing Time: 2 hours**

FRONTLINE SERVICE: *Issuance of fishing gear certification and other fishery related documents*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

The office provides services on the issuance of fishing gear certification and other fishery-related documents for the purpose of controlling and managing our fishery resources.

REQUIREMENT(S)


- Official Receipt

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	15 minutes	MRS. MA. ROYANA M. MILANA at Rural Health Compound
2. Issue certification	5 minutes	-do-
3. Endorse document and instruct client to proceed to MTO for the issuance of Official Receipt for License	15 minutes	-do-

 **Total Processing Time: 35 minutes**

FRONTLINE SERVICE: *Distribution of Coffee and other nursery seedling*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Distribution of coffee and other nursery seedling is aimed at giving our farmers other livelihood opportunities and paved the way towards community greening program and the rehabilitation of our denuded forestlands.

REQUIREMENT(S)


- Official Receipts

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	10 minutes	MRS. MA. ROYANA M. MILANA at Rural Health Compound
2. Instruct client to proceed to MTO for the payment of seedlings	15 minutes	-do-
3. Validate the receipt and release the seedling	15 minutes	-do-

 **Total Processing Time: 40 minutes**

FRONTLINE SERVICE: *Animal Treatment***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Provide animal health services in livestock in the municipality.

 REQUIREMENT(S)

- None

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	15 minutes	MR. NORMAN H. MIANO at Rural Health Compound
2. Prepare equipment for animal treatment and proceed to site	15 minutes	-do-

 **Total Processing Time: 30 minutes**

FRONTLINE SERVICE: *Issuance of certified copies of Tax Declaration*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Tax Declaration, certifications of landholding/no landholdings, certification of improvement/no improvement and sketch map/vicinity maps may be avail from the office.

REQUIREMENT (S):

- Filled up Request Form

FEES:

- P30.00 per Tax Declaration
- P15.00 documentary stamp

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request for true copy (Secure & fill up request form)	5 minutes	ASSESSOR STAFF At Rightwing Annex Bldg.
2. Searches and verify for the requested Tax Declaration	10-20 minutes	CECILIA S. ATON ASSESSOR STAFF At Rightwing Annex Bldg.
3. Prepares the requested Tax Declaration and advice client to pay at Municipal Treasurer's Office	10 minutes	MRS. ESTELITA B. DAPROSA At Rightwing Annex Bldg.
4. Receive the Official Receipt , Checks, initial and seal the Tax Declaration	3 minutes	MRS. ESTER E. ANCHUELO At Rightwing Annex Bldg.
5. Counterchecks and sign the true copy of Tax Declaration	3 minutes	MRS. CONCEPCION J. QUIM At Rightwing Annex Bldg.
6. Records and release the Tax Declaration	1 minute	ASSESSOR STAFF At Rightwing Annex Bldg.

 **Total Processing Time: 32- 42 minutes**

FRONTLINE SERVICE: *Issuance of Certification of Landholding/No Landholding*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Tax Declaration, certifications of landholding/no landholdings, certification of improvement/no improvement and sketch map/vicinity maps may be avail from the office.

REQUIREMENT (S):

- Filled up Request Form

FEES:

- P30.00 per certification
- P15.00 documentary stamp

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request certification of landholding/no landholding (Secure & fill up request form)	5 minutes	ASSESSOR STAFF At Rightwing Annex Bldg.
2. Searches and verify for the requested certification and advice client to pay at Municipal Treasurer's Office	10-20 minutes (maximum)	ASSESSOR STAFF At Rightwing Annex Bldg.
3. Prepares the requested certification of landholding/no landholding	10 minutes	MRS. ESTELITA B. DAPROSA At Rightwing Annex Bldg.
4. Receive the Official Receipt, Checks, initial and seal the certification	3 minutes	MRS. ESTER E. ANCHUELO At Rightwing Annex Bldg.
5. Counterchecks and sign the certification	3 minutes	MRS. CONCEPCION J. QUIM At Rightwing Annex Bldg.
6. Records and release the Certification	1 minute	ASSESSOR STAFF At Rightwing Annex Bldg.

 **Total Processing Time: 32- 42 minutes**

FRONTLINE SERVICE: *Issuance of Sketch Maps/Vicinity Maps*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Tax Declaration, certifications of landholding/no landholdings, certification of improvement/no improvement and sketch map/vicinity maps may be avail from the office.

