



**THE LOCAL GOVERNMENT UNIT OF  
MANGALDAN, PANGASINAN**

**2025**

**CITIZEN'S CHARTER**  
1<sup>ST</sup> EDITION



# LOCAL GOVERNMENT UNIT OF MANGALDAN, PANGASINAN

## CITIZEN'S CHARTER



## **V I S I O N**

Mangaldan, the pindang capital of the north, is anchored towards universally adaptive, globally competitive, economically progressive, safe city, guided by principled, responsive and selfless leaders for a God - loving, law abiding, productive and empowered citizenry.

## **M I S S I O N**

The Municipal Government of Mangaldan is fully committed to achieve the 10 - point tenets of administration, as follows:

1. Financial Administration and Sustainability
2. Disaster Preparedness
3. Social Protection and Sensitivity
4. Investment on Health System
5. Sustainable Education
6. Business Friendliness and Competitiveness
7. Safety, Peace and Order
8. Environmental Management
9. Tourism Industry Promotion
10. Youth Development



## LIST OF SERVICES

### Part 1: External Services (Equity-Enhancing Services)

Office of the Municipal Mayor.....	6
Municipal Disaster Risk Reduction Management Office.....	13
Office of the Municipal Health Officer.....	21
Office of the Municipal Social Welfare and Development Officer.....	38
Office of the Municipal Civil Registrar.....	48
Office of the Municipal Cooperative Officer.....	71
Office of the PESO Manager.....	74
Municipal Library.....	77

### Part 2: External Services (Growth-Oriented Services)

Office of the Market Supervisor.....	82
Municipal Abattoir.....	86
Office of the Municipal Engineer.....	90
Office of the Municipal Assessor.....	134
Office of the Municipal Treasurer.....	147
Business Permit and Licensing Section.....	151
Real Property Tax Section.....	161
Office of the Municipal Agriculturist.....	165
Office of the Sangguniang Bayan.....	170
Office of the Mun. Environment and Natural Resources Officer.....	172

### Part 3: Internal Services

Office of the Human Resource Management.....	176
Office of the Municipal Budget Officer.....	181
Office of the Municipal Accountant.....	183
Office of the Municipal Planning and Development Officer.....	191
Office of the General Services Officer.....	194
Bids and Awards Committee.....	200





## **EXTERNAL SERVICES** **(EQUITY – ENHANCING SERVICES)**



## **Office of the Municipal Mayor**

### **Equity – Enhancing Services**



## 1. FINANCIAL ASSISTANCE

Financial assistance is provided by the Office of the Mayor thru the Municipal Social Welfare and Development Office to qualified indigents for food sustenance and other urgent needs of their families

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Qualified Indigents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification/Indigency		Office of the Punong Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Signed in Client Log Book and approach Staff for Purpose/Request	1. Interview Client 2. Evaluate Requirement 3. Refer the client's request to the Mayor/MSWDO	None	7 Minutes	Ms. Jocelyn Olero Ms. Jolina May Torralba Mr. William Mislant
Proceed to MSWD to undergo interview for social case study		None		Ms. Rowena C. De Guzman or Staff
Process Financial Assistance Voucher		None		Mrs. Julieta C. Petonio or Budget Staff Mrs. Josie Bulatao or Accounting Staff
Return to the Mayor's Office for the Mayor's Signature	Mayor's sign the voucher	None	5 Minutes	Ms. Mikaela Louise S. Soriano Ms. Alma M. Bauzon
Proceed to the municipal Treasurer for the release of financial assistance		None		Ms. Alicia C. Mejia
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				

## 2. MEDICINES AVAILABLE AT THE MUNICIPAL HEALTH OFFICE

The Office of the Mayor also releases medicines, if available, thru the Municipal Health Office (MHO) to indigent are in dire need of medications.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Qualified Indigents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification		Office of the Punong Barangay		
Medical Certificate and/or Doctor's Prescription		Doctor/Municipal Health Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and approach Staff for Purpose/Request	1. Interview Client 2. Evaluate Requirement 3. Refer the client's request to the Mayor/Municipal Health Officer	None	7 minutes	Ms. Mikaela Louise S. Soriano Ms. Jocelyn Olero Ms. Jolina May Torralba Mr. William Mislant
Proceed to the Municipal Health Office for the release of Medicines		None		Dr. Larry B. Sarito or other Municipal Doctor on duty or Municipal Health Office Staff
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				



### 3. ISSUANCE OF LETTERS/ENDORSEMENTS TO HOSPITAL ADMINISTRATORS FOR INDIGENTS WITH BIG HOSPITAL BILLS

As an aid to indigent families, the Office of the Mayor also issues letter to Hospital Administrator for indigent-patients with big hospital bills.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Qualified Indigents Patient			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Office of the Punong Barangay		
Medical Abstract		Medical Institution		
Hospital Bill		Medical Institution		
Letter/ Endorsement to Hospital Administrator (prepare at the DSWD Office)		Municipal Social Welfare and Development Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and approach Staff for Purpose/Request	Interview client and refer the client's request to MSWD Office	None	6 minutes	Ms. Mikaela Louise S. Soriano Ms. Jocelyn Olero Ms. Jolina May Torralba Mr. William Mislant
Submit requirement to MSWD and wait for Letter/Endorsement to Hospital Administrator		None		Ms. Rowena C. De Guzman or Staff
Return to the Mayor's Office for the Mayor's Signature	Mayor signs Letter/Endorsement	None	5 minutes	Mr. Christian DV. Palma or Staff
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				

### 4. ISSUANCE OF PERMIT: PROMOTIONAL MATERIALS (STREAMERS, TARPAULIN, ETC.)

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Businesses, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Promotional Material (streamer, tarpulin, etc.)				
Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and present promotional material (streamer, tarpaulin, etc.) to the Mayor's Permit Section	Evaluate the promotional material; then advise client to pay	None	5 minutes	Ms. Josephine S. Garcia Ms. Fatima A. Velasquez General Service Office Staff
Pay required fee at the Municipal Treasury Office				Ms. Marilou M. Gavino or Treasury Staff
Return to the Mayor's Permit Section and wait for the release of the Permit	Prepare and release the Permit	None	5 minutes	Ms. Charina T. Presto Ms. Camille P. Cendaña
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				



## 5. ISSUANCE OF PERMIT: PARADE/ MOTORCADE

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Businesses, etc.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request				
Copy of Parade/Motorcade Route				
Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and present requirement for evaluation to the Mayor's Permit Section	Interview client, review the requirements presented, then advise client to pay	None	5 minutes	Ms. Josephine S. Garcia Ms. Fatima A. Velasquez
Pay required fee at the Municipal Treasury Office				Ms. Marilou M. Gavino or Treasury Staff
Return to the Mayor's Permit Section and wait for the release of the Permit	Prepare and release the Permit	None	5 minutes	Ms. Charina T. Presto Ms. Camille P. Cendaña
<b>END</b>				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				

## 6. ISSUANCE OF PERMIT FOR THE USE OF MACARIO YDIA DEVELOPMENT CENTER (MYDC), SENIOR CITIZENS BUILDING (SCB), PUBLIC PLAZA AND THE THIRD FLOOR OF THE NEW MUNICIPAL BUILDING

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Various Organizations/Clubs, Offices, Private Sectors, NGO's			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and Approach Staff at the Mayor's Office for Purpose/Request	Interview client and check availability of venue	None	5 minutes	Mr. Bienvenido Biagtan Ms. Fatima A. Velasquez
Pay required fee at the Municipal Treasury Office				Ms. Marilou M. Gavino or Treasury Staff
Return to the Mayor's Office and wait for the release of Form OM-006 of MYDC, Etc. Form	Prepare and release Form OM-006 of MYDC, Etc. Form	None	5 minutes	Mr. Bienvenido Biagtan Ms. Fatima A. Velasquez
<b>END</b>				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				





## 7. LENDING OF MUNICIPAL PROPERTIES: MUNICIPAL AMBULANCE

The lending of the municipal ambulance to clients is strictly allowed only for emergency medical purposes.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Clients who needs emergency medical purposes			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Office of the Punong Barangay		
Letter of Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and Approach Staff for Purpose/Request	1. Interview client 2. Evaluate requirements 3. Refer the client's request to the Mayor/Municipal Health Officer	None	7 minutes	Ms. Fatima A. Velasquez Ms. Josephine S. Garcia Ms. Alma M. Bauzon
Proceed to MHO for Interview on the patient's status and to know the schedule and availability of the Municipal Ambulance		None		Dr. Larry B. Sarito Ms. Iolie M. Delos Santos or Municipal Health Office Staff
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				

## 8. LENDING OF MUNICIPAL PROPERTIES: RAILINGS, INDUSTRIAL FANS, AND MONOBLOCK CHAIRS

These properties of the municipality are available for release at the General Services Office as long as the necessary request letter stating its worthy purpose is submitted to the Office of the Mayor.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Barangays and Civic Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and Approach Staff for Purpose/Request	1. Interview client 2. Evaluate requirements 3. Refer the client's request to the Mayor/General Services Officer	None	7 minutes	Ms. Fatima A. Velasquez Ms. Josephine S. Garcia Ms. Alma M. Bauzon
Proceed to General Services Office for the release of the requested materials (if available)		None		Mr. Fernando Saguisag A. Cabrera or General Service Office Staff
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				



## 9. ISSUANCE OF THE MAYOR'S CLEARANCE AND CERTIFICATIONS

The Office of the Mayor issues Mayor's Clearance and Certifications to the clients usually for identification, educational and job application purposes.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Resident of Mangaldan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Office of the Punong Barangay		
Residence Certificate		Office of the Punong Barangay		
Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and submit requirements to the Mayor's Office	Interview client and review requirements	None	5 minutes	Mr. Bienvenido Biagtan Ms. Fatima A. Velasquez
Pay required fee at the Municipal Treasury Office				Ms. Marilou M. Gavino or Treasury Staff
Return to the Mayor's Office and for the release of Mayor's Office/Certification	Prepare and release the Mayor's Clearance/ Certification	None	10 minutes	Mr. Christian DV. Palma Mr. Bienvenido Biagtan Ms. Fatima A. Velasquez
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				

## 10. ISSUANCE OF THE JOB RECOMMENDATIONS/ ENDORSEMENTS

Job recommendations/endorsements are also issued to clients who are in need of employment.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>	Resident of Mangaldan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Office of the Punong Barangay		
Residence Certificate		Office of the Punong Barangay		
Client's Application Letter				
Client's Personal Data Sheet or Resume				
Letter of Recommendation/Endorsement				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and Approach Staff for Purpose/Request	1. Interview client 2. Evaluate requirements 3. Refers the Client's request to the Mayor/PESO Manager	None	5 minutes	Mr. Bienvenido Biagtan Ms. Fatima A. Velasquez Ms. Josephine S. Garcia
Proceed to Mayor's Office and wait for the preparation of Letter/Endorsement		None		Mr. Christian DV. Palma
Return to the Mayor's Office and for the Mayor's Signature	Mayor signs Letter of Recommendations/Endorsement	None	5 minutes	Mr. Christian DV. Palma
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				





# 11. GRANTING OF FINANCIAL AND MATERIAL ASSISTANCE FOR BARANGAYS, SCHOOLS AND NGO'S PROJECTS.

The Office of the Mayor recognizes the priceless roles being played by the barangay officials and folks, by teacher and pupils and NGO's officers and members in making Mangaldan of the best first class Municipalities in the province. In order to reciprocate their valuable services and cooperation to the LGU, the office of the Mayor grants financial and material assistance for projects of the said institutions that would in the end benefits the people of Mangaldan.

<b>OFFICE OR DIVISION:</b>	Office of the Mayor			
<b>CLASSIFICATION:</b>	Simple			
<b>TYPE OF TRANSACTION:</b>				
<b>WHO MAY AVAIL:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Request				
Program of Work and/or Project Cost				
Barangay Resolution				
PTCA Resolution				
Organization's Resolution				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
Sign in Client Log Book and Approach Staff for Purpose/Request	1. Interview client 2. Evaluate requirements 3. Refer the client's request to the Mayor 4. Wait for the Mayor's approval	None	12 minutes	Ms. Fatima A. Velasquez Ms. Josephine S. Garcia Ms. Alma M. Bauzon
Process the voucher	Voucher duly signed by the Budget Office & the Municipal Accountant with attached letter request and the requirements	None		Ms. Mikaela Louise S. Soriano Ms. Julieta C. Petonio or Municipal Budget Office Staff Ms. Josie G. Bulatao or Municipal Accounting Staff
Return to the Mayor's Office for the Mayor's Signature	Mayor's sign voucher	None	5 minutes	Ms. Mikaela Louise S. Soriano Ms. Alma M. Bauzon
Proceed to the Municipal Treasurer for the release of financial assistance		None		Ms. Marilou M. Gavino or Municipal Treasury Office Staff
END				
Accomplish Client's Comment/s & Suggestion/s Form then drop at designated drop box in the office.				



# **Municipal Disaster Risk Reduction Management Office**

## **Equity – Enhancing Services**



## 1. MDRRMO RECEIVING OF INCOMING DOCUMENTS

The MDRRMO is assigned to receive all incoming documents from all stakeholders and matters related to the disaster management.

<b>Office/Division:</b>	MDRRM OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter must have the following details:		All details shall be provided by the client		
<ul style="list-style-type: none"> <li>• Complete Name</li> </ul>				
<ul style="list-style-type: none"> <li>• Complete Address</li> </ul>				
<ul style="list-style-type: none"> <li>• Contact Number</li> </ul>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client and Visitor's Log Book in the MDRRMO Information Desk	1. Provide the log book to the client	None	5 minutes	Officer /MDRRMO STAFF
2. Submit the documents to the Information Desk Personnel <i>*make sure that all details required are indicated in the document</i>	2.1. Receive the documents and check for completeness  2.2 Stamp the document with "received" and fill out the necessary details	None	3 minutes	Officer /MDRRMO STAFF
3. Get the receiving copy from the Records Officer	3. Provide photocopy of the original document/ receiving document  3.2 Forward the document to the Concern Personnel/Unit  3.3 Keep file for Records	None	5 minutes	Officer /MDRRMO STAFF
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	



## 2. MDRMO REQUEST FOR COPY OF DOCUMENTS

The MDRMO is assigned to file and retain all documents received and released by the office.

<b>Office/Division:</b>	MDRRMO			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2G and G2C			
<b>Who may avail:</b>	Stakeholders; Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request from the requesting party with complete details:		All details shall be provided by the client		
• Complete Name				
• Complete Address				
• Contact Details				
• Specify what document				
• Purpose				
Request for Documents Form		Administrative Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Provide the log book to the client	None	5 minutes	Officer /MDRRMO STAFF
2. Submit the Letter Request Form to the personnel assigned at the MDRMO Information Desk	2.1 Receive the documents and check for completeness 2.2 Stamp the document with "received" and fill out the necessary details	None	5 minutes	Officer /MDRRMO STAFF
3. Get the receiving copy from the personnel assigned at the MDRR-MO Information Desk	3.1 Provide photocopy of the original document	None	5 minutes	Officer /MDRRMO STAFF
	3.2 Forward the document to the OIC – MDRRMO for endorsement to the Mayor's Office	None	1 day	Officer /MDRRMO STAFF
	3.3 Forward to the Office of the Mayor for decision (approval / disapproval), with RFD Form <i>Legal (3 days)</i>	None	30 minutes	Officer /MDRRMO STAFF
	3.3 Keep file for Records			
	*Waiting for the Mayor's Approval	None	2 days	Officer /MDRRMO STAFF
4. Return to MDRR-MO Administrative and Training Unit to check the status of the request.	4.1 Once approved, release the request document. <i>*if disapproved, release Letter of Disapproval</i> 4.2 Provide the logbook for client's signature	None	5 minutes	Officer /MDRRMO STAFF
<b>TOTAL</b>		<b>None</b>	<b>3 days and 50 minutes</b>	



### 3. MDRRMO REQUEST FOR TRAINING/SEMINAR/WORKSHOP DRILLS

The MDRRMO is assigned to receive all incoming request for training, seminar, workshops and drills (Earthquake, Tsunami, etc.) from all stakeholders and matters related to the disaster management.

<b>Office/Division:</b>	MDRRMO – Administrative and Training Unit			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter must have the following details:		All details shall be provided by the client		
• Complete Name				
• Complete Address				
• Contact Number				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client and Visitor's Log Book in the MDRRMO Information Desk	1. Provide the log book to the client	None	5 minutes	Officer / MDRRMO STAFF
2. Submit the documents to the Information Desk Personnel <i>*make sure that all details required are indicated in the document</i>	2.1. Receive the documents and check for completeness 2.2 Stamp the document with "received" and fill out the necessary details	None	5 minutes	Officer / MDRRMO STAFF
3. Get the receiving copy from the Records Officer	3. Provide photocopy of the original document/ receiving document 3.2 Forward the document to the Concern Personnel/Unit 3.3 Keep file for Records	None	5 minutes	Officer / MDRRMO STAFF
	*Waiting for MDRRMO Head's Approval and scheduling		2 days	MDRRMO Head
4. Return to MDRRMO Administrative and Training Unit to check the status of the request.	4.1 Once approved, release the request document. <i>*if disapproved, release Letter of Disapproval</i> 4.2 Provide the logbook for client's signature	None	5 minutes	MDRRMO Administrative and Training Unit
<b>TOTAL</b>		<b>None</b>	<b>2 days and 20 minutes</b>	





#### 4. MDRRMO REQUEST FOR TECHNICAL ASSISTANCE FOR PLAN FORMULATION

The MDRRMO is assigned to receive all incoming request for Technical Assistance for DRRM Plan Formulation from all B/MDRRM Council and stakeholders on matters related to the disaster management.

<b>Office/Division:</b>	MDRRM OFFICE			
<b>Classification:</b>	Complex Transaction			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter with the following details:		All details shall be provided by the client		
Complete Name				
Complete Address				
Contact Number				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client and Visitor's Log Book in the MDRRMO Information Desk	1. Provide the log book to the client	None	5 minutes	Officer / MDRRMO STAFF
2. Submit the documents to the Information Desk Personnel <i>*make sure that all details required are indicated in the document</i>	2.1. Receive the documents and check for completeness  2.2 Stamp the document with "received" and fill out the necessary details	None	5 minutes	Officer / MDRRMO STAFF
3. Get the receiving copy from the Records Officer	3. Provide photocopy of the original document/ receiving document  3.2 Forward the document to the Concern Personnel/Unit  3.3 Keep file for Records	None	5 minutes	Officer / MDRRMO STAFF
	*Waiting for MDRRMO Head's Schedule and Approval		2 days	MDRRMO Head
4. Return to MDRRMO Administrative and Training Unit to check the status of the request.	4.1 Once approved, release the request document. <i>*if disapproved, release Letter of Disapproval</i>  4.2 Provide the logbook for client's signature	None	5 minutes	MDRRMO Administrative And Training Unit
<b>TOTAL</b>		<b>None</b>	<b>2 days and 20 minutes</b>	



## 5. MDRMO Operation Center Rescue Operation and Emergency Medical Transportation Request

The MDRMO Operation Center is assigned to conduct Rescue and Emergency Operation within the Municipality of Mangaldan.

<b>Office/Division:</b>	MDRRMO Operation Center			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Call with the following details:		All details shall be provided by the client		
• Complete Name				
• Complete Address				
• Contact Number				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client Call the Emergency Hotline Number	1.1. Receives the call 1.2 Verify the location and pertinent details 1.3. Dispatch rescuer	None	5 minutes	Operation Personnel-on-Duty
	<i>*rescue operation depends on the gravity of the situation thus the processing time during rescue operation may vary.</i>			
	Endorse the patient in the nearby hospital. <i>*endorsement time may; depends on the number of patients and the case of the patient.</i>	None	30 minutes	Rescue Team
<b>TOTAL</b>		<b>None</b>	<b>35 minutes</b>	





## 6. MDRRMO Operation Center Request for Transportation

The MDRRMO Operation Center is assigned to provide transportation assistance for the citizen of Mangaldan within the Province of Pangasinan.

<b>Office/Division:</b>	MDRRM OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Clients			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Submit Request Form with the following details:		All details shall be provided by the client		
<ul style="list-style-type: none"> <li>Complete Name</li> </ul>		*All necessary documents submitted		
<ul style="list-style-type: none"> <li>Complete Address</li> </ul>				
<ul style="list-style-type: none"> <li>Contact Number</li> </ul>				
Request for Transportation Assistance		MDRRMO Information Desk		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PRO-CESSING TIME</b>	<b>PERSON RE-SPONSIBLE</b>
1. Sign in the Client and Visitor's Log Book in the MDRR-MO Information Desk	1. Provide the log book to the client	None	5 minutes	Officer / MDRRMO STAFF
2. Get copy of the Request for Transportation Assistance Form to the Information Desk Personnel and submit the same after filling out all the necessary information and submit all the required documents <i>*make sure that all details required are indicated in the document</i>	2.1. Receive the documents and check for completeness  2.2 Stamp the document with "received" and fill out the necessary details	None	10 minutes	Officer / MDRRMO STAFF
<i>*within Pangasinan Province only</i>	<i>*Staff will check the Vehicle Schedule for tentative scheduling</i>		15 minutes	
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	



## 7. Walk-in Clients

The MDRRMO and its Operation Center is assigned to assist all clients and refer them to the concerned department of the LGU Mangaldan.

<b>Office/Division:</b>	MDRRMO			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Walk-in Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
The Client Signed in the Visitor's Log Book in the MDRRMO Information Desk	Give the log book to the client	None	5 minutes	Officer / MDRRMO STAFF
Talk to the Officer-of-the-day in the MDRRMO Information Desk	Listen to the client.  Refer the client to the concerned department/unit/Staff	None	30 minutes	Officer / MDRRMO STAFF
<b>Total</b>		<b>None</b>	<b>35 minutes</b>	



## **Office of the Municipal Health Officer**

### **Equity – Enhancing Services**



## SERVICES: A. PROVISION OF MEDICAL SERVICES (OPD CONSULTATION)

<b>Office or Division:</b>		<b>MUNICIPAL HEALTH OFFICE</b>		
<b>Classification:</b>		<b>OPD CONSULTATION</b>		
<b>Type of Transaction:</b>		<b>G2C</b>		
<b>Who may avail:</b>		<b>All</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Admitting Section. 1.1 Get a number, give general information, reason of consultation 1.2 Have vital signs taken 1.3 Proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's health declaration form</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Usher patient to waiting area</li> </ul>	None	3-5 minutes	Ma. Therese Wilson, RN Jodan Navarette, RN Leizl Caloracan, RN Mary Ann Revoldila, RN Jerald Velasquez Maylinda Santos Charmayne Banda Marissa Petras Monica Torio
1.4. Proceed to consultation room for the diagnosis and recommendation of treatment	<ul style="list-style-type: none"> <li>&gt; Physician diagnose patient's illness and Recommend Treatment</li> </ul>	None	5-15 minutes	Dr. Larry B. Sarito, Dr. Virgilio M. Manzano, Jr. Dr. Diana Ray Margarita S. Diala Dr. Jhoanna Grace I. Paran Dr. Gillian Claire A. Ursua
1.6 Proceed the Drug Dispensing section for the dispensing of available prescribed medicines and listen to the dosage instructions and other home care advise. 1.7 Sign patient's logbook	<ul style="list-style-type: none"> <li>&gt; Dispensing, explanation of dosage and effects, and side effects of medicines</li> </ul>	None	1-2 minutes	Monette Bautista, RN Elizabeth Rivera
	<b>&gt; TOTAL:</b>		<b>52 minutes</b>	



## SERVICES B. PROVISION OF IMMUNIZATION SERVICES

<b>Office or Division:</b>		<b>MUNICIPAL HEALTH OFFICE</b>		
<b>Classification:</b>				
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Immunization Card		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2.1. Proceed to Admitting Section. Get a number, give general information, reason of consultation, and have vital signs taken and proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify ID's presented,</li> <li>&gt; Review health declaration forms</li> <li>&gt; Triaging is considered</li> <li>&gt; Review of immunization card</li> <li>&gt; Vital Signs taken</li> <li>&gt; Assist to waiting area</li> </ul>	None	3 - 5 minutes	Rosemarie De Vera, RN Rural Health Midwives and Barangay Health Worker on duty
2.2. Receive immunization	<ul style="list-style-type: none"> <li>&gt; Administer scheduled or recommended vaccine</li> </ul>	None	2 minutes	Public Health Nurse and Rural Health Midwives
2.3 Post immunization Health Education	<ul style="list-style-type: none"> <li>&gt; Listen to Advise of Public Health Nurse and Midwives</li> </ul>	None	3 -5minutes	Public Health Nurse and Rural Health Midwives
	<b>TOTAL:</b>		<b>12 minutes</b>	



## SERVICES C. PROVISION OF DENTAL SERVICES

<b>Office or Division:</b>		<b>MUNICIPAL HEALTH OFFICE</b>		
<b>Classification:</b>				
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and Vaccination Card		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3.1 Proceed to Admitting Section. Get a number, give general information, reason of consultation, and have vital signs taken and proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify ID's</li> <li>&gt; Review health declaration forms</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Assist to waiting area</li> </ul>	None	3-5 minutes	Chato Hidalgo Myrzol Erosa
3.2. Go to the Dental Clinic and submit oneself for dental examination and necessary procedure	<ul style="list-style-type: none"> <li>&gt; Oral hygiene</li> <li>&gt; Do tooth extraction</li> <li>&gt; Do dental check-up</li> </ul>	None	10 to 20 minutes 5 to 10 minutes	Dr. Lady May R. Macaranas
3.3 Go to drug dispensing section, receive available prescribed and sign logbook	<ul style="list-style-type: none"> <li>&gt; Dispense available prescribed medicine</li> </ul>	None	1 minute-2 minutes	Monette Fernandez, RN Elizabeth Rivera
	<b>TOTAL:</b>		<b>27 minutes</b>	



# SERVICES D. PROVISION OF LABORATORY SERVICES

<b>Office or Division:</b>		<b>MUNICIPAL HEALTH OFFICE</b>		
<b>Classification:</b>				
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4.1. Proceed to Laboratory clinic, give general information, listen to instruction on proper collection of specimens	<ul style="list-style-type: none"> <li>&gt; Verify ID</li> <li>&gt; Receive lab request</li> </ul>		1 minute - 2 minutes	Iolie Delos Santos Arlene Abad
4.2. Submit specimen, pay laboratory test requested and wait for the result			4 hours	Iolie Delos Santos Arlene Abad
Fasting Blood Sugar Random Blood Sugar Cholesterol Triglycerides HDL/LDL Blood Urea Nitrogen Creatinine Blood Uric Acid SGOT SGPT Serum Sodium Serum Potassium Serum Chloride Serum Calcium		P 100.00 P 80.00 P 120.00 P 250.00 P 250.00 P 120.00 P 120.00 P 120.00 P 200.00 P 200.00 P 180.00 P 180.00 P 180.00 P 180.00		
Complete Blood Count (Manual) Complete Blood Count (Automated) CBC with Platelet Count Manual Fecalalysis Pregnancy Test Urinalysis Platelet Count Blood typing Hemoglobin Hematocrit HBs Ag AFB Stain Gram Stain		P 80.00 P 200.00 P 100.00 P 50.00 P 150.00 P 50.00 P 100.00 P 100.00 P 100.00 P 50.00 P 200.00 P 50.00 P 50.00 *Basedon Municipal Ordinance	30-40 minutes	
4.3. Receive laboratory result and proceed to interpretation of result	> Give result			
4.4. Interpretation of result	Interpret Result and give Prescription if necessary	None	5 minutes-15 minutes	Dr. Larry B. Sarito, Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala Dr. Jhoanna Grace I. Paran Dr. Gillian Claire A. Ursua





	<b>TOTAL:</b>	<b>P 3,560.00</b>	<b>4 hours and 17 minutes</b>	
--	---------------	-------------------	-------------------------------	--

#### SERVICES E. ISSUANCE OF SANITARY PERMIT, HEALTH CERTIFICATE

<b>Office or Division:</b>	<b>MUNICIPAL HEALTH OFFICE</b>			
<b>Classification:</b>				
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
BPLO Form, or any personal ID's				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5.1. Go to the Rural Sanitary Inspector's office and present assessment form	Verify the assessment form	Assessment of fees refer to Local Government Code	1 minutes-2 minutes	Zita Lapore Marlon Quiton Doreen Soriano Rolly Jalandoni
5.2. Submit Specimen to the laboratory clinic and get laboratory result		Regulatory fees proceed to treasury department for payment of fees	2 minutes-5 minutes	Iolie Delos Santos Arlene Abad
5.3. Go back to the RSI office and receive the Sanitary permit and Health Certificate	Present Laboratory Results		1 minutes-2 minutes	Zita Lapore Marlon Quiton Doreen Soriano Rolly Jalandoni
5.4 Issuance of Sanitary Permit	Issue Sanitary Permit and Health Certificate		1 minutes-2 minutes	Zita Lapore Marlon Quiton Doreen Soriano Rolly Jalandoni
	<b>TOTAL:</b>		<b>11 minutes</b>	



**SERVICES F. ISSUANCE OF MEDICAL CERTIFICATE FOR EMPLOYMENT AND SCHOOL PURPOSES**

<b>Office or Division:</b>	<b>MUNICIPAL HEALTH OFFICE</b>			
<b>Classification:</b>				
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to Admitting Section. 1.1 Get a number, give general information, reason of consultation 1.2 Have vital signs taken 1.3 Proceed to the waiting area and wait for the number to be called.	Verify patients ID presented Review patient's Admission Form, PhilHealth Konsulta Registration Form and Consent Form Triage is considered Vital Signs taken Usher patient to waiting area	None	3-5 minutes	Ma. Therese Wilson, RN Jodan Navarette, RN Leizl Caloracan, RN Mary Ann Revoldila, RN Jerald Velasquez Maylinda Santos Charmayne Banda Marissa Petras Monica Torio
2. Proceed to consultation room for the diagnosis and recommendation of treatment	Physician diagnose patient's illness and Recommend Treatment	None	5-15 minutes	Dr. Larry B. Sarito, Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala Dr. Johanna Grace I. Paran Dr. Gillian Claire A. Ursua
3. Issuance of medical Certificate	Issuance of Medical certificate for employment; School purposes (for students from Mangaldan)	P 130.00  None  None	1 minutes-2 minutes	Aileen Caballero Angel De Venecia
	<b>TOTAL:</b>		<b>22 minutes</b>	



