





MUNICIPAL GOVERNMENT OF LIBONA CITIZEN'S CHARTER

2022 (1ST Edition)



I. Mandate:

Republic Act No. 7160 of 1991 or the Local Government Code of the Philippines.

SECTION 16. General Welfare. - Every local government unit shall exercise the powers expressly granted, those necessarily implied there from, as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants.

SECTION 17. Basic Services and Facilities.

- (a) Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated herein.
- (b) Such basic services and facilities include, but are not limited to, the following:
- (2) For a municipality:
 - (i) conservation projects; and enforcement of fishery laws in municipal waters including the conservation of mangroves;
 - (ii) Pursuant to national policies and subject to supervision, control and review of the DENR, implementation of community-based forestry projects which include integrated social forestry programs and similar projects; management and control of communal forests with an area not exceeding fifty (50) square kilometers; establishment of tree parks, greenbelts, and similar forest development projects;



- (iii) Subject to the provisions of Title Five, Book I of this Code, health services which include the implementation of programs and projects on primary health care, maternal and child care, and communicable and non-communicable disease control services; access to secondary and tertiary health services; purchase of medicines, medical supplies, and equipment needed to carry out the services herein enumerated:
- (iv) Social welfare services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents, and victims of drug abuse; livelihood and other pro-poor projects; nutrition services; and family planning services;
 - (v) Information services which include investments and job placement information systems, tax and marketing information systems, and maintenance of a public library;
 - (vi) Solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation;
 - (vii) Municipal buildings, cultural centers, public parks including freedom parks, playgrounds, and sports facilities and equipment, and other similar facilities;
- (viii) Infrastructure facilities intended primarily to service the needs of the residents of the municipality and which are funded out of municipal funds including, but not limited to, municipal roads and bridges; school buildings and other facilities for public elementary and secondary schools; clinics, health centers and other health facilities necessary to carry out health services; communal irrigation, small water impounding projects and other similar projects; fish ports; artesian wells, spring development, rainwater collectors and water supply systems; seawalls, dikes, drainage and flood control; traffic signals and road signs; and similar facilities; sewerage, and
 - (ix) Public markets, slaughterhouses and other municipal enterprises;
 - (x) Public cemetery;
 - (xi) Tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions, and security services for such facilities; and
 - (xii) Sites for police and fire stations and substations and the municipal jail;



II. Vision:

A vibrant municipality, supported with agri-tourism-industries, with God-loving and resilient people living in a well-preserved environment under a strong governance.

III. Mission:

The LGU of Libona shall uphold peace and order, ensure public safety, provide social services, enhance modern farm technologies, establish environment-friendly community and promote people's participation through good governance.

IV. Service Pledge:

We, the officials and employees of the Municipal Government of Libona, do pledge to perform our duties and responsibilities with **S.M.I.L.E.** as we commit to:

Serve with utmost integrity and sincerity without discrimination of clients' affiliation, religion, educational attainment, gender, and race.

Meet our clients' expectations through prompt and effective delivery of our services and attend to all clients who are within the premises of the office prior to the end of official working hours and during lunch break.

Impart the culture of courtesy, respect, and professionalism in accordance with the Code of Ethical Standards.

Lead with accountability, excellence and transparency in working for the clients, and in delivering targets.

Ensure that complaints about our services and employees will be addressed accordingly through our complaint and assistance desk, and other institutional mechanisms to redress grievances.

All these we pledge because our people deserves to be first.



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MUNICIPAL PLANNING & DEVELOPMENT OFFICE and MUNICIPAL ENGINEERING OFFICE EXTERNAL SERVICES Securing Locational Clearance and Building Permit for Telecommunication Services (Towers and Interconnectivity Fiber-Com Lines



OFFICE OF THE MUNICIPAL MAYOR Administrative Services

Internal Services



1. ACT ON AUTHORIZED OFFICIAL TRIPS OF MUNICIPAL EMPLOYEES AND LOCAL OFFICIALS OUTSIDE THE MUNICIPALITY

Rule XV. Art. 87. Powers, Duties and Functions of the Municipal Mayor. (xv) Authorize Official trips outside of the municipality of municipal officials and employees for a period not exceeding thirty (30) days.

Office or Division	Office of the Mu		unicipal Mayor		
Classification Simple					
Type of Transaction Government to		Government			
			als, Employees		
CHECKLIST OF				WHERE TO SECU	RE
Travel Order Form	_		Requesting Em		
Invitation Letter of		0	Requesting Em	ployee	
Applicable (1 original		_•		l	_
Client Steps	Age	ency Actions	Fees to be	Processing	Person
4.0.1.7.	4.5	· -	Paid	Time	Responsible
1. Submit Travel	_	ceives Travel	None	5 minutes	Information
Order Form duly		r Form check			Desk In-Charge Office of the
signed by the		completeness			Mun. Mayor
Head of Office,	and L	.og			iviuii. iviayoi
Municipal	445				
Human		orward to the	None	10 minutes	Municipal
Resource and		of Municipal			Mayor
Management		r for final			Office of the
Officer and	action	า			Mun. Mayor
Municipal Budget					
Officer					
Omoci					
2. Get a copy of	2. Fo	rward to the	None	15 minutes	Administrative
the Acted Travel	Munio	cipal Human			Aide III
Order Form at		urce and			or
the Municipal	Mana	gement Office			Job Order
Human					Employees
Resource and					Municipal
					Human
Management					Resource and
Office					Management Office
					Office