 REQUIREMENT (S):

- Filled up Request Form

 FEES:

- P30.00 for map

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request for Sketch/vicinity map (Secure & fill up request form)	5 minutes	ASSESSOR STAFF At Rightwing Annex Bldg.
2. Searches and verify for the requested map and Tax Declaration	10-20 minutes (maximum)	CECILIA S. ATON ASSESSOR STAFF At Rightwing Annex Bldg.
3. Prepares the requested Sketch maps/Vicinity Maps and advice client to pay to Municipal Treasurer's Office.	10 minutes	MRS. ESTELITA B. DAPROSA At Rightwing Annex Bldg.
4. Receive the Official Receipt and Documentary stamps for client, Checks, initial and seal the prepared Sketch/Vicinity Maps	3 minutes	MRS. ESTER E. ANCHUELO At Rightwing Annex Bldg.
5. Counterchecks and sign the certification	3 minutes	MRS. CONCEPCION J. QUIM At Rightwing Annex Bldg.
6. Records and release the Sketch Maps	1 minute	ASSESSOR STAFF At Rightwing Annex Bldg.

 **Total Processing Time: 32- 42 minutes**

FRONTLINE SERVICE: *Ocular Inspection***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Tax Declaration, certifications of landholding/no landholdings, certification of improvement/no improvement and sketch map/vicinity maps may be avail from the office.

 REQUIREMENT (S):

- Filled up Request Form

 FEES:

- P100.00 per lot

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request for ocular inspection of lots (Secure & fill up request form)	5 minutes	ASSESSOR STAFF At Rightwing Annex Bldg.
2. Searches the requested Tax Declaration and verify in the maps	20 minutes	MRS. ESTER E. ANCHUELO ASSESSOR STAFF At Rightwing Annex Bldg.
3. Receive the Official Receipts and conduct ocular inspection	3 hours	MRS. CONCEPCION J. QUIM MRS. ESTER E. ANCHUELO ASSESSOR STAFF At Rightwing Annex Bldg.

 **Total Processing Time: 3 hours & 25 minutes**

FRONTLINE SERVICE: *Issuance of Certification of Improvements/No Improvements*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Tax Declaration, certifications of landholding/no landholdings, certification of improvement/no improvement and sketch map/vicinity maps may be avail from the office.

REQUIREMENT (S):


- Filled up Request Form

FEES:

- P30.00 per certification
- P15.00 documentary stamp

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client request certification of improvements/no improvements(Secure & fill up request form)	5 minutes	ASSESSOR STAFF At Rightwing Annex Bldg.
2. Searches and verify for the requested certification and advice client to pay at Municipal Treasurer's Office	10-20 minutes (maximum)	MRS. CECILIA S. ATON ASSESSOR STAFF At Rightwing Annex Bldg.
3. Prepares the requested certification of improvement/no improvement.	10 minutes	MRS. ESTELITA B. DAPROSA At Rightwing Annex Bldg.
4. Receive the Official Receipt, Checks, initial and seal the certification	3 minutes	MRS. ESTER E. ANCHUELO. At Rightwing Annex Bldg.
5. Counterchecks and sign the certification	3 minutes	MRS. CONCEPCION J. QUIM At Rightwing Annex Bldg.
6. Records and release the Certification	1 minute	ASSESSOR STAFF At Rightwing Annex Bldg.

 **Total Processing Time: 32-42 minutes**

FRONTLINE SERVICE: *Certification of Obligation Request (ObR) as to existence of Appropriation*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

To ensure compliance with all budgetary requirements and limitations provided in Article 424 of R.A. 7160.

REQUIREMENT(S)

- None

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive Obligation Request with supporting documents & record in the logbook	2 minutes	MRS. FE C. LADARAN At Rightwing Annex Bldg.
2. Verify as to existence of appropriation, assign ObR number & post appropriation charges	5 minutes	-do-
3. Certify Obligation Request (ObR)	2 minutes	-do-
4. Release the ObR with the supporting documents	1 minute	-do-

 **Total Processing Time: 10 minutes**

FRONTLINE SERVICE: *Review Barangay Budget*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Certification on the availability of appropriation for a certain obligation or expenditure.

 REQUIREMENT(S)


- None

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive the Barangay Budget (Annual/Supplemental) and record in the logbook	2 minutes	MRS. FE C. LADARAN At Rightwing Annex Bldg.
2. Verify as to the completeness of supporting documents & return one(1) copy to the client	3 minutes	-do-
3. Issue certificate of appearance	1 minute	-do-
4. Review the budget if there's no deficiency, recommends for approval	2 hours	-do-
5. Submit barangay budget to SB for approval	3 minutes	-do-

 **Total Processing Time: 11 minutes**

FRONTLINE SERVICE: *Issuance of Building Permit***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Inspect and issue building permits.

 REQUIREMENT(S)

- Photocopies of the following:
 - ✓ TCT
 - ✓ Tax Declaration
 - ✓ Current Tax Receipt
 - Affidavit of Consent
 - Deed of Sale
 - ✓ Big plans and estimates
 - ✓ Barangay Certification
 - ✓ Latest Cedula
 - ✓ Location Clearance
 - ✓ Application Form

 FEES

- Based on National Building Code and Approved Local Revenue Code

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	15 minutes	ENGR. RAYMUND B. MELICOR MRS. SUSAN V. SALAO At Leftwing Annex Bldg.
2. Evaluation of documents and computation of fees	1 hour & 30 minutes	-do-
3. Release of computation payment slip and advised payment to MTO	2 minutes	-do-
4. Receive Official Receipt for entry	5 minutes	-do-
5. Inspection	4 hours	-do-
6. Approval/Issuance of Permit	5 minutes	-do-

☞ **Total Processing Time: 5 hours & 57 minutes**

FRONTLINE SERVICE: *Issuance of Fencing Permit***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Inspect and issue fencing permits.