**SERVICES G. MATERNITY AND URGENT CARE CLINIC**  
A. PROVISION OF MATERNITY CLINIC



<b>Office or Division:</b>	<b>MUNICIPAL HEALTH OFFICE</b>			
<b>Classification:</b>	Prenatal			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6.1. Proceed to Admitting Section. Get a number, give general information, reason of consultation, and have vital signs taken and proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's Admission Form, PhilHealth Konsulta Registration Form and Consent Form</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Assess patient to waiting area</li> </ul>	None	3 minutes-5 minutes	Rural Health Midwives on duty
6.2. Go to the consultation room, submit oneself to Prenatal check- up and listen to the instructions of midwife. Take note of the next schedule of check up	<ul style="list-style-type: none"> <li>&gt; Do the prenatal check-up such as; verifying the LMP, measuring the fundic height, taking vital signs and taking FHS</li> </ul>	None	5 minutes-15 minutes	Rural Health Midwives on duty
6.3. Go to the treatment room or dispensing of medicines and sign patient's logbook	<ul style="list-style-type: none"> <li>&gt; Dispense prescribed medicine, instruct patient how to take medicines prescribed</li> </ul>	None	1 minute-3minutes	Monette Bautista, RN Elizabeth Rivera
	<b>TOTAL:</b>		<b>23 minutes</b>	



**SERVICES H. MATERNITY AND URGENT CARE CLINIC**  
A. PROVISION OF MATERNITY CLINIC



<b>Office or Division:</b>	<b>MUNICIPAL HEALTH OFFICE</b>			
<b>Classification:</b>	Delivery Care			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
7.1. Proceed to Admitting Section. Get a number, give general information, reason of consultation, and have vital signs taken and proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's Admission Form, PhilHealth Konsulta Registration Form and Consent Form</li> <li>&gt; Triageing is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Usher patient to waiting area</li> </ul>	None	1 minute-3 minutes	Rural Health Midwives on duty
7.2. Go to consultation room, submit self to Internal Examination, proceed to the Delivery Room- follow instructions of health personnel in the delivery of the baby and breastfeed baby	<ul style="list-style-type: none"> <li>&gt; Verify patients care</li> <li>&gt; Do the IE</li> <li>&gt; Facilitate the safe delivery according to standards of BEMONC guidelines</li> <li>&gt; Post delivery</li> <li>&gt; Refer to physician-on-duty</li> <li>&gt; Refer to tertiary care when needed</li> </ul>	None	1 hour-3 hours	Nurse/Midwife on duty or: Natividad Sison Camille Mejia Lourdes Solis Sylvia Jimenez Rhodora Abril Russel Prado Evangeline Solis Norie Biason Villy Cabana Brenda Espejo Amalia Velasco Lourdes Velasquez Amalia Biasbas Imelda Fernandez Regina Ocsan Jemarie Mangonon Nestle Uson Or the physician on duty
7.3. Pay bills at the business section and go home with home instructions	> Accept bills	<b>With no PhilHealth</b>  <b>Maternity: P 2,500.00 New born screening P</b>	2 minutes-5 minutes	Rosemarie De Vera, RN Camille Mejia
	<b>TOTAL:</b>	<b>P 4,250.00</b>	<b>3 hours and 8 minutes</b>	





## **SERVICES J: PROVISION OF URGENT CARE CLINIC**



<b>Office or Division:</b>	<b>MUNICIPAL HEALTH OFFICE</b>			
<b>Classification:</b>				
<b>Type of Transaction:</b>	<b>G2C</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>8.1. Approach the staff at the admitting section. Give general information reason of consultation and have vital signs taken.</b>	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's Admission Form, PhilHealth Konsulta Registration Form and Consent Form</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Usher patient to waiting area</li> </ul>	<b>None</b>	<b>1 minute-5 minutes</b>	<b>Maria Therese G. Wilson, RN Staff at the Admitting Section</b>
<b>8.2. Go to Consultation room. Submit oneself for Physical Examination and listen to the physician's advice and recommendation of treatment.</b>	<b>PE, Management and Treatment</b>	<b>None</b>	<b>5 minute-15 minutes</b>	<b>Dr. Larry B. Sarito, Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala Dr. Jhoanna Grace I. Paran Dr. Gillian Claire A. Ursua</b>
<b>8.3 Go to the treatment room for dressing of wound, administrations of oral medications or IV meds, Nebulization, minor surgery, etc.</b>	<b>Management and Treatment</b>	<b>None</b>	<b>5 minute-15 minutes</b>	<b>Ma. Therese Wilson, RN Navarette, RN Leizl Caloracan, RN Mary Ann Revoldila, RN Jerald Velasquez Maylinda Santos Charmayne Banda Marissa Petras Monica Torio</b>
<b>8.4. Go to the treatment room or dispensing of medicines and sign patient's logbook</b>	<b>Dispensing of Medicines</b>	<b>None</b>	<b>1-2 minutes</b>	<b>Monette Bautista, RN Elizabeth Rivera</b>
	<b>TOTAL:</b>		<b>37 minutes</b>	



## **SERVICES K: PROVISION OF NATIONAL TUBERCULOSIS CONTROL PROGRAM**



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE INFORMATION		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Admitting Section	To assess history and chief complaint of the patient	None	1-5 minutes	Jasper Credo Abrogar, RN
> Get a Number	First come first serve basis			
> Give General Information such as Name, Address, Age/Birthdate, Name of Parents/Guardian or Spouse	Give assistance when necessary			
2. Give reason of consultation	Verify reason of consultation	None		Jasper Credo Abrogar, RN
> Have Vital signs taken and proceed to the waiting area	Take Vital signs			
> Wait for number to be called			10 minutes	
3. Proceed to DOTS clinic	To assess patient history, chief complaint and medications history	None		Dr. Larry B. Sarito Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala Dr. Jhoanna Grace I. Paran Dr. Gillian Claire A. Ursua
> Submit oneself to physical examination and listen to physician's advise	PE and management		5 minutes-15 minutes	
4. Proceed to the laboratory and submit sputum specimen	Give instruction & specimen bottle for effective lab examination	None	30 seconds	Iolie Delos Santos Arlene Abad,
5. Proceed to the treatment room and listen to the instruction on the dosage of medications and other home care		None	5 minutes-15 minutes	Jasper Credo Abrogar, RN
Sign patient's logbook			2 minutes	
6. Sputum Collection/specimen early morning and on the spot specimen (2nd day)		None	1 minute	Iolie Delos Santos Arlene Abad
7. Follow up sputum exam result on 3rd day		None	1 minute	
8. Go to the consultation room for the interpretation of result		None		Dr. Larry B. Sarito Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala Dr. Jhoanna Grace I. Paran Dr. Gillian Claire A. Ursua
9 A. Proceed to the DOTS Clinic Instruct patient for proper DOTS treatment	Instruct patient for proper DOTS treatment	None	1 minute	Jasper Credo Abrogar, RN
9. B. For TB HIV Counselling and Testing	Assess HIV status of client	None	30 minutes	
10. Identify treatment partner		None	1 minute	
11. Take initial medication in front of DOTS coordinator		None	1 minute	Treatment Partner
12. Take daily medication under the supervision of the treatment partner		None	30 seconds	
13. Go back to the RHU for the follow up sputum exam		None	1 minute	Iolie Delos Santos Arlene Abad Jasper Credo Abrogar, RN
14. Receive clearance of treatment outcome		None	1 minute	
	TOTAL:		40 minutes/ patient	



## SERVICES L: PROVISION OF PSYCHIATRY SERVICES (OPD CONSULTATION)

Office or Division:	<b>MUNICIPAL HEALTH OFFICE</b>			
Classification:	<b>OPD CONSULTATION</b>			
Type of Transaction:	G2C			
Who may avail:	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Admitting Section. 1.1 Get a number, give general information, reason of consultation 1.2 Have vital signs taken 1.3 Proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's Admission Form, PhilHealth Konsulta Registration Form and Consent Form</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Usher patient to waiting area</li> </ul>	None	3-5 minutes	Jasper Credo S. Abrogar, RN Monette F. Bautista, RN Ma. Therese Wilson, RN Jodan Navarette, RN
1.4. Proceed to consultation room for the diagnosis and recommendation of treatment	<ul style="list-style-type: none"> <li>&gt; Physician diagnose patient's illness and Recommend Treatment</li> </ul>	None	20-30 minutes	Dr. Jennifer T. Espino Dr. Larry B. Sarito, Dr. Virgilio M. Manzano Jr. Dr. Diana Ray Margarita S. Diala
1.6 Proceed the Drug Dispensing section for the dispensing of available prescribed medicines and listen to the dosage instructions and other home care advise. 1.7 Sign patient's logbook	<ul style="list-style-type: none"> <li>&gt; Dispensing of medicines</li> </ul>	None	2 minutes	Monette Bautista, RN Elizabeth Rivera
	<b>TOTAL:</b>		<b>37 minutes</b>	



## SERVICES M: PROVISION OF FAMILY PLANNING SERVICES (OPD CONSULTATION)

Office or Division:	<b>MUNICIPAL HEALTH OFFICE</b>			
Classification:	<b>OPD CONSULTATION</b>			
Type of Transaction:	G2C			
Who may avail:	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE INFORMATION</b>		
Admission Form, PhilHealth Konsulta Registration Form and Consent Form and or any Valid ID's		Admitting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE ES TO</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Proceed to Admitting Section. 2.1 Get a number, give general information, reason of consultation 2.2 Have vital signs taken 1.3 Proceed to the waiting area and wait for the number to be called.	<ul style="list-style-type: none"> <li>&gt; Verify patients ID presented</li> <li>&gt; Review patient's Admission form</li> <li>&gt; Triaging is considered</li> <li>&gt; Vital Signs taken</li> <li>&gt; Usher patient to waiting area</li> </ul>	None	3-5 minutes	Caselyn D. Sarmiento, RN Midwives
1.4. Proceed to consultation room for the diagnosis and recommendation of treatment	> Physician diagnose and counselling	None	10 minutes	Dr. Diana Ray Margarita S. Diala
1.8 Proceed the Dispensing section for the dispensing of available contraceptives  1.9 Sign patient's logbook	> Dispensing of contraceptives	None	2 minutes	Caselyn D. Sarmiento, RN Midwives
	<b>TOTAL:</b>		<b>17 minutes</b>	





## **Office of the Municipal Social Welfare and Development Officer**

### **Equity – Enhancing Services**



## 1. Provisions of Assistance to Individual in Crisis Situation (AICS)

Granting Financial assistance to the needy and distressed families such as Burial/Funeral, Medical, Food Subsistence, Transportation and others.

<b>Office or Division:</b>	Municipal Social Welfare and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Indigency ( 2 copies – 1 original and 1 photocopy)		Applicant		
2. Medical Certificate or Medicine Prescription (2 copies, photocopy)		Applicant		
3. Death Certificate (2 copies, photocopy)		Applicant		
4. Referral Slip (1 copy, original)		Mayor's Office thru Financial Assistance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Referral Slip to any MSWD Staff from Mayor's Office with the corresponding amount of financial assistance given based on the client's nature of problem and undergo intake interview.	1. Receive referral slip from client and conduct intake interview.	None	3-5 minutes	<i>All available MSWDO staff</i>
2. Wait for Voucher/ Intake Sheet and sign the necessary documents.	2. Prepare voucher/ Intake Sheet and request client to sign necessary documents.	None	5 minutes	<i>All available MSWDO staff</i>
3. Wait for the signed documents and proceed to the Mayor's Office to receive the financial assistance.	3. Review and sign necessary documents then advise the client to proceed to the Mayor's Office.	None	2 minutes	<i>Rowena C. De Guzman Municipal Social Welfare and Dev't. Officer  Bona Fe De Vera - Parayno Municipal Mayor</i>
<b>Note:</b> If the amount of				



assistance is P1,001.00 and up, the client should process the documents to the Budget Office, Accounting Office and Treasury Office				
	TOTAL		10-12 minutes	

## 2. Availment of the Solo Parent Identification Card

<b>Office or Division:</b>	Municipal Social Welfare and Development
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certificate of Residency (1 copy original)	Applicant
2. Appropriate documents/evidence that the applicant is a solo parent: Any of the following documents which is applicable for the applicant: a. Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has a sole parental care and support of the child or children. b. Certification from the Barangay that the applicant is a solo parent and solely supporting his/her child (1 copy, original)	
<b>ADDITIONAL REQUIREMENTS:</b> 1. Rape: Medical report of incident of rape 2. Death of Spouse: Death Certificate 3. Person Deprived with Liberty (either of the 2): ✓ Certificate of detention ✓ Certification that the spouse is serving sentence for at least 3 (three) months issued by the law enforcement agency 4. Physically or mentally incapacitated: Medical records, medical abstract, certificate of confinement in National Center for Mental Health or a valid Person with Disability ID 5. De Facto Separation OR Legally Separated: ✓ An Additional Affidavit of 2 (two)	Applicant



<p>disinterested persons attesting to the fact of separation (DFS)</p> <ul style="list-style-type: none"> <li>✓ Judicially Decree of legal separation of spouses (LS)</li> </ul> <p>6. Declaration of nullity or annulment of marriage or divorce:</p> <ul style="list-style-type: none"> <li>✓ Marriage Certificate annotated with the fact of declaration of nullity of marriage or annulment of marriage.</li> <li>✓ Judicial decree of nullity or annulment of marriage or judicial recognition of foreign divorce.</li> </ul> <p>7. Abandonment of the spouse:</p> <ul style="list-style-type: none"> <li>✓ Marriage certificate</li> <li>✓ An Additional Affidavit of 2 (two) disinterested persons attesting to the abandonment of the spouse</li> <li>✓ Police or barangay record of the fact of abandonment</li> </ul> <p>8. Unmarried mother OR unmarried father:</p> <ul style="list-style-type: none"> <li>✓ CENOMAR</li> </ul>	
---	--

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>9. Overseas Filipino Worker (OFW) –</p> <ul style="list-style-type: none"> <li>✓ Marriage certificate, if the applicant is the spouse of the OFW, or birth certificate or the other competent proof of the relationship between the applicant and the OFW, if the applicant is a family member of the OFW.</li> <li>✓ Philippine Overseas Employment Administration Standard Employment Contract (POEA-SEC) or its equivalent document.</li> <li>✓ Photocopy of the OFW's passport with stamps showing continuous twelve (12) months of overseas work, or a certification from the Bureau of Immigration.</li> <li>✓ Proof of income of the OFW's spouse or family member.</li> </ul> <p>10. Legal guardian, Adoptive or Foster parent –</p> <p>Proof of guardianship, such as the decision granting legal guardianship issued by a court; proof of adoption, such as the decree of adoption issued</p>	



by a court, or order of Adoption issued by the DSWD or the National Authority on Child Care (NACC); proof of foster care such as the Foster Parent License issued by the DSWD or the NACC.				
3. Income Tax Return, depending on the client's work (1 copy, photocopy)		Applicant		
4. 1x1 ID Picture (2 pieces)		Applicant		
5. Birth Certificate of child/children (less than 22 years old) (1 copy, photocopy)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The applicant solo parent will be interviewed and assessed by staff and check if all requirements are submitted.	Verify for authenticity of the requirements submitted, review/ check the entries on the form and conduct initial interview.	None	5-10 minutes	All available MSWDO staff
2. Wait for the validation and the confirmation message that the Solo Parent ID is ready for issuance.  <i>Based on the Guidelines of RA 8972 30 days of validation and issuance</i>	Conduct ocular visit for verification and validation of the information.	None	30 days	All available MSWDO staff
3. Wait for the signed ID and proceed to Mayor's Office for signature				Hon. Bona Fe De Vera - Parayno Municipal Mayor
	<b>TOTAL</b>		5 days and 8 minutes	



### 3. Availment of Person With Disability (PWD ID) Card with Purchase Booklet for Medicines and Prime Commodities

<b>Office or Division:</b>	Municipal Social Welfare and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Persons with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1x1 Picture of Disabled Person (2 pieces)		Applicant		
2. Medical Certificate indicating the nature/type of Disability (1 copy, original)		Applicant		
3. Barangay Certificate of Residency (1 copy, original)		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up the Application Form and submit the supporting documents to the MSWD staff.	1. Review/Check entries in the application form and verify for authenticity of the requirements submitted.	None	15 minutes	<i>All available MSWDO staff</i>
2. Return the filled-out form and undergo interview and counseling.	2. Conduct interview and brief counseling.	None	5 minutes	<i>All available MSWDO staff</i>
3. Wait for the signed ID and booklets and proceed to Mayor's Office for signature	3. Encoding/typing and issuance of the PWD ID Card with Purchase Booklets.	None	2 minutes	<i>All available MSWDO staff</i>  <i>Rowena C. De Guzman</i> <i>Municipal Social Welfare and Dev't. Officer</i>
TOTAL			22 minutes	





#### 4. Emergency Shelter Assistance (ESA) to clients/families affected by any kind of disaster

The process includes home visitation of the family, area and collateral information from Barangay officials and community residence.

<b>Office or Division:</b>	Municipal Social Welfare and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Police Blotter or Certification from the Bureau of Fire for victims of fire (1 copy, original)		Applicant		
2. Barangay Clearance (1 copy, original)		Applicant		
3. Picture of the affected house		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present referral slip from Mayor's Office and undergo interview based from the intake sheet conducted by MSWD staff.	1. Receive the referral Slip and conduct interview.	None	10 minutes	<i>All available MSWDO staff</i>
2. Wait for the preparation of Voucher and proceed to the Budget Office, Accounting Office and Treasury Office to process the documents.	2. Prepare Voucher	None	3 minutes	<i>All available MSWDO staff</i>
3. Proceed to the Mayor's Office to receive the Emergency Shelter Assistance.	3. Advise the client to go to the Mayor's Office	None	2 minutes	<i>M.O Staff</i>
<b>TOTAL</b>			15 minutes	



## 5. Preparation and Issuance of Social Case Study Report (SCSR)

<b>Office or Division:</b>	Municipal Social Welfare and Development			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen / G2G – Government to Government			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Medical Abstract or Medical Certificate (1 copy, original or photocopy)		Applicant		
2. Hospital Statement of Account or Promissory Note or Prescription (1 copy, original or photocopy)		Applicant		
3. Letter of request or copy of checklist from the referring agency or (1 copy, original)		Applicant		
4. For scholarship purposes the following should be presented by the applicant: a. Enrollment Form or Report Card b. Certificate of Indigency from Barangay		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present referral from the requesting agency together with the other requirements.	Receive and check the referral and the other documents and conduct interview and assessment.	None	5-10 minutes	<i>All available MSWDO staff</i>
2. Client will come back for the issuance of the Social Case Study Report.	Prepare and encode the Social Case Study Report	None	Maximum of 1 - 2 days	<i>Catherine G. Nate Social Welfare Officer III  Mary Joy C. Vito Social Welfare Officer I</i>
3. Wait for the issuance and approval of the SCSR.  <b>Note:</b> <i>For those clients with existing record of SCSR they just need to</i>	Signed and issue the approved SCSR	None		<i>Rowena C. De Guzman Municipal Social Welfare and Dev't. Officer  Catherine G. Nate Social Welfare Officer III  Mary Joy C. Vito Social Welfare Officer</i>



present the updated Medical Records and wait for 5-10 minutes for the issuance of the SCSR.				/
	TOTAL		1 day and 15 minutes	

## 6. Preparation of Certification

Issuance of Certificate of Indigency for Litigation – Court Purposes,  
Medical or Hospitalization.

<b>Office or Division:</b>		Municipal Social Welfare and Development		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen / G2G – Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Barangay Certificate of Indigency (1 copy, original)		Applicant		
2. Letter of request or copy of checklist from the referring agency		Applicant		
3. Copy of the case being filed or subpoena (for litigation purposes)		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present referral from the requesting agency together with the other requirements.	1. Receive and check the referral and validate the authenticity of the other documents and conduct interview and assessment.	None	5 minutes	<i>All available MSWDO staff</i>
2. Wait for the release of the Certificate of Indigency.	2. Prepare and encode the Certificate of Indigency	None	10 minutes	<i>Catherine G. Nate Social Welfare Officer III  Mary Joy C. Vito Social Welfare Officer I  Angelika D. Ireso Admin. Aide IV  Diana Grace M. Uson, RPM Statistician 1</i>



3. Wait for the issuance and approval of the Certification.	3. Signed and issue the approved SCSR	None	1 minute	Rowena C. De Guzman Municipal Social Welfare and Dev't. Officer  Catherine G. Nate Social Welfare Officer III
	TOTAL		16 minutes	



## **Office of the Municipal Civil Registrar**

### **Equity – Enhancing Services**



## 1. ISSUANCE OF CERTIFIED COPIES OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Birth, Death & Marriage Records are kept strictly confidential and no information relating thereto shall be issued except to the concerned person himself or any person authorized by him, his spouse, parents, direct descendants, or guardian, institution legally in-charge of him (if minor) (PD 603, Art. 7).

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All Born in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Request Slip		MCR Office		
2. Valid ID of Document Owner/Requester		Document Owner		
3. For authorized person: Authorization Letter from the document owner or Special Power of Attorney Valid ID of the document owner Valid ID of the authorized person		Document owner and Authorized person		
4. For parents/spouses/children securing records of their children/spouses/parents Valid ID of parents Marriage Contract & Valid ID of Spouse Birth Certificate and Valid ID of children		Client		
5. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up the request form and present the required documents to the person in charge	1. Receive the duly filled-up request slip and verify the availability of the requested document. 1.1. Prepare the certificate if available 1.2 Advise the client for further verification at PSA serbilis outlet, Calasiao, Pangasinan	None	30 minutes	Registration Officer II RCC II Administrative Aide III COS Job Order  PSA Serbilis outlet
2. Pay the required fee at the Treasurer's Office or proceed to PSA for further verification upon the person in charge's advise	2. Ask for the Official Receipt obtained from the Mun. Treasury Office or the Certificate obtained from PSA for proper action	<b>Certificate Fee P100.00</b> <b>Doc. Stamp 30.00</b>	15 minutes or It depends on the volume of Treasury clients	Mun. Treasury Office's staff
3. Receive the document and check first the data in the certificate before leaving the office	3. Issue the certificate to the client	None	5 minutes	Mun. Civil Registrar Registration Officer II
<b>TOTAL</b>		<b>P130.00</b>	<b>50 MINUTES</b>	





## 2. REGISTRATION OF LIVE BIRTH

### 2.1 TIMELY REGISTRATION

The birth of a child shall be registered by the parents and attendant at birth **within thirty (30) days from the time of birth** at the Office of the Civil Registrar of the municipality where the birth occurred.

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All born in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Processing Slip		MCR Office		
2. Municipal Form 102 Certificate of Live Birth) duly signed by an attendant at birth (4 copies)		MCR Office		
3. (For Illegitimate child)) AUSF (4 copies)		Lawyer		
4. Valid ID of parents		Parents of the child		
5. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-up processing slip and other requirements to the person in charge	1. Receive, check and verify the entries provided in the processing slip 1.1. Encode the data in the PHILCRIS 2.2 Print the Certificate of Live Birth	None	30 minutes	Registration Officer II
2. Pay the required fee at the Treasurer's Office and present it to the person in charge	2. Ask for the Official Receipt obtained from the Mun. Treasury Office	<b>Birth Certificate fee P100.00</b> <b>30.00 Doc Stamp</b>	15 minutes or It depends on the volume of Treasury clients	Mun. Treasury Office Staff
3. Review and certify the correctness of the data encoded in the certificate and receive the registered copy	3. Advise the client to check the correctness and completeness of the data encoded in the certificate and issue the owner's copy	None	10 minutes	Municipal Civil Registrar Registration Officer II
<b>TOTAL</b>		<b>P130.00</b>	<b>55 MINUTES</b>	



## 2.2 DELAYED REGISTRATION OF BIRTH

Any birth not registered within the reglementary period (**within thirty (30) days from the time of birth**) can be registered at the Municipal Civil Registry Office by way of delayed registration.

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	All born in Mangaldan
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly Accomplished Processing Slip (2 copies)	MCR Office
2. Municipal Form 102(Certificate of Live Birth) duly signed by attendant at birth (4 copies)	Applicant/MCR Office
3. Negative Certification (1 original copy & 1 xerox copy)	PSA Serbilis Outlet
4. Joint Affidavit of Late Registration (3 copies)	Lawyer
5. Affidavit of the Registrant (3 copies)	Lawyer
6. Certificate of Marriage of parents (if married)	Parents of the registrant
7. Any 2 of the following documentary evidence which may show the name, date and place of birth and the name of parents of the child: 1. Baptismal Certificate 2. School Records (Form 137) 3. Voter Registration Record 4. Barangay Captain certification of birth 5. Income Tax Return of parents/Insurance Policy 6. Medical Records	Applicant
8. Valid ID	Applicant
9.. <b>Mandatory Personal Appearance for the ff:</b> ( PSA Memo Circular 2024-17) a. 18 years old & above applicants b. parents of marital minor applicants & the child if necessary (In default of the parents or judicially appointed guardians, persons exercising substitute parental authority as provided under Art. 216 of the Family Code shall personally appear) c. mother of non-marital minor applicants (If the applicant is not the mother – An affidavit or sworn statement stating the whereabouts of the mother and the reason of her inability to personally appear before the MCR shall be submitted)	Applicant
10. <b>Additional Mandatory Requirements (MC-2024-17)</b> a. Barangay Captain Certification FOR PROOF OF RESIDENCY b. National ID (Subject person must register) c. Any 2 documentary evidence showing the identity of the parents such as but not limited to his/her: a. Certificate of Live Birth	Barangay Captain PSA



b. Gov't issued ID c. Marriage Certificate, if applicable d. Death Certificate, if deceased d. Unedited front facing present 2x2 photo with white background of the applicant taken within 3 months from the date of registration	Applicant			
11. Death Certificate –if the person to be registered is already dead	Applicant			
12. If one of the parents is a foreigner : a. Birth Certificate of parents b. Valid Passport or BI Clearance Certificate or ACR I-Card of the foreign parent	Applicant			
13. For Illegitimate child (Acknowledged by the father) 13.1. AUSF(4 copies) to be executed by the a) mother (if the child is 0-6 years old) b) child (if the child is 7 years old & above) with Attestation of Mother/Guardian 13.2 Admission of Paternity/Acknowledgement (at the back of COLB or separate sheet (duly notarized)	Lawyer Lawyer  Father of the Child Lawyer - if separate sheet			
9. Official Receipt (1 copy)	Municipal Treasury Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up processing slip and ALL requirements to the person in charge and wait for a text message regarding the status of the application for delayed registration	1..1 Receive, examine, and evaluate the veracity and genuineness of the statements made and the completeness and authenticity of all the supporting documents submitted 1.2. Conduct Field visit, if necessary 1.3 Inform the client as to the status of his/her application after verification/investigation	None	Not to exceed 5 working days	Mun. Civil Registrar
2.1 Review and certify the correctness of the data encoded in the certificate 2.2 Receive advice on the date of release of the document 2.3 Pay the required fees at the Treasurer's Office and present it to the person in charge	2.1. Encode the data in the PHILCRIS and print the Certificate of Live Birth 2.2 Advise the client on the date of release of the certificate 2.3 Ask for the Official Receipt obtained from the Mun. Treasury Office 2.4 Post the late registration notice for 10 days at the MCR Bulletin Board	Processing Fee-P300.00 Birth Certificate fee 100.00 Documentary Stamp-30.00	10 days posting	Registration Officer II  Mun. Treasury Office's staff  Job Order
3. Receive the registered Certificate of Live Birth	3. Release the owner's copy	None	(release will be on the 12 <sup>th</sup> day after the document submitted was deemed received	Mun. Civil Registrar Registration Officer II
	TOTAL	P430.00	17 DAYS	



## 2.3 OUT OF TOWN DELAYED REGISTRATION OF BIRTH

Any birth not registered within the reglementary period (**within thirty (30) days from the time of birth**) can be requested to be processed at the Municipal Civil Registry Office by way of out of town delayed registration.