TOTAL	None	30 minutes	



2. ACT ON LEAVE APPLICATIONS OF MUNICIPAL OFFICIALS AND EMPLOYEES

Rule XV. Art. 87. Powers, Duties and Functions of the Municipal Mayor. (xiv) Act on leave applications of officials and employees appointed by him and the commutation of the monetary value of leave credits according to law.

Office or Division		Office of the Mu				
Classification	<u>- </u>	Simple	ariioipai iviayoi			
Type of Transaction Government to		Government				
Who may avail		Municipal Offici				
CHECKLIST OF	REQ			WHERE TO SECU	RE	
Application for Leave Form duly signed by the Human Resource Management Officer (2 original copies)					nd Management	
Client Steps	Age	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Submits Application for Leave Form duly signed by the Head of Office and Human Resource Management Officer	Application Leave as to and Leave and Leave and Leave and Leave and Leave and Leave are as to be a second and Leave are as the leave are as t	orward to the of Municipal or for final	None None	5 minutes 10 minutes	Receiving Clerk Office of the Mun. Mayor Municipal Mayor Office of the Mun. Mayor	
2. Receives Acted Application for Leave Forms at the Municipal Human Resource and Management Office	2. Forward to the Municipal Human Resource and Management Office		None	15 minutes	Admin. Aide III or Job Order Employees HRMO	
		TOTAL	None	30 minutes		



3. APPROVAL OF EMPLOYEES AND LOCAL OFFICIALS CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES, MONEY AND PROPERTY ACCOUNTABILITIES, CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

Employees or Local Officials who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form.

Office of the Municipal Mayor

Simple

Office or Division:
Classification:

Glassification.	Classification.					
Type of Transaction	n:	Government to	o Government			
Who may avail:					ated, transferred	
			ne service and	on leave of ab	sence for more	
		than 30 days				
CHECKLIST OF RE			WHERE TO S			
Clearance Form Du		•		nan Resource	Management	
Immediate Supervis			Office			
Office, General Serv		•				
Municipal Human R						
Management Office	•					
President, Municipa		·				
Municipal Treasurer and Disbursing						
Officer , 4 original copies			Face (a.l.)	Dunnani	D	
Client Steps	Age	ncy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Secure a	1.Pro	vido	None	10 minutes	Administrative	
Clearance Form,		ance Form	None	10 minutes	Administrative Aide III	
read the					Or	
	anan	amina albi				
Linstructions found	to rea	emind client			_	
instructions found		d and follow			Job Order	
at the back page	the in	nd and follow structions			_	
at the back page and fill out. Have it	the in found	nd and follow structions at the back			Job Order Employees	
at the back page	the in found page	nd and follow structions at the back of the			Job Order	
at the back page and fill out. Have it signed by the Immediate	the in found page	nd and follow structions at the back			Job Order Employees Municipal Human Resource and	
at the back page and fill out. Have it signed by the	the in found page	nd and follow structions at the back of the			Job Order Employees Municipal Human	
at the back page and fill out. Have it signed by the Immediate Supervisor and	the in found page	nd and follow structions at the back of the			Job Order Employees Municipal Human Resource and Management	
at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office 2. Proceed to the	the in found page	nd and follow structions at the back of the ance Form	None	1 day and 6	Job Order Employees Municipal Human Resource and Management	
at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	the in found page Clear 2. Re	nd and follow structions at the back of the ance Form	None	1 day and 6 minutes	Job Order Employees Municipal Human Resource and Management Office	
at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office 2. Proceed to the	the in found page Clear 2. Re Clear	and follow structions at the back of the ance Form	None	•	Job Order Employees Municipal Human Resource and Management Office Supply Officer or	
at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office 2. Proceed to the General Services	the in found page Clear 2. Re Clear check	and follow structions at the back of the ance Form ceive ance Form,	None	•	Job Order Employees Municipal Human Resource and Management Office Supply Officer or General	



Authorized Officer	release Clearance if cleared from any accountability			General Services Office
3. Proceed to the Municipal Human Resource and Management Office have it signed by the Authorized Officer	3. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Administrative Aide III Or Municipal Human Resource Management Officer IV Mun. Human Resource and Management Office
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form, check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	Chairperson Libona Municipal Rank and File Employees Association Municipal Agriculture Office
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Treasurer Municipal Treasury Office
7. Proceed to Disbursing Section and have it signed by the	7. Receive Clearance Form, check and verify records, sign and release Clearance	None	1 hour and 6 minutes	Disbursing Officer Municipal Treasury Office



Disbursing Officer	if cleared from any accountability			
8. Proceed to Office of the Municipal Mayor and have it signed by the Authorized Officer	8. Receive Clearance Form , check and verify data, sign and release Clearance	None	1 day and 6 minutes	Receiving Clerk and The Municipal Mayor Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



4. REQUEST FOR SERVICE VEHICLE FOR OFFICIAL TRIPS / TRAVEL OF EMPLOYEES

Booking of vehicles for official travels/trips of employees and Local Officials is a first come first serve basis depending on the availability of vehicles and necessity of travel.