 REQUIREMENT(S)

- Photocopies of the following:
 - ✓ TCT
 - ✓ Tax Declaration
 - ✓ Deed of Sale
 - ✓ Plans and estimates
 - ✓ Barangay Certification
 - ✓ Latest Cedula
 - ✓ Location Clearance/Zoning Clearance
 - ✓ Vicinity Map
 - ✓ Application Form

 FEES

- Based on National Building Code Fees

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	15 minutes	ENGR. RAYMUND B. MELICOR MRS. SUSAN V. SALAO At Leftwing Annex Bldg.
2. Evaluation of documents and computation of fees	30 minutes	-do-
3. Release of computation payment slip and advised payment to Municipal Treasurer's Office	10 minutes	-do-
4. Receive Official Receipt for entry	5 minutes	-do-
5. Inspection for set back	4 hours	-do-
6. Approval/Issuance of Permit	5 minutes	-do-

 **Total Processing Time: 5 hours & 5 minutes**

FRONTLINE SERVICE: *Preparation of Program of Works for Barangay*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Site inspection, prepare sketch plan and estimates about the propose project.

REQUIREMENT(S)


- None

FEES

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	ENGR. RAYMUND B. MELICOR MRS. SUSAN V. SALAO At Leftwing Annex Bldg.
2. Site Inspection	4 hours	-do-
3. Prepare Plan/Billing of Materials	2 days	-do-
4. Proceed to MPDC for signature.	10 minutes	-do-
5. Return to Engineering Office	5 minutes	-do-
6. Issuance of Program of Work	5 minutes	-do-

 Total Processing Time: 2 days, 4 hours & 25 minutes

FRONTLINE SERVICE: *Issuance of Electrical Permit***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Inspect and issue electrical permits.

 REQUIREMENT(S)

- Zoning and Locational Clearance from MPDC
- Building Permit
- Electrical Permit Form

 FEES

- Based on National Building Code and Approved Local Revenue Code

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	ENGR. RAYMUND B. MELICOR MRS. SUSAN V. SALAO At Leftwing Annex Bldg.
2. Evaluation of documents and fees, release of computation	15 minutes	-do-
3. Receive Official Receipt for entry	5 minutes	-do-
4. Inspection	4 hours	-do-
5. Approval/Issuance of Permit	5 minutes	-do-

 Total Processing Time: 4 hours & 30 minutes

FRONTLINE SERVICE: *Leave Administration*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Provide an updated computation of leave credits of all local government employees.

 DOCUMENTARY REQUIREMENTS

- Leave Form

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client approach the service provider and request leave form.	5 minutes	MS. MA. THELMA G. BETONIO MRS. HILARIANITA B. TANO At Leftwing Annex Bldg.
2. Computation of leave credits Person-in-charge make computation of leave credits.	10 minutes	-do-
3. Forward the document to department head concerned After the leave credits is computed and signed, person-in-charge forward the document to the department head concerned for recommendation.	5 minutes	-do-
4. Forward the document to Mayor's Office Person-in-charge forward document to Mayor's Office for approval.	5 minutes	-do-
5. Get/Receive the document from Mayor's Office After the approval, person-in-charge get/receive the document from Mayor's Office	5 minutes	-do-
6. Release the approved leave form Person-in-charge release a copy of the approved leave form to employee concerned.	1 minute	-do-

👉 **Total Processing Time: 31 minutes**

FRONTLINE SERVICE: *Issuance of Service Record*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Provide and print service record requested by the client or employee concerned.

 FEES

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Person-in-charge ask the client if retiree or separated from service.	5 minutes	MS. MA. THELMA G. BETONIO MRS. HILARIANITA B. TANO At Leftwing Annex Bldg.
2. Prepare/print service record Person-in-charge print the service record requested by the client.	15 minutes	-do-
3. Signed the service record After review, person-in-charge sign the service record.	5 minutes	MS. MA. THELMA G. BETONIO
4. Forward document to Mayor's Office Person-in-charge forward document to Mayor's Office for approval.	5 minutes	MS. MA. THELMA G. BETONIO MRS. HILARIANITA B. TANO At Leftwing Annex Bldg.
5. Get/Receive the document from Mayor's Office After the approval, person-in-charge get/receive the document from Mayor's Office.	5 minutes	-do-
6. Release the approved service record Person-in-charge release a copy of approved service record to the employee concerned.	1 minute	-do-

🕒 **Total Processing Time: 36 minutes**

FRONTLINE SERVICE: Registration of Civil Registry documents**AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.****☑ ABOUT THE SERVICE**

CIVIL REGISTRY documents such as birth, marriage & death certificates may be availed of by securing a certified transcript or photocopy from the office.