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Residents of Mangaldan who wants to apply for an out of town reporting of late registration of birth
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly Accomplished Processing Slip (1 copy)	MCR Office
2. Municipal Form 102 duly signed by attendant at birth (4 copies)	Applicant/MCR Office
3. Negative Certification (1 original copy)	PSA Serbilis Outlet
4. Affidavit of Late Registration with Attestation of two witnesses (4 copies)	Lawyer
5. Certificate of Marriage of parents (if married)	Parents of the registrant
6. Any 2 of the following documentary evidence which may show the name, date and place of birth and the name of parents of the child: <ul style="list-style-type: none"> <li>1. Baptismal Certificate</li> <li>2. School Records (Form 137)</li> <li>3. Voter Registration Record</li> <li>4. Barangay Captain certification of birth</li> <li>5. Income Tax Return of parents/Insurance Policy</li> <li>6. Medical Records</li> </ul>	<b>Applicant</b>  <b>Church</b> <b>School Attended</b> <b>COMELEC</b> <b>Barangay</b> <b>Applicant</b> <b>Hospital/Clinic</b>
7. Mandatory Personal Appearance for the ff: (MC-2024-17) <ul style="list-style-type: none"> <li>a. 18 years old &amp; above applicants</li> <li>b. parents of marital minor applicants &amp; the child if necessary (In default of the parents or judicially appointed guardians, persons exercising substitute parental authority as provided under Art. 216 of the Family Code shall personally appear)</li> <li>c. mother of non-marital minor applicants (If the applicant is not the mother – An affidavit or sworn statement stating the whereabouts of the mother and the reason of her inability to personally appear before the MCR shall <b>be</b> submitted)</li> </ul>	<b>Applicant</b>
8. Additional Mandatory Requirements (MC-2024-17) <ul style="list-style-type: none"> <li>a. Barangay Captain Certification FOR PROOF OF RESIDENCY</li> <li>b. National ID (Subject person must register)</li> <li>c. Any 2 documentary evidence showing the identity of the parents such as but not limited to his/her: <ul style="list-style-type: none"> <li>a. Certificate of Live Birth</li> <li>b. Gov't issued ID</li> </ul> </li> </ul>	Barangay Captain  PSA  Applicant



c. Marriage Certificate, if applicable d. Death Certificate, if deceased d. Unedited front facing present 2x2 photo with white background of the applicant taken within 3 months from the date of registration				
9. Death Certificate –if the person to be registered is already dead		Applicant		
10. Additional Requirements if one of the parents is a foreigner : a. Birth Certificate of parents b. Valid Passport or BI Clearance Certificate or ACR I-Card of the foreign parent		Applicant		
11. For Illegitimate child (Acknowledged by the father) 11.1. AUSF(4 copies) to be executed by the a) mother (if child is 0-6 yrs old) b) child (if child is 7 years old & above) with Attestation of Mother/Guardian 11.2 Admission of Paternity/Acknowledgement (at the back of COLB or separate sheet (duly notarized)		Lawyer  Lawyer Father of the Child Lawyer-if separate sheet		
12. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-up processing slip and ALL requirements to the person in charge and wait for a text message regarding the status of the application for late registration	1.1 Receive, examine and evaluate as to the veracity and genuineness of the statements made and the completeness and authenticity of supporting documents submitted. 1.2 Conduct Field visit, if necessary 1.3 Inform the client as to the status of his/her application after verification/investigation	None	Not to exceed 5 working days	Mun. Civil Registrar
2.1 Review and certify as to the correctness of the data encoded in the certificate 2.2 Receive advice as to the date of transmittal of the document and pay the required fees at the Treasurer's Office and Post Office and submit to the person in charge	2.1. Encode the data in the PHILCRIS and print the Certificate of Live Birth 2.2 Ask for the Official Receipt obtained from the Mun. Treasury Office & PMO from the Post Office 2.3 Post the late registration notice for 10 days at the MCR Bulletin Board	Processing Fee-P100.00  PMO to be obtained at the Post Office depends on the fees prescribed by his/her place of birth	10 days posting	Registration Officer II  Mun. Treasury Office's collector Postmaster  Job Order
3. Wait for a call from the office once the registered document is transmitted to our office by the civil registrar of his/her place of birth	3. Transmit the accepted documents of out-of-town registration to PSO for transmittal and endorsement to the concerned record-keeping civil registrar	None	Depends on the record-keeping civil registrar of his/her place of birth	Mun. Civil Registrar  Registration Officer II
	TOTAL	P100.00 & PMO(Postal Money Order)		



### 3.REGISTRATION OF MARRIAGE

#### 3.1.TIMELY REGISTRATION

The Solemnizing Officer has the duty to register the marriage to the Office of the Civil Registrar where the marriage was solemnized **within fifteen (15) days** following the solemnization of marriage, in ordinary marriage, and **within thirty(30) days** following the solemnization of marriage, for marriage exempt from license requirement.

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All Marriage solemnized in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Municipal Form 97 (Marriage Certificate) duly signed by the contracting parties, sponsors, and solemnizing officer (4 copies)		Solemnizing Officer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the Municipal Form No. 97 (Marriage Certificate) to the person in charge	1. Receive, check, and verify the entries provided in the Marriage Certificate 1.1. Assign Registry Number 1.2. Receive and Register the Certificate of Marriage	None	20 minutes	Administrative Aide III
2. Receive the registered Marriage Certificate	2. Release the couple's and solemnizing officer's copy	None	5 minutes	Registration Officer II Mun. Civil Registrar
	<b>TOTAL</b>		25 minutes	





### 3.2 DELAYED REGISTRATION OF MARRIAGE

All marriage solemnized within the jurisdiction of Mangaldan and are not registered within the reglementary period can be registered at the Office of the Municipal Civil Registrar through delayed registration.

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All Marriage solemnized in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Municipal Form 97 (Marriage Certificate) duly signed by the contracting parties, sponsors, and solemnizing officer (4 copies)		Solemnizing Officer/Applicant		
2. Affidavit of the Contracting Parties (3 copies)		Lawyer		
3. Affidavit of Delayed registration executed by the Solemnizing Officer stating therein the exact place and date of marriage, the facts and circumstances surrounding the marriage, and the reason or cause of the delay (3 copies)		Solemnizing Officer / Lawyer		
4. Copy of the Application for Marriage License		Solemnizing Officer		
5. Negative Certification from PSA (1 original copy)		PSA Serbilis Outlet		
6. Affidavit of Two (2) Principal Sponsors (3 copies)		Lawyer		
7. In lieu of the absence of the original marriage certificate:  Certification issued by the church or solemnizing officer based on their record as recorded in their Registry Book (1 original copy)		Solemnizing Officer/Church		
8. Valid ID of Applicant		Applicant		
9. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Submit the Municipal Form 97 (Marriage Certificate) and all the needed requirements to the person in charge 1.2 Pay the required fees at the Treasury Office	1. Receive, check, and verify the authenticity of the Marriage Certificate 1.1. Advise the client to pay the required fees 1.2 Encode the data in PHILCRIS	Processing Fee-P300.00 Marriage Certificate fee 100.00 Documentary Stamp-30.00	20 minutes  15 minutes or It depends on the volume of Treasury clients 30 minutes	Administrative Aide III  Municipal Treasury staff  Administrative Aide III
2. Wait for the date of release of the Certificate	2.1 Post notice of Late registration in the MCR Bulletin Board 2.2 Advise the client of the date of release of the Certificate		10 days (The posting period starts on the following day after filing)	Job Order  Administrative Aide III
3. Receive the registered Certificate	3. Release the registered Marriage Certificate to the client	None	Release on the 12 <sup>th</sup> day  5 minutes	Mun. Civil Registrar  Registration Officer II
TOTAL		<b>P430.00</b>	12 days	



## 4. REGISTRATION OF DEATH

### 4.1 TIMELY REGISTRATION

Registration of death shall be made at the Office of the Civil Registrar of the municipality where it occurred **within thirty (30) days from the time of death**

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All death that occurred in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Processing Slip		MCR Office		
2. Municipal Form 103 (Death Certificate) duly signed by the embalmer, Medical attendant and reviewed by Mun. Health Officer (4 copies)		MCR Office – Embalmer- RHU		
3. Birth Certificate of the Deceased Person		Applicant		
4. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the duly accomplished processing slip and Municipal Form No. 103 (Death Certificate) to the person in charge and the needed requirements 1.1 Pay the Burial Permit  1.2 Bring the Burial Permit to the Mayor's Office for signature	1. Receive, check and verify the completeness of signatories in the Death Certificate and the entries in the Processing Slip 1.1 Advise the client to pay the Burial Permit Fee  1.2. Prepare the Burial Permit	<b>P100.00</b>	15 minutes or It depends on the volume of Treasury clients  20 minutes	Administrative Aide III  Mun. Treasury Office's staff  RCC II COS JO Mayor's staff
2. Check the encoded data in the Certificate of Death for possible corrections	2. Encode the data in PHILCRIS and print the Death Certificate	None	20 minutes	Administrative Aide III
3. Certify the correctness of the encoded data and receive the registered Certificate	3. Release the Registered Death Certificate to the client	None	5 minutes	Mun. Civil Registrar Registration Officer II Administrative Aide III
<b>TOTAL</b>		<b>P100.00</b>	1 hour	



## 4.2 DELAYED REGISTRATION OF DEATH

Deaths that occur within Mangaldan and are not registered **within the thirty days (30) reglementary period** can be registered at the Office of the Municipal Civil Registrar by way of delayed registration.

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		All death that occurred in Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Accomplished Processing Slip		MCR Office		
2. Municipal Form 103 (Death Certificate) duly signed by the embalmer, Medical attendant and reviewed by Mun. Health Officer (4 copies)		MCR Office – Embalmer- RHU		
3. Death Certificate (1 original copy)		Church		
4. Affidavit of the Funeral Service Operator		Lawyer		
5. An affidavit executed by any of the nearest relatives of the deceased, or by any person having legal charge of the deceased stating therein the name of the deceased, the facts of his death, the date and place of burial or cremation, and the circumstances and reason of the delay (3 copies)		Lawyer		
6. Negative Certification from PSA (1 original copy)		PSA Serbilis Outlet		
7. Certificate of burial, cremation or other means of corpse disposal		Cemetery owner/caretaker Crematorium		
8. Affidavit of Two Disinterested Person present during the wake/funeral of the deceased (3 copies)		Lawyer		
9. Valid ID of Applicant		Applicant		
10. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the duly accomplished Processing Slip and Municipal Form No. 103 to the person in charge	1. Receive, check, and verify the completeness of signatories in the Death Certificate and the entries in the Processing Slip	Processing Fee-P300.00 Death Certificate fee 100.00 Documentary Stamp-30.00	15 minutes	Registration Officer II Administrative Aide III
1.1 Pay the required fees	1.1 Advise the client to pay the required fees		15 minutes or It depends on the volume of Treasury clients	Mun. Treasury Office's staff
1.2 Check the encoded data in the Certificate of Death for possible corrections	1.2 Encode the data in PHILCRIS and print the Death Certificate		30 minutes	Administrative Aide III



2. Wait for the date of release of the Certificate	2.1 Post the notice of Late registration in the MCR Bulletin Board  2.2 Advise the client of the date of release of the Certificate	None	10 days (The posting period starts on the following day after filing)  20 minutes	Job Order  Administrative Aide III
3. Certify the correctness of the encoded data and receive the registered Certificate	3. Release the Death Certificate to the client	None	(Release is on the 12 <sup>th</sup> day after filing)  5 minutes	Mun. Civil Registrar Registration Officer II
TOTAL		<b>P430.00</b>	12 days	

## 5. APPLICATION FOR MARRIAGE LICENSE

Marriage applicants must be eighteen years of age and above (either one party or both are residents of Mangaldan). Marriage License is valid for a period of **120 days from the date of issue**. (Art. 20 of FC)

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen			
<b>Who may avail:</b>	Individuals who are qualified to get married			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Municipal Form # 90 (Marriage Application )		MCR Office		
2. Birth Certificate of both parties (Original Clear copy)		MCR Office		
3. Parents' consent (for applicant between 18-21 years old-Art. 14FC) or parents' advice (for applicant <b>between</b> 21-25 years old-Art.15FC)		Applicant's parents		
4. Valid ID of both parties and the parents giving consent/advice		Applicant and their parents		
5. Certificate of No Marriage (CENOMAR) for applicants aged 25 years and above		PSA Serbilis Outlet		
6. Death Certificate of spouse (if widowed), Annulment papers (Court Decision, Finality, Judicial Decree of Annulment & annotated PSA marriage certificate)		Applicant/Court/PSA Serbilis Outlet		
7. Certificate of Attendance in a pre-marriage orientation & counseling		PMOC Team		
8. For foreigners, a Certificate of Legal Capacity to contract marriage obtain from the diplomatic or consular office of their country here in the Philippines		Embassy		
9. 1x1 ID picture (2 copies) & 2X2 (1 copy)		Applicant		
10. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Submit the duly accomplished Municipal Form 90 and the required requirements to the person in charge	1.1 Receive, check and verify the entries provided in the Marriage Application 1.2 Process the Application Papers  1.3. Assign Registry Number	None	30 minutes	Registration Officer II RCC II Administrative Aide III  Job Order
2. Pay the Required Fees at the Treasury Office	2.1 Advise the couples to pay the required fees  2.2 Post the notice of Marriage Application in the MCR Bulletin Board  2.3. Advise the couples to get their marriage license after the posting period	Application Fee P300.00 Family Planning 100.00 Miscellaneous fee 100.00 Service Fee 100.00	15 minutes or It depends on the volume of Treasury clients  10 days  5 minutes	Municipal Treasury Office's staff  Job Order RCC II Registration Officer II Administrative Aide III
3. Receive the Registered Marriage License	3. Release the registered marriage license to the client	P2.00	5 minutes  (Release will be on the 12 <sup>th</sup> day after the date of application)	Registration Officer II Mun. Civil Registrar
	<b>TOTAL</b>	<b>P602.00</b>	12 days	

## 6. APPLICATION OF MARRIAGE UNDER ARTICLE 34 OF THE FAMILY CODE (if the Solemnizing Officer is the Municipal Mayor)

Marriage applicants must be twenty three (23) years of age and above and have lived together as husband and wife for at least five (5) years without any legal impediment (Art. 34 of FC)

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Couples (residents of Mangaldan) who are qualified to get married under Article 34 of Family Code
<b>CHECKLIST OF REQUIREMENTS</b>	
1. Affidavit of Cohabitation (4 copies)	Lawyer
2. Certificate of No Marriage (CENOMAR)	PSA Serbilis Outlet
3. Birth Certificate (both parties)	Applicant
4. Birth Certificate of children	Applicant
5. Certification from Brgy. Captain and Affidavit of 2 witnesses (for childless couples living together for 5 years .	Barangay Captain Lawyer



6. Death Certificate of spouse (if widowed),		MCR Office		
7. Official Receipt ( 1 copy)		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check, and verify the authenticity and genuineness of the documents submitted	None	15 minutes	Administrative Aide III Registration Officer II
2.1 Submit the list of wedding sponsors	2.1 Receive the list of wedding sponsors	Solemnization Fee P450.00 Sponsors Fee P100.00 each sponsor	10 minutes	Administrative Aide III
2.2. Schedule the wedding date at the Mayor's Office	2.2. Advise the couples to schedule their wedding at the Mayor's Office		10 minutes	Mayor's Office staff
2.3 Pay the Required fees	2. Advise the couples to pay the required fees		10 minutes	Registration Officer II Administrative Aide III Municipal Treasury staff
3. Advise the couples to come on time on their wedding day	3. Prepare the Marriage Contract		15 minutes	Administrative Aide III
	TOTAL	<b>P450.00 plus P100 each sponsor</b>	1 hour	

## 7. REGISTRATION AND ANNOTATION OF LEGAL INSTRUMENTS

Legal Instruments for Registration and Annotation in the affected Civil Registry Records are: **Affidavit of Legitimation, Affidavit of Acknowledgement/Admission of Paternity, and Affidavit to Use the Surname of Father (AUSF)**

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	All Registrants of Mangaldan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Legal Instrument for Registration (4 original copies)	Lawyer
2. PSA Birth Certificate of child (original copy with 4 xerox copies)	PSA
3. Marriage Certificate (original copy with 4 xerox copies)	Parents/MCR Office
4. Advisory of Marriage	PSA Serbilis Outlet



(original copy with 4 xerox copies)				
5. Certificate of Death (if one parent is already dead)(original copy with 4 xerox copies)		MCR Office/Applicant		
6. Authentic Writing (original copy with 4 xerox copies)		Applicant/Parent		
7. Valid ID of parents		Parents		
8. Official Receipt		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check, and verify the authenticity of the submitted requirements	None	30 minutes	Mun. Civil Registrar Registration Officer II
2. Pay the Required Fees at the Treasury Office	2.1 Advise the client to pay the required fees	Registration fee a) Legitimation P200.00 b) AUSF P200.00	15 minutes or It depends on the volume of Treasury clients	Municipal Treasury Office's staff
	2.2 Annotate the affected records	Acknowledgment/ Admission of Paternity-100	15 minutes	Registration Officer II
	2.3. Endorsed the documents to PSA Central Office, Quezon City	Endorsement Fee 100.00 Birth Cert.Fee 300.00 (3 copies) Doc. Stamp 90.00	5 minutes	Mun. Civil Registrar
3. Receive the document to be mailed to PSA, Quezon City (Client is accompanied by MCR staff in mailing)	3. Release the owner's copy and PSA copy with proper instruction		5 minutes	Registration Officer II
TOTAL		<b>P690.00</b>	1 hour & 10 mins.	

## 8. ANNOTATION IN THE CIVIL REGISTER OF COURT ORDERS/DECREE

*Court Orders/Decree to be annotated in the Civil Register are:*

**Annulment of Marriage, Correction of Entries, Presumptive Death and Adoption**

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	All Registrants of Mangaldan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True copies of Court Decision and Entry Final Judgment (3 sets)	Applicant/Court
2. Subject Certificate (Birth/ Marriage /Death Certificate	Applicant





3. Certificate of Registration and Certificate of Authenticity (3 copies)		Applicant/ Civil Registry Office where the court is functioning		
4. Official Receipt		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check, and verify the authenticity of the submitted documents	None	1 day	Aida R. Cera Mun. Civil Registrar Virginia R. Cereno Registration Officer II
2.1. Pay the required fees at the Treasury Office	2.1 Advise the client to pay the required fees	1. <b>Annulment</b> P200.00 Marriage Cert 300.00 Doc Stamp 90.00 Endorsement Fee 100.00 <b>Total P690.00</b>	15 minutes or It depends on the volume of Treasury clients	Office's staff
2.2 Wait while the person in charge is processing the document	2.2 Annotate the affected records	2. <b>Adoption</b> P300.00 Birth Cert. 300.00 Doc Stamp 90.00 Endorsement fee 100.00 <b>Total 790.00</b>	30 minutes	Registration Officer II
	2.3 Endorsed the documents to PSA Central Office, Quezon City	3. <b>Correction of Entry</b> P500.00 Certificate fee 300.00 Doc Stamp 90.00 Endorsement Fee 100 <b>Total 990.00</b>	10 minutes	Mun. Civil Registrar
	<b>NOTE:</b> Certificates are prepared in 3 copies @P100 with doc stamps for 3 copies too.	4. <b>Presumptive Death</b> P500.00 Death Cert. 300.00 Doc. Stamp 90.00 Endorsement 100 <b>Total P990.00</b>		
3. Receive the owner's copy and mail the PSA copy to PSA Central Office	3. Release the owner's copy and PSA copy with proper instruction	None	5 minutes	Registration Officer II
	TOTAL	1. P 690.00 2. P 790.00 3. P 990.00 4. P 990.00	1 day	

## 9. REQUEST FOR SUPPLEMENTAL REPORT ON BIRTH, DEATH AND MARRIAGE CERTIFICATE

A Supplemental Report using the appropriate form (COLB,COM,COD) maybe filed to supply information inadvertently omitted when the document was registered.

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen



<b>Who may avail:</b>		Individuals who wants to request for Supplemental Report		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Certificate with omitted entries (original copy with 4 xerox copies)		PSA/Municipal Civil Registry Office		
2. Supporting documents relevant to the requested entries to be supplemented (original copy with 4 xerox copies)		Applicant		
3. Affidavit of Supplemental Report (4 original copies)		Applicant/Lawyer		
4. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit all the needed requirements to the person in charge	1. Receive, check and verify the authenticity of the submitted requirements	None	20 minutes	Mun. Civil Registrar Registration Officer II
2. Pay the Required Fees at the Treasury Office	2. Advise the client to pay the required fees	Supplemental Report Fee P100.00 Birth/Death/Marriage Certificate Fee (3 copies) P300.00 Doc. Stamp 90.00	15 minutes or It depends on the volume of Treasury clients  20 minutes  10 minutes	Municipal Treasury Office's staff  Registration Officer II  Mun. Civil Registrar
3. Receive the processed Supplemental Report (owner's copy)	3. Release the owner's copy with proper instruction		5 minutes	Registration Officer II
	<b>TOTAL</b>	<b>P490.00</b>	1 hour & 10 minutes	

## 10. PETITION FOR CHANGE OF FIRST NAME IN THE CERTIFICATE OF LIVE BIRTH UNDER R.A. NO. 9048

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Individuals who are qualified to change their name
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. PSA Birth Certificate to be changed (original copy with 3 xerox copies)	Applicant/PSA Serbilis Outlet
2. Supporting documents relevant to the entry to be changed (original copy with 2 xerox copies)	Applicant
a. Baptismal Certificate	Church
b. Form 137 (Elementary/High School)	School



c. Marriage Certificate d. Death Certificate e. Birth Certificate –siblings f. Voter Certification g. Valid ID h. Tax Declaration i. Police, NBI & Employer's Clearance (If unemployed-Affidavit of Non-Employment) j. Affidavit of Publication & Newspaper Clippings		MCR Office  COMELEC Applicant Assesor's Office PNP,NBI Office/Lawyer  Newspaper in General Circulation		
3. Official Receipt		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check and verify the authenticity of the submitted requirements	None	20 minutes	Mun. Civil Registrar
2.1 Pay the Required Fees at the Treasury Office	2.1 Advise the client to pay the required fees	Filing Fee P3000.00	15 minutes or It depends on the volume of Treasury clients	Municipal Treasury Office's staff
2.2 Review the finished petition and follow the person in charge's instruction	2.2. Process the petition and Post the petition at the MCR's bulletin board for ten (10) working days		20 minutes 10 working days	Mun. Civil Registrar
2.3 Publish the petition for 2 weeks in a newspaper in general circulation	2.3 Advise the client to publish the petition in a newspaper in general circulation		2 weeks publication	Job Order  Petitioner
2.4 Mail the documents to PSA Central Office (accompanied by MCR staff)	2.4 Endorsed the documents to PSA Legal Office, Quezon City		15 minutes	Mun. Civil Registrar
2.5 Wait for a call/text message	2.5 Inform the client upon receipt of the affirmed petition from PSA		3 months	Mun. Civil Registrar
3.1 Pay the Certificate fee & Receive the annotated document (Local Copy)	3. Advise the client to pay the required fee & Release the owner's copy 3.1 Endorse locally annotated copy to PSA Calasiao for endorsement to PSA Region I (FOR PSA COPY annotation)	Certificate Fee P200.00 Doc. Stamp 60.00	15 minutes	Registration Officer II
3.2 Verify PSA annotated copy at PSA Serbilis outlet after 3 months			5 minutes  3 months	Mun. Civil Registrar  PSO, PSA Calasiao PSA Serbilis Outlet
TOTAL		P3260.00	6 months	

## 11.PETITION FOR CORRECTION OF CLERICAL ERROR IN THE CERTIFICATE OF LIVE BIRTH, CERTIFICATE OF MARRIAGE AND CERTIFICATE OF DEATH UNDER R.A. NO. 9048

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Individuals who wants to request for correction of clerical error
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Certificates with erroneous entries (original copy with 3 xerox copies)	Applicant/ PSA Serbilis Outlet



2. Supporting documents relevant to the entries to be corrected such as: (original copy with 2 xerox copies) a. Baptismal Certificate b. Form 137 (Elementary/High School) c. Marriage Certificate d. Death Certificate e. Birth Certificate f. Voter Certification g. Valid ID h. Tax Declaration i. Insurance		Church School  MCR Office  COMELEC  Assessor's Office			
3. Official Receipt ( 2 xerox copies)		Mun. Treasury Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit all the needed requirements to the person in charge	1. Receive, check and verify the authenticity of the submitted requirements	None	15 minutes	Mun. Civil Registrar Registration Officer II	
2.1 Pay the Required Fees at the Treasury Office	2.1 Advise the client to pay the required fees	Filing Fee P1000.00	15 minutes or It depends on the volume of Treasury clients 20 minutes 10 working days	Municipal Treasury Office's collector	
2.2 Review the finished petition and follow the person in charge's instruction	2.2. Process the petition and post the petition at the MCR's bulletin board for 10 working days			Mun. Civil Registrar Job Order	
2.3 Mail the documents to PSA Legal Office, Quezon City	2.3. Endorsed the documents to PSA Legal Office, Quezon City		15 minutes	Client	
2.4 Wait for a call/text message	2.4 Inform the client upon receipt of the affirmed petition from PSA		3 months	Mun. Civil Registrar	
3.1 Pay the required fee & Receive the annotated document (Local Copy)	3. Advise the client to pay the required fee & Release the owner's copy	Certificate Fee P200.00 Doc. Stamp 60.00	5 minutes	Registration Officer II	
	3.1 Endorse the documents to PSA Calasiao for endorsement to PSA Region I for the SECPA annotation		3 months	Mun. Civil Registrar PSO, PSA Calasiao  PSA Serbilis Outlet	
3.2 Verify PSA annotated copy at PSA Serbilis outlet after 3 months					
TOTAL		P1260.00	6 months		

## 12. PETITION FOR CORRECTION OF CLERICAL ERROR IN THE CERTIFICATE OF LIVE BIRTH(CORRECTION OF SEX AND DAY & MONTH OF BIRTH UNDER R.A. NO. 10172)

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Individuals who wants to request for correction of clerical error
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. PSA & LCR Copy Birth Certificate to be	Applicant/ PSA Serbilis Outlet



corrected (original copy with 3 xerox copies)				
2. Supporting documents (Mandatory Requirements) (original copy with 2 xerox copies)				
a. Form 137-Elementary/High School		School		
b. Medical Record		Hospital or Medical Clinic		
c. Baptismal Certificate		Church		
d. Medical Certification (for correction of sex only)		Rural Health Unit		
e. Valid ID		PNP.NBI Office, Lawyer		
f. Police, NBI & Employer's Clearance (If unemployed-Affidavit of Non-Employment)		Newspaper in general circulation		
g. Affidavit of Publication & Newspaper Clippings		Mun. Treasury Office		
h. Official Receipt ( 1 copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check and verify the authenticity of the submitted requirements	None	15 minutes	Mun. Civil Registrar Registration Officer II
2. Pay the Required Fees at the Treasury Office	2. Advise the client to pay the required fees	Filing Fee P3000.00	15 minutes or It depends on the volume of Treasury clients 20 minutes 10 working days	Municipal Treasury Office's collector
2.1 Review the finished petition and follow the person in charge's instruction	2.1. Process the petition and post the petition at the MCR's bulletin board		2 weeks Publication	Mun. Civil Registrar
2.2 Publish the petition for 2 weeks in a newspaper in general circulation	2.2. Advise the client to publish the petition in a newspaper of general circulation		5 minutes	Client
2.3 Mail the documents to PSA Central Office	2.3 Endorsed the documents to PSA Central Office, Quezon City		3 months	Mun. Civil Registrar
2.4 Wait for a call/text message	2.4 Inform the client upon receipt of the affirmed petition from PSA			
3. Pay the required fee & Receive the annotated document (Local Copy)	3. Advise the client to pay the required fee & Release the owner's copy	Certificate Fee P200.00 Doc. Stamp 60.00	5 minutes	Registration Officer II
3.1 Verify PSA annotated copy at PSA Serbilis outlet after 3 months	3.1 Endorse Locally annotated copy to PSA Calasiao for endorsement to PSA Region I for SECPA annotation		3 months	Mun. Civil Registrar PSO, PSA Calasiao PSA Serbilis Outlet
TOTAL		P3260.00	6 months	

### 13. ISSUANCE OF BURIAL PERMIT TO DEATH FROM OTHER TOWNS

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen
<b>Who may avail:</b>	Individual who wants to bury their dead in Mangaldan
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Death (1 xerox copy)	Applicant
2. Name of Cemetery	Applicant



3. Schedule of Burial		Church or Cemetery		
4. Transfer Permit		Place of Death (RHU)		
5. Burial Fee (Official Receipt 1 copy)		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the needed requirements to the person in charge	1. Receive, check and verify the documents submitted  2. Prepare the Burial Permit	None	15 minutes	Administrative Aide III  Registration Officer II  RCC II  COS  Job Order
2.1 Pay the Burial Fee at the Treasurer's Office	2.1 Advise the client to pay the Burial Permit	Burial Fee P100.00	15 minutes or It depends on the volume of Treasury clients	Municipal Treasury Office Staff
2.2 Bring the Burial Permit to the Mayor's Office for signature	Receive the signed Burial Permit		10 minutes	Mayor's Office staff  Registration Officer II  Administrative Aide III
3. Receive the Burial Permit	3. Issue the applicant's copy		5 minutes	Administrative Aide III
TOTAL		P100.00	45 minutes	

#### 14. CIRCULAR 91-6 – Transfer of Civil Registry Documents Erroneously Registered in a Local Civil Registry Office

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Gov't. to Citizen			
<b>Who may avail:</b>	Individual who wants to request transfer of Civil Registry Documents erroneously registered in Mangaldan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original copy & 2 Photocopies of the documents to be transferred		Municipal Civil Registry Office		
2. Official Receipt		Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the needed requirements to the person-in-charge	1. Receive the documents for evaluation	None	15 minutes	Administrative Aide III  Registration Officer II



2.1 Pay the required fee at the Treasurer's Office	2.1 Advise the client to pay the required fee	Certificate fee P100.00 Doc. Stamp 30.00	15 minutes or It depends on the volume of Treasury clients	Municipal Treasury Office staff
2.2 Wait while the document is processed	2.2 Process the documents for transfer		25 minutes	Registration Officer II Administrative Aide III
3. Receive the processed documents from person in charge	3. Release the document to the client for mailing to the LCRO where documents should be registered		5 minutes	Registration Officer II Administrative Aide III
	<b>TOTAL</b>	<b>P130.00</b>	1 hour	

## 15. REQUEST OF CERTIFICATES THRU PSA BATCH REQUEST SYSTEM

<b>Office or Division:</b>		Municipal Civil Registry Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C- Gov't. to Citizen		
<b>Who may avail:</b>		Individual who wants to request for a PSA Copy of their Civil Registry Certificates		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. PSA Request Form		MCR Office		
2. Valid ID		Document Owner		
3. For authorized person: Authorization Letter from the document owner or Special Power of Attorney Valid ID of the document owner Valid ID of the authorized person				
4. Official Receipt		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish the request form and submit the requirements needed to the person in charge	1. Receive the request form for evaluation	None	15 minutes	Administrative Aide III Registration Officer II RCC II Job Order
2. 1 Pay the required fee at the Treasury Office	2.1 Advise the client to pay the required fee and to wait for a call or text.	Bregs Fee P50.00	15 minutes or It depends on the volume of Treasury clients	Municipal Treasury Office staff
2.2 Wait for a call or text	2.2 Encode the request	PSA Certificate		





when the certificate is already available	and send to PSA Central upon reaching the required number by BATCH.	Fee to be deposited to PSA account via Landbank Birth/Marriage/Death P155.00 each CENOMAR-P210.00	2 to 3 weeks of waiting	Registration Officer II
3.	3. Release the document to the client for mailing to the LCRO where documents should be registered		5 minutes	Registration Officer II Administrative Aide III
	TOTAL	<b>P50.00 P155 each Certificate &amp; P210.00 for CENOMAR to be paid to PSA</b>	2 TO 3 WEEKS	



## **Office of the Municipal Cooperatives Officer**

### **Equity – Enhancing Services**



## 1. Assistance to Cooperatives

Provision of technical assistance to cooperatives.