Office or Divis	ision Office of the		Municipal Mayo	r	
Classification	n Simple				
Type of Trans	Type of Transaction Government				
Who may avai			Employees and	Local Officials	
CHECKLIST (OF REQU	IREMENTS		WHERE TO SECU	RE
Approved Trav	el Order		Requesting Em	ployee	
(1 original copy					
Itinerary of Tra			Requesting Em	· · · · · · · · · · · · · · · · · · ·	
Client Steps	Agend	cy Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Approach	1. Checl	ks approved	None	5 minutes	Vehicle
the	Travel C	Order			Dispatcher
Dispatcher		_			
and book for	1.1 Che		None	3 minutes	Office of the
a vehicle	availabil	ity of			Mun. Mayor
	Vehicle/	S			
			None	3 minutes	
		ares Trip	ivone	3 minutes	
	Ticket a	nd schedule			
	the trip.				
			None	2 minutes	
		ms Vehicle	None	2 1111111111111111111111111111111111111	
	Driver of the				
	scheduled trip				
	Т	OTAL	None	13 minutes	



5. RECEIVING OFFICIAL DOCUMENTS FOR FINAL ACTION OF THE MUNICIPAL MAYOR

The Local Chief Executive has the authority to take final action/s on official documents and transactions of the Local Government Unit.

Office or Division)	Office of the M	lunicipal Mayor		
Classification		Simple	, ,		
Type of Transact	ion	Government to	Government Control		
Who may avail		Government E	mployees		
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SECU	RE
Copies of the Doc			Requesting Per	rsonnel or Office	
upon by the LO		•			
signatures and inc		ment from the			
authorized signato	ries				
(Original Copies)	A	A -1!	Face to be	D	D
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person
1. Submit	1 D	Receive the	None	5 minutes	Responsible Receiving Clerk
documents to the			NONE	J minutes	Office of the
	documents and				Mun. Mayor
receiving section	veri	fy data			Widin Mayor
	1.1	Forward the	None	15 minutes	Municipal
		uments to the			Mayor
		for approval			Office of the
		- ioi appiovai			Mun. Mayor
					_
2. Receive		Returns acted	None	10 minutes	Clerk
Documents	doc	uments to the			Office of the
	requ	uesting			Mun. Mayor
	Em	oloyee or			
	Offi	ce			
		TOTAL	None	30 minutes	



OFFICE OF THE MUNICIPAL MAYOR Administrative Services

External Services



6. ADMINISTERING OATH OF OFFICE

The Local Chief Executive has the authority to administer oath of office.

		000 00 11			
Office or Division Office of the Mu		unicipal Mayor			
Classification		Simple			
Type of Transaction Government to			Government		
				Kagawads, SK Ch	_
CHECKLIST O	F REQ	UIREMENTS		WHERE TO SECU	
Community Tax C	ertifica	te	Municipal Trea	asury Office or Ba	rangay Treasurer
(1 original copy)			of Respective	Barangay	
Personal Data She			Requesting Inc	dividual	
Barangay Clearan	ce (1	original copy)	Barangay Hall	 Barangay Secreta 	ary
2x2 id picture (2 p	ocs)		Requesting Inc	dividual	
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Fill out Client's	1. Gu	ide the client to	None	3 minutes	Information
Log Book	the C	office of the			Desk In-Charge
	Municipal Mayor				
		,			Office of the
					Mun. Mayor
2.Submits		ceives,	None	10 minutes	Administrative
document to the		ates and			Officer IV
Receiving	asses				Or
Section	docui	ments			Clerks
					Office of the
					Mun. Mayor
	215	orwards	None	10 minutes	Executive
		ment to the	None	10 111111111111111111111111111111111111	Assistant IV
		utive Assistant			Office of the
	for re				Mun. Mayor
	101 16	V IO VV			_
	2.2 Guides client to		None	10 minutes	Executive
	_	office of the			Assistant IV
		or for the taking			Office of the
	_	th of office			Mun. Mayor



3.Proceed to the Office of the	3. Oath Taking Ceremony	None	5 minutes	Municipal Mayor
Mayor				Office of the
				Municipal
				Mayor
4. Receives signed Oath of Office	4. Releases Oath of office	None	3 minutes	Administrative Officer IV Or Clerks Office of the Municipal Mayor
	Total	None	41 Minutes	



7. ATTENDING TO WALK-IN CLIENTS

Attending to walk-in clients either for official and personal concerns is a first come first serve basis.