☑ FEES


	<u>Service Fee</u>	<u>Certification/Civil Registry Extraction</u>
• Birth Certificate	P25.00	P50.00
• Marriage	-	P50.00
• Death Certificate	-	P50.00
• Burial Permit Fee	-	P25.00
DELAYED REGISTRATION:		
Birth	-	1 – 6 months - P50.00
		6 months – 1 year - P150.00
		1 year – 5 years - P250.00
		5 years above - P350.00
Death	-	1 month above - P50.00
Marriage	-	1 month above - P50.00

☑ DOCUMENTARY REQUIREMENTS

- Baptismal Certificate
- Marriage Certificate
- School Records
- SSS/GSIS Records
- Voter's Registration Record
- Official Receipt

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Person-in-charge request the client fill up the form.	10 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
2. Type/encode the certificate of live birth/certificate of death/certificate of marriage Person-in-charge type the certificate needed by the client	20 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
3. Payment of Fees Advise the client to pay the corresponding fees to Mun. Treasurer's Office.		
4. Record of Request Review and record the duly signed up form	5 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
5. Log and release the document	5 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg

 **Total Processing Time: 40 minutes**

FRONTLINE SERVICE: *Issuance of Certification/True Copy of Civil Registry documents*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

CIVIL REGISTRY documents such as birth, marriage & death certificates may be availed of by securing a certified transcript or photocopy from the office.

FEES


- Local P50.00
- Abroad 200.00
- Documentary Stamp 15.00

DOCUMENTARY REQUIREMENTS

- Official Receipt
- Authorization

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Person-in-charge request the client to fill up the form requested.	5 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
2. Verify retrieval of records Person-in-charge verify the record at the registry book	25 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
3. Prepare the certificate While preparing the certificate, person-in-charge advice the client to pay the corresponding fees to Mun. Treasurer's Office.	15 minutes	Municipal Treasurer's Office Ground Floor Main Bldg.
4. Check/review document Review and record the duly signed up form	5 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg
5. Signed/release document	5 minutes	MRS. FLAVIANA D. BURLAS / MRS. MA. FLOR V. LIMBAGA at Left wing, Annex Bldg

 **Total Processing Time: 55 minutes**

FRONTLINE SERVICE: *Granting of Locational/Zoning Clearance*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

☑ ABOUT THE SERVICE

Issue locational and zoning clearance in conformity with the Municipal Zoning Ordinance and issue pertinent documents relative to development planning strategies of the municipality.

☑ FEES

- Flexible Fees (Refer to the Revenue Code)

☑ DOCUMENTARY REQUIREMENTS

- Sketch Plan
- Tax Clearance
- Tax Declaration / Certificate of ownership

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Client approach the service provider on the clearance being requested.	10 minutes	MR. EPHRAIM SIMON P. GULLE At Rightwing Annex Bldg.
2. Initial assessment of the application Person-in-charge verifies if required information is available.	10 minutes	-do-
3. Site Inspection/Validation If sufficient info has been given, the person in charge proceeds to the site with the client and conduct ocular inspection.	2 hours	-do-
4. Issuance of zoning certificate Person-in-charge make a final review of the documents	10 minutes	-do-
5. Release zoning certificate After review and verification of documents person in charge will release the zoning certificate to the client.	5 minutes	-do-
6. Register in the Logbook	1 minute	-do-

 **Total Processing Time: 2 hours & 36 minutes**

FRONTLINE SERVICE: *Assist in Preparation of Comprehensive Project Proposal for Barangays*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Assist in the preparation of the Comprehensive Project Proposal at Barangay & Municipal Levels for consideration of the Barangay and Municipal Development Council.

FEES

- None

DOCUMENTARY REQUIREMENTS

- Barangay Profile

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client Discuss with the client about the priority problems to be addressed.	1 day	MR. EPHRAIM SIMON P. GULLE At Rightwing Annex Bldg.
2. Validated Given Data Person-in-charge gathers and validates data from the client.	2 days	-do-
3. Consolidate Data If data is already available, the person in charge prepares draft proposals.	1 day	-do-
4. Package/ Release the final Project Proposal After review and refinement of the project proposal, person-in-charge release the document to the client.	1 day	-do-

 **Total Processing Time: 5 days**

FRONTLINE SERVICE: *Granting for Municipal Profile*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Provide an updated Comprehensive Municipal Profile based on the correct data gathered by the LGU Survey Team

 FEES

- None

 DOCUMENTARY REQUIREMENTS

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Examine the Validity of the request Person-in charge verifies the validity of the request from the client	2 minutes	MR. EPHRAIM SIMON P. GULLE At Rightwing Annex Bldg.
2. Prepare the request Municipal Profile Date After verify, the person- in charge prepared the request document	16 minutes	-do-
3. Release the document requested Person –in charge release the document to the client	2 minutes	-do-

 **Total Processing Time: 20 minutes**

FRONTLINE SERVICE: *Conduct Pre-marriage counseling***Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.** **ABOUT THE SERVICE**

Conduct counseling session to applicants for marriage below 25 years old of age.