<b>Office or Division:</b>		Municipal Cooperatives Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to private individual/ other institutions		
<b>Who may avail:</b>		Any client (Walk-In/With Schedule)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client's logbook stating the purpose	1. Determine what transaction needs to be done.	None	2 minutes	Cooperatives Staff
2. Submit documents for review, or any data needed relative to purpose and wait for instructions/ advice from MCO	1. Assess and review submitted documents then instruct/advise the client on the office's action	None	10 minutes	Municipal Cooperatives Officer
		<b>TOTAL</b>	<b>12 Minutes</b>	

## 2. Request for Online / Face-to-Face PRS Or CCES

Conduct of online / face-to-face Pre Registration Seminar (PRS) for Cooperatives about to be established or Continuing Cooperatives (CCES) Education Seminar for existing cooperatives.

<b>Office or Division:</b>		Municipal Cooperatives Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to private individual / Other institutions		
<b>Who may avail:</b>		Cooperatives for Establishment / Existing Cooperatives		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign In the Client's Logbook	Determine what transaction needs to be done	none	2 minutes	Cooperatives Staff



2. Undergo interview and make arrangements for schedule of the conduct of seminar	Conduct interview and set schedule for the Conduct of Online / Face-to-Face PRS or CCES	none	10 minutes	Municipal Cooperatives Officer
		<b>TOTAL</b>	<b>12 Minutes</b>	



## **Office of the PESO Manager**

### **Equity – Enhancing Services**



## 1. Referral

Profiling of jobseekers/clients needing Mayor's clearance, trainings and employment.

<b>Office or Division:</b>		PESO		
<b>Classification:</b>		Simple to Complex		
<b>Type of Transaction:</b>		Government to private individual/ other institutions		
<b>Who may avail:</b>		Private individual/ other institutions		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cedula		Municipal Treasury Office		
Brgy. Clearance		Client's Brgy. officials		
Official Receipt ( 1 copy original)		Municipal Treasury Office		
RA 11261 FORM		MCO/PESO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the personnel in charge and get the Skills Registry System Form and fill it up.	1. Determine what transaction needs to be done. 1.1 Provide the NSRP for the client to fill up.	None	3 minutes	<b>PESO Staff</b>
2. Undergo interview	1. Assist the client for referral to any posted Job Vacancies and Technical Trainings.		5 minutes	<b>PESO Manager - Designate</b>
3. Wait for the Referral				
<b>TOTAL</b>			<b>8 minutes</b>	



## 2. Assistance to Programs

Catering clients queries to implemented or assisted DOLE/ TESDA programs

<b>Office or Division:</b>		PESO		
<b>Classification:</b>				
<b>Type of Transaction:</b>		Government to private individual/ other institutions		
<b>Who may avail:</b>		Private individual		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the personnel in charge and get the Skills Registry System Form and fill it out.	1. Determine what transaction needs to be done. 1.1 Provide the NSRP for the client to fill up.	None	5 minutes	<b>PESO Staff</b>
2. Undergo interview/ assessment.	1. Assess client's qualification to the preferred program available implemented by the DOLE /TESDA.		15 minutes	<b>PESO Manager - Designate</b>
3. Wait for further instructions from the PESO Manager-Designate				<b>PESO Manager - Designate</b>
TOTAL			20 minutes	





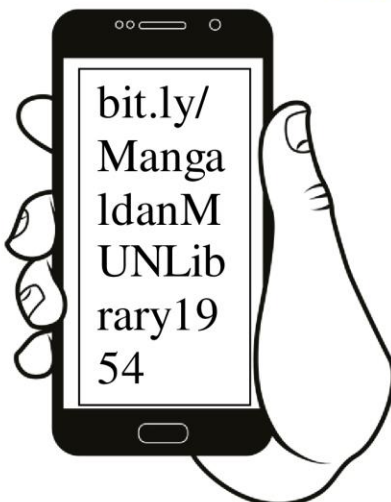
# **Municipal Library**

## **Equity – Enhancing Services**



Please be recognized to avail the services offered by the Municipal Library

In the browser of your android or IOS phone, TYPE this link for the LIBRARY USERS  
AND GUESTS ONLINE REGISTRATION: [bit.ly/MangaldanMUNLibrary1954](https://bit.ly/MangaldanMUNLibrary1954) or Scan the QR Code



## 1. Reader's Service

Check-out and check-in of library materials for inside reading or photocopy.

<b>Office or Division:</b>		Municipal Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid identification card		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Type keywords in the OPAC for the availability of book/s and other materials.	Assist client to find the item/s needed.	None	3 minutes	Admin. Aide IV Admin. Aide II
2. Present a valid ID and fill up the Book Card/s	Receive the ID and Book Card/s of the book/s to be checked out	None	5 minutes	Admin. Aide IV Admin. Aide II
3. Return the book/s after use/ photocopy	Receive the book/s and return the ID to the client.	None	5 minutes	Admin. Aide IV Admin. Aide II
		TOTAL TIME	13 MINUTES	



## 2. Internet Library Service

Use of computer for this service is free to all library clients.

<b>Office or Division:</b>		Municipal Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid identification card		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Inform the desk assistant of your intention to use the Computer	Assign client to the available computer unit.	None	3 minute	Admin. Aide (Job Order)
2. Proceed to the assigned computer unit	Monitor the client's activities while using the computer.	None	1 hour	Admin. Aide (Job Order)
3. Log-out after using the computer	Check the state of computer if it's properly shutdown.	None	3 minutes	Admin. Aide (Job Order)
		<b>TOTAL TIME</b>	1 hr. 6 minutes	

## 3. Online Research Assistance

To address the educational gap among learners during pandemic, the Municipal Library offers this service.

<b>Office or Division:</b>		Municipal Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid identification card		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client sends message of inquiry to Mangaldan Municipal Library's facebook page or email account	Send PDF, PNG or JPEG files available to the client through the same medium	None	30 minutes	Librarian III
		<b>TOTAL TIME</b>	30 minutes	



#### 4. Egov Services

Assistance to online application or appointment services of government agencies like PNP Clearance, NBI Clearance, Philippine Statistics Authority (PSA), PRC, DFA and others.

<b>Office or Division:</b>		Municipal Library		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C		
<b>Who may avail:</b>		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid identification card		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the desk assistant of the eGov service to avail	Assist the client in the online profiling	None	5 minutes	Admin. Aide (Job Order) Admin. Aide (Job Order)
2. Clients will pay the specified amount in Bayad Centers	Provide the Reference Code generated by the agency for the payment	Payment varies depending on the service availed	2 minutes	Admin. Aide (Job Order) Admin. Aide (Job Order)
3. Client proceeds to the agency concerned for the processing of requested document	N/A	N/A	N/A	N/A
		TOTAL TIME	7 minutes	



## **EXTERNAL SERVICES** **(GROWTH – ORIENTED SERVICES)**



## **Office of the Market Supervisor**

### **Growth – Oriented Services**



# 1 Tranfer of Market Stall Rights

Transfer of Market Stall Rights is issued to Original Stall owners of thru his authorized representantive/s who applies for it.

OFFICE or DIVISION		Office of the Market Supervisor			
CLASSIFICATION		Simple			
TYPE OF TRANSACTION		G2B - Government to Original Stallowner			
WHO MAY AVAIL		Transferror and Transferee Of Market Stall Rights			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
1	Latest Mayor's Permit		Original Stallowner/Lessee		
2	Updated Monthly Rental		Office of Market Supervisor		
3	Deed of Sale		Stallowner/Lessee		
4	Waiver of Stall Rights		Stallowner		
5	Proof of Payment of Transfer of Rights		Office of Market Supervisor		
6	Deed of Conveyance		Office of the Mayor		
7	Certification		Office of Market Supervisor		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE COLLECTED	PROCESSING TIME	PERSON IN CHARGE
1	Submit original copy (deed of sale of stall rights)	Verify documents submitted	None	10 minutes	Arnold Visperas
2	Pay corresponding Fees	Pay Transfer of Rights Fee	Php25,000.00	3 Minutes	Arnold Visperas
		Pay certification fee	Php130.00	3 Minutes	Salome de Vera
3	Secure deed of conveyance	Present duly signed Deed of Conveyance	None		Juan R Garcia Jr
4	Secure certification	Issuance of duly signed certification	None	None	Juan R Garcia Jr
		TOTAL		16 Minutes	





## 2 ISSUANCE OF MARKET CLEARANCE

Issuance of Market Clearance for New Applicant and Renewal of Business Permit

<b>OFFICE or DIVISION</b>		Office of the Market Supervisor		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2B - Government to Original Stallowner		
<b>WHO MAY AVAIL</b>		Renewal and New Applicants for Business Permit		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1	Previous Mayor's Permit (Operation and Lessor)	Original Stallowner		
		Original Stallowner/Lessee		
2	Updated Monthly Rental (permanent stall)	Stallowner		
3	DTI Certificate (for new applicant)	Applicant		
4	Proof of Payment	Office of Market Supervisor		
		Stallowner/Representative		
5	Certification	Office of Market Supervisor		
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE COLLECTED</b>	<b>PROCESSING TIME</b>
1	Submit photocopy of previous permits	Verify documents submitted	None	10 minutes
2	Pay corresponding Fees	Pay Stall Rentals Pay calibration fee Pay certification fee	per location Php100.00 Php130.00	6 Minutes 3 minutes 3 Minutes
3	Bring weighing scales	Evaluation and Calibration of Weighing Scales Certification of Weighing Scales	None	
4	Secure certification/ Contract of Lease	Issuance of certification and Contract of Lease	None	1 Minute
		<b>TOTAL</b>		23 Minutes



### 3 COMMUNICATIONS

Endorsements, transmittals, recommendations to other local offices

OFFICE or DIVISION		Office of the Market Supervisor			
CLASSIFICATION		Simple			
TYPE OF TRANSACTION		G2B - Government to Government			
WHO MAY AVAIL		Renewal and New Applicatns for Business Permit			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1	Executive Memorandum		As provided by LCE		
2	Audit Observation Memorandum		As provided by COA		
3	Municipal Ordinances/Resolutions		As tranmitted by LCE and/or SB		
4	Advisories, Updates and other communications		As transmitted by other Provincial & National Offices		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE COLLECTED	PROCESSING TIME	PERSONNEL IN CHARGE
1	Transmittal of Reports	Prepare and submit collection reports	None	25 minutes	Arnold Visperas Gerardo Aquino Juan R Garcia Jr
2	Reply to Communications Received	Prepare and Transmits Communications  Dessiminate Information as received in printed form or public address system	None	As the need arises	Arnold Visperas Gerardo Aquino Juan R Garcia Jr
		TOTAL		25 Minutes	



# **Municipal Abattoir**

## **Growth – Oriented Services**



## MTO-SLAUGHTERHOUSE SECTION

To protect the meat consuming public through efficient and effective meat inspection.

<b>Office or Division:</b>	Mangaldan Municipal Abattoir
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government Business Entity
<b>Who may Avail:</b>	All
<b>CHECKLIST OF REQUIREMENT</b>	
Large Cattle Document	Ownership
Shipping Permit	Assign Authorized Checkpoint
Veterinary Health Certificate	Provincial Veterinary / LGU-Employee (DA)
Barangay Certificate	Barangay Hall

### Steps: Entry of Animals to be slaughtered

NO.	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	For Large Cattle - Submit document such as certificate of ownership, transfer, identify markings, age, color	Check provided documents and inspect the animal to be slaughtered		20 Minutes	Caretaker on Duty / Meat Inspector on Duty
2	For Hogs - Submit document such as Shipping Permit, VHC, ASF Free Certificate, Barangay Certification	Check provided documents and inspect the animal to be slaughtered		20 Minutes	Caretaker on Duty / Meat Inspector on Duty
3	Put the animal in the corral	Records no. of animals to be slaughtered		10 Minutes	Caretaker on Duty / Meat Inspector on Duty
<b>End of Transaction</b>					
Time Duration for Large Cattle: 30 Minutes					
Time Duration for Hog: 30 Minutes					
Accomplish Client Feedback Form & Drop Box in front of Slaughterhouse Master Office					



### Steps: Slaughtering of Animals

NO	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Present the animal to be slaughtered to the Slaughterhouse Master or Meat Inspector on duty	Conduct Ante-Mortem examination		10 Minutes	Slaughterhouse Master / Meat Inspector on Duty
2	Put the animal on the Slaughtering Area and slaughter the animal	Inspect for proper slaughtering of animal		1-2 Hours	Meat Inspector on Duty
3	Present the slaughtered animal for inspection of visceral organs	Conduct Post-Mortem Examination		30 Minutes	Meat Inspector on Duty
End of Transaction					
Time Duration: 1 Hour 40 Minutes – 2 Hours 40 Minutes					
Accomplish Client Feedback Form & Drop Box in front of Slaughterhouse Master Office					

### Steps: Payment of Slaughtering Fees

NO	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE																																							
1	Go to the Revenue Collector's Office for payment of slaughterhouse fees	Collect Slaughterhouse Fees	<table><tr><td>Hog</td><td>Carabao</td><td>Cow</td></tr><tr><td>SF 35.00</td><td>45.00</td><td>45.00</td></tr><tr><td>PF 15.00</td><td>20.00</td><td>20.00</td></tr><tr><td>CF 20.00</td><td>30.00</td><td>30.00</td></tr><tr><td>SF 20.00</td><td>60.00</td><td>60.00</td></tr><tr><td>UF 27.00</td><td>40.00</td><td>40.00</td></tr><tr><td>AM 5.00</td><td>10.00</td><td>10.00</td></tr><tr><td>PM 30.00</td><td>60.00</td><td>38.00</td></tr><tr><td><b>152.00</b></td><td><b>265.00</b></td><td><b>243.00</b></td></tr><tr><td><b>Trans. fee</b></td><td><b>150.00</b></td><td><b>150.00</b></td></tr><tr><td></td><td><b>415.00</b></td><td><b>393.00</b></td></tr><tr><td><b>Doc. Fee</b></td><td><b>10.00</b></td><td><b>10.00</b></td></tr><tr><td><b>Total</b></td><td><b>425.00</b></td><td><b>403.00</b></td></tr></table> <p><b>Note: Transfer Fee will be added if large animal is not transferred</b></p>	Hog	Carabao	Cow	SF 35.00	45.00	45.00	PF 15.00	20.00	20.00	CF 20.00	30.00	30.00	SF 20.00	60.00	60.00	UF 27.00	40.00	40.00	AM 5.00	10.00	10.00	PM 30.00	60.00	38.00	<b>152.00</b>	<b>265.00</b>	<b>243.00</b>	<b>Trans. fee</b>	<b>150.00</b>	<b>150.00</b>		<b>415.00</b>	<b>393.00</b>	<b>Doc. Fee</b>	<b>10.00</b>	<b>10.00</b>	<b>Total</b>	<b>425.00</b>	<b>403.00</b>	15 Minutes	Revenue Collector on Duty
Hog	Carabao	Cow																																										
SF 35.00	45.00	45.00																																										
PF 15.00	20.00	20.00																																										
CF 20.00	30.00	30.00																																										
SF 20.00	60.00	60.00																																										
UF 27.00	40.00	40.00																																										
AM 5.00	10.00	10.00																																										
PM 30.00	60.00	38.00																																										
<b>152.00</b>	<b>265.00</b>	<b>243.00</b>																																										
<b>Trans. fee</b>	<b>150.00</b>	<b>150.00</b>																																										
	<b>415.00</b>	<b>393.00</b>																																										
<b>Doc. Fee</b>	<b>10.00</b>	<b>10.00</b>																																										
<b>Total</b>	<b>425.00</b>	<b>403.00</b>																																										
2	Ask for Official Receipt	Issuance of Official Receipt		10 Minutes	Revenue Collector on Duty																																							
End of Transaction																																												
Time Duration: 25 Minutes																																												
Accomplish Client Feedback Form & Drop Box in front of Slaughterhouse Master Office																																												



### Steps: Issuance of Meat Inspection Certificate/Delivery Meat to Market

NO	CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Ask for Meat Inspection Certificate	Issue Meat Inspection Certificate		10 Minutes	Meat Inspector on Duty
2	Put the meat carcass on the delivery van	Delivery of meat carcass in the Public Market		30 Minutes	Meat delivery van Driver on Duty
End of Transaction					
Time Duration: 40 Minutes					
Accomplish Client Feedback Form & Drop Box in front of Slaughterhouse Master Office					



## **Office of the Municipal Engineer**

### **Growth – Oriented Services**



## Application of Building Permit

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Simple Structure</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

<b>Checklists of Requirements</b>	<b>Where to secure</b>
1. <b>Four (4)</b> copies of the Unified Application Form for Building Permit duly notarized together with one <b>(1)</b> set (4 copies) of duly accomplished ancillary permit forms and cedula <b>(2 copies)</b>	Municipal Engineering Office (MEO)
2. Documentary Requirements:  a. Certified true copy of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT) covering the subject lot or a Lot Location Plan generated thru the Parcel Verification Service of the Land Registration Authority (LRA) – <b>2 copies</b> b. Certified true copy of Tax Declaration – <b>2 copies</b>  c. Current Real Property Tax Receipt – <b>2 copies</b>  <i><u>In case the applicant is not the registered owner of lot:</u></i>  a. Duly notarized copy of Contract of Lease – <b>2 copies</b> ; or b. Duly notarized copy of Deed of Sale – <b>2 copies</b> ; or c. Duly notarized Affidavit of Lot Owner's Consent – <b>2 copies</b>	Land Registration Authority (LRA)/Registry of Deeds (RD)  Office of the Municipal Assessor (OMA) Real Property Tax Section (RPTS)
3. <b>Four (4)</b> sets of Survey Plan, Design Plan and other documents prepared, signed and sealed over the printed names of duly licensed and registered professionals:  i. Geodetic Engineer (Lot Survey Plans) ii. Architect (Architectural Plans) iii. Structural/Civil Engineer (Structural/Civil Plans) iv. Sanitary Engineer/Master Plumber (Sanitary/Plumbing Plans) v. Professional Electrical Engineer (Electrical Plans) vi. Professional Mechanical Engineer (Mechanical Plans) vii. Professional Electronics Engineer (Electronics Plan) viii. Fire Protection Plan (if applicable)  <b>Note: 5 sets if for Loan Purposes</b>	
4. Duly notarized copy of Bill of Materials and Cost Estimate – <b>4 copies</b>	
5. Technical Specification – <b>4 copies</b>	
6. a. Structural Analysis and Design NSCP 2015 Edition (For all buildings/structures except for 1-storey and single detached building/structure with a total floor area of 20.00 square meters or less) – <b>4 copies</b> b. Boring and Load Test (For Buildings or Structures 3-storeys and higher and for lower buildings/structures at areas with	





potential geological/geotechnical hazards) – <b>4 copies</b> ; and c. Seismic Analysis – <b>4 copies</b>				
7. Construction Logbook duly signed and sealed by the Civil Engineer/Architect in-charge of construction				
8. <b>Three (3)</b> colored photocopies of valid licensed of all involved professionals (e.g., Professional Tax Receipt (PTR) and the Professional Regulation Commission (PRC) Identification card)				
9. Clearances from other agencies a. Barangay Clearance b. Locational/Zoning Clearance  c. Fire Safety Evaluation Clearance (FSEC) d. Occupational Safety and Health Clearance (if applicable) e. NGCP Clearance (if applicable) f. DPWH Clearance (if applicable) g. Provincial Clearance (if applicable) h. DENR (if applicable)  i. DOH (if applicable)		Barangay Hall Office of the Zoning Administrator Designate at Municipal Engineering Office (MEO) Bureau of Fire Protection (BFP) Department of Labor and Employment (DOLE) National Grid Corporation of the Philippines (NGCP) Department of Public Works and Highways (DPWH) Provincial Engineering Office (PEO), Lingayen Department of Environment and Natural Resources (DENR) Department of Health (DOH)		
Client steps	Agency actions	Fees to be paid	Processing time	Person responsible
<b>1. Get and submit requirements</b>				
- Secure application forms and other requirements and make clarification inquires	Brief the client on the service and its requirements		15 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the schedule of inspection	Visit and inspect the site; prepare inspection report			Bernabe T. Palaganas (Draftsman II)  Ariel A. Roces (Administrative Aide II)



				Engr. Joshua Lauren S. Serafica (COS)
- Submit the accomplished application forms and other documents	Receive, check and review application and other supporting documents		20 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
<b>2. Assessment and payment</b>				
- Secure Fire Safety Evaluation Clearance (FSEC)	Advise the applicant to go to BFP Mangaldan upon endorsement to secure FSEC		2 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the assessment of Fire Safety Evaluation Clearance (FSEC) and pay the necessary fees	Assessment of Fire Safety Evaluation Clearance (FSEC)			FINSP Armando G. Ramos (Fire Marshal)
- Secure Locational/Zoning Clearance at the Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO)	Advise the applicant that their application will be endorse to the Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO)		5 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the assessment of the Locational/Zoning Clearance and pay the necessary fees	Assessment of Locational/Zoning Clearance		30 mins	Giovanni B. Abrigo (Administrative Assistant III)  Engr. Geneva P. Calaunan (Engineer III/Zoning Administrator Designate)



- Wait for the assessment of the Building/Ancillary Permit at Municipal Engineering Office (MEO)	Assessment of Building/Ancillary Permit		30 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)
- Pay the necessary permit fees at the Paying section of the Municipal Engineering Office (MEO)	Advice the applicant to pay at the cashier inside the office  Receive payment/s and prepare official receipt		5 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)  Oliver T. Clarin (Revenue Collection Clerk I)
3. Releasing				
- Submit official receipt on payment of permit at the Municipal Engineering Office (MEO)	Receive receipt, type and record information on the permit form. Advice the applicant to wait. Segregate file copy		30 mins	Giovanni B. Abrigo (Administrative Assistant III)
- Present the document to the Municipal Engineer/Building Official for final review and signature	Issuance of Building Permit/Ancillary Permit  Release of Applicant's Building/Ancillary permits		10 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)  Giovanni B. Abrigo (Administrative Assistant III)
		Total Processing time	147 mins	



## Application of Sign/Signboard Permit

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Business</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

<b>Checklist of requirements</b>	<b>Where to secure</b>
1. Duly accomplished sign or signboard permit	Municipal Engineering Office (MEO)
2. Note: For proposed construction, erection, installation of sign or signboard structures along <i>national roads</i> , a DPWH Clearance is required.  Or  For proposed construction, erection installation along <i>municipal roads</i> , a locational/zoning clearance at the Office of the Zoning Administrator Designate in Municipal Engineering Office (MEO) is required	Department of Public Works and Highways (DPWH)      Municipal Engineering Office (MEO)
3. Proof of Ownership - <i>If the applicant is the registered owner of lot/building:</i> a. Certified true copy of OCT/TCT, on file with the registry of deeds  b. Certified true copy of Tax Declaration; and  c. Current real property tax receipt  - <i>In case the applicant is not the registered owner of lot/building:</i> a. Duly notarized copy of Contract of Lease; or b. Duly notarized copy of Deed of Sale; or c. Duly notarized copy of Contract of Sale; or d. Duly notarized Affidavit of Consent from the owner	Land Registration Authority (LRA)/Registry of Deeds (RD)  Office of the Municipal Assessor (OMA)  Real Property Tax Section (RPTS)
4. <b>Five (5)</b> sets of design plans, sign and sealed by: a. Duly licensed Architect or Civil Engineer (Architectural and Structural Design) b. Duly licensed Professional Electrical Engineer (Electrical Plan) c. Duly licensed Professional Mechanical Engineer (Mechanical Plan)	
5. <b>Five (5)</b> copies of Bill of Materials and Cost Estimate, Specification and Structural Analysis or Computation	
6. Logbook duly signed by the Architect/Civil Engineer in charge of construction	
7. Photocopy of the latest Identification card or Technical signatories	



8. Certificate of Occupancy or Use, if the sign or signboard structure is roof or wall mounted				
Client steps	Agency actions	Fees to be paid	Processing time	Person responsible
<b>1. Get and submit requirements</b>				
- Secure application forms and other requirements and make clarification inquires	Brief the applicant on the service and its requirements		10 mins	Oliver T. Clarin (Revenue Collection Clerk I)  Noranisa S. Macasiling (Administrative Aide)
- Wait for the schedule of inspection	Visit and inspect the site; prepare inspection report			Bernabe T. Palaganas (Draftsman II)  Ariel A. Roces (Administrative Aide II)  Engr. Joshua Lauren S. Serafica (COS)
- Submit the accomplished application forms and other documents	Receive, check and review application and other supporting documents		10 mins	Oliver T. Clarin (Revenue Collection Clerk I)  Noranisa S. Macasiling (Administrative Aide)
<b>2. Assessment and payment</b>				
- Proceed to the Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO) to secure Zoning Clearance if the Sign/Signboard is along municipal road  Or  - Proceed to the Department of Public Works and Highways	Advise the applicant that their application will be forwarded to the Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO) for assessment and approval  Or		5 mins	Oliver T. Clarin (Revenue Collection Clerk I)  Noranisa S. Macasiling (Administrative Aide)



(DPWH), Lingayen to secure DPWH Clearance if the Sign/Signboard is along national road	Advise the applicant to proceed to Department of Public Works and Highways (DPWH), Lingayen			
- Wait for the assessment of sign/signboard permit and pay the necessary fees	Assessment of Sign/Signboard Permit		20 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)
- Pay the necessary permit fees at the Paying section of the Municipal Engineering Office (MEO)	Advise the applicant to pay at the cashier inside the office  Receive payment and prepare the official receipt		5 mins	Noranisa S. Macasiling (Administrative Aide)  Oliver T. Clarin (Revenue Collection Clerk I)
<b>3. Releasing</b>				
- Submit official receipt on payment of permit at the Municipal Engineering Office (MEO)	Receive receipt, type and record information on the permit form. Advise the applicant to wait. Segregate file copy		5 mins	Giovanni B. Abrigo (Administrative Assistant III)
- Present the document to the Municipal Engineer/Building Official for final review and signature	Issuance of Sign/Signboard Permit  Release of applicant's Sign/Signboard permit		15 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)  Giovanni B. Abrigo (Administrative Assistant III)
		<b>Total Processing time</b>	<b>70 mins</b>	



**Application of Electrical Permits**  
**(For Traditional Indigenous Family Dwellings)**

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Ordinary</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

Checklist of Requirements			Where to secure	
1. One (1) set of the application form for electrical permit duly sign and seal by a duly licensed professional with two copies (2) of cedula			Municipal Engineering Office (MEO)	
2. Documentary requirements a. Certified true copy of Original Certificate of Title (OCT)/Transfer Certificate of Title (TCT) covering the subject lot or a Lot Location Plan generated thru the Parcel Verification Service of the Land Registration Authority (LRA) – <b>2 copies</b> b. Certified true copy of Tax Declaration – <b>2 copies</b> c. Current Real Property Tax Receipt – <b>2 copies</b>  <i><u>In case the applicant is not the registered owner of lot;</u></i>  a. Duly notarized copy of the Contract of Lease; or b. Duly notarized copy of Deed of Sale; or c. Duly notarized Affidavit of Lot Owner’s Consent with photocopy of valid ID signed with three (3) specimen signatures			Land Registration Authority (LRA)/Registry of Deeds (RD)  Office of the Municipal Assessor (OMA) Real Property Tax Section (RPTS)	
3. Duly notarized Affidavit of Completion with valid ID signed with three (3) specimen signatures – <b>2 copies</b>				
4. Clearances from other agencies:  a. Barangay Certification b. Locational/Zoning Clearance  c. Fire Clearance			Barangay Hall Office of the Zoning Administrator Designate at Municipal Engineering Office (MEO) Bureau of Fire Protection (BFP)	
Client steps	Agency actions	Fees to be paid	Processing time	Person responsible
1. <b>Get and submit requirement</b>				
- Secure application forms and other requirements and make clarification inquires	Brief the applicant on the service and its		10 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado





	requirements			(Administrative Aide)
- Wait for the schedule of inspection	Visit and inspect the site; prepare inspection report			Bernabe T. Palaganas (Draftsman II)  Ariel A. Roces (Administrative Aide II)  Engr. Joshua Lauren S. Serafica (COS)
- Submit the accomplished application forms and other documents at the Municipal Engineering Office (MEO)	Receive, check and review application and other supporting documents		10 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
<b>2. Assessment and payment</b>				
- Secure Fire Safety Evaluation Clearance (FSEC) at the Bureau of Fire Protection (BFP)	Advise the applicant to go to BFP Mangaldan upon endorsement to secure FSEC		2 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the assessment of Fire Safety Evaluation Clearance (FSEC) and pay the necessary fees	Assessment of Fire Safety Evaluation Clearance (FSEC)			FINSP Armando G. Ramos (Fire Marshall)
- Secure Locational/Zoning Clearance at Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO)	Advise the applicant that their application will be endorse to the Office of the Zoning Administrator Designate inside Municipal Engineering Office (MEO)		5 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the assessment of Locational/Zoning	Assessment of Locational/Zoning Clearance		30	Giovanni B. Abrigo (Administrative Assistant III)





Clearance and pay the necessary fees				Engr. Geneva P. Calaunan (Engineer III/Zoning Administrator Designate)
- Wait for the assessment of the Electrical Permit at the Municipal Engineering Office (MEO)	Assessment of Electrical Permit		30 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)
- Pay the necessary permit fees at the Paying section of the Municipal Engineering Office (MEO)	Advice the applicant to pay at the cashier inside the office  Receive payment/s and prepare official receipt		5 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)  Oliver T. Clarin (Revenue Collection Clerk)
3. Releasing				
- Submit official receipt on payment at the Municipal Engineering Office (MEO)	Receive receipt, type and record information on the permit form. Advice the applicant to wait. Segregate file copy		15 mins	Giovanni B. Abrigo (Administrative Assistant III)
- Present the document to the Municipal Engineer/Building Official for final review and signature	Issuance of Electrical Permit  Release of Applicant's Electrical permit		5 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)  Giovanni B. Abrigo (Administrative Assistant III)
		<b>Total Processing time</b>	<b>112 mins</b>	



## Application of Occupancy Permit

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Simple</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

<b>Checklist of requirements</b>				<b>Where to secure</b>
1. Three (3) copies of the accomplished application form, duly notarized and cedula				Municipal Engineering Office (MEO)
2. Documentary Requirements: a. Three (3) copies of duly notarized certificate of completion signed and sealed by duly licensed Architect or Civil Engineer in charge of construction, together with approved plan and specifications and one copy of the construction logbook. If the construction was undertaken through a contract, the certificate of completion shall be sign by the contractor/authorized managing officer b. One (1) copy of the issued Building Permit and Ancillary Permits c. One (1) copy of the issued Locational/Zoning Clearance d. One (1) copy of Fire Safety Correction Sheet and its corresponding FSEC e. Three (3) colored photocopies of valid licenses of all involved professionals (e.g., Professional Tax Receipt and PRC Id card) f. Photograph of the completed structure showing front, sides, and rear areas				
3. Three (3) sets of As Built Plan reflecting all the changes/modifications/alterations/amendments (if applicable)				
4. One (1) certified true copy of Material's Test Results				
5. Clearances from other agencies a. Fire Safety Inspection Certificate (FSIC) b. Locational/Zoning Clearance ( <i>for as built application</i> )				Bureau of Fire Protection (BFP) Office of the Zoning Administrator Designate at Municipal Engineering Office (MEO)
<b>Client steps</b>	<b>Agency actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1. <b>Get and submit requirements</b>				
- Secure	Brief the		10 mins	Vandolp B.



application forms and other requirements and make clarification inquires	applicant on the service and its requirements			Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the schedule of inspection	Visit and inspect the site; prepare inspection report			Bernabe T. Palaganas (Draftsman II)  Ariel A. Roces (Administrative Aide II)  Engr. Joshua Lauren S. Serafica (COS)
- Submit the accomplished forms and other documents at the Municipal Engineering Office (MEO)	Receive and review application and other supporting documents		10 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
<b>2. Assessment and payment</b>				
- Secure Fire Safety Inspection Certificate (FSIC) at the Bureau of Fire Protection (BFP)	Advise the applicant to go to BFP Mangaldan upon endorsement to secure FSIC		2 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)
- Wait for the assessment of Fire Safety Inspection Certificate (FSIC) and pay the necessary fees	Assessment of Fire Safety Inspection Certificate (FSIC)			FINSP Armando G. Ramos (Fire Marshal)
- <b>For As built application</b> , wait for the	Assessment of Locational/Zoning Clearance		30 mins	Giovanni B. Abrigo (Administrative



assessment of Locational/Zoning Clearance and pay the necessary fees				Assistant III Engr. Geneva P. Calaunan (Engineer III/Zoning Administrator Designate)
- Wait for the assessment of Certificate of Occupancy/Use	Assessment of Certificate of Occupancy/Use		30 mins	Engr. Minnie S. Casipit (Municipal Engineer/Building Official)
- Pay the necessary permit fees at the Paying section of the Municipal Engineering Office (MEO)	Advise the applicant to pay at the cashier inside the office  Receive payment and prepare official receipt		5 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)  Oliver T. Clarin (Revenue Collection Clerk I)
<b>3. Releasing</b>				
- Submit official receipt on payment at the Municipal Engineering Office (MEO)	Receive receipt, type and record information on the permit form. Advise applicant to wait. Segregate file copy		15 mins	Giovanni B. Abrigo (Administrative Assistant III)
- Present the documents to the Municipal Engineer/Building Official for final review and signature	Issuance of Certificate of Occupancy/Use  Release of Applicant's Occupancy permit		5 mins	Engr. Minnie S. Casipit, (Municipal Engineer/Building Official)  Giovanni B. Abrigo (Administrative Assistant III)
		<b>Total</b>	<b>107 mins</b>	



		<b>Processing time</b>		
--	--	----------------------------	--	--

**Note:** The building/structure shall be subject to annual inspection and issuance of certificate of occupancy for a period of one (1) year from the date of issuance of certificate and yearly thereafter.