Office or Division		Office of the Municipal Mayor				
Classification		Simple				
Type of Transaction		Government to Citizen				
Who may avail All		All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
None			None			
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible	
1.Fill out	1. Guide the client to		None	3 minutes	Information Desk	
Client's Log	the Office of the				In-Charge	
Book	Municipal Mayor				Office of the Mun. Mayor	
2. Approach the Office Clerk and	2. Interview client and instruct to wait for a while		None	17 minutes	Admin. Officer or Job Order Employees	
state the Purpose	2.1 Offer/ Serve Coffee to client		None	2 minutes	Office of the Mun. Mayor	
3.Proceed to the Office of the Mayor	3. Guides client to the Office of the Mayor		None	2 minutes	Job Order Employees Office of the Mun. Mayor	
	TOTAL		None	24 minutes		



8. AVAILING OF TRANSPORT ASSISTANCE

Assistance given to Schools, Barangay Government Units and Indigent Residents of Libona who opt to avail for transport services.

Office or Division		Office of the Municipal Mayor- Public Welfare Unit				
Classification		Simple				
Type of Transaction		Government to Citizens				
Who may avail		Residents of Libona				
CHECKLIST OF F						
Letter Request (1 origina						
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person	
1.Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor		None	3 minutes	Information Desk In-Charge Office of the	
2.Approache the Receiving Clerk and submit the Letter Request	2. Receives Le Request , log a forward to the Mayor's Desk to Approval		None	5 minutes	Mun. Mayor Job Order Employees Office of the Municipal Mayor	
	to I wh act	Inform client be notified en request is ed upon by the nicipal Mayor	None	10 minutes	Job Order Employees Office of the Municipal Mayor	
	will to t Dis	Acted Letter be forwarded he Vehicle patcher for heduling	None	10 minutes	Vehicle Dispatcher Office of the Municipal Mayor	
	for cor	Notifies client the nfirmation and ecific details of	None	10 minutes	Vehicle Dispatcher Office of the	



	the trip.			Municipal Mayor
3. Guides Vehicle Driver	3. Confirm and instruct client to guide the vehicle driver	None	2 minutes	Vehicle Dispatcher Office of the Municipal Mayor
	TOTAL	None	40 minutes	



9. CERTIFYING A TRUE COPY FROM THE ORIGINAL FOR DOCUMENTS ISSUED BY THE OFFICE OF THE MUNICIPAL MAYOR

True copy (or certified copy) of original documents are needed to make sure that copies submitted are true, exact, complete and unaltered. The certified true copy is the copy of a document that is stamped and signed as a true copy of the original by an authorized person or a person who is allowed to take declarations

Office or Division		Office of the Municipal Mayor			
Classification		Simple			
Type of Transaction		Government to Citizen			
Who may avail		All			
CHECKLIST OF	REQU	JIREMENTS	WHERE TO SECURE		
Original copy of the			Individual availing the service		
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's	1.Gu	ide the client	None	3 minutes	Information Desk
Log Book	to the Office of the				In-Charge
	Municipal Mayor				
		,			Office of the
					Mun. Mayor
2.Submit the	2.Receive and		None	2 minutes	Administrative
required	verify documents				Officer IV
documents to the	2.1 Forward		None	3 minutes	Or
3		ments to the			Clerks
		orized Officer			Or
		ertification			Executive
		oran oca a ora			Assistant IV
					Office of the
					Mun. Mayor
3.Receive copy of	3.Release the copy		None	5 minutes	Archives In-
the certified	of the certified				Charge
document	docu	ment			
					Office of the
					Mun. Mayor
Total		None	13 minutes		



10. COURTESY CALL AND/OR VISIT TO THE MUNICIPAL MAYOR

A formal meeting or a visit out of courtesy to a Local Chief Executive.

Office or Division	1	Office of the M	unicipal Mayo	r	
Classification		Simple			
Type of Transaction Government to			Citizen, Gove	ernment to Gove	ernment,
		Government to	Business		
Who may avail		All			
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SE	CURE
Valid Identification	Card		Individual Av	ailing the service	ce
Client Steps	Age	ency Actions	Fees to be	Processing	Person
		-	Paid	Time	Responsible
1. Fill out Client's	1. Gu	uide the client	None	3 minutes	Information Desk
Log Book	to the	e Office of the			In-Charge
	Muni	cipal Mayor			Office of the Mun. Mayor
2.Approach	2. Er	tertain client	None	2 minutes	Clerks
Office Clerk and					Or
state the					Executive
purpose					Assistant IV
2.1 Present	210	Check	None	15 minutes	and
Identification	Ident	ification Card	None	15 minutes	Municipal Mayor
Card	Guid	e client and e Client to the e of the Mayor			Office of the Mun. Mayor
	Total		None	20 minutes	



11. SECURING CLEARANCE FOR THE TRANSPORT OF RUMINANT OUTSIDE THE MUNICIPALITY

The issuance of certification/clearance for transport of large ruminants out the municipality is needed for strict observance of disease preventions and control measures on the movement of animals, animal products and by-products to safeguard animal health, public health and the livestock industry.