 REQUIREMENT (S):

- None

 FEES:

- None

 HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	MRS. SYLVIA B. JOTOJOT At Leftwing Annex Bldg.
2. Assist clients in filling up the application forms and answer the questioners	30 minutes	-do-
3. Collect the filled up form for verification	10 minutes	-do-
4. Conduct pre-marriage counseling/seminar	6 hours	-do-
5. Issue pre-marriage certificate	1 minute	-do-

 **Total Processing Time: 6 hours & 46 minutes**

FRONTLINE SERVICE: *Issuance of Office of the Senior Citizens Affair (OSCA) ID*

Available Time: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Issue OSCA ID to senior citizens and give briefing on the privileges and benefits they can avail with the said ID.

REQUIREMENT (S):

- None

FEES:

- None

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	MR. TOBIAS A. MURING At Rightwing Annex Bldg.
2. Assist clients in filling up the application forms	20 minutes	-do-
3. Prepare ID for signature of the authorized signatories	15 minutes	-do-
4. Give briefing to the Senior Citizen of the privileges and benefits they can avail	30 minutes	-do-
5. Record on the logbook and release the ID card	1 minute	-do-

 Total Processing Time: 1 hour & 11 minutes

FRONTLINE SERVICE: *Payment of Real Property Taxes* (CURRENT YEAR)

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

To give immediate assistance to the client in paying Realty Tax.


FEES

- *Based on the computation*

DOCUMENTARY REQUIREMENTS

- Previous Official Receipt (O.R.) **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	Mr. Wilfredo E. Bernales Mrs. Ana M. Peligro Mr. Cham G. Suarez Mrs. Diosdada A. Ayop Mrs. Rosario A. CAdorniga Mrs. Edna B. Vallente Mr. Jericho C. Vergara Mrs. Domingo O. Bayron <i>at Ground Floor Main Bldg.</i>
2. Get and check Real Property Tax Record of the client if payment has been made	10 minutes	-do-
3. Computation of Real Property Taxes	20 minutes	-do-
4. Issuance of Official Receipt (O.R.)	5 minutes	-do-
5. Release of Official Receipt (O.R.)	1 minute	-do-

 **Total Processing Time: 41 minutes**

FRONTLINE SERVICE: *Payment of Real Property Taxes*
(PREVIOUS YEAR)

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

To give immediate assistance to the client in paying Realty Tax.

FEES

- *Based on the computation*

DOCUMENTARY REQUIREMENTS

- Previous Official Receipt (O.R.)

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	Mr. Wilfredo E. Bernales Mrs. Ana M. Peligro Mr. Cham G. Suarez Mrs. Diosdada A. Ayop Mrs. Rosario A. CAdorniga Mrs. Edna B. Vallente Mr. Jericho C. Vergara Mr. Domingo O. Bayron <i>at Ground Floor Main Bldg.</i>
2. Get and check Real Property Tax Record of the client if payment has been made	18 minutes	-do-
3. Computation of Real Property Taxes	40 minutes	-do-
4. Issuance of Official Receipt (O.R.)	15 minutes	-do-
5. Release of Official Receipt (O.R.)	1 minute	-do-

 **Total Processing Time: 1 hour & 19 minutes**

FRONTLINE SERVICE: *Assessment of Mayor's Permit and Business Licenses*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Receive payment and issue Official Receipt to clients applying for Mayor's Permit and Business Licenses.

FEES

- Based on computation

DOCUMENTARY REQUIREMENTS

-

FOR A NEWLY-STARTED BUSINESS

1. Application Form
2. Location Sketch of the new business
3. Paid-up capital of the business as shown in the Article of Incorporation if a corporation or partnership or a sworn statement.
4. A certificate attesting to the tax exemption if the business is tax exempt.
5. Certification from the Office in Charge of Zoning that the location of the new business is in accordance with Zoning Regulation.
6. Tax Clearance showing that the Operator has paid all tax obligations in the municipality.
7. Barangay Clearance
8. Three(3) passport size pictures of the owner or operator.
9. Health certificate for all food handlers, and those required under Chapter IV, Section 37 of this Revenue Code.
10. Community Tax Certificate.


FOR RENEWAL OF EXISTING BUSINESS PERMIT

1. Application Form
2. Previous year's Mayor's Permit
3. Three (3) copies of the annual or quarterly tax payments.
4. Three (3) copies of all receipts showing payment of all regularly fees as provided for in this Code.
5. Certificate of tax exemption from local taxes or fees, if exempts.
6. Barangay Clearance
7. Community Tax Certificate

- Official Receipt (O.R.)