*In case of complaint,*

*Section 9. 8888 Citizen's Complaint Hotline.* The hotline number "8888", the government's official Citizen's Complaint Hotline number shall serve as the receiving platform (Call, SMS, MMS) of complaints, grievances, and requests for assistance of the general public.



## **Municipal Engineer's Office Non-Frontline Services**

### **BUILDING INSPECTION**



<b>Office or Division:</b>	Municipal Engineering Office
<b>Classification</b>	Simple (Building Inspection) (Building and Ancillary Permits)
<b>Type of Transaction:</b>	Government to Public Entity
<b>Who may avail:</b>	All

<b>Steps</b>	<b>Agency actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
<b>1. Receive</b>	Receive inspection request form from the front liners/receiving Officer  Prepare schedule of inspection date	None	5 mins	Bernabe T. Palaganas ( <i>Draftsman II</i> )  Ariel A. Roces ( <i>Administrative Aide II</i> )  Engr. Joshua Lauren S. Serafica ( <i>COS</i> )
<b>2. Inspect</b>	Confirm the precise location building  Assess the site to confirm the specific permit  Verify, measure and capture geotagged photographs	None	15 mins	Bernabe T. Palaganas ( <i>Draftsman II</i> )  Ariel A. Roces ( <i>Administrative Aide II</i> )  Engr. Joshua Lauren S. Serafica ( <i>COS</i> )
<b>3. Release</b>	Prepare Inspection report  Record it in the logbook  Submit the inspection report to the	None	10 mins	Bernabe T. Palaganas ( <i>Draftsman II</i> )  Ariel A. Roces ( <i>Administrative Aide II</i> )  Engr. Joshua Lauren S.



	front liner			Serafica (COS)
		<b>Total Processing time</b>	<b>30 mins</b>	

<b>Office or Division:</b>	Municipal Engineering Office
<b>Classification</b>	Simple (Building Inspection) (Occupancy Permit)
<b>Type of Transaction:</b>	Government to Public Entity
<b>Who may avail:</b>	All

<b>Steps</b>	<b>Agency actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
<b>1. Receive</b>	Receive inspection request form together with the approved plan from the front liners/receiving Officer  Prepare schedule of inspection date	None	5 mins	Bernabe T. Palaganas ( <i>Draftsman II</i> )  Ariel A. Roces ( <i>Administrative Aide II</i> )  Engr. Joshua Lauren S. Serafica (COS)
<b>2. Inspect</b>	Confirm the precise location building  Assess the site to confirm the specific permit  Verify, measure and capture geotagged photographs	None	15 mins	Bernabe T. Palaganas ( <i>Draftsman II</i> )  Ariel A. Roces ( <i>Administrative Aide II</i> )  Engr. Joshua Lauren S. Serafica (COS)
<b>3. Release</b>	Prepare	None	10 mins	Bernabe T.



	Inspection report  Record it in the logbook  Submit the inspection report to the front liner			Palaganas (Draftsman II)  Ariel A. Roces (Administrative Aide II)  Engr. Joshua Lauren S. Serafica (COS)
		<b>Total Processing time</b>	<b>30 mins</b>	

### **SITE INSPECTION** **INFRASTRUCTURE PROJECT**

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Simple Structure (Planning/Design)</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

	<b>Checklists of Requirements</b>			<b>Where to secure</b>	
10.	11. Request letter with approval from the office of the mayor (1 <b>Original</b> , 1 <b>Photocopy</b> )			Office of the Mayor - Secretariat	
<b>Step</b>	<b>Client steps</b>	<b>Agency actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1.Receive	As Submit the letter of request to the office of the mayor.	Receive the letter request to be endorsed to the Mayor and Report.	None	15 mins	Vandolp B. Viado (Administrative Aide IV)  Engr. Rowena S. Alvarado (Administrative Aide)





2. Inspect		Conduct Ocular Inspection/Investigation and Survey.	None	1 day	<p>Engr. Bernardo V. Juguilon (Engineer II)</p> <p>Engr. Noel S. Mejia (COS)</p> <p>Engr. Mark Anthony M. Argonza (COS)</p> <p>Engr. Merry Joy P. Malicdem (COS)</p> <p>Ar. Noreen D. Aquino (COS)</p> <p>Raymond A. Ungson (COS)</p>
3. Preparation		Preparation of Detailed Engineering Design, Program of Works and Inspection Report.	None	10 days	<p>Engr. Noel S. Mejia (COS)</p> <p>Engr. Mark Anthony M. Argonza (COS)</p> <p>Engr. Merry Joy P. Malicdem (COS)</p> <p>Ar. Noreen D. Aquino (COS)</p> <p>Raymond A. Ungson (COS)</p>



4.Release		Checking, Reviewing, and Approving Detailed Engineering Design, Program of Works, and Inspection Report.	None	5 days	Engr. Bernardo V. Juguilon (Engineer II)  Engr. Geneva P. Calaunan (Engineer III)  Engr. Minnie S. Casipit (Municipal Engineer)
			<b>Total Processing time</b>	<b>16 days &amp; 15 mins.</b>	

### **SITE INSPECTION** **INFRASTRUCTURE PROJECT**

Office or Division:	<b>Municipal Engineering Office</b>
Classification	<b>Simple Structure (Implementation/Construction)</b>
Type of Transaction:	<b>Government to Public Entity</b>
Who may avail:	<b>All</b>

Checklists of Requirements			Where to secure	
Client steps	Agency actions	Fees to be paid	Processing time	Person responsible
	1. Project Monitoring and Supervision	None	Daily	Engr. Geneva P. Calaunan (Engineer III)  Engr. Bernardo V. Juguilon (Engineer II)  Engr. Noel S. Mejia (COS)  Engr. Mark Anthony M.



				<p>Argonza (COS)</p> <p>Engr. Merry Joy P. Malicdem (COS)</p> <p>Ar. Noreen D. Aquino (COS)</p> <p>Raymond A. Ungson (COS)</p>
	2. Preparation and Checking of Progress/Inspection Report.	None	Weekly	<p>Engr. Geneva P. Calaunan (Engineer III)</p> <p>Engr. Bernardo V. Juguilon (Engineer II)</p> <p>Engr. Noel S. Mejia (COS)</p> <p>Engr. Mark Anthony M. Argonza (COS)</p> <p>Engr. Merry Joy P. Malicdem (COS)</p> <p>Ar. Noreen D. Aquino (COS)</p> <p>Raymond A. Ungson (COS)</p>



	3. Submission of Accomplishment Report		1 Day	Engr. Geneva P. Calaunan (Engineer III)  Engr. Minnie S. Casipit (Municipal Engineer)
		<b>Total Processing time</b>		

## Revised Revenue Code for Building Permit Fees (P.D. 1096)

THE FOLLOWING SELECTED PROVISIONS IN THE REVISED IMPLEMENTING RULES AND REGULATIONS (IRR) OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (NBCP) ARE THE SIGNIFICANT PROVISIONS RELATIVE TO THE COLLECTION, ASSESSMENT, RECORDING AND USE OF INCOME FROM THE FEES AND OTHER CHARGES.

NATIONAL BUILDING CODE OF THE PHILIPPINES (P.D. 1096)  
(Revised Implementing Rules and Regulations (IRR))

### NEW SCHEDULE OF FEES AND OTHER CHARGES

#### I. Bases of Assessment

- Character of Occupancy or Use of Building/Structure
- Cost of Construction
- Floor Area
- Height

#### II. IMPOSITION OF FEES

The Building Permit Fee includes the excavation fee for foundation. However, while the application is still being processed, the Building Officials may allow excavation for foundation and basement, for which the following fees shall be charged.

II. A. Construction/additional/renovation/alteration of building under CATEGORY I shall assessed according to the following rates:

##### A. Division A-1 (RESIDENTIAL)

	<i>Area in sq. meter</i>	<i>Fee per sq. meter</i>
a)	Original complete construction up to 20 sq. m.	P 2.00
b)	Additional/renovation/alteration up to 20 sq. m. regardless of floor area of original construction	P 2.40



c) Above 20 sq. m. up to 50 sq. m.	P	3.40
d) Above 50 sq. m. up to 100 sq. m.	P	4.80
e) Above 100 sq. m. up to 150 sq. m.	P	6.00
f) Above 150 sq. m.	P	7.20

B. Division A-2 (RESIDENTIAL)

<i>Area in sq. meters</i>		<i>Fee per sq. meter</i>
a) Original complete construction up to 20 sq. m.	P	3.00
b) Additional/renovation/alteration up to 20 sq. m. regardless of floor area of original construction	P	3.40
c) Above 20 sq. m. to 50 sq. m.	P	5.20
d) Above 50 sq. m. to 100 sq. m.	P	6.60
e) Above 100 sq.m. to 150 sq. m.	P	8.00
f) Above 150 sq. m.	P	8.40

- Regardless of floor area of original construction

Construction/addition/renovation/alteration of building under CATEGORY II shall be assessed according to the following rates:

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

<i>Area in sq. meter</i>		<i>Fee per sq. meter</i>
a) Up to 500	P	23.00
b) Above 500 to 600	P	22.00
c) Above 600 to 700	P	20.50
d) Above 700 to 800	P	19.50
e) Above 800 to 900	P	18.00
f) Above 900 to 1,000	P	17.00
g) Above 1,000 to 1,500	P	16.00
h) Above 1,500 to 2,000	P	15.00
i) Above 2,000 to 3,000	P	14.00
j) Above 3,000	P	12.00

Construction/addition/renovation/alteration of building under CATEGORY III shall be assessed.

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

<i>Area in sq. m.</i>		<i>Fee per sq. meter</i>
a) Up to 500	P	12.00
b) Above 500 to 600	P	11.00
c) Above 600 to 700	P	10.20
d) Above 700 to 800	P	9.60
e) Above 800 to 900	P	9.00
f) Above 900 to 1,000	P	8.40
g) Above 1,000 to 1,500	P	7.20
h) Above 1,500 to 2,000	P	6.60
i) Above 2,000 to 3,000	P	6.00
j) Above 3,000	P	5.00

Construction/addition/renovation/alteration of building structure under CATEGORY IV for agriculture purposes (includes greenhouses, barns, poultry, houses piggeries, hatcheries, stables, cowsheds and other structure for the storage of agricultural products and the like shall be assessed according to the following rates:



Construction/addition/renovation/alteration of building structures under CATEGORY IV shall be assessed in accordance with the following:

- a) Building belonging to Division I of Group J occupies such as private garages and carports (excluding sheds and agricultural building grouped under Category IV) shall be charged 50% of the rate of the principal building of which they are accessories.
- b) All parts of building which are open on two or more sides, such as balconies, terraces, lanais and the like shall be charged 50% of the rate of the principal building of which they are a part.
- c) Aviaries, aquariums, zoo structures and the like shall be charged in accordance with the rates for agricultural structures.  
Footings or foundations of buildings/structures permitted under Section 1002 of the National Building Code (P.D. 1096).

### III. ELECTRICAL PERMIT FEES:

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures.

A)	Total Connected Load (kVA)			Fee
1.	5 kVA or Less	P		200.00
2.	Over 5 kVA to 50 kVA	P		400.00
	+ P 20/kVA			
3.	Over 50 kVA to 300 kVA	P	1,100.00	+ P
	10/kVA			
4.	Over 300 kVA to 1,500 kVA	P	3,500.00	+ P
	5/kVA			
5.	Over 1,500 kVA to 6,000 kVA	P	9,600.00	+ P
	2.50/kVA			
6.	Over 6,000 kVA	P	20,850.00	+ P
	1.25/kVA			

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

B)	Total Transformer/uninterrupted Power Supply (UPS)/Generator Capacity (kVA)			Fee
1.	5 kVA or Less	P		40.00
2.	Over 5 kVA to 50 kVA	P		80.00 +
	P 4.00/kVA			
3.	Over 50 kVA to 300 kVA	P	220.00	+
	2.00/kVA			
4.	Over 300 kVA to 1,500 kVA	P	720.00	+
	1.00/kVA			
5.	Over 1,500 kVA to 6,000 kVA	P	1,920.00	+
	0.50/kVA			
6.	Over 8,000 kVA	P	4,170.00	+
	0.25/kVA			

**NOTE:** Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are

owned/installed by the owner/applicant as shown in the electrical plans and specifications.

C) Pole/Attachment Location Plan Permit



- |                                 |   |                |
|---------------------------------|---|----------------|
| 1. Power Supply Pole Location   | P | 30.00 per pole |
| 2. Guying Attachment attachment | P | 30.00 per      |

This applies to designs/installations within the premises.

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

<i>Use of Character of Occupancy</i>	<i>Electric Meter</i>	<i>Wiring Permit</i>
Residential	P 15.00	P 15.00
Commercial/Industrial	P 60.00	P 36.00
Institutional	P 30.00	P 12.00

- E) Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Section 4.a. to 4.d. of this rule.

- F) Forfeiture of Fees

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

#### IV. SANITARY / PLUMBING FEES

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

charged as that of the cost of a whole "UNIT".

- |   |   |      |
|---|---|------|
| 1) Every fixture in excess of one unit: |   |      |
| a) Each water closet                    | P | 7.00 |
| b) Each floor drain                     | P | 3.00 |
| c) Each sink                            | P | 3.00 |
| d) Each lavatory                        | P | 7.00 |
| e) Each faucet                          | P | 2.00 |
| f) Each shower head                     | P | 2.00 |
| 2) Special Plumbing Fixtures:           |   |      |
| a) Each slop sink                       | P | 7.00 |
| b) Each urinal                          | P | 4.00 |
| c) Each bath tub                        | P | 7.00 |
| d) Each grease trap                     | P | 7.00 |



e) Each bidet	P	7.00
f) Each dental cuspidor	P	4.00
g) Each gas-fired water heater	P	4.00
h) Each drinking fountain	P	4.00
i) Each bar or soda fountain sink	P	2.00
j) Each laundry sink	P	4.00
k) Each laboratory sink	P	4.00
l) Each fixed-type sterilizer	P	2.00
3) Each water meter	P	2.00
a) 12 to 25 mm Ø	P	8.00
b) Above 25 mm Ø	P	10.00
4) Construction of Septic Tank, applicable in all Groups		
a) Up to 5.00 cu. Meters of digestion chamber	P	24.00
b) Every cu. Meter or fraction thereof In excess of 5.00 cu. Meters	P	7.00

#### V. MECHANICAL PERMIT FEES

##### A) Refrigeration, Air Conditioning and Mechanical Ventilation:

1) Refrigeration (cold storage), Per ton or fraction thereof	P	40.00
2) Ice Plants, per ton or fraction thereof	P	60.00
3) Package/Centralized Air Conditioning System Up to 100 tons, per ton	P	90.00
4) Every ton or fraction thereof above 100 tons	P	40.00
5) Window type air conditioners, per unit	P	60.00
6) Mechanical Ventilation, per kW or fraction thereof Of blower or fan, or metric equivalent	P	40.00

**NOTE:** In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation fees, and shall not be considered individually.

For evaluation purposes: for Commercial/industrial Refrigeration without Ice

Making

1.10 kW per ton, for compressors up to 5 tons capacity  
1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity  
0.97 kW per ton, for compressors above 50 tons capacity

For Ice Making

3.50 kW per ton, for compressors up to 50 tons capacity  
3.25 kW per ton, for compressors above 5 up to 50 tons capacity  
3.00 kW per ton, for compressors above 50 tons capacity

For Air Conditioning

0.80W per ton, for compressors 1.2 ton 5 tons capacity  
0.80 kW per ton, for above 5 up to 50 tons capacity  
0.70 kW per ton, for compressors above 50 tons capacity

##### B) Escalators and Moving Walks, funiculars and the like:





1) Escalators and moving walks, per kW or fraction thereof	P	10.00
2) Escalators and moving walks up to 20.00 lineal meters or Fraction thereof	P	20.00
3) Every lineal meter or fraction thereof in excess of 20.00 Lineal meter	P	10.00
4) Funicular, per kW or fraction thereof	P	200.00
a) Per lineal meter travel	P	20.00
5) Cable car, per kW or fraction thereof	P	40.00
Per lineal meter travel	P	5.00
C) Elevators, per unit:		
1) Motor driven dumbwaiters	P	600.00
2) Construction elevators for manorial	P	2,000.00
3) Passenger elevators	P	5,000.00
4) Freight elevators	P	5,000.00
5) Car elevators	P	5,000.00
D) Boilers, per KW		
1) Up to 7.5 kW	P	500.00
2) Above 7.5 kW to 22 kW	P	700.00
3) Above 22 kW to 37 kW	P	900.00
4) Above 37 kW to 52 kW	P	1,200.00
5) Above 52 kW to 67 kW	P	1,400.00
6) Above 67 kW to 74 kW	P	1,600.00
7) Every kW or fraction thereof above 74 kW	P	5.00
<i>NOTE:</i>		
1) Boiler rating shall be computed on the basis of (1) sq.m. of heating surface for one (1) boiler kW.		
2) Steam from this boiler used to propel any prime-mover is exempted from fees.		
3) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.		
E) Pressurized water heaters, per unit		
P		200.00
F) Water, sump and sewage pumps for Commercial/industrial use, per kW or fraction thereof	P	60.00
G) Automatic fire sprinkler system, per head		
P		4.00
H) Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units, per kW:		
1) Every kW up to 50 kW	P	25.00
2) Above 50 kW up to 100 kW	P	20.00
3) Every kW above 100 kW	P	3.00
I) Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet	P	20.00
J) Gas Meter, per unit	P	100.00
K) Per piping for gas/steam/etc., per lineal meter or fraction thereof or per cubic meter or fraction thereof whichever is higher	P	10.00



L)	Other Internal Combustion Engines, including cranes, forklifts, Loaders, pump, mixers, compressors like, not registered with the LTO, per kW:		
1)	Up to 50 kW	P	10.00
2)	Above 50 kW to 100 kW	P	12.00
3)	Every above 100 kW or fraction thereof	P	3.00
M)	Pressure Vessel, per cu. Meter or fraction thereof	P	60.00
N)	Other Machinery/Equipment for Commercial/Industrial Use not elsewhere specified, per kW or fraction thereof	P	60.00
O)	Pneumatic tubes, Conveyors, Monorails for materials Handling and addition to existing supply and/or exhaust duct works and the like, per lineal meter or fraction thereof	P	10.00
P)	Weighing Scale Structure per ton or fraction thereof	P	50.00

**NOTE:** Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

## VI. ELECTRONICS FEES

- A) Central Office switching equipment, remote switching units; concentrators, PABX/PBX's, cordless/ wireless telephone and communication systems, intercommunication system and other type of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communication. P 2.40 per port
- B) Broadcast station for radio and TV for both commercial and training purposes, CATV headed transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers. Control center, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communication services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location P 1,000.00 per location
- C) Automated teller machines, ticketing, vending and other types of electronics dispensing machines, telephone booths, pay phone, coin changes, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machine x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronics or electronically-controlled apparatus or devices, whether located indoor or



- outdoors.  
unit P 10.00 per
- D) Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected. P 5.00 per outlet
- E) Station/terminal/control point/pot/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors. Detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection system, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installation whether a user terminal is connected. P 2.40 per termination
- F) Studios, auditoriums, theaters, and similar structures for radio and TV broadcast recording, audio/video reproduction/simulation and similar activities. P 1,000.00 per location
- G) Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception structure P 1,000.00 per structure
- H) Electronic or electronically-controlled indoor and outdoor sinkages and display systems, including TV monitors, multi-media sign, etc. P 50.00 per unit
- I) Poles and attachment;  
1) Per Pole (to be paid by pole owner) P 20.00  
2) Per attachment (to be paid by any entity who attaches to the pole of others) P 20.00
- J) Other types or electronics or electronically-controlled device. Apparatus, equipment, instrument or units not specifically identified above P 50.00 per unit

## VII. ACCESSORIES OF THE BUILDING/STRUCTURE FEES

- A) All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a to 3.d of this Schedule)
- B) Building with a height of more than 8.00 meters shall be charged an Additional fee of twenty-five centavos (P0.25) per cu. Meter above 8.00 meters. The height shall be measured from the ground level up to



the bottom of the roof slab or the top of girts, whichever applies.

C)	Bank and Record Vaults with interior volume up to 20.00 cu, meters		
	P 20.00		
1)	In excess of 20.00 cu. Meters	P	8.00
D)	Swimming Pools, per cu. Meter or fraction thereof:		
1)	GROUP A Residential	P	3.00
2)	Commercial/Industrial GROUPS B, E, F, G	P	36.00
3)	Social/Recreational/Institutional GROUPS C, D, H, I	P	24.00
4)	Swimming pools improvised from local indigenous materials such as rock, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
5)	Swimming pool shower rooms/locker rooms		
	per unit fraction thereof		
a)	Residential GROUP A	P	6.00
b)	GROUP B, E, F, G		
	P 18.00		
c)	GROUP C, D, H	P	12.00
E)	Construction of fireballs separate from the building		
1)	Per sq. meter or fraction thereof	P	3.00
2)	Provided, that the minimum fee shall be	P	48.00
F)	Construction/erection of towers: structures and the like: including Radio and TV towers, water tank supporting		
	<i>Use or Character of Occupancy</i>	<i>Self Supporting</i>	
	<i>Trilon (Guyed)</i>		
1)	Single detached dwelling units	P	500.00
	P 150.00		
2)	Commercial/industrial (GROUP B, E, F, G)		
	Up to 10.00 meters in height	P	2,400.00
	P 240.00		
a)	Every meter or fraction thereof in excess of 10.00 meters	P	120.00
	P 12.00		
3)	Educational/Recreational/Institutional (Groups C, D, H, I) Up to 10.00 meter in height	P	1,800.00
	120.00		
a)	Every meter or fraction in excess of 10.00 Meter	P	120.00
	P 12.00		
G)	Storage silos, up to 10.00 meters in height		
	P 2,400.00		
1)	Every meter or fraction thereof in excess of 10.00 meters		
	P 150.00		
2)	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e of this Schedule		
H)	Construction of Smokestacks and Chimneys for Commercial/Industrial use		



Groups B, E, F and G:

- 1) Smokestacks, up to 10.00 meters in height, measured from the base  
240.00  
a) Every meter or fraction thereof in excess of 10.00 meters  
P 12.00
- 2) Chimney up to 10.00 meters in height, measured from the base  
P 48.00  
a) Every meter or fraction thereof in excess of 10.00 meters  
P 2.00
- I) Construction of Industrial/industrial Fixed Ovens, per sq. meter or fraction thereof of interior floor sq. meter  
P 48.00
- J) Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume  
P 2.00
- K) Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meter  
P 12.00  
1) Every cu. m. or fraction thereof in excess of 2.00 cu. meters  
P 15.00  
2) For all other than Groups A and B up to 10.00 cu. meters  
P 480.00  
a) Every cu. meter or fraction thereof in excess of 10.00cu. meter  
P 24.00
- L) Construction of Water and Waste Water Treatment Tanks: (including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume  
P 7.00
- M) Construction of reinforced concrete or steel tanks except for Commercial/industrial Use:  
1) Above ground, up to 10.00 cu. meter  
P 480.00  
Every cu. m. or fraction thereof in excess of 10.00 cu. meters  
P 480.00  
2) Underground, up to 20.00 cu. meter  
P 540.00  
Every cu. m. or fraction thereof in excess of 20.00 cu. meters  
P 24.00
- N) Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:  
1) Underground, per cu. meter or fraction thereof of Excavation  
P 3.00  
2) Saddle or trestle mounted horizontal tanks, per cu. meter or fraction of volume of tank  
P 3.00  
3) Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.
- O) Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:



- 1) Construction of permanent type  
P 10.00
- 2) Construction of temporary type  
P 5.00
- 3) Inspection of knock-down temporary type, per unit  
P 24.00

P) Construction of building and other accessory structure within cemeteries and memorial parks:

- 1) Tombs, per sq. meter of covered ground areas  
P 5.00
- 2) Semi-enclosed mausoleums whether canopied or not,  
Per sq. meter of built-up area  
P 5.00
- 3) Totally enclosed mausoleums, per sq. meter of floor area  
P 12.00
- 4) Totally enclosed mausoleums, per sq. meter of floor area  
P 5.00
- 5) Columbarium, per sq. meter  
P 18.00

Q) Construction of Slipways:  
Per lineal meter of fraction thereof slipway  
P 300.00

*NOTE:* This fee includes the cradle. However the winch motor shall be charged separately.

- R) Construction of wharves, docks and piers:
- 1) Wood per sq. m. or fraction thereof  
P 5.00
  - 2) Reinforced concrete, per sq. meter or fraction thereof P 10.0

### VIII. ACCESSORY FEES

A) Establishment of Line and Grade, all sides fronting or abutting streets, Esteems, rivers and creeks, first 10.00 meters  
P 24.00

- 1) Every meter or fraction thereof in excess of 10.00 meters  
P 2.40

B) Ground Preparation and Excavation Permit Fee

- 1) While the application for Building Permit is still being processed, the Building official may issue Ground Preparation and Excavation Permit (GP & EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and Grade, setbacks, yards/easements and parking requirements.
  - a) Inspection and Verification Fee  
P 200.00
  - b) Per cu. Meters of excavation  
P 3.00
  - c) Issuance of GP & EP, valid only for thirty (30) days or



Superseded upon issuance of Building Permit

P 50.00

d) Per cu. Meter of Excavation for Foundation with Basement

P 4.00

e) Excavation other than foundation or basement, per cubic meter

P 3.00

f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment

P 250.00

C) Fencing Fees

1) Made of masonry, metal, concrete up to 1.80 meters in height, per Lineal meter or fraction thereof

P 3.00

2) In excess of 1.80 meters in height, per lineal meter or fraction thereof

P 4.00

3) Made of indigenous materials, barbed, chicken or hog wires, per lineal meter

P 2.40

D) Construction of Pavements, up to 20.00 square meters

P 24.00

E) In excess of 20% or fraction thereof of paved areas intended for commercial/ Industrial/institutional use, such as parking and sidewalk areas, gasoline Station premises, skating rinks, Pelota courts, tennis and basketball courts and the like

P 3.00

F) Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks Up to 20.00 sq. meters, per calendar month

P 240.00

1) Every sq. meter or fraction thereof in excess of 20.00 sq. meters

P 12.00

G) Erection of Scaffoldings Occupying Public Areas, per calendar month

1) Up to 10.00 meters in length

P 150.00

2) Every lineal meter or fraction thereof in excess of 10.00 meters

P 12.00

H) Sign Fees

1) Erection and anchorage of display surface, up to 4.00 sq. meters

P 120.00

a) Every sq. meter or fraction thereof in excess if 4.00 sq. meters

P 24.00

2) Installation Fees, per sq. meter or fraction thereof of display surface:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00	P 52.00
Illuminated	P 24.00	P 38.00
Others	P 15.00	P 24.00
Painted - on	P 9.60	P 18.00



3) Annual Renewal Fees, per sq. meter of display surface or fraction thereof.