Office or Division		Office of the M	unicipal Mayo	r	
Classification		Simple			
Type of Transaction	on	Government to			
Who may avail		Animal Shipper	rs and Owners		
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SEC	CURE
Animal Ownershi Official Receipt (1 0		ertificate with al Copy)	Barangay Ha	ıll- Barangay Car	otain
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
Fill out Client's Log Book	to the	uide the client e Office of the cipal Mayor	None	3 minutes	Information Desk In-Charge Office of the Mun. Mayor
2.Approach the Office Clerk and Submit required documents	and volume	cord, check verify ments Direct client to he required at the cipal Treasury	None	5 minutes	Admin. Officer IV or Job Order Employees Office of the Mun. Mayor
3. Pay the required fees at the Municipal Treasury	paym Offici 3.1 D back	eceive nent and issue al Receipt. Direct client to the office of funicipal	Clearance Fee ₱150.00	5 minutes	Admin Assistant II Or Revenue Coll. Clerk II Or Local Revenue Collection Officer



	Mayor			11
				Mun. Treasury
				Office
4. Present the	4. Record O.R.	None	5 minutes	Private Secretary
Official Receipt	Number & Prepare the Certification			Office of the Mun. Mayor
	the Certification			Municipal Mayor
	4.1 Re-check and	None	5 minutes	Municipal Mayor Office of the Mun.
	Approve the	inone	5 minutes	Mayor
	Certification			
5. Receive	5.Record and	None	3 minutes	Archives In-Charge
Certification/Clear	release the			Office of the Mun.
ance and sign the	Certification/			Mayor
logbook	Clearance			Mayor
	T-4-1	B450.00	00	
	Total	₱150.00	26 minutes	



12. SECURING LETTER OF RECOMMENDATION FOR EMPLOYMENT AND FOR OTHER PURPOSES

The Letter of Recommendation for employment or for other purposes is issued to individual who seek for approval from the mayor's office that he/she is fit for a certain job that the requesting individual is applying for. That the requesting individual has no criminal record or whatsoever and has the utmost potential for the job or designation.

Office or Divisio	n	Office of the Municipal Mayor				
Classification		Simple				
Type of Transac	Type of Transaction Government to C					
Who may avail		All Residents of	Libona			
CHECKLIST O				WHERE TO SE		
Latest Community	y Tax (Certificate (1	Municipal Tre	easury or Baran	gay Treasurer	
original copy)						
Barangay Clearar				all – Barangay S	ecretary	
Police Clearance			Police Statio		1	
Client Steps	Ager	ncy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Fill out		uide the client to	None	3 minutes	Information Desk	
Client's Log		Office of the			In-Charge	
Book	Muni	cipal Mayor			Office of the Mun.	
					Mayor	
2. Approach the	2 Re	ceive, evaluate	None	10 minutes	Administrative	
Office Clerk		assess the	None	10 minutes	Officer IV	
and submit		rements			Or	
requirements						
					Clerks	
	2.1 ls	ssue the Order				
	of Pa	yment and	None	5 minutes	Administrative	
		t client to the			Officer IV	
	1	cipal Treasury			Or	
	Office	e for payment			Clerks	
		ncode and print	None	10 maioritas	Clerks	
		ocument and	None	10 minutes	And	
		ard to the utive Assistant			Executive	
		view and			Assistant IV	
		ng initials				
	3111/411	.9			Office of the	



	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	Municipal Mayor Municipal Mayor Office of the Municipal Mayor
3. Pay the	3.Accept the	Clearance	3 minutes	Admin Assistant II
required fees at	payment based on	Fee	o minatoo	Or
	' '	₱100.00		J .
the Municipal	the Order of Payment	1 100.00		Revenue Coll.
Treasury Office	3.1 Issue the Official		5 minutes	Clerk II
by showing the	Receipt			Or
Order of	Neceibr			Revenue
Payment and				Collection Officer
make sure to				II .
secure Official				
Receipt that will				Mun. Treasury
be issued upon				Office
payment				
F 2-7				
4. Return to the	4.Check the Official	None	3 minute	Archives In-
Office of the	Receipt			charge
Municipal Mayor				
for the	4.1 Issue the		5 minutes	Office of the Mun.
processing and	Recommendation			Mayor
release of the	and have the client			
Clearance	signed the Log Book	 100.00	Γ 1	
		₱100.00	54 minutes	



13. SECURING MAYOR'S CLEARANCE / CERTIFICATION

The Mayor's Clearance certifies that the individual is a resident of the municipality, of good moral character and is a law-abiding citizen. It is a document usually availed of by individuals seeking employment, scholarship and for other legal purpose.