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	25 minutes	Mr. Wilfredo E. Bernales Mrs. Ana M. Peligro Mr. Cham G. Suarez Mrs. Diosdada A. Ayop Mrs. Rosario A. Cadorniga Mrs. Edna B. Vallente Mr. Jericho C. Vergara Mr. Domingo O. Bayron <i>at Ground Floor Main Bldg.</i>
2. Get & check the record on file as to payment of previous year	4 minutes	-do-
3. Computation of payment	10 minutes	-do-
4. Issuance of Official Receipts (O.R.)	5 minutes	-do-
5. Sign first indorsement	5 minutes	MS. TERESITA A. BAGABALDO
6. Release application form with supporting documents and Official Receipts	1 minute	
7. Proceed to Mayor's Office for approval of application and issuance of Mayor's Permit Certificate.		

 **Total Processing Time: 50 minutes**

FRONTLINE SERVICE: *Payment of Water Bill*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

 ABOUT THE SERVICE

Receive payment and issue Official Receipt to clients paying water bill.


 FEES

- *Based on Computation*

 DOCUMENTARY REQUIREMENTS

- Water Bill
- Previous Official Receipt (O.R.) **HOW TO AVAIL OF THE SERVICE**

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the client	5 minutes	Mr. Wilfredo E. Bernales Mrs. Ana M. Peligro Mr. Cham G. Suarez Mrs. Diosdada A. Ayop Mrs. Rosario A. CAdorniga Mrs. Edna B. Vallente Mr. Jericho C. Vergara Mr. Domingo O. Bayron Mr. Paulino A. Ayag Jr. <i>at Ground Floor Main Bldg.</i>
2. Get & check the record on file as to payment of previous month	3 minutes	-do-
3. Computation of payment of water consumption	8 minutes	-do-
4. Issuance of Official Receipts (O.R.)	2 minutes	-do-
5. Release of Official Receipts (O.R.)	1 minutes	-do-

 **Total Processing Time: 19 minutes**

FRONTLINE SERVICE: *Issuance of Checks for payment of obligations*

AVAILABLE TIME: 8:00-12:00 A.M., 1:00-5:00 P.M.

ABOUT THE SERVICE

Issue and release checks to clients and payment of other official obligations and remittances.

FEES

- None

DOCUMENTARY REQUIREMENTS

- Approved Disbursement Voucher(s)

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Receive approved Disbursement Voucher	5 minutes	MRS. ANA M. PELIGRO <i>at Ground Floor Main Bldg.</i>
2. Record in the Log book	5 minutes	-do-
3. Issuance of Check	30 minutes	MS. TERESITA A. BAGABALDO
4. Printing/Typing of Check and Accountant's Advice	30 minutes	MRS. ROSARIO A. CADORNIGA MRS. DIOSDADA U. AYOP
5. Proceed to Accounting Office for signature of Accountant's Advice	15 minutes	-do-
6. Proceed to Mayor's Office for signature of checks	10 minutes	-do-
7. Signing and Segregation of check	15 minutes	MS. TERESITA A. BAGABALDO
8. Release of check	5 minutes	MRS. ROSARIO A. CADORNIGA MRS. DIOSDADA U. AYOP

 **Total Processing Time: 1 hour and 55 minutes**

INTEGRATED HEALTH SERVICES

FRONTLINE SERVICE: *Outpatient consultation services*

☑ ABOUT THE SERVICE

THE PURPOSE of this service is to diagnose and treat illnesses and give appropriate medical services. Patients with illnesses needing medical services in a hospital or by a medical specialist are given appropriate referral.

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Patient gets priority number	3 minutes	CLERICAL AIDE BARANGAY HEALTH WORKER-ON-DUTY
2. Filling up/Retrieval of Individual Treatment Record Clerk or Barangay Health Worker(BHW) gets the Individual Treatment Record Form (ITR) of old patient or fill-up new form for new patient	5 minutes	CLERICAL AIDE BARANGAY HEALTH WORKER-ON-DUTY
3. Assessment of Patient Rural Health Midwife(RHM) takes brief clinical history of patient and gets the vital signs	5 minutes	MRS. HERMILA FELECIO (RHM)
4. Examination of Patient Municipal Health Officer does the following: a. Examines patient b. Prescribes appropriate medicine and gives medical advice c. Gives laboratory request if laboratory examination is needed. d. Fills up referral form if hospital admission is warranted or referral to a medical specialist is needed	10-15 minutes	DR. MARIA RHODA Z. BAUTISTA (MHO)
5. Dispensing of Medicines Public Health Nurse(PHN) dispense prescribe medicines	5 minutes	MRS. MA. BELEN TEVES,RN (PHN)

☞ **Total Processing Time: 28- 33 minutes**

FRONTLINE SERVICE: *Immunization services*

☑ ABOUT THE SERVICE

THE PURPOSE of this service is to immunize children 0 to 11 months old with vaccines against non-pulmonary tuberculosis, diphtheria, pertussis, tetanus, polio, hepatitis B and measles.