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted - on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

I) Repairs Fees:

- 1) Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups costing less than P5,000  
P 5.00
- 2) Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups costing less than P5,000  
P 5.00
- 3) Repairs on buildings/structures in all Groups costing more than Five Thousand Pesos (P5,000.00) shall be charged 1% of the Detailed Repair Cost  
(itemized original materials to be replaced with same or new substitute and labor)

J) Raising of Buildings/Structures Fees:

- 1) Assessment of Fees for Raising of any Buildings/Structures shall be based on the new usable area generated
- 2) The fees to be charged shall be as prescribed under Sections 3.a to 3.e of this Schedule, whichever Group applies.

K) Demolition/Moving of Buildings/Structures

- 1) Demolition Fee per sq. m. in all Groups  
P 3.00
- 2) Building Systems/Frames or portion thereof per vertical or horizontal Dimensions, including Fences  
P 4.00
- 3) Structures of up to 10.00 meters in height  
P 800.00





- a) Every meter or portion thereof in excess of 10.00 meters  
P 50.00
- 4) Appendage of up to 3.00 cu. meter per unit  
P 50.00
- a) Every cu. meter or portion thereof in excess of 3.00 cu. meters  
P 50.00
- 5) Moving Fee per sq. m. of area of building/structure to be moved  
P 3.00

#### IX. CERTIFICATE OF USE OR OCCUPANCY FEES

##### A) Division A-1 and A-2 Buildings (Residential):

- 1) Costing up to P150,000.00  
P 100.00
- 2) Costing more than P150,000.00 up to P400,000.00  
P 200.00
- 3) Costing more than P400,000.00 up to P850,000.00  
P 400.00
- 4) Costing more than P850,000.00 up to P1,200,000.00  
P 800.00
- 5) Every Million or portion thereof in excess of P1,200,000.00  
P 800.00

##### B) Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and I-1 Buildings (Commercial, Industrial):

- 1) Costing up to P150,000.00  
P 200.00
- 2) Costing more than P150,000.00 up to P400,000.00  
P 400.00
- 3) Costing more than P400,000.00 up to P850,000.00  
P 800.00
- 4) Costing more than P850,000.00 up to P1,200,000.00  
P 1,000.00
- 5) Every million or portion thereof in excess of P1,200,000.00  
P 1,000.00

##### C) Division C-1 2/D-1, 2, 3 Buildings (Educational, Institutional):

- 1) Costing up to P150,000.00  
P 150.00
- 2) Costing more than P150,000.00 up to P400,000.00  
P 250.00
- 3) Costing more than P400,000.00 up to P850,000.00  
P 600.00
- 4) Costing more than P850,000.00 up to P1,200,000.00  
P 900.00
- 5) Every million or portion thereof in excess of P1,200,000.00  
P 900.00



D) Division J-1 Buildings/Structures (Agricultural):

- 1) With floor area up to 20.00 sq. meters  
P 50.00
- 2) With floor area above 20.00 sq. meters up to 500.00 sq. meters  
P 240.00
- 3) With floor area above 500.00 sq. meters up to 1,000.00 sq. meters  
P 360.00
- 4) With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters  
P 480.00
- 5) With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters  
P 1,200.00
- 6) With floor area above 10,000.00 sq. meters  
P 2,400.00

E) Division J-2 Structures (Special):

- 1) Garages, carports, balconies, terraces, lanai and the like: 50% of the rate of the principal building, of which they are accessories.
- 2) Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.
- 3) Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
  - a) First 10.00 meters of height from the ground  
P 800.00
  - b) Every meter or fraction thereof in excess of 10.00 meters  
P 50.00

- F) Change in Use/Occupancy, per sq. meter or fraction thereof of area affected  
P 5.00

**X. ANNUAL INSPECTION FEES**

A) Division A-1 and A-2 (Residential):

- 1) Single detached dwelling units and duplex are not subject to annual inspections.
- 2) If the owner request inspections, the fee for each of the services enumerated below  
P 120.00

B) Divisions B-1/D-1, 2, 3/E-1, 2, E/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/ and 1\_1  
(Commercial, Industrial, Institutional buildings and appendages) shall be

assessed area as follows:



- 1) Appendage of up to 3.00 cu. meters/unit  
P 150.00
  - 2) Every cu. Meter or fraction thereof in excess of 3.00 cu. meters  
P 50.00
  - 3) Floor area to 100.00 sq. meters  
P 120.00
  - 4) Above 100.00 sq. meters up to 200.00 sq. meters  
P 240.00
  - 5) Above 200.00 sq. meters up to 350.00 sq. meters  
P 480.00
  - 6) Above three hundred 350.00 sq. meters up to 500.00 sq. meter  
P 720.00
  - 7) Above 500.00 sq. meters up to 750.00 sq. meters  
P 960.00
  - 8) Above 750.00 sq. meters up to 1,000.00 sq. meters  
P 1,200.00
  - 9) Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters  
P 1,200.00
- C) Divisions C-1, 2, Amusement Houses, Gymnasias and the like:
- 1) First class cinematography or theatres  
P 1,200.00
  - 2) Second class cinematographs or theatres  
P 720.00
  - 3) Third class cinematographs or theatres  
P 520.00
  - 4) Grandstands/Bleachers, Gymnasias and the like  
P 720.00
- D) Annual plumbing inspection fees, each plumbing unit  
P 60.00
- E) Electrical Inspection Fees:
- 1) A one electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
  - 2) Annual Inspection Fees are the same as in Section 4.e.
- F) Annual Mechanical Inspection Fees:
- 1) Refrigeration and ice Plant, per ton:
    - a) Up to 100 tons capacity  
P 25.00
    - b) Above 100 tons up to 150 tons  
P 20.00
    - c) Above 150 tons up to 300 tons  
P 15.00



- d) Above 300 tons up to 500 tons  
P 10.00
  - e) Every ton or fraction thereof above 500 tons  
P 5.00
- 2) Air Conditioning Systems: Window type air conditioners, per unit  
P 40.00
- 3) Package or centralized air conditioning systems:
- a) First 100 tons, per ton  
P 25.00
  - b) Above 100 tons, up to 150 tons per ton  
P 20.00
  - c) Above 150 tons, up to 300 tons per ton  
P 15.00
  - d) Above 300 tons, up to 500 tons per ton  
P 10.00
  - e) Every ton or fraction thereof above 500 tons  
P 5.00
- 4) Mechanical Ventilation, per unit, per kW:
- a) Up to 1 kW  
P 10.00
  - b) Above 1 kW to 7.5 kW  
P 50.00
  - c) Every kW above 7.5 kW  
P 20.00
- 5) Escalators and Moving Walks; Funiculars and the like:
- a) Escalators and Moving Walks, per unit  
P 120.00
  - b) Funiculars, per kW or fraction thereof  
P 50.00
  - c) Per lineal meter or fraction thereof of travel  
P 10.00
  - d) Cable Car, per kW or fraction thereof  
P 25.00
  - e) Per lineal meter of travel  
P 2.00
- 6) Elevators, per unit:
- a) Passenger elevators  
P 500.00
  - b) Freight elevators  
P 400.00
  - c) Motor driven dumbwaiters  
P 50.00
  - d) Construction elevators for materials  
P 400.00



- e) Car elevators
  - P 500.00
- f) Every landing above first five (5) landings for all the above elevators
  - P 50.00
- 7) Boilers, per unit:
  - a) Up to 7.5 kW
    - P 400.00
  - b) 7.5 kW up to 22 kW
    - P 550.00
  - c) 22 kW up to 37 kW
    - P 600.00
  - d) 37 kW up to 52 kW
    - P 650.00
  - e) 52 kW up to 67 kW
    - P 800.00
  - f) 67 kW up to 74 kW
    - P 900.00
  - g) Every kW or fraction thereof above 74 kW
    - P 4.00
- 8) Pressurized Water Heaters, per unit
  - P 120.00
- 9) Automatic Fire Extinguishers, per sprinkler head
  - P 2.00
- 10) Water, Sump and Sewage pumps for buildings/structures for Commercial/Industrial purposes, per kW:
  - a) Up to 5 kW
    - P 55.00
  - b) Above 5 kW to 10 kW
    - P 90.00
  - c) Every kW or fraction thereof above 10 kW
    - P 2.00
- 11) Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:
  - a) Per kW, up to 50 kW
    - P 15.00
  - b) Above 50 kW up to 100 kW
    - P 10.00
  - c) Every kW or fraction thereof above 100 kW
    - P 2.40
- 12) Compressed air, vacuum, commercial/institutional/industrial gases, Per outlet
  - P 10.00



- 13) Power piping for gas/steam/etc. per lineal meter or fraction thereof  
Or per cu. meter or fraction thereof, whichever is higher  
P 2.00
- 14) Other Internal Combustion Engines, including Cranes, Forklifts,  
Loaders, Mixers, Compressors and the like:
- a) Per unit, up to 10 kW  
P 100.00
  - b) Every kW above 10 kW  
P 3.00
- 15) Other machineries and/or equipment for Commercial/Industrial/Institutional  
Use not elsewhere specified, per unit:
- a) Up to  $\frac{1}{2}$  kW  
P 8.00
  - b) Above  $\frac{1}{2}$  kW up to 1 kW  
P 23.00
  - c) Above 1 kW up to 3 kW  
P 39.00
  - d) Above 3 kW up to 5 kW  
P 55.00
  - e) Above 5 kW up to 10 kW  
P 80.00
  - f) Every kW above 10 kW or fraction thereof  
P 4.00
- 16) Pressure vessels, per cu. meter or fraction thereof  
P 40.00
- 17) Pneumatic tubes, Conveyors, Monorails for materials handling, Per lineal  
meter or fraction thereof  
P 2.40
- 18) Weighing Scale Structure, per ton or fraction thereof  
P 30.00
- 19) Testing/Calibration of pressure gauge, per unit  
P 24.00
- a) Each gas meter, tested, proved and sealed, per gas meter  
p 30.00
- 20) Every mechanical ride inspection, etc., used in amusement centers of fairs,  
such as ferris wheel, and the like, per unit  
P 30.00



- G) Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.

#### XI. CERTIFICATIONS:

- A) Certified True Copy of Building Permit  
P 100.00
- B) Certified True Copy of Certificate of Use/Occupancy  
P 100.00
- C) Certified True Copy of Electrical Permit  
P 100.00
- D) Certified True Copy of Sanitary/Plumbing Permit  
P 100.00
- E) Issuance of Certificate of Damage  
P 100.00
- F) Certified True Copy of Certificate of Damage  
P 100.00
- G) Issuance of Certificate of Gas Meter Installation  
P 100.00
- H) Certified True Copy of Certificate of Operation  
P 100.00
- I) Other Certifications  
P 100.00

#### XII. ADMINISTRATIVE FINES

##### 1. Imposition of Administrative Fines

- A. The Secretary or his duly authorized representative may prescribe and impose fines not exceeding **ten thousand pesos (P10,000.00)** in the following cases, subject to the terms and procedures as hereunder provided:
- i. Erecting, constructing, altering, repairing, moving, converting, installing or demolishing a private or public building/structure if without building/demolition permit.
  - ii. Making any alteration, addition, conversion or repair in any building/structure/appurtenances thereto constructed or installed before the adoption of the Code, whether public or private, without a permit.
  - iii. Unauthorized change, modification or alteration during the construction in the duly submitted plans and specifications on which the building permit is based.
  - iv. Non-compliance with the work stoppage order or notice and/or orders to effect necessary correction in plans and specifications found defective.
  - v. Non-compliance with order to demolish building/structure declared to be nuisance, ruinous or dangerous.
  - vi. Use or occupancy of a building/structure without Certificate of Occupancy/Use even if constructed under a valid building permit.



- vii. Change in the existing use or occupancy classification of a building/structure or portion thereof without the corresponding Certificate of Change of Use.
- viii. Failure to post or display the certificate of occupancy/use/operation in a conspicuous place on the premises of the building/structure/appurtenances.
- ix. Change in the type of construction of any building/structure without an amendatory permit.

- B. In addition to the imposed penalty, the owner shall correct/remove his violations of the provisions of the Code.

## 2. Determination of Amount of Fines

- A. In the determination of the amount of fines to be imposed, violations shall be classified as follows:

### i. Light Violations

- a. Failure to post Certificate of Occupancy/Use/Operation.
- b. Failure to post Building Permit construction information sign.
- c. Failure to provide or install appropriate safety measures for the protection of workers, inspectors, visitors, immediate neighbors and pedestrians.

### ii. Less Grave Violations

- a. Non-compliance with the work stoppage order for the alteration/addition/conversion/repair without permit.
- b. Use or occupancy of building/structure without appropriate Certificate of Occupancy/Use/Operation.

### iii. Grave Violations

- a. Unauthorized change, modification or alteration during construction in the duly submitted plans and specifications on which the building permit is based.
- b. Unauthorized change in type of construction from more fire-resistive to less fire-resistive.
- c. Non-compliance with order to abate or demolish.
- d. Non-compliance with work stoppage order for construction/demolition without permit.
- e. Change in the existing use or occupancy without Certificate of Change of Occupancy/Use/Operation.
- f. Excavations left open without any work being done in the site for more than one hundred twenty (120) days.

- B. Amount of Fines





The following amount of fines for violations of the Code and this IRR is hereby prescribed:

<b>Light Violations</b>	-	<b>P 5,000.00</b>
<b>Less Grave Violations</b>	-	<b>P 8,000.00</b>
<b>Grave Violations</b>	-	<b>P 10,000.00</b>

**C. Penalty**

- i. Without prejudice to the provisions of the preceding Sections, the Building Official is hereby also authorized to impose a penalty or surcharge in the following cases in such amount and in the manner as hereunder fixed and determined:

For constructing, installing, repairing, altering or causing any change in the occupancy/use of any Building/structure or part thereof or appurtenances thereto without any permit, there shall be imposed a surcharge of 100% of the building fees; Provided, that when the work in the building/structure is started pending issuance of the Building Permit by the Building Official, the amount of the surcharge shall be according to the following:

Excavation for Foundation .....	-	<b>10% of the building permit fees</b>
Construction of foundation (including Pile driving and laying of reinforcing Bars .....	-	<b>25% of the building permit fees</b>
Construction of superstructure up to 2.00 Meters above established grade .....	-	<b>50% of the building permit fees</b>
Construction of superstructure above 2.00 meters .....	-	<b>100% of the building permit fees</b>

3. For Failure to pay the annual inspection fee within thirty (30) days from the prescribed date, a surcharge of **25%** of the inspection fee shall be imposed.



### **XIII. PENAL PROVISIONS**

It shall be unlawful for any person, firm or corporation, to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, or maintain any building or structure or cause the same to be done contrary to or in violation of any provision of the Code.

Any person, firm or corporation who shall violate any of the provisions of the Code and/or commit any act hereby declared to be unlawful shall upon conviction, be punished by a fine of not more than twenty thousand pesos or by imprisonment of not more than two years or by both such fine and imprisonment; Provided, that in the case of a corporation firm, partnership or association, the penalty shall be imposed upon its officials responsible for such violation and in case the guilty party is an alien, he shall immediately be deported after payment of the fine and/or service of his sentence.

### **LISTS OF FORMS (P.D. 1096)**

1. Building Permit Form
2. Civil/Structural Permit Form
3. Architectural Permit Form
4. Electrical Permit Form
5. Mechanical Permit Form
6. Sanitary Permit Form
7. Plumbing Permit Form
8. Electronics Permit Forms
9. Fencing Permit Form
10. Sign/Signboard Permit Form
11. Certificate of Completion Form
12. Certificate of Electrical Inspection Form
13. Application Form for Occupancy Permit
14. Occupancy Permit Form
15. Certificate of Annual Inspection



## **Office of the Municipal Assessor**

### **Growth – Oriented Services**



## 1. Certified True and/or Photo Copy of Tax Declaration

The Certified True and/or Photo Copy of Tax Declaration Certification is issued as a requirement in different purposes such as building/electrical permit reference, consolidation/subdivision of properties, transfer of ownership, loan/mortgage requirement, etc.

<b>Office or Division:</b>	Municipal Assessor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	Registered Owner and/or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Tax Receipt		Land Tax Section / Applicant		
2. SPA for Authorized Representative		Applicant		
3. Xerox Copy of Gov't. Valid ID of the Owner and Authorized Representative		Applicant		
4. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form and submit to the receiving staff together with the requirements for initial assessment, verification and trace backing of records. (Records should have clean title or claims)	1. Received the documents and verify the completeness and validity. 1.1. Trace back the records and verify up to the oldest filed in the office. 1.2. Advice to pay the necessary fee in the Municipal Treasury Office. 1.3. Start processing the request	None	26 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>
2. Pay the required fees at the Municipal Treasury Office	2. Accept the Payment 2.1. Issue the Official Receipt	<b>Certification Fee</b> – PHP 130.00	3 mins.	Revenue Collection Clerk Municipal Treasury
3. Return to the Municipal Assessor's	3. Check the Official Receipt		3 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i>



Office for the processing and release of the Certification	<p>3.1. Affix the signatures, dry seal.</p> <p>3.2. Log in the record book.</p> <p>3.3. Issue the certification</p>			<p>Naida T. Dizon Assessment Clerk III</p> <p>Annie V. Scott – Admin. Aide III</p> <p>Benjamin V. Viado, Jr. – Admin. Aide III</p> <p>Ariel D. Abalos, REA – Tax Mapper I</p> <p>Benjamin A. San Juan, Jr. – Admin. Aide III</p> <p>Angelo Mari T. Gutierrez – Administrative Aide IV</p>
	Total Length of Service:		32 mins.	



## 2. Certificate of Non-Improvement, Landholdings and other Certifications

The Certificate of Non-Improvement, Landholdings and other Certifications are issued as additional requirement or attachment in different purposes such as transfer of ownership, availing legal aid and financial assistance for medical purposes, etc.

<b>Office or Division:</b>		Municipal Assessor's Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government		
<b>Who may avail:</b>		Registered Owner and/or Authorized Representative		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Tax Receipt		Land Tax Section / Applicant		
2. SPA for Authorized Representative		Applicant		
3. Xerox Copy of Gov't. Valid ID of the Owner and Authorized Representative		Applicant		
4. Affidavit of Non-Improvement		Applicant		
5. Certification from the Provincial Assessor's Office		Provincial Assessor's Office		
6. Indorsement and/or Checklist from the Agency Requesting the Certification		Requesting Agency		
7. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form and submit to the receiving staff together with the requirements for initial assessment, verification and trace backing of records. (Records should have clean title or claims)	1. Received the documents and verify the completeness and validity. 1.1. Search in database and verify in all barangays filed in the office including maps and other assessment records. 1.2. Advice to pay the necessary fee in the Municipal Treasury Office. 1.3. Start	None	26 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>



	processing the request			
2. Pay the required fees at the Municipal Treasury Office	2. Accept the Payment 2.1. Issue the Official Receipt	<b>Certification Fee</b> – PHP 130.00	3 mins.	Revenue Collection Clerk Municipal Treasury
3. Return to the Municipal Assessor's Office for the processing and release of the Certification	3. Check the Official Receipt 3.1. Affix the signatures, dry seal. 3.2. Log in the record book. 3.3. Issue the certification  Total Length of Service		3 mins.       32 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>



### 3. Annotation / Cancellation of Mortgage and other Annotations

Annotation and Cancellation of Mortgage or other annotations is a service given when a property/ties is/are being mortgaged or redeemed from bank, other lending agencies or private citizen in such the office to make precaution to issue any copy or certification that the property is not free from other claims.

<b>Office or Division:</b>	Municipal Assessor's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	Registered Owner and/or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Tax Receipt		Land Tax Section / Applicant		
2. SPA for Authorized Representative		Applicant		
3. Xerox Copy of Gov't. Valid ID of the Owner and/or Authorized Representative		Applicant		
4. Owner's Copy of the Tax Declaration duly annotated in the Provincial Office		Applicant		
5. Real Estate / Cancellation of Mortgaged Contract		Bank, Lending Company the property was mortgaged.		
6. Affidavit duly annotated and received by the Provincial Office.		Applicant		
7. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form and submit to the receiving staff together with the requirements for initial assessment, verification and trace backing of records.	1. Received the documents and verify the completeness and validity. 1.1. Trace back the records and gather all assessment records concerned. 1.2. Advice to pay the necessary fee in the Municipal Treasury Office. 1.3. Start processing	None	26 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>





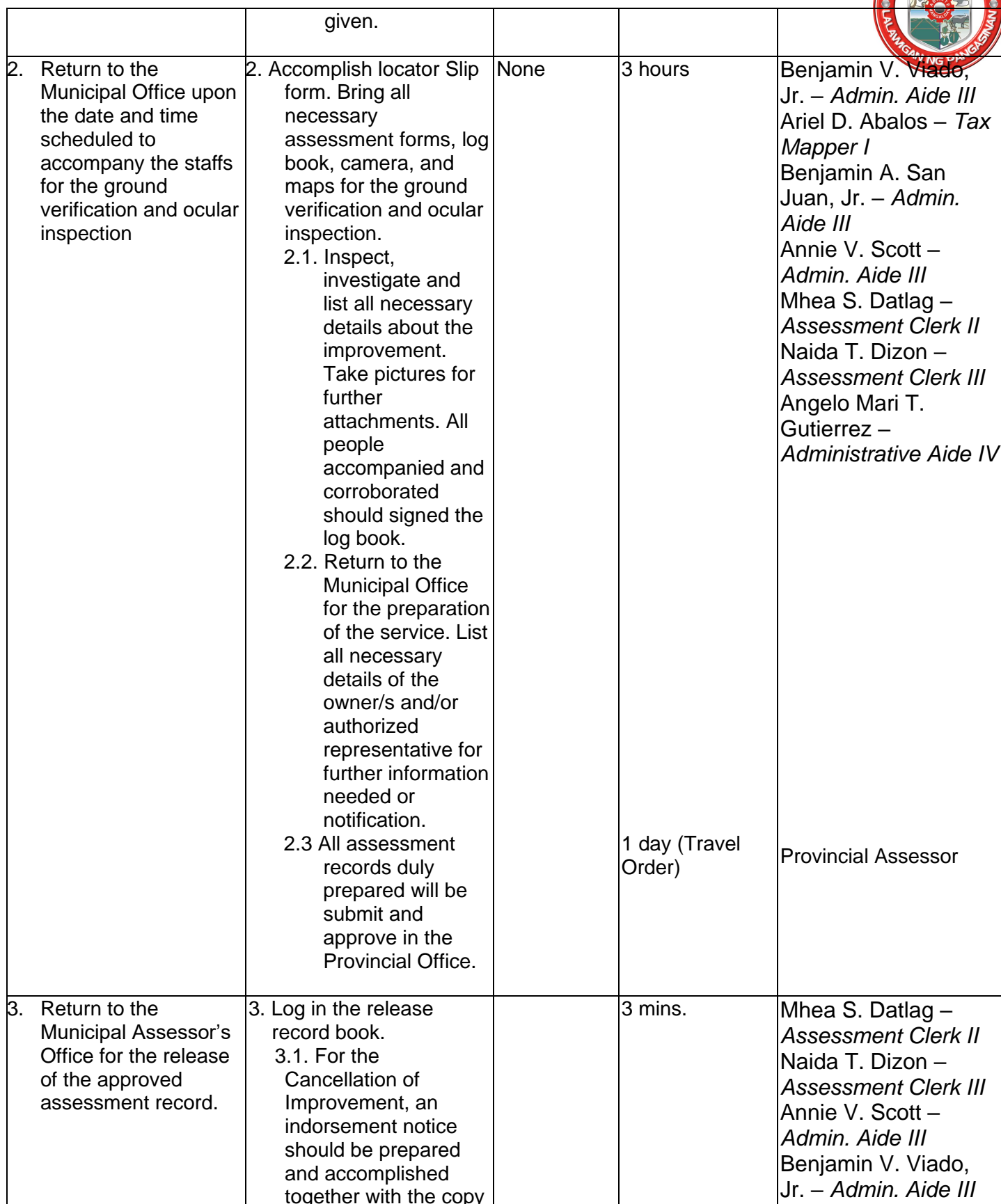
	the request			
2. Pay the required fees at the Municipal Treasury Office	2. Accept the Payment 2.1. Issue the Official Receipt	<b>Annotation Fee</b> – PHP 100.00	3 mins.	Revenue Collection Clerk Municipal Treasury
3. Return to the Municipal Assessor's Office for the processing and release of the annotated owner's copy.	3. Check the Official Receipt 3.1. Affix the signatures. 3.2. Log in the record book. 3.3. Issue the certification		3 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i>
	Total Length of Service		32 mins.	Benjamin A. San Juan, Jr. – <i>Administrative Aide III</i>



#### 4. Assessment, Re-assessment and Cancellation of Improvement

Assessment, Re-assessment and Cancellation of Improvement is a service rendered upon the request of the Owner and/or Authorized Representative regarding the newly built, depreciated, or demolished house, buildings, machineries and other improvements established/erected within a land.

<b>Office or Division:</b>	Municipal Assessor's Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	Registered Owner and/or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Tax Receipt		Land Tax Section / Applicant		
2. SPA for Authorized Representative		Applicant		
3. Xerox Copy of Gov't. Valid ID of the Owner and/or Authorized Representative		Applicant		
4. Building Permit / Certificate of Completion and Occupancy		Applicant		
5. Affidavit / Sworn Declaration		Applicant		
6. Barangay Certification		Barangay where the Improvement was established/erected		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form and submit to the receiving staff together with the requirements for initial assessment, verification and trace backing of records. (Records should have clean title or claims)	1. Received the documents and verify the completeness and validity. 1.1. Verify all assessment records of the improvement concerned filed in the office. 1.2. Gather all necessary information about lot concerned where improvement was erected/established 1.3. A schedule to conduct an ocular inspection and ground verification will be	None	26 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>





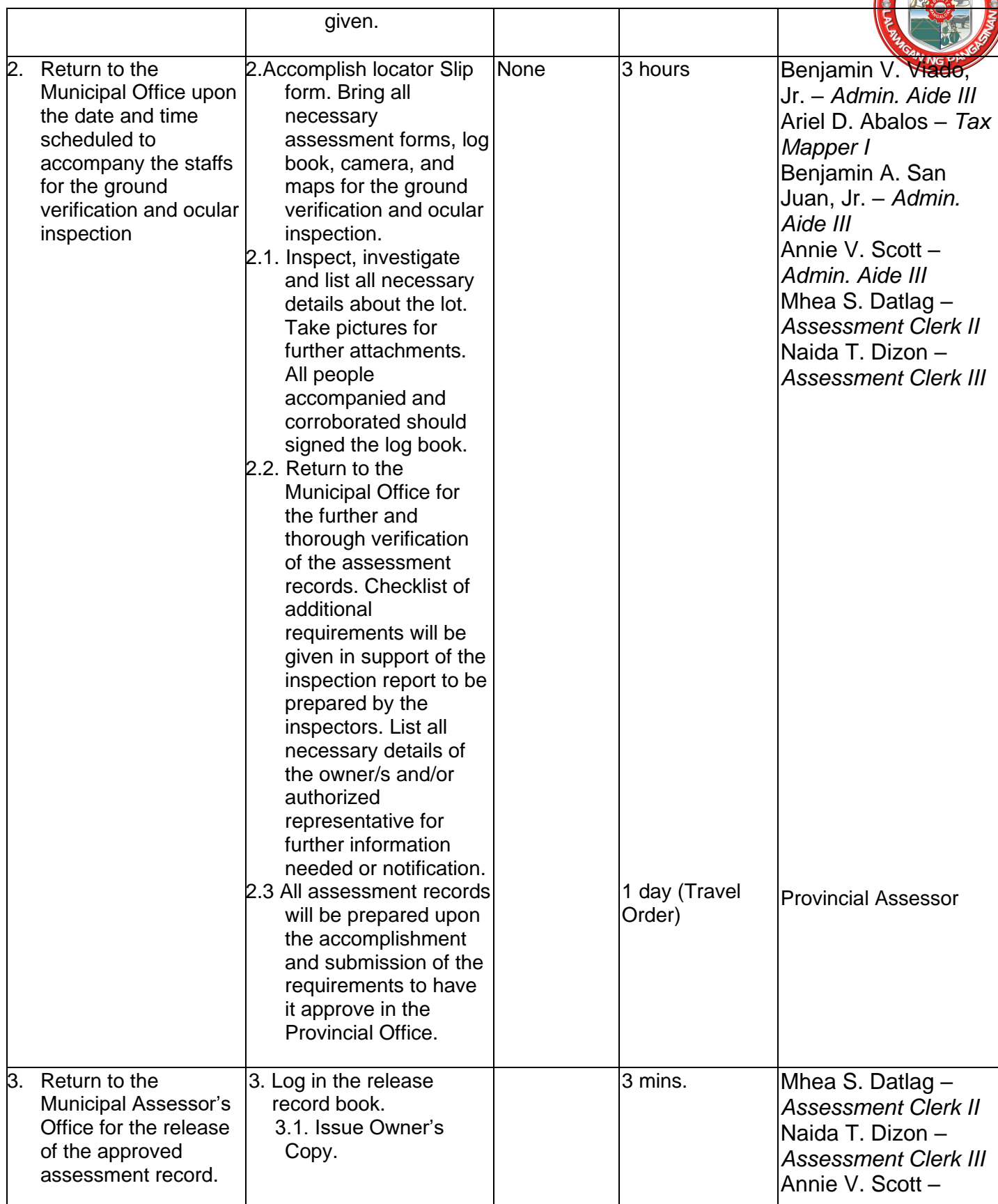
	<p>of processed and approved document from the Provincial Office and forward to the Municipal Land Tax Section.</p> <p>3.2. Issue Owner's Copy.</p> <p>Total Length of Service:</p>		<p>1 day, 3 hrs. 29 mins.</p>	<p>Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i></p>
--	---	--	-------------------------------	--



## 5. Lot Verification and Ground Inspection for STMR and NR properties

Lot verification and ground inspection is a service rendered upon the request of the Owner and/or Authorized Representative regarding the property/ties subject for tax mapping requirement and not revised such that to identify the Cadastral lot number of the parcel for taxation purposes.