Office or Division		Office of the M	unicipal Mayo	r		
Classification		Simple				
Type of Transaction	on	Government to) Citizen			
Who may avail		All persons/ind	ividuals who a	are bonafide reside	nts of the	
		Municipality				
CHECKLIST OF				WHERE TO SECU		
Community Tax Ce	rtificat	e or Cedula	Barangay Ha	all- Barangay Treas	surer	
(1 original copy)						
Barangay Clearand				all- Barangay Secre	etary	
Police Clearance (1			Police Statio	n		
Judge Clearance (1			Court		<u> </u>	
Client Steps	Age	ency Actions	Fees to be	Processing	Person	
4 5''' (0'')	1 0		Paid	Time	Responsible	
1.Fill out Client's		uide the client	None	3 minutes	Information	
Log Book		e Office of the			Desk In-	
	Muni	cipal Mayor			Charge	
					Office of the	
					Mun. Mayor	
					Widii. Wayor	
2. Approach the	2.Re	ceive, evaluate	None	10 minutes	Administrative	
Office Clerk and		assess the			Officer IV	
submit	requi	rements			Or	
requirements					Clerks	
					Olerks	
		ssue the Order			Administrative	
		yment and	None	5 minutes		
		t client to the			Officer IV	
		cipal Treasury			Or	
	Office	e for payment			Clerks	
	225	ncode and				
		the document	None	10 minutes	Clerks	
		orward to the	140110	70 1111110100	And	
		utive Assistant			Executive	
		eview and			Assistant IV	



	affixing initials 2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor</i> Office of the Municipal Mayor
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3.Accept the payment based on the Order of Payment 3.1, Issue the Official Receipt	Clearance Fee ₱100.00	3 minutes 5 minutes	Admin Assistant II Or Revenue Coll. Clerk II Or Revenue Collection Officer II Mun. Treasury Office
3. Return to the Office of the Municipal Mayor for the processing and release of the Clearance	3.Check the Official Receipt 3.1 Issue the Clearance and have the client signed the Log Book	None	3 minutes 5 minutes	Archives In- Charge Office of the Mun. Mayor
	Total	₱100.00	54 minutes	



14. SECURING OF MAYOR'S PERMIT - FOR OCCASIONAL TERM BASIS

1. PERMIT TO CIRCUS AND CARNIVALS

The permit to Circus and Carnivals is issued to group or individual who has authority to establish a circus or carnival in the municipality. This is intended to ensure that the requesting party shall comply with the local standards and safety

2. PERMIT FOR SPORTS CONTEST AND EXHIBITIONS

The permit for sports contest and exhibition is issued to a group or individual who has authority to conduct sports contest and exhibition in the municipality. This is intended to ensure that the requesting party upon compliance with all the requirements and payment of the prescribed fee will regulate and supervise the actual conduct thereof. The requesting part must comply with the local standards and safety

3. PERMIT FOR CARAVANS (PRODUCTS)

The permit for caravans is issued for authorized individuals or groups to establish a showcase of their certain products in the municipality. Upon compliance with all requirements and payments of the prescribed fees, the requesting party shall comply with the local standards and safety.

Office or Division	Office of the M	lunicipal Mayor			
Classification	Simple	Simple			
Type of Transactio	Government to	Citizen			
Who may avail	All				
CHECKLIST OF F	REQUIREMENTS	W	HERE TO SECU	RE	
Latest Community T	ax Certificate	Barangay Hall-	Barangay Treasu	rer	
(1 copy)		·			
Barangay Clearance	e or Certification	Barangay Hall-	Barangay Secreta	ary	
(where to hold the	activity) (1 original				
copy)					
Schedule/Flow of	Activity (1 original	Individual availing the service			
copy)					
Letter request	of person	Individual availing the service			
commissioning/	contracted the				
construction works ((1 original copy)				
Letter request of p	person of authority	Individual availing the service			
from the requesting	g group (1 original				
copy)					
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	



	T . =		Ι .	
1. Fill out Client's	1.Guide the client	None	3 minutes	Information
Log Book	to the Office of the			Desk In-
	Municipal Mayor			Charge
				Office of the
				Mun. Mayor
2.Submit	2.Receive, evaluate	None	10 minutes	Administrative
complete	and assess the			Officer IV
documents to the	requirements			Or
Receiving Section				Clerks
Section	2.1 Issue the Order			
	of Payment and	None	5 minutes	Administrative
	direct client to the			Officer IV
	Municipal Treasury			Or
	Office for payment			Clerks
	0.0 5			
	2.2 Encode and	None	10 minutes	Clerks
	print the document and forward to the	None	10 minutes	And
	Executive Assistant			Executive
	for review and			Assistant IV
	affixing initials			
	2.3 Forwards		40	
	document to the desk of the Mun.	None	10 minutes	Municipal
	Mayor for approval			Mayor
	wayor for approvar			Office of the
				Municipal
2 Pay the	2 Accord the	Permit Fee	3 minutes	Mayor Admin Aide II
3.Pay the	3.Accept the	₱1,000.00	3 minutes	Or
required fees at	payment based on the Order of	1 1,000.00		Revenue Coll.
the Municipal				Clerk II
Treasury Office	Payment			
by showing the Order of	3.1 Issue the		5 minutes	Or Revenue
Payment, make	Official Receipt			Collection
sure to secure				Officer II
				Onicei II
Official receipt that will be				Mun Troopur
				Mun. Treasury
issued upon				Office



payment				
4. Return to the Office of the Municipal mayor	4.Check the Official Receipt	None	3 minutes	Archives In- Charge Office of the
for the processing and release of Permit	4.1 Issue the Permit to the client	None	5 minutes	Mun. Mayo <i>r</i>
	Total	₱1,000.00	55 minutes	



15. SECURING OF MAYOR'S PERMIT - FOR OCCASIONAL TERM BASIS: PERMIT FOR UKAY-UKAY DISPLAYS AND THE LIKE

The permit for Ukay-ukay displays and the like is issued for individuals or group who is interested in establishing displays for their ukay ukay in the municipality. Upon compliance with all requirements and payments of the prescribed fees, the requesting party shall comply with the local standards and safety.