This service is provided free-of-charge.

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Registration Rural Health Midwife(RHM) gets the Underfive Card or Mother and Child Book of the child and interview the mother of the child.	5 minutes	MRS. HERMILA FELECIO (RHM)
2. Checking of the Target Client List The Rural Health Midwife looks at the Target Client List(TCL) to check for the immunization schedule of the child for old client. She register the child to the TCL if the client is new.	5 minutes	-do-
3. Immunization Midwife gives immunization.	10 minutes	-do-
4. Post-Immunization Instructions Midwife gives mother of the child post-immunization instructions and informs her about the schedule for the next round of immunization.	5 minutes	-do-

☞ **Total Processing Time: 25 minutes**

FRONTLINE SERVICE: *Prenatal care services*

☑ ABOUT THE SERVICE

The PURPOSE of this service is to provide prenatal care throughout the duration of pregnancy of the mothers. This also includes immunization of the mothers with tetanus toxoid to prevent the occurrence of tetanus neonatorum in the unborn child.

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Registration Rural Health Midwife(RHM) gets the Home-Based Maternity Record (HBMR) card.	3 minutes	MRS. HERMILA FELECIO (RHM)
2. Checking of the Target Client List/Retrieval of the Maternal Record Midwife looks at the Target Client List(TCL) and retrieve the maternal record for old clients. She register the mother to the TCL if the client is new.	5 minutes	-do-
3. Interview of the Mother Midwife asks the mother for any complaints.	5 minutes	-do-
4. Pre-Natal Examination and Health Education Midwife does the following: <ol style="list-style-type: none"> Takes the vital signs Examines the pregnant mother Gives mother health instructions on proper nutrition and maternity care Emphasizes the importance of reporting to health center once danger signs occur Provides tetanus toxoid immunization and gives post immunization instructions Discuss the birth plan Informs mother of next follow-up Refer mother to Municipal Health Officer for any problem 	10-15 minutes	-do-

 **Total Processing Time: 23-28 minutes**


FRONTLINE SERVICE: *Family planning services*

ABOUT THE SERVICE

THE MUNICIPAL HEALTH OFFICE manages a Family Planning Program.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Interview the Client Public Health Nurse(PHN)/Rural Health Midwife(RHM) interview the client/couple.	5 minutes	MRS. MA. BELEN TEVES (PHN) MRS. HERMILA FELECIO (RHM)
2. Checking of the Target Client List/ Retrieval of Family Planning Service Record Public Health Nurse/Rural Health Midwife checks the Target Client List(TCL) and retrieve the family planning service record for old client. She registers new client to the TCL.	5 minutes	-do-
3. Conduct the Family Planning lecture/Counseling PHN/Midwife conducts the Family Planning counseling/lecture.	10 minutes	-do-
4. Examination of the Client PHN/Midwife takes the vital signs and examines the client.	5 minutes	-do-
5. Provision of Family Planning Commodities PHN/Midwife gives the Oral Contraceptive Pills(OCP) or administer Deoxy-medroxyprogesterone Acetate(DMPA) injection	5 minutes	-do-
6. Advise/ Referral of Client PHN/Midwife gives advise on next follow-up. Gives referral to other Institution for client who wishes to underwent Intra-Uterine Device(IUD) Insertion, Bilateral Tubal Ligation(BTL) or Non-scalpel Vasectomy(NSV)	5 minutes	-do-

 **Total Processing Time: 35 minutes**

FRONTLINE SERVICE: *Dental services*

☑ ABOUT THE SERVICE

This service is available to pre-school and school-age children, pregnant mothers and other adults to prevent and treat dental diseases.


Tooth extraction and oral prophylaxis services are available only on Fridays.

☑ FEES

- Tooth Extraction Php 50.00
- Oral prophylaxis Php 50.00

☑ HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Get priority number	3 minutes	CLERICAL AIDE
2. Fills up Individual Dental Record for new patient/Retrieval of Dental Record for old Patients	5 minutes	MRS. JUVY MACADINI (Dental Aide)
3. Initial assessment of Patient Midwife takes the vital signs of patients specifically BP for adult patients	5 minutes	MRS. HERMILA FELECIO (RHM)
4. Tooth Examination Dentist performs: a. Tooth examination b. Tooth extraction or oral prophylaxis (if needed) c. Post-extraction instructions about oral health d. Prescribes medicine, if needed.	15-20 minutes	DR. EMMA D. TUTOR (Dentist)

 **Total Processing Time: 28-33 minutes**

FRONTLINE SERVICE: *Securing a medical certificate*

ABOUT THE SERVICE

The purpose of this service is to provide medical certificates to clients applying for a driver's license and for employment, to students enrolling for the school year and to other clients with other purposes.