<b>Office or Division:</b>	Municipal Assessor's Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
<b>Who may avail:</b>	Registered Owner and/or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Current Tax Receipt		Land Tax Section / Applicant		
2. SPA for Authorized Representative		Applicant		
3. Xerox Copy of Gov't. Valid ID of the Owner and/or Authorized Representative		Applicant		
4. Tax Declaration		Applicant		
5. Title (if any)		Applicant		
6. Approved Survey Plan (if any)		Applicant		
7. Deed of Conveyance		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up the request form and submit to the receiving staff together with the requirements for initial assessment, verification (Records should have clean title or claims)	1. Received the documents and verify the completeness and validity. 1.1. Verify all assessment records of the improvement concerned filed in the office. 1.2. Gather all necessary information about lot concerned. 1.3. A schedule to conduct an ocular inspection and ground verification will be	None	26 mins.	Mhea S. Datlag – <i>Assessment Clerk II</i> Naida T. Dizon – <i>Assessment Clerk III</i> Annie V. Scott – <i>Admin. Aide III</i> Benjamin V. Viado, Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>





	Total Length of Service:		1 day 3 hours 32 mins.	<i>Admin. Aide III</i> Benjamin V. Liado Jr. – <i>Admin. Aide III</i> Ariel D. Abalos – <i>Tax Mapper I</i> Benjamin A. San Juan, Jr. – <i>Admin. Aide III</i> Angelo Mari T. Gutierrez – <i>Administrative Aide IV</i>
--	--------------------------	--	------------------------	--



## **Office of the Municipal Treasurer**

### **Growth – Oriented Services**





## 1. Availing of Community Tax Certificate

A Community Tax Certificate is a form of identification issued by the cities and municipalities to all individuals that have reached the age of 18 years old. CTC is a proof that an individual is a resident of the City/Municipality and that he/she paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area. It is paid during the beginning of the year at the Municipal Treasurer's Office. After February 28, a penalty interest is imposed on the total tax due computed on a monthly basis.

<b>Office or Division:</b>		MUNICIPAL TREASURER'S OFFICE		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B – Government to Business Entity		
<b>Who may avail:</b>		18 years old and above		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Filled up form / Old Community Tax Certificate (CTC) / Government issued valid I.D. / For Employed Individuals - BIR Form 2316 or Proof of Income For Business Owners – Tax Order of Payment For Corporation – Tax Order of Payment		Client  Client Business Permit & Licensing Office (BPLO) Business Permit & Licensing Office (BPLO)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out the form available in the counter and present it to the collector together with the document/s needed to determine the fees to be paid.	1. Receive the filled out form.  1.1 Issuance of BIR Form 0016 (For Individual) 0017 (For Corporation)	<b>CTC – INDIVIDUAL</b> Basic Community Tax – 5.00  Additional Community Tax – not to exceed P 5,000.00  - Gross Receipts or Earnings from Business during the preceding year P 1.00 for every P 1,000.00  - Salaries or Gross Receipt or Earnings derived from exercise of Profession – P 1.00 for every P 1,000.00  - Income from Real Property – P 1.00 for every P 1,000.00  <b>CTC – CORPORATION</b> Basic Community Tax – P500.00  Additional Community Tax – not to exceed P 10,000.00  - Assessed Value of Real Property owned in the Philippines P 2.00 for every P 5,000.00  - GROSS RECEIPTS including dividend earnings derived from business in the Philippines during the preceding year P2.00 for every P 5,000.00	20 minutes	Revenue Collection Clerk II
2. Pay the Community Tax	2. Collection of payment		10 minutes	Revenue



Certificate and receive the same	and present the CTC to the owner.			Collection Clerk II
3. Affix the signature and place the thumb mark in the box provided in 3 copies. Return the same to the collector.	3. Issue the 1 <sup>st</sup> copy and file the 2 <sup>nd</sup> and 3 <sup>rd</sup> copy.		10 minutes	Revenue Collection Clerk II
<b>TOTAL NUMBER OF MINUTES</b>			<b>40 minutes</b>	

## 2. Payment of Business Permit, Electrical and Building Permits, Clearances, Certificates and Other fees imposed by the Municipality

Payment of Business Permit is a requirement to every business establishment situated in the locality of Mangaldan. Likewise in the construction of building whether commercial or residential the owner must pay electrical and building permit fees before the construction of building.

<b>Office or Division:</b>	MUNICIPAL TREASURER'S OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Business Permit – Tax Order of Payment (TOP)		Business Permit & Licensing Section (BPLS)		
Electrical & Building Permit – Assessment of Payment		Engineering Office		
Certificates – Government issued valid I.D. / CTC		MTO/MCR/RPTS/ASSESSOR and others		
Clearances – Government issued valid I.D. / CTC		PNP/Mayor's Office and others		
Others		Various Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the required document/s for the payment of Business Tax and Regulatory Fees, Permit Fees, Electrical and Building Permit, Birth / Death / Marriage Certificates, Zoning Fees, Rental Fees, Garbage Fees, Clearances and Other Fees.	1. Prepare the Official Receipt (AF #51)	Tax, Fees and charges stated in the Municipal Ordinance No. 2017-104	20 minutes	Revenue Collection Clerk II
Pay the fees and receive the official receipt	Collection of payment		10 minutes	Revenue Collection Clerk II
<b>TOTAL NUMBER OF MINUTES</b>			<b>30 minutes</b>	



### 3. Registration and Transfer of large Cattle

The owner of a large cattle is hereby required to register said cattle with the Municipal Treasurer for which a Certificate of Ownership shall be issued to the Owner upon payment of a registration fee.

<b>Office or Division:</b>	MUNICIPAL TREASURER'S OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business Entity			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
A. For Certificate of Ownership	P 150.00 + AF#53 5.00	Place of Business		
B. For Certificate of Transfer	150.00 + AF# 52 10.00			
C. For Registration of Private Brand	200.00			
D. Branding Fee	200.00			
E. Research/ Verification fee	100.00			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for inspection of Cattle	1. Prepares necessary document/s for the inspection		5 minutes	Revenue Collection Clerk II
2. Enumerate the distinguishing marks	2. Indicate appropriate brand, marks, and permanent physical mutilations or peculiarities of animal giving marginal description when necessary to fully identify the animal.		10 minutes	Revenue Collection Clerk II
3. Pay the required fees	3. Collection of fees	Refer to list of fees above	10 minutes	Revenue Collection Clerk II
4. Receive the Certificate of Ownership/Transfer of Ownership	4. List down in the Book of Registry the Certificate issued		<b>5 minutes</b>	Revenue Collection Clerk II
<b>TOTAL NUMBER OF MINUTES</b>			<b>30 minutes</b>	



## **Business Permit and Licensing Section**

### **Growth – Oriented Services**



## 1. BUSINESS PERMIT (New – Walk In)

Any business entity who shall establish, operate or conduct any business, trade or activity in this municipality shall first obtain a Mayor's Permit and pay the fee thereof and the business tax imposed.

<b>OFFICE or DIVISION</b>	Business Permit & Licensing Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business Entity			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Market Clearance – For Public Market Applicants (1 copy original)		Office of the Market Supervisor		
2. SEC/DTI/CDA Registration (1 copy Xerox)		SEC/DTI/CDA		
3. Sworn Statement of Capital Investment (1 copy Original)		Applicant		
4. Three (3) passport size picture of the owner/President if Corporation.		Applicant		
5. Community Tax Certificate (Upon Payment of TOP)		Municipal Treasury Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Submit duly accomplished application form with complete requirements at the Business Permit & Licensing Section.	Evaluation and Assessment	1/20 of 1% of Capital Investment + Regulatory Fees (refer to Local Revenue Code, Chapter IIIA, Sec 1)  <b>Ex:</b> <b>Capital of ₱30,000</b>	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I
2. <b>PAY AND WAIT FOR THE RELEASE OF THE MAYORS PERMIT</b>	Treasury Office- Received Payment  BPLS- Release of the Business Permit	<b>Fees to be paid:</b> <b>Business Tax</b> - ₱15.00 <b>Add:</b> <b>Regulatory Fees</b> - ₱1,700.00 <b>Total</b> - ₱1,715.00	1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	<b>TOTAL</b>		1 Day (2 hours)	



## 2. BUSINESS PERMIT (New – Online)

Any business entity who shall establish, operate or conduct any business, trade or activity in this municipality shall first obtain a Mayor's Permit and pay the fee thereof and the business tax imposed.

<b>OFFICE or DIVISION</b>	Business Permit & Licensing Section			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	G2B – Government to Business Entity			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Market Clearance – For Public Market Applicants (1 copy original)		Office of the Market Supervisor		
2. SEC/DTI/CDA Registration (1 copy Xerox)		SEC/DTI/CDA		
3. Sworn Statement of Capital Investment (1 copy Original)		Applicant		
4. Three (3) passport size picture of the owner/President if Corporation.		Applicant		
5. Community Tax Certificate (Upon Payment of TOP)		Municipal Treasury Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. FILE</b> Apply online and upload the complete requirements thru ebpls link at <a href="http://bit.ly/3XOduNr">http://bit.ly/3XOduNr</a>	Evaluation and Assessment	1/20 of 1% of Capital Investment + Regulatory Fees (refer to Local Revenue Code, Chapter IIIA, Sec 1))  <b>Ex:</b> <b>Capital of ₱30,000</b> <b>Fees to be paid:</b>	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I
<b>2. PAY AND WAIT FOR THE RELEASE OF THE MAYORS PERMIT</b>	Treasury Office- Received Payment  BPLS- Release of the Business Permit	<b>• Business Tax - ₱15.00</b> <b>• Regulatory Fees - ₱1,700.00</b> <b>Total - ₱1,715.00</b>	1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	TOTAL		1 Day (2 hours)	



### 3. BUSINESS PERMIT (Renewal – Walk in)

Any business entity who shall establish, operate or conduct any business, trade or activity in this municipality shall first obtain a Mayor's Permit and pay the fee thereof and the business tax imposed.

<b>OFFICE or DIVISION</b>		Business Permit & Licensing Section		
<b>CLASSIFICATION</b>		Complex		
<b>TYPE OF TRANSACTION</b>		G2B – Government to Business Entity		
<b>WHO MAY AVAIL</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Previous Mayor's Permit (1 copy original)		Applicant		
2. Market Clearance – For Public Market Applicants (1 copy original)		Office of the Market Supervisor		
3. SEC/DTI/CDA Registration (1 copy Xerox)		SEC/DTI/CDA		
4. Sworn Statement of Gross Receipt (1 copy original)		Applicant		
5. Community Tax Certificate (Upon Payment of TOP)		Municipal Treasury Office		
<b>CLIENTS STEP/S</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Submit duly accomplished application form with complete requirements at the Business Permit & Licensing Section.	Evaluation and Assessment	Assessment of Fees (referto Local Government Code) + Regulatory Fees (refer toLocal Rev.Code Chapter II, Sect. 2)  <b>Ex. (RETAILER)</b> <b>GROSS SALES:</b> <b>P365,000.00</b> <b>FEES TO BE PAID:</b> <b>Business Tax</b> <b>-P 8,760.00</b> <b>Regulatory Fees</b> <b>-P 1,700.00</b> <b>Total</b> <b>-P 10,460.00</b>	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I
2. <b>PAY AND WAIT FOR THE RELEASE OF THE MAYORS PERMIT</b>	Treasury Office- Received Payment  BPLS- Release of the Business Permit		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	<b>TOTAL</b>		1 Day (2 hours)	





#### 4. BUSINESS PERMIT (Renewal – Online)

Any business entity who shall establish, operate or conduct any business, trade or activity in this municipality shall first obtain a Mayor's Permit and pay the fee thereof and the business tax imposed.

<b>OFFICE or DIVISION</b>		Business Permit & Licensing Section		
<b>CLASSIFICATION</b>		Complex		
<b>TYPE OF TRANSACTION</b>		G2B – Government to Business Entity		
<b>WHO MAY AVAIL</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Previous Mayor's Permit (1 copy original)		Applicant		
2. Market Clearance – For Public Market Applicants (1 copy original)		Office of the Market Supervisor		
3. SEC/DTI/CDA Registration (1 copy Xerox)		SEC/DTI/CDA		
4. Sworn Statement of Gross Receipt (1 copy original)		Applicant		
5. Community Tax Certificate (Upon Payment of TOP)		Municipal Treasury Office		
<b>CLIENTS STEP/S</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Apply online and upload the complete requirements thru ebpls link at <a href="http://bit.ly/3XOduNr">http://bit.ly/3XOduNr</a>	Evaluation and Assessment	Assessment of Fees (refer to Local Government Code) + Regulatory Fees (refer to Local Rev. Code Chapter II, Sect. 2)  <b>Ex. (RETAILER)</b> <b>GROSS SALES:</b> <b>P365,000.00</b> <b>FEES TO BE PAID:</b>	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  Lily Loren G. Bagbagay Rev. Coll. Clerk I
2. <b>PAY AND WAIT FOR THE RELEASE OF THE MAYORS PERMIT</b>	Treasury Office- Received Payment  BPLS- Release of the Business Permit	<ul style="list-style-type: none"> <li>• <b>Business Tax</b> -P 8,760.00</li> <li>• <b>Regulatory Fees</b> -P 1,700.00</li> </ul> <b>Total</b> -P 10,460.00	1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	<b>TOTAL</b>		1 Day (2 hours)	





## 5. BUSINESS CLOSURE CERTIFICATION

The business closure certification is issued to an entity who applies for business closure.

<b>OFFICE or DIVISION</b>		Business Permit & Licensing Section		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2B – Government to Business Entity		
<b>WHO MAY AVAIL</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Closure (1 Copy original)		Applicant		
2. Sworn Statement of Gross Sales/ITR (1 copy original)		Applicant		
3. Latest Mayor's Permit (1 copy original)		Applicant		
4. Official Receipt (1 copy original)		Municipal Treasury Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>1. FILE</b> Submit duly accomplished application form with complete requirements and apply on-line or thru Ebpls, or walk-in at the Business Permit & Licensing Section.	Evaluation and Assessment	<b>Closure Fee –</b> (Refer to Local Rev. Code, Chapter II, Sec 2)  <b>Certification Fee –</b> PHP130.00	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  Lily Loren G. Bagbagay Rev. Coll. Clerk I
	Treasury Office- Received Payment  BPLS- Release of Certification		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Elma P. Aquino</i> Section Chief - BPLS
	TOTAL		1 Day (2 hours)	



## 6. CERTIFICATION

The certification is issued to affirm the validity of information.

<b>OFFICE or DIVISION</b>		Business Permit & Licensing Section		
<b>CLASSIFICATION</b>		Simple		
<b>TYPE OF TRANSACTION</b>		G2C – Government to Client, G2G – Government to Government		
<b>WHO MAY AVAIL</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request (1 Copy original)		Applicant		
2. Official Receipt (1 copy original)		Municipal Treasury Office		
<b>CLIENTS STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Submit the required documents for assessment and verification at the Business Permit & Licensing Section.	Received the required documents and check for completeness.	<b>Certification Fee –</b> PHP130.00	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I  <i>Nancy Suarez</i> Admin Aide III
2. <b>PAY AND WAIT FOR THE RELEASE OF THE CERTIFICATION</b>	Treasury Office- Received Payment  BPLS- Release of Certification		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Nancy Suarez</i> Admin Aide III
	<b>TOTAL</b>		1 Day (2 hours)	



## 7. MOTORIZED TRICYCLE OPERATORS PERMIT

The Mayor's Permit is a requirement for all motorized tricycle plying the territorial jurisdiction of the municipality. It is a document that proves and as a proof that the operator has complied with safety requirements, including LTO registration and settled regulatory fees due to the LGU.

<b>OFFICE or DIVISION</b>	Business Permit & Licensing Section			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Client, G2G – Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Previous Mayor's Permit (1 copy original)		Applicant		
2. Community Tax Certificate (1 Copy original)		Municipal Treasury Office		
3. Official Receipt / Certificate of Registration of Motor Vehicle (1 Copy Xerox)		Applicant		
4. Medical Certificate (1 copy original)		Municipal Health Office		
5. Road Worthiness Clearance of Motor Vehicle (1 copy original)		Municipal Traffic Regulatory Group		
6. Official Receipt (1 copy original)		Municipal Treasury Office		
<b>CLIENTS STEP/S</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Fill out application form and submit therequired documentsfor assessment and verification at the Business Permit & Licensing Section.	Receive application, check the requirements and assessed the fees and charges.	PHP 510.00	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I  <i>Nancy Suarez</i> Admin Aide III
	Treasury Office- Received Payment  BPLS- Release of the Business Permit		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	TOTAL		1 Day (2 hours)	



## 8. PEDALLED TRICYCLE OPERATORS PERMIT

The Mayor's Permit is a requirement for all pedaled tricycle plying the territorial jurisdiction of the municipality. It is a document that proves and as a proof that the operator has complied with safety requirements and settled regulatory fees due to the LGU.

<b>OFFICE or DIVISION</b>	Business Permit & Licensing Section			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Client			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Previous Mayor's Permit (1 copy original)		Applicant		
2. Community Tax Certificate (1 Copy original)		Municipal Treasury Office		
3. Medical Cert. (1 copy original)		Municipal Health Office		
4. Road Worthiness Clearance of Pedaled Vehicle (1 copy original)		Municipal Traffic Regulatory Group		
5. Official Receipt (1 copy original)		Municipal Treasury Office		
<b>CLIENTS STEP/S</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill out application form and submit therequired documentsfor assessment and verification at the Business Permit & Licensing Section.	Receive application, check the requirements and assessed the fees and charges.	PHP 410.00	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief-BPLS  <i>Garry H. Catungal</i> Livestock Inspector II  <i>Lily Loren G. Bagbagay</i> Rev. Coll. Clerk I  <i>Nancy Suarez</i> Admin Aide III
2. <b>PAY AND WAIT FOR THE RELEASE OF MAYOR'S PERMIT.</b>	Treasury Office- Received Payment  BPLS- Release of the Business Permit		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  <i>Charina Presto</i> Administrative Aide IV
	TOTAL		1 Day (2 hours)	



## 9. CERTIFICATION ON DROPPING OF LINE OF MOTORVEHICLE

The certification is issued to affirm the validity of information.

<b>OFFICE or DIVISION</b>	Business Permit & Licensing Section			
<b>CLASSIFICATION</b>	Simple			
<b>TYPE OF TRANSACTION</b>	G2C – Government to Client, G2G – Government to Government			
<b>WHO MAY AVAIL</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt / Certificate of Registration of Motor Vehicle (1 Copy Xerox)		Applicant		
2. Official Receipt (1 copy original)		Municipal Treasury Office		
<b>CLIENTS STEP/S</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. <b>FILE</b> Submit the required documents for assessment and verification at the Business Permit.	Received the required documents and check for completeness.	Certification Fee – PHP330.00	1 Day (1 hour)	<i>Elma P. Aquino</i> Section Chief - BPLS  <i>Gary H. Catungal</i> Livestock Inspector II  Lily Loren G. Bagbagay Rev. Coll. Clerk I  Nancy Suarez Admin Aide III
2. <b>PAY AND WAIT FOR THE RELEASE OF THE CERTIFICATION</b>	Treasury Office- Received Payment  BPLS- Release of Certification		1 Day (1 hour)	<i>Estela B. Aquino</i> Administrative Aide II  Nancy Suarez Admin Aide III
	TOTAL		1 Day (2 hours)	



## **Municipal Treasurer's Office – Real Property Tax Section**

### **Growth – Oriented Services**





**1. COLLECTION OF REAL PROPERTY TAXES:**  
**All person who owns land, machinery and building located within the Municipality.**

OFFICE or DIVISION:		Real Property Tax Section		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTION:		G2C – Government to Client, G2G – Government to Government		
WHO MAY AVAIL:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Old Official Tax Receipt		Applicant		
2. Tax Declaration		Applicant		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State the purpose and provide the information needed.	1. Verify from the Real Property Tax Account Register <ul style="list-style-type: none"> <li>Start processing the request</li> </ul>	None	20 Minutes	RCC III RCC II
2. Wait while tax is being Computed.	2. NATB (Notice of Assessment And Tax Bill)	None	20 Minutes per parcel	RCC III RCC II



<b>3. Pay Real Property Tax and Get Official Receipt.</b>		<p><b>2% of total Assessed Value of the Declared Property</b></p> <p><u>Recent Calendar Year (January – March)</u>  <math>AV \times 2\% (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} - 10\% \text{ (Discount)} = \text{Total Tax Due}</math></p> <p><u>Recent Calendar Year (April – December)</u>  <math>AV \times 2\% (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} \times 2\%</math>  <b>Monthly Penalty = Total Tax Due</b></p> <p><u>CY 2024 (Second Semester)</u>  <math>AV \times 2\% / 2 (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} \times 10\% \text{ Penalty} = \text{Total Tax Due}</math></p> <p><u>CY 2024 (First Semester) and Below</u>  <u>AMNESTY COVERED until June 12, 2026</u>  <math>AV \times 2\% / 2 (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Total Tax Due}</math></p> <p><u>CY 2012</u>  <math>AV \times 2\% (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} - \text{Previous AV} \times 75\% + \text{Previous AV} = \text{Total Tax Due}</math></p> <p><u>CY 2011</u>  <math>AV \times 2\% (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} - \text{Previous AV} \times 50\% + \text{Previous AV} = \text{Total Tax Due}</math></p> <p><u>For Quarterly Basis (Recent Year)</u>  <math>AV \times 2\% (1\% \text{ Basic} + 1\% \text{ SEF}) = \text{Tax Due} - 10\% \text{ (Discount)} = \text{Total Tax Due}</math></p> <p><u>Quarterly Payment Schedule</u>  <b>1<sup>st</sup> Quarter (January – March)</b>  <b>2<sup>nd</sup> Quarter (April – June)</b>  <b>3<sup>rd</sup> Quarter (July – September)</b>  <b>4<sup>th</sup> Quarter (October – December)</b></p>	<b>20 Minutes</b>	<b>RCC III RCC II (Bonded Collectors)</b>
	<b>TOTAL</b>		<b>1 Hour</b>	





**2. ISSUANCE OF CERTIFICATION:**  
The certification is issued to affirm the validity of the information.

OFFICE or DIVISION:		Real Property Tax Section		
CLASSIFICATION:		Simple		
TYPE OF TRANSACTION:		G2C – Government to Client, G2G – Government to Government		
WHO MAY AVAIL:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest Official Tax Receipt		Applicant		
2. Tax Declaration		Applicant		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State the purpose and provide the information needed.	1. Verify from the Record	None	25 Minutes	RCC III RCC II ADMIN. AIDE II
2. Pay the required fees at Municipal Treasury Office for the Certification Fee.	2. Accept the payment based on the Order of Payment. • Issue the Official Receipt	Certification Fee – PHP130.00	25 Minutes	Revenue Collection Clerk Municipal Treasury
3. Wait for the requested Certification	3. Check the Official Receipt • Prepare the Certification	None	25 Minutes	Mun. Treasurer LRCO III RCC II
4. Received the Certification	4. Release the Certification	None	15 Minutes	RCC II ADMIN. AIDE II
	TOTAL		1Hour and 30 Minutes	



## **Office of the Municipal Agriculturist**

### **Growth – Oriented Services**



## 1. Availment of Certified and Hybrid Rice Seeds, Vegetable Seeds and Hybrid Yellow Corn Seeds

Quality seeds were provided to the local food producers to sustain the continuous production in support to the national food security program.

<b>Office or Division:</b>	<b>Municipal Agriculture Office</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C- Government to Citizen</b>			
<b>Who may avail:</b>	<b>All Registered Farmer</b>			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
1. Photocopy of government issued ID	Farmer			
2. RSBSA registered	Municipal Agriculture Office			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>		
		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-up of client's log book and Farmers' interview	1. Verification at farmers' masterlist	None	5 Minutes	Client Agricultural Technologist
2. Filling-up of carbonized post masterlist and client feedback form	2. Processing of requested seeds	None	5 Minutes	Agricultural Technologist
3. Proceed to the seed releasing area	3. Releasing of seeds	None	2 Minutes	Agricultural Technologist
			Total -12 Minutes	



## 2. Anti-Rabies Vaccination at Barangay

Rabies is a viral disease that is spread by infected animals through bite, scratches or close contact with infected saliva from rabid animals, thus anti-rabies vaccination is continually conducted to protect the community against the deadly rabies.

<b>Office or Division:</b>		<b>Municipal Agriculture Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>Pet owners</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Dogs and cats at least 3 months of age		Owners' record		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Bring the dogs/cats to the ARV venue	1. Preparation of vaccines	None	15 Minutes	Pet Owners
2. Register the name of owner to the assigned MAO staff	2. Clients' interview	None	2 Minutes	Agricultural Technologist / Veterinarian II
3. Go to the veterinarian / livestock inspector for ARV administration	3. Administration of anti-rabies vaccine	None	2 minutes	Agricultural Technologist / Veterinarian II
			Total -19 Minutes	



### 3. Fisherfolk Registration

Fisherfolk registration is a program of Bureau of fisheries and Aquatic Resources to enhance, fast-track and complete the Municipal Fisherfolk Registry of coastal LGUs nationwide.

<b>Office or Division:</b>		<b>Municipal Agriculture Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>Fisherfolk</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of valid government issued ID		Fisherfolk applicant		
2. Barangay certification and Photocopy of Tax Declaration or Land Title		Barangay Hall		
3. Fish-R form		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-up of clients' log book	1. Preparation of required forms	None	5 Minutes	Client Agricultural Technologist
2. Filling-up of Fish-R form	2. Client's interview	None	5 Minutes	Agricultural Technologist
3. Submission of filled-up Fish-R form	3. Validation of submitted form	None	3 minutes	Agricultural Technologist
			Total – 13 Minutes	



#### 4. Farmer Registration (RSBSA)

The Registry System for the Basic Sectors in Agriculture (RSBSA) is a registry of farmers and farm laborers that serves as a targeting mechanism for the identification of beneficiaries for different agriculture – related programs and services of the government.

<b>Office or Division:</b>		<b>Municipal Agriculture Office</b>		
<b>Classification:</b>		<b>Simple</b>		
<b>Type of Transaction:</b>		<b>G2C- Government to Citizen</b>		
<b>Who may avail:</b>		<b>Farmers</b>		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Photocopy of valid government issued ID		Farmer applicant		
2. Barangay certification and Photocopy of Tax Declaration or Land Title		Barangay Hall / Land owner		
3. RSBSA Form		Municipal Agriculture Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Filling-up of clients' log book	1. Preparation of required forms	None	5 Minutes	Client Agricultural Technologist
2. Filling-up of RSBSA form	2. Client's interview	None	5 Minutes	Agricultural Technologist
3. Submission of filled-up RSBSA form	3. Validation of submitted form	None	3 minutes	Agricultural Technologist
			Total – 13 Minutes	



## **Office of the Sangguniang Bayan**

### **Growth – Oriented Services**



## I. ISSUANCE OF CERTIFICATES OF ANY KIND.

STEPS (For Client)	REQUIRED DOCUMENTS/AMOUNT OF FEES	OFFICE ACTIVITY	DURATION OF ACTIVITY	EMPLOYEE/S RESPONSIBLE
1	Submit a written request	Receive, read and ascertain the request and advise the client to proceed at the Treasurer's Office	2 minutes	Juan C. Aquino/ Larah Socorro S. Soriano
2	Pay at the Treasurer's Office the			
3	Present the Official Receipt to the SB Secretary.	Determine the authenticity of the Official Receipt.	1 minute	Juan C. Aquino/ Larah Socorro S. Soriano
4	Wait for the needed Certificate.	Prepare the needed Certificate and present the same after its perfection.	5 minutes END	Juan C. Aquino/ Larah Socorro S. Soriano

## II. ISSUANCE OF PUBLIC DOCUMENTS PERTAINING TO LOCAL LEGISLATION.

STEPS (For Client)	REQUIRED DOCUMENTS/AMOUNT OF FEES	OFFICE ACTIVITY	DURATION OF ACTIVITY	EMPLOYEE/S RESPONSIBLE
1	Submit a written request	Receive, read and ascertain the request and advise the client to proceed at the Treasurer's Office	2 minutes	Juan C. Aquino/ Larah Socorro S. Soriano
2	Pay at the Treasurer's Office the			
3	Present the Official Receipt to the SB Secretary.	Determine the authenticity of the Official Receipt.	1 minute	Juan C. Aquino/ Larah Socorro S. Soriano
4	Wait for the needed documents.	Locate the needed documents and present the same after	5 minutes END	Winnie Jane Q. Ydia





## **Office of the Municipal Environment and Natural Resources Officer**

Growth – Oriented Services



## 1. Mangaldan Transfer Facility Service

Dumping of Residual Waste at the Mangaldan Transfer Facility

<b>Office or Division:</b>		Municipal Environment & Natural Resources Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Barangays, Business and private entities.		
<b>Who may avail:</b>		Barangays/Business Entities/Residence of Mangaldan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt of payment (1 copy original)		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Subject the vehicle for inspection & measurement of wastes volume	1. Records volume of Wastes to be dumped.  1.1 Issue Charge slip and advice the client to pay the indicated amount in the charge slip to the Municipal Treasury Office.	800/cubic meter	7 minutes	Administrative Aide (JO)
2. Present the Payment Official Receipt.	2. Check the official Receipt. 2.1 Allows the garbage vehicle to enter MTF.	None	3 minutes	Administrative Aide (JO)
3. Dumps the residuals wastes at the MTF	3. Guides the driver in dumping the wastes at the Material Transfer facility.	None	10 minutes	Administrative Aide (JO)
TOTAL			20 minutes	



## 2. Material Recovery Facility Service

Sale and distribution of soil enhancer

<b>Office or Division:</b>		Municipal Environment & Natural Resources Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to residents of the municipality		
<b>Who may avail:</b>		Interested party who would like to procure or request for a soil enhancer		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Official Receipt of payment (1 copy original)			Municipal Treasury Office	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Official Receipt of payment.	1. Review and releases the soil enhancer procured. 1.1 Records the transaction on the sales ledger.	P120.00/ sack	10 minutes	Administrative Aide (JO)
2. Undergo interview regarding the request for free soil enhancer.	2. Screen the purpose of such request for free soil enhancer and make necessary arrangement on the availability of such request. 2.1 Request the client to sign the logbook for free distribution of soil enhancer.	None	10 minutes	Mun. Environment & Natural Resources Officer  Administrative Aide (JO)
Total			20 minutes	



## **INTERNAL SERVICES**



# **Office of the Human Resource Management**

## **Internal Services**



## 1. Applying For A Job In The Municipality

Applying for a job in the municipality shall be opened to all qualified men and women according to the principles of merit, fitness and equal employment opportunity. Thus, there shall be no discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, pregnancy, religion, ethnicity, or political affiliation.