Office or Division	Office of the Mun	icipal Mayor		
Classification	Simple			
Type of Transactio		itizen		
Who may avail	All			
	REQUIREMENTS		HERE TO SECU	
Latest Community T	ax Certificate	Barangay Hall-	Barangay Treas	urer
(1 original copy)				
Barangay Clearance		Barangay Hall-	Barangay Secre	tary
,	activity) (1 original			
copy)	A : (1-1)	1. 2. 1 1		
Schedule/Flow of	Activity (1 original	Individual availir	ng the service	
copy)		la dividual availi		
contracted the const	erson commissioning/	Individual availir	ng the service	
	ruction works			
(1 original copy)	son of authority from	Individual availir	na the service	
the requesting group	•	iliuiviuuai availii	ig the service	
Client Steps	Agency Actions	Fees to be	Processing	Person
Onone Otopo	Augusto Augusta	Paid	Time	Responsible
1.Fill out Client's	1.Guide the client	None	3 minutes	Information
Log Book	to the Office of the			Desk In-Charge
9	Municipal Mayor			
	Warnolpar Wayor			Office of the
				Mun. Mayor
2.Submit the	2.Receive, evaluate	None	10 minutes	Administrative
complete	and assess the			Officer IV
documents to the	requirements			Or
Receiving Section				Clerks
	2.1 Issue the Order	Nie	C makes stars	Administrative
	of Payment and	None	5 minutes	Officer IV
	direct client to the			
	Municipal Treasury			Or



				CE OF BO.
	Office for payment			Clerks
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	Clerks And Executive Assistant IV
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	Municipal Mayor Office of the Municipal Mayor
3.Pay the required	3.Accept the	Permit Fee ₱500.00	3 minutes	Admin Assistant
fees at the Municipal Treasury	payment based on the Order of	P300.00		II Or
Office by showing	Payment			Revenue
the Order of				Collection Clerk
Payment, make	3.1 Issue the Official Receipt	None	5 minutes	11
sure to secure	Official Receipt			Or
Official receipt that				Revenue Collection
will be issued upon payment				Officer II
paymont				Omoor II
				Mun. Treasury Office
4. Return to the	4.Check the Official	None	3 minutes	Archives In-
Office of the	Receipt			Charge Office of the
Municipal Mayor for the processing	4.1 Issue the	None	5 minutes	Mun. Mayo <i>r</i>
and release of	Permit to the client			,
Permit				
	TOTAL	₱500.00	55 minutes	



16. SECURING OF MAYOR'S PERMIT - FOR OCCASIONAL TERM BASIS: PERMIT FOR FOOD STALLS AND THE LIKE

The permit for Food Stalls and the like is issued for individuals or group who is interested in establishing displays of Food Stalls in the municipality. Upon compliance with all requirements and payments of the prescribed fees, the requesting party shall comply with the local standards and safety.

Office of the Municipal Mayor

Simple

Office or Division
Classification

(1 original copy) Barangay Clearance or Certification (where to hold the activity) (1 original copy) Schedule/Flow of Activity (1 copy) Letter request of person	Barangay Hall-		rer	
Latest Community Tax Certificate (1 original copy) Barangay Clearance or Certification (where to hold the activity) (1 original copy) Schedule/Flow of Activity (1 copy) Letter request of person	Barangay Hall- Barangay Hall- Individual availi	Barangay Treasu Barangay Secreta ng the service	rer	
(1 original copy) Barangay Clearance or Certification (where to hold the activity) (1 original copy) Schedule/Flow of Activity (1 copy) Letter request of person	Barangay Hall- Individual availi	Barangay Secreta		
Barangay Clearance or Certification (where to hold the activity) (1 original copy) Schedule/Flow of Activity (1 copy) Letter request of person	Individual availi	ng the service	ary	
(where to hold the activity) (1 original copy) Schedule/Flow of Activity (1 copy) Letter request of person	Individual availi	ng the service	ary	
copy) Schedule/Flow of Activity (1 copy) Letter request of person				
Schedule/Flow of Activity (1 copy) Letter request of person				
Letter request of person				
	Individual availi	na the service		
		ing the service		
commissioning/ contracted the				
construction works				
(1 original copy)	La di dale al accadi			
	Individual availi	ng the service		
from the requesting group (1 originsl				
copy) Client Steps	Fees to be	Processing	Person	
Client Steps Agency Actions	Paid	Time	Responsible	
1. Fill out 1. Guide the client	None	3 minutes	Information	
Client's Log to the Office of the			Desk In-	
Book Municipal Mayor			Charge	
Name par wayer			_	
			Office of the	
			Mun. Mayor	
2.Submit the 2.Receive, evaluate	None	10 minutes	Administrative	
complete and assess the			Officer IV	
documents to requirements			Or	
the Receiving	Clerks			
Section				
2.1 Issue the Order		- • .	Administrative	
of Payment and	None	5 minutes	Auministrative	