FEES

- P10.00

REQUIREMENT(S)

For Applicants for a Driver's License:

- Results of Drug Test
- Certification Fee

For Employment:


- Results of Blood Test (CBC)
- Results of Chest X-ray
- Results of Urinalysis
- Results of Drug Test
- Certification Fee

For Medical Certificate for Students and for other purposes:

- Certification Fee

HOW TO AVAIL OF THE SERVICE

Follow These Steps	It Will Take You	Please Approach
1. Interview patient Personnel interview client for the purpose of medical certificate and instruct client to pay required certification fee and present Official Receipt.	10 minutes	CLERICAL AIDE MRS. HERMILA FELECIO (RHM)
2. Initial Assessment of Client Midwife takes vital signs of client.	5 minutes	MRS. HERMILA FELECIO (RHM)
3. Issuance of Certificate Physician on duty assesses and examines the client before signing the certificate form. Municipal Health Officer give the medical certificate to the client.	10 minutes	DR. IVY A. PADERNAL (MHO)

 **Total Processing Time: 25 minutes**

FRONTLINE SERVICE: *Securing a Sanitary Permit and Health Card*

☑ ABOUT THE SERVICE

THE MUNICIPAL HEALTH Office issues a Sanitary Permit to operate in all business establishments after the actual inspection.

Health cards are issued to operators and employees after physical examination.

☑ FEES

- Health Certificate Fee P 10.00
- Sanitary Permit Fee 50.00

☑ REQUIREMENT(S)

- Residence Certificate
- Barangay Clearance
- Old Sanitary Permit (for old client)
- Sanitary Permit and Health Certificate Fee

☑ HOW TO AVAIL OF THE SERVICE

Follow These Steps	It Will Take You	Please Approach
1. Present Official receipt of health Certificate fee and sanitary permit fee to the Sanitary Inspector.	3 minutes	MR. LEONARDO FORTICH (Provincial Sanitary Inspector) MRS. MA. JOJI BERNALES (Rural Sanitary Inspector)
2. Assessment for completeness of the requirements	5 minutes	-do-
4. Register Client and purpose of issuance.	5 minutes	-do-
5. Accomplish Health Card and Sanitary Permit Form	10 minutes	-do-
6 .Submit accomplish forms to Municipal Health Officer for signature.	3 minutes	-do-
7. Release of Health Card and Sanitary Permit	3 minutes	-do-

🕒 **Total Processing Time: 29 minutes**

FRONTLINE SERVICE: *Attending pre-marriage counseling seminar*

ABOUT THE SERVICE

The PURPOSE of this service is to provide family planning lecture to couples wanting to get married. Certificate issued to the couple is a requirement in the application for a marriage license.

Pre-marriage counseling seminar is scheduled every Thursday.

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Registration Registration prior to the seminar proper is from 8:00 am to 9:30 am.	5 minutes	CLERICAL AIDE MRS. HERMILA FELECIO (RHM) MRS. MA. BELEN TEVES,RN (PHN)
2. Conduct of Seminar Couples who will be attending the seminar are gathered in the Conference Room of the Health Center.	15-20 minutes	MRS. MA. BELEN TEVES,RN (PHN) MRS. RITA EDQUILANG (RHM) MRS. GRACIANITA CORONA (RHM)
3. Awarding of Certificates Pre-Marriage Certificates are given right after the seminar.	3 minutes	-do-

 **Total Processing Time: 23-28 minutes**

FRONTLINE SERVICE: *Laboratory services*

ABOUT THE SERVICE

The PURPOSE of this service is to provide laboratory services based on the present status of the laboratory and the availability of the services of the medical technologist.

The services of the Medical Technologist are available only on Fridays.

Specimen for sputum microscopy is accepted any day of working days because of the presence of a Direct Sputum Smear Microscopist(DSSM).

FEES

- Blood Sugar Testing P 100.00
- Urinalysis 50.00
- Fecalysis 50.00
- Sputum Examination free of charge

HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Present Laboratory Request	3 minutes	CLERICAL AIDE
2. Pay Corresponding Fees for Laboratory Requested	5 minutes	
3. Registration/ Submission of Specimen Submit stool, urine and sputum specimen to in-charge and present official receipt	3 minutes	CLERICAL AIDE MRS. HERMILA FELECIO (RHM/DSSM)
4. Laboratory examination proper The specimens are submitted to the Medical Technologist for examination proper. Patient submit himself/herself for blood extraction for blood sugar testing.	20-30 minutes	MR. EDGARDO TUTOR (Medical Technologist)
5. Release of results	5 minutes	CLERICAL AIDE MRS. HERMILA FELECIO (RHM/DSSM)

 **Total Processing Time: 36-46 minutes**