<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		G2G – Government to Citizen / G2G – Government to Government		
<b>Type of Transaction:</b>		Simple		
<b>Who may avail:</b>		All qualified applicants		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Application Letter addressed to Municipal Mayor or Municipal Vice Mayor		Applicant		
2. CSC Form 212 Revised 2017 or Personal Data Sheet (PDS) with 2x2 picture		CSC Website / Human Resource Management Office		
3. Diploma		Applicant		
4. Transcript of Records		Applicant		
5. Certificate/s of Eligibility, if any		Applicant / CSC		
6. Certificate/s of Trainings, if any		Applicant		
7. Other credentials		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application letter and pertinent documents.	Receive the application letter and pertinent documents and advise the applicant to wait for a call or sms / text message re: schedule of initial assessment.	- - -	2 minutes	All Available HR Staff
2. Undergo initial assessment.	Conduct initial assessment such as initial interview, written examination, skills test, and background investigation to applicants found to be initially qualified. Advise qualified applicants to wait for the schedule of the Human Resource Merit Promotion and Selection Board (HRMPSB) Meeting.	- - -	5 days	Chief Administrative Officer
3. Attend panel interview with the HRMPSB and wait for notification of the outcome of the board meeting.	Notify applicants on the outcome of the HRMPSB Meeting, prepare appointment papers, schedule oath of office and post notice of	- - -	7 days	HRMPSB  Chief Administrative Officer



	appointment.			All HR Staff Dep't. Head / Section Chief Concerned
TOTAL			12 days, 2 minutes	

## 2. Issuance of service record, certificate of employment & other personnel records

All incumbent and former municipal employees including elective officials may avail copies of service records, certificate of employment and other certifications related to their employment in the municipality at the HRMO. These documents are usually required for salary loans, other forms of loans, credit card applications, step increments/promotions, retirement and terminal leave purposes, employment to other companies / agencies upon resignation from the municipality, benefit claims, school discount, legal and other purposes.

<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		G2G – Government to Citizen / G2G – Government to Government		
<b>Type of Transaction:</b>		Simple		
<b>Who may avail:</b>		All officials / employees / former officials or employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Supporting data on employment for former employees.		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the needed document stating purpose therein.	Receive client's request and verify supporting data (if any)		2 minutes	Administrative Assistant III
2. Wait for the encoding and printing of the needed document.	Encode and print needed document and have it signed by the Chief Administrative Officer and/or Municipal Mayor		10 minutes	Chief Administrative Officer Municipal Mayor
3. Claim the duly signed document.	3. Release the duly signed document.		2 minutes	Administrative Assistant III
TOTAL			14 Minutes	



### 3. Processing Of Application For Leave Of Absence

Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI of the Omnibus Rules Implementing Book V of Executive order 292 (The Revised Administrative Code of 1987).

Hence, \*all elective and appointive municipal officials and employees of the municipality who render work during the prescribed office hours shall be entitled to 15 days vacation and 15 days sick leave annually with full pay exclusive of Saturdays, Sundays, Public Holidays without limitation as to the number of days of vacation and sick leave that they may accumulate.

However, \*leave of absence for any reason other than illness of an official or employee or of any member of his immediate family must be contingent upon the needs of the service. Hence, the grant of vacation leave shall be at the discretion of the head of department / agency. (\*Amended by CSC MC No. 41, s. 1998)

<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		G2G – Government to Government		
<b>Type of Transaction:</b>		Simple		
<b>Who may avail:</b>		All Municipal Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. 2 copies of CSC Form No. 6, Revised 1984 or ALF		Human Resource Management Office		
2. Medical Certificate for sick leave exceeding 5 days		Official or employee		
3. CS Form No. 7 (Clearance Form) for maternity leave and vacation leave abroad		Human Resource Management Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Application for Leave Form (ALF) and have it approved by immediate supervisor.	Interview client on details of leave like type of leave, number of working days applied for, etc.		5 minutes	Administrative Asst. IV Process Server Administrative Aide IV
2. Submit the filled-out form to HRMO office.	2. Assess, evaluate and have the leave form signed by the OIC-HRMP;  then transmit it to the Office of the Municipal Mayor for approval / disapproval.		3 minutes  10 minutes	Chief Administrative Officer  Municipal Mayor
3. Claim approved/ disapproved ALF.	Release duly approved / disapproved ALF copy for client.		2 minutes	Any available HRMO Staff
<b>TOTAL</b>			<b>20 Minutes</b>	





#### 4. Processing of Travel Orders

All municipal officials, regular employees including personnel employed by the municipality thru contract of service as expressly stipulated in the contract are entitled to Travel Orders (TO) if such travel is made outside the vicinity of the municipality with purpose bearing extensive necessity and if official in nature.

<b>Office or Division:</b>		Human Resource Management Office		
<b>Classification:</b>		G2G – Government to Government		
<b>Type of Transaction:</b>		Simple		
<b>Who may avail:</b>		All Municipal Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Supporting letter/documents with action slip (approved by the Municipal Mayor)		Office of the Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Travel Order application form.	Check supporting letter/document and yellow slip and encode details of Travel.		5 minutes	Administrative Asst. IV Administrative Aide VI Process Server Administrative Aide IV
2. Have the T.O. form approved by immediate supervisor then return to the HRMO.	2.Receive the T.O. form, then transmit to the Office of the Municipal Mayor for approval / disapproval.		3 minutes	Chief Administrative Officer
3. Claim approved/disapproved T.O. form.	Release duly approved / disapproved T.O. copy for client form.		10 minutes	Municipal Mayor
			2 minutes	Any available HRMO Staff
TOTAL			20 Minutes	



# **Office of the Municipal Budget Officer**

## **Internal Services**



# 1. Certification as to the existence of available appropriations in the Obligation Request Form

The certification is given to the clients as to the existence of available appropriations.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G-Gov't. to Gov't./ G2C-Gov't. to Citizen/G2B-Gov't. to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
1. Certification as to the existence of available appropriations in the Obligation Request Form .	Municipal Budget Office			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Disbursement Vouchers with accompanying documents.	Review if all documents are completely accomplished and duly signed.	None	3 minutes	SADAS III AOII ADAS IV ADAS I AAII
2. Wait for the verification of documents and signature of the Municipal Budget Officer or her authorized representative.	If documents and signature are complete and in order, the obligation request control number and account code are duly recorded in the Obligation RequestForm and Office Internal Control Record Book and the Municipal Budget Officer or her authorized representative affixes her signature certifying to the existence of available appropriations in the Obligation Request Form.	None	5 minutes	SADAS III AOII ADAS IV ADAS I AAII
				MBO Authorized Representative
3. Clients accept/ receive the Disbursement Voucher duly signed.	The Disbursement voucher duly signed is presented/given to client	None	2 minutes	Client
	TOTAL -		10 Minutes	



# **Office of the Municipal Accountant**

## **Internal Services**



## 1. Processing of Claims (Barangay and Municipal Transactions)

To safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims, pre audit is undertaken by the Municipal Accountant to determine that all the necessary supporting documents of vouchers/claims are submitted:

<b>Office or Division:</b>	Municipal Accounting Office		
<b>Classification:</b>	Simple, Complex and Highly Technical Transaction		
<b>Type of Transaction:</b>	Government to Business Entity / Government to Citizen / Government to Government / Government to Client		
<b>Who may avail:</b>	All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Disbursement Voucher (DV) (4copies)		Requesting office/unit	
2. OBLIGATION REQUEST (OBR) ( 4 copies) /or  Fund Utilization Requests and Status, in the case of Trust Fund (4 copies )		Requesting Office/unit Municipal Budget Office Municipal Treasury Office Municipal Accounting Office	
3. Billing Statements / Statement of Account (for Utilities such as water, telephone, electricity and others) / Delivery Receipt		Claimant (Supplier / Contractor / Merchants / Employees)	
In the case of Procurement of Goods/ Services/ Infrastructure			
4. Approved Procurement Plan (APP)		General Service Office	
5. Approved Purchase Request (PR)		General Service Office	
6. Bidding Documents and others, if applicable ( Sec. 17.1 under Revised IRR of RA 9184 and Sections 32.1 and 25.2, Sections 37.1, 37.2.3 including BAC Resolutions, Invitation of Observers, Minutes of Meeting, Posting to Philgeps, Abstract of Submitted Price Quotations/Canvass, Notice of Award, Notice to Proceed and other necessary documents )		Bids and Awards Committee (BAC Secretariat ) / General Service Office Claimant ( Supplier / Contractor / Merchants)	
7. Price Quotation ( at least 3 suppliers )		General Service Office	
8. Approved Purchase Order/Letter Order / Contract		General Service Office	
9. Duly Received and signed Delivery Invoice with complete details		Claimant ( Supplier / Contractor / Merchants )	
10. Duly signed , dated and properly filled up Inspection and Acceptance		General Service Office	
11. Other necessary documents, if applicable (Infra: Statement of Work Accomplished,		General Service Office Municipal Engineering Office	



Inspection Report by Municipal Engineer, Certificate of Completion, Pictures, Warranty, As built plans ) and others		Requesting Office/unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents subject for Coding of DV and checking of documents, If there is lacking /deficiency in documents resubmit for rechecking	1. Received the Documents subject for coding of DV and Checking	None	2 Minutes	Joseph Rodriguez
	2. Code / Assign number to DV and record to logbook		2 Minutes	Carolyn Tambalo Imelda De Guzman Roanne Angela Ubaldo
	3. compute the necessary withholding tax and fill the checklist of documentary requirements, if applicable and return the voucher if with lacking documents		5 Minutes	Flordilyn Parayno Imelda De Guzman
	4. Check and sign the completeness, propriety of supporting documents, accountable officer has no unliquidated cash advance, certification as to the existence of trust fund account		2 Minutes (simple)	Veneranda Gutierrez
			10 Minutes (complex)	Carolyn Tambalo Flordilyn Parayno Roanne Angela Ubaldo
		3 hours (highly technical )	Josie Bulatao	
2. Receive the Voucher and sign the logbook	5. Release the Processed Voucher	None	1 Minute	Joseph Rodriguez
	TOTAL		11 - 189 Minutes	



## 2. ISSUANCE OF CERTIFICATE OF CREDITABLE TAX WITHHELD AT SOURCE / FINAL TAX WITHHELD FROM SUPPLIERS / CONTRACTORS AND CERTIFICATE OF COMPENSATION PAYMENT/TAX WITHHELD FROM EMPLOYEES

Suppliers, Contractors and Government employees income taxes are withheld pursuant to the National Internal Revenue Code. The Certificate of Compensation Payment/Tax Withheld monthly/quarterly/annually and Certificate of Creditable Tax Withheld at Source on every transaction is given to show proof that tax due to employees, suppliers and contractors have been paid.

<b>Office or Division:</b>	MUNICIPAL ACCOUNTING OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Business Entity Government to Client			
<b>Who may avail:</b>	Suppliers / Contractors/ Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Communicate request and wait for processing of the document	1. Preparation and Printing of Certificate of Creditable Tax Withheld at Source / Final Tax Withheld / Certificate of Compensation Payment/Tax Withheld ( BIR Form 2305, 2306, 2307, 2316)	None	10 Minutes	Flordilyn Parayno
	2. Check and sign the Certificate of Tax Withheld		1 Minute	Josie Bulatao
2. Received the Document and sign the logbook	3. Release the Certificate of Tax Withheld.		1 Minute	Flordilyn Parayno
<b>Total</b>			<b>12 Minutes</b>	



### 3. ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

Employees shall secure from the Municipal Accounting Office the certificate of net take home pay for whatever purpose it may serve them.

<b>Office or Division:</b>	MUNICIPAL ACCOUNTING OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter		1. Requesting Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request	1. Preparation of Certificate of Net take home pay	None	5 Minutes	Elizabeth Urmatan Alberto Velasquez Joseph Rodriguez
	2. Check and sign the prepared Certificate		1 Minute	Josie Bulatao
	3. Release the Certificate		1 Minute	Elizabeth Urmatan
	<b>Total</b>		<b>7 Minutes</b>	





#### 4. ISSUANCE OF ACCOUNTANTS ADVICE

Accountant's advice of Local Check Disbursement shall be prepared by Accounting daily for each depository account.

<b>Office or Division:</b>		MUNICIPAL ACCOUNTING OFFICE		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government to Business Entity / Government to Citizen / Government to Government / Government to Client		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Signed check		1. Municipal Treasury Office		
2. Approved Disbursement Vouchers with Supporting Documents		2. Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the signed Check and approved Disbursement Vouchers with Supporting documents and Request for Accountants Advice	1. Received the Signed check with approved DV and supporting documents and Prepare and Print Accountants Advice	None	2 Minutes	Dolores Visperas Joseph Rodriguez Alberto Velasquez
None	1. Post to Accounting System and Print the JEV		5 Minutes	Lea Y. Vizcarra Imelda De Guzman
None	2. Check the JEV and Sign the Accountants Advice		3 Minutes	Josie Bulatao
None	3. Forward the Documents (Checks and DV , JEV and supporting documents) to Municipal Treasury Office		2 Minutes	Dolores Visperas Joseph Rodriguez Alberto Velasquez
2. Received the copy of Accountants Advice and sign the logbook	4. Release to client the Accountants Advice and Deliver the Accountants Advice to the Bank		15 Minutes	Dolores Visperas Alberto Velasquez
<b>TOTAL</b>			<b>27 Minutes</b>	



## 5. ISSUANCE OF CERTIFICATE OF PHILHEALTH PREMIUM

Employees shall secure from Municipal Accounting Office the certificate of Philhealth Premium for whatever purpose it may serve them.

<b>Office or Division:</b>		MUNICIPAL ACCOUNTING OFFICE		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Client		
<b>Who may avail:</b>		Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request letter		1. Requesting Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request for the issuance of Certificate of PhilHealth Premium	1. Receive Request and prepare the documents	None	5 Minutes	Lea Y. Vizcarra
	2. Check and Sign the Certificate		1 Minute	Josie Bulatao
2. Receive the Requested Certificate	3. Release the Certificate of PhilHealth Premium		1 Minute	Lea Y. Vizcarra
	<b>Total</b>		<b>7 Minutes</b>	



## 6. ISSUANCE OF CERTIFICATE OF SALARY LOAN PAYMENT OF MUNICIPAL EMPLOYEES

Employees shall secure from Municipal Accounting Office the certificate of Loan Payment for whatever purpose it may serve them.

<b>Office or Division:</b>	MUNICIPAL ACCOUNTING OFFICE			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter		1. Requesting Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Request	1. Receive the Request and prepare the Certificate of Salary Loan Payment of Municipal Employees	None	10 Minutes	Elizabeth Urmatan
	2. Check and sign the Certificate		2 Minutes	Josie Bulatao
2. Receive the Certificate of Salary Loan Payment of Municipal Employees and sign on logbook	3. Release the Certificate of Salary Loan Payment of Municipal Employees	None	1 Minute	Elizabeth Urmatan
<b>Total</b>			<b>13 Minutes</b>	



# **Office of the Municipal Planning and Development Officer**

## **Internal Services**



## 1. PROVISION OF TECHNICAL INFORMATION

Assistance to research and data needed by the clients.

<b>Office or Division:</b>		Municipal Planning & Development Coordinator (MPDC)		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2C – Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter of Request		Applicant		
2. Official Receipt (1 copy original)		Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. State Purpose/ Details of Research	Provide assistance for needed data.	<b>P130.00</b> (Printing Fee per colored page)	5 minutes	Statistician I Planning Assistant
2. Pay the required fee	Print needed Data/ Maps		5 minutes	Revenue Collection Clerk Municipal Treasury
3. Get requested data	Official Receipt/s		5 minutes	Statistician I
	<b>TOTAL</b>	<b>P 130.00</b>	<b>15 minutes</b>	



## 2. SCREENING OF MUNICIPAL SCHOLARSHIP APPLICANTS

The scholarship consists of financial aid from the Local Government of Mangaldan for the secondary and college education of poor but deserving elementary and Grade 12 graduates.

Office or Division:	Municipal Planning & Development Coordinator (MPDC)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Individual Information Sheet (MSF Form No. 2)			Applicants	
Xerox copy Form 138 (Report Card)			Applicants	
1x1 picture			Applicants	
CLIENT STEPS	AGENCY ACTIONS	REQUIRED DOCUMENTS	PROCESSING TIME	PERSON RESPONSIBLE
1. State Purpose/Undergo Interview	Check completion/accuracy of requirements	Accomplished Scholarship Forms	15 minutes	Administrative Aide III
2. Wait for Notice of Examination	Finalize Preparations for Municipal Scholarship Examination	Notice of Examination during the Examination Day	a. Notice of examination is given immediately or at most one week before the examination day depending on the schedule of the screening and verification.	Administrative Aide III Administrative Aide (JO)
3. Wait for the Examination result	Post final List of New Municipal Scholars		1 week after the Examination Day	Administrative Aide III
TOTAL			2 Weeks	



# **Office of the General Services Officer**

## **Internal Services**



## 1. Rental of Properties Owned by the Municipality

Some properties owned by the Municipality are for rent. They serve as venues for programs and activities such as meetings, conferences, seminars, milestone occasions and other small and big gatherings.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Copy 2 of duly Approved Permit to Rent form		Office of the Mayor		
1. Official Receipt		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Submit Copy 2 of duly approved Permit to Rent form and present Official Receipt	1. Receive the Permit to Rent form and verify the authenticity of the O.R. presented	None	3 Minutes	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
2. Wait for advice/ instruction from the GSO personnel	2. Advise Client to submit Copy 3 of Permit to the Caretaker of the Venue 2.1 Give instruction for the Permit applied for	None	3 Minutes	Admin. Aide (Job Order) (MYDC)  Admin. Aide (Job Order) (3 <sup>rd</sup> Floor)  Admin. Aide (Job Order) (Wellness Center)  Admin. Aide (Job Order) (Senior Citizen's Bldg.)  Admin. Aide (Job Order) (Public Plaza)
	<b>TOTAL</b>		6 Minutes	





## 2. Borrowing/Using Vehicle Owned by the Municipality

Borrowing/Using vehicle of the municipality by client (internal and external) is for free but client must be accountable on the borrowed vehicle.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Motor Vehicle Utilization Form (MVUF)		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-out Motor Vehicle Utilization Form (MVUF) at the General Services Office	1. Receive and check the filled-out MVUF	None	3 Minutes	Admin. Aide 4 (Mechanic 1)
2. Wait for the approval of the MVUF and get instructions from GSO personnel relative to the requested vehicle	2. Approve the MVUF and issue the same to the client 2.1 Give instructions to the client relative to the requested vehicle	None	3 Minutes	Admin. Aide 4 (Mechanic 1)
	<b>TOTAL</b>		6 Minutes	



### 3. Borrowing/Using Materials, Equipment and Other Properties Owned by the Municipality

Borrowing/Using materials, equipment and other properties of the municipality by client (internal and external) is for free but client is accountable to the borrowed property.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Duly Approved Request/Yellow Slip from the Office of the Mayor		Office of the Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly approved Request/Yellow Slip	1. Receive the approved Request/Yellow Slip and verify its authenticity	None	3 Minutes	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
2. Wait for the Borrower's Form and instructions from GSO personnel relative to the material, equipment and other properties to be borrowed	2. Issue approved Borrower's Form 2.1 Give instructions to the client relative to the borrowed material, equipment and other properties	None	3 Minutes	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
	<b>TOTAL</b>		6 Minutes	



## 4. Gasoline Consumption

Regular coding & encoding of Driver's Trip Ticket of Various Municipal Vehicles.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Request Form for Driver's Trip Ticket		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request of Driver's Trip Ticket	Receive & Accomplish of Driver's Trip Ticket	None	3 Minutes	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
2. Received the encoded Driver's Trip Ticket	Issuance of PO	None	3 Minutes	Admin. Assistant IV
	<b>TOTAL</b>		6 Minutes	



## 5. Delivery of Supplies, Materials & Equipment

Delivery of Supplies, Materials & Equipment to Various Department upon complete receipt.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Acceptance & Inspection of Delivered Supplies, Materials & Equipment		General Services Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Complete delivery by Supplier	Receive & inspect the delivered supplies	None	Within 24 Hours	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
2. Wait for the Signature of OR by the GSO Personnel	Signature of OR	None	Within 24 Hours	Admin. Officer II Admin. Aide IV Admin. Aide III Admin. Aide (Job Order)
	<b>TOTAL</b>		Within 48 Hours	



## **Bids and Awards Committee**

### **Internal Services**



## 1. Preparation of Annual Procurement Plan (APP)/SUPPLEMENTAL PROCUREMENT PLAN (SAPP)

The Annual Procurement Plan (APP) is the requisite document that the agency must prepare for reflect the necessary information on the entire procurement activities for goods, services and infrastructure to be procured within the calendar year.

The Supplemental Annual Procurement Plan (SAPP) is the document that reflects the additional or changes in procurement activities in the agency's Annual Procurement Plan for the current year.

<b>Office/Division:</b>		Office of the BAC Secretariat		
<b>Classification:</b>				
<b>Type of Transaction:</b>		G2G - Government to Government		
<b>Who may avail:</b>		End User Unit		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Project Procurement Management Plan (PPMP)		Form is downloadable at the GPPB website or at the BAC Secretariat		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit PPMP/SPPMP	1. Receive the document and return the receiving copy to the end-user. 1.1. Posting of consolidated APP/SAPP.	N/A	1 minute  1 day	
<b>TOTAL</b>				




## 2. Conduct of the Competitive/Public Bidding

Refers to a method of procurement which is open to participation by any interested party and which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification, and award of contract. This is considered as the default mode of procurement.

<b>Office/Division:</b>	Office of the BAC Secretariat			
<b>Classification:</b>				
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All prospective suppliers and contractors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 photocopy)		Municipal Treasurer's Office		
Bidding Documents		BAC Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>1. Purchase the bidding documents</b> <ul style="list-style-type: none"> <li><i>Present Special Power of Attorney /SPA (for bidder's representative) and 2 valid IDs specifically company ID and SSS ID.</i></li> <li><i>Pay at the MTO</i></li> </ul>	<b>1. Ask for Special Power of Attorney /SPA (for bidder's representative) and</b> <b>1.1</b> valid IDs specifically company ID and SSS ID. <b>1.2.</b> Let the bidder pay at the MTO and ask for the photocopy of receipt. <b>1.3.</b> Issue the bidding documents		5 minutes	BAC Secretariat
<b>2. The prospective bidder/ or shortlisted consultant may or may not attend the pre-bid conference</b>	<b>2. Conduct of Pre-bid conference for projects with an ABC of 1 Million and more</b>		1 hour	BAC, BAC Sec., BAC TWG, End-user
<b>3. Requests for clarification(s) on any part of the Bidding Documents at least ten (10) calendar days before the deadline of submission and receipt of bids.</b>	<b>3. Issue a supplemental/Bid Bulletin if there is an amendment on the bid documents.</b> <b>3.1.</b> Post the supplemental bid bulletin		5 days	BAC/BAC Sec.
			10 minutes	
<b>4. The prospective bidder/ or shortlisted consultant should submit their bids on or before the deadline of submission of bids.</b> <ul style="list-style-type: none"> <li>bidders may or may not attend the bid opening</li> </ul>	<b>4. Receiving bids on or before the deadline of submission of bids.</b>		3 minutes	BAC, BAC Sec., BAC TWG, End-user, observer, COA
	<b>4.1.</b> Opening and checking of bids.		30 minutes	
	<b>4.2.</b> Declaration of the winning bidder or failure of bidding.		3 minutes	
	<b>4.3.</b> Preparation of minutes and resolutions.		2 days	



<p><b>5.</b> Upon receipt of the notice of Lowest Calculated Bid or Highest Rated Bid, the bidder shall prepare the original copies of all documents submitted during the bid opening .</p>	<p><b>5.</b> Conduct Post Qualification to determine the authenticity of all the documents submitted during the bid opening.</p>		2 hours	 BAC, BAC Sec., BAC TWG,
	<p><b>5.1.</b> Issue a Notice of Post Qualification/Disqualification</p> <ul style="list-style-type: none"> <li>In case of post-disqualification, the BAC shall be given the same fresh period to conduct the postqualification of the next lowest calculated bid/highest rated bid until a bidder is postqualified or failure of bidding is declared.</li> </ul>		3 days	
	<p><b>5.2.</b> Issuance of BAC Resolution Recommending the Award of Contract to the Lowest Calculated and Responsive Bidder/Highest Rated and Responsive Bidder.</p>		3 days	BAC and BAC Secretariat
	<p><b>5.3.</b> Posting of Award, Contract and Notice to Proceed at the PhilGEPS website.</p>		10 minutes	BAC Secretariat





### 3. Alternative Mode of Procurement

Alternative Mode of Procurement is a procurement mode that promotes economy and efficiency. In all instances, the Procuring Entity shall ensure that the most advantageous price for the Government is obtained.

<b>Office/Division:</b>	Office of the BAC Secretariat			
<b>Classification:</b>				
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	End- User Unit, prospective suppliers and contractors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Updated Business Permit		At the Municipality where the business is located		
PhilGEPS Registration Number		PhilGEPS website		
Notarized Omnibus Sworn Statement		Form is downloadable at the GPPB website		
Tax Clearance/Income or business Tax Return		BIR		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit a Purchase request supported with acopy of the APP	1. Check the completeness of the data required in the documents and if it is in accordance with the APP submitted.		5 minutes	BAC Secretariat
	2.If the ABC is Fifty Thousand and more, PhilGEPS posting will be done.		3 calendar days	BAC Secretariat
	3. If the ABC is below Fifty Thousand, require the end user to submit a filled up Request for Quotation.		3 minutes	BAC Secretariat
2. Submit Request for Quotations and Abstract ofQuotation if necessary	1. Review and Receive the Request forQuotation and Abstract		10 minutes	BAC Secretariat
2.1. Received the PR and supporting documentswith Resolution to Award 2.2 Prepares the Purchase Order, has it signedand submits a copy to the BAC Office (for procurement amounting to Fifty Thousand andUp)	2. Post the Resolution to Award and POat the PhilGEPS website		10 minutes	BAC Secretariat



## FEEDBACK and COMPLAINTS MECHANISMS

*Complaints may be filed thru:*

1. Public Assistance and Complaints Desk (PACD)
2. Drop box
3. E – mail: [hrmo\\_mangaldan.pangasinan@yahoo.com](mailto:hrmo_mangaldan.pangasinan@yahoo.com)
4. Text 0950-470-8000
5. Contact Center ng Bayan (text 0908-881-6565)
6. Log – on to [www.contactcenterngbayan.gov.ph](http://www.contactcenterngbayan.gov.ph)



Report the name of the fixer,  
name and location of government office,  
date and type of transaction to the following:

**OFFICE OF THE OMBUDSMAN** 0926-6994703 / (02) 927-4102 or 927-2404 **OFFICE OF THE MAYOR** (075) 540-2400 to 02 / 523-6168

**CIVIL SERVICE COMMISSION** 0917-8398272 / (02) 932-0111 **FIX THE FIXERS!**



**This is a NO SMOKING room**

**Republic Act No. 9211 Section 5 Tobacco Regulation Act** bans smoking in public places - with the exception of separate smoking room. **CSC Memorandum Circular No. 17.** Smoke-Free Policy of the Bureaucracy to Promote a **100% Smoke-Free Civil Service.** **Municipal Ordinance No. 1996-45.** Banning smoking at public buildings and vehicles and imposing penalties to violators.



**Schedule of Availability of Service:**  
**Monday – Friday**  
**8:00 AM – 5:00 PM**



# MUNICIPALITY OF MANGALDAN



LOCAL NO.	LOCAL LANDLINE	OFFICE & DEPT.
<b>633-7180</b>	633-7180	COI (TRUNKLINE)
	523-6168	FAX (MAYOR'S OFFICE)
102	633-7180	MAYOR'S OFFICE/ OPERATOR
103		BUDGET OFFICE
104	600-1482	OMPDC
105		ASSESSOR'S OFFICE
106		TREASURER'S OFFICE
107		ACCOUNTING OFFICE
108		LAND TAX SECTION
109		AGRICULTURE OFFICE
110		DILG
111		GSO
112		MSWD0
113		AOTF
114		BUS. TAX SECTION / BPLS
115		MCR OFFICE
116		ENGINEERING OFFICE
117		PIO/TOURISM
118		MTRG
119		MAYOR'S OFFICE
120		HRMO
121		COMMUNITY AFFAIRS OFFICE
122		ADMIN
LOCAL NO.	LOCAL LANDLINE	OFFICE & DEPT.
	517-2417	MIS – ICT OFFICE
	529-0218	MDRRMO
	522-5733	PUBLIC MARKET
	513-5563	SLAUGHTERHOUSE
	523-3641	RHU I
	513-5293	RHU II
	523-9624/ 513-3523 / 513-2247 / 656-3196	SANGGUNIANG BAYAN
	540-3839	UCC/INFIRMARY
LOCAL NO.	NATIONAL LANDLINE	OFFICE & DEPT.
	529-5130	CENPELCO
	523-5888	COMELEC
	529-6677	DISTRICT I
	653-1173/522-6310/ 604-2120/513-3053	MNHS
	523-5889	PNP
	513-4458	BFP
	513-5690	COA
	523-3626	SENIOR CITIZEN (OSCA)



**When Paging - Press the \* (Asterisk)  
followed by 107401 Then Talk.....**

**\*107401**