				of Ot Bo
	direct client to the Municipal Treasury			Officer IV Or
	Office for payment			Clerks
	2.2 Encode and print the document	None	10 minutes	Clerks
	and forward to the Executive Assistant			And Executive
	for review and affixing initials			Assistant IV
	2.3 Forwards document to the	None	10 minutes	Municipal Mayor
	desk of the Mun. Mayor for approval			Office of the Municipal Mayor
3.Pay the	3.Accept the	Permit Fee ₱ 300.00	3 minutes	Admin
required fees at the Municipal	payment based on the Order of	P 300.00		Assistant II Or
Treasury Office	Payment			Revenue
by showing the	3.1 Issue the Official Receipt	None	5 minutes	Collection
Order of Payment, make				Clerk II Or
sure to secure				Revenue
Official receipt				Collection Officer II
that will be issued upon				Mun. Treasury
payment				Office
4. Return to the Office of the Municipal mayor for the processing and release of Permit	4.Check the Official Receipt	None	3 minutes	Archives In- Charge
	4.1 Issue the Permit to the client	None	5 minutes	Office of the Mun. Mayor
	TOTAL	₱ 300.00	55 minutes	
	TOTAL	1 300.00	33 miliates	



17. SECURING OF MAYOR'S PERMIT - FOR OCCASIONAL TERM BASIS: PERMIT FOR EXCAVATION

The Permit for Excavation is issued to any authorized individual or group who has complied all requirements and fees for excavating any portion of land in the municipality. The requesting party shall comply with the local rules, standards and safety

Office or Divi	sion	Office of the	Municipal Mayor			
Classification)	Simple	-			
Type of Trans	saction	Government	t to Citizen			
Who may ava	nil	All				
CHECKLIST	CHECKLIST OF REQUIREMENTS			VHERE TO SECUR	E	
Latest Commu (1 original cop	•	Certificate	Barangay Hall- E	Barangay Treasur	er	
Barangay Clea (where to h original copy)	old the	activity) (1	Barangay Hall- Barangay Secretary			
Schedule/Flow copy)			Individual availin			
commissioning construction w	orks (1 ori	acted the ginal copy)		Individual availing the service		
from the reque	Letter request of person of authority from the requesting group (1 original copy)		Individual availin			
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Fill out	1.Guide t	the client to	None	3 minutes	Information	
Client's Log	the Office	e of the			Desk In-	
Book	Municipa	l Mayor			Charge	
	·	,			Office of the Mun. Mayor	
2.Submit		e, evaluate	None	10 minutes	Administrative	
complete	and asse				Officer IV	
documents	requirem	ents			Or	
to the			Clerks			
Receiving Section	2.1 10000	the Order				
Section	of Payme		None	5 minutes	Administrative	
	direct clie		HOHE	J IIIIIIIIII	Officer IV	



	Municipal Treasury Office for payment			Or <i>Clerk</i> s
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	Clerks And Executive Assistant IV
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	Municipal Mayor Office of the Municipal Mayor
3.Pay the required fees at the Municipal	3.Accept the payment based on the Order of Payment	Permit Fee ₱300.00	3 minutes	Admin Assistant II Or Revenue
Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3.1 Issue the Official Receipt	None	5 minutes	Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office
4. Return to the Office of the Municipal	4.Check the Official Receipt	None	3 minutes	Archives In- Charge Office of the
mayor for the processing	4.1 Issue the Permit to the client	None	5 minutes	Mun. Mayo <i>r</i>



and release of Permit				
	TOTAL	₱ 300.00	55 minutes	



18. SECURING OF MAYOR'S PERMIT - FOR OCCASIONAL TERM BASIS: PERMIT FOR THE CONDUCT OF GROUP ACTIVITY

(For Permit to hold conferences, meetings, rallies, and demonstration in public parks, plazas, roads/streets and other outdoor locations owned and or managed by public entity, i.e. Disco, political rally, benefit dance, coronation and grand ball, promotional sales and the like)

Permit for the conduct of Group Activity is issued to any individual or group who will conduct conferences, meetings, rallies, and demonstration in public parks, plazas, roads/streets and other outdoor locations owned and or managed by public entity, i.e. Disco, political rally, benefit dance, coronation and grand ball, promotional sales and the like. Upon compliance with the requirements and payments of the prescribed fees, the requesting party shall comply with the local standards and safety.

Office or Division		Office of the Municipal Mayor			
Classification		Simple			
Type of Transacti	on	Government to	Citizen		
Who may avail		All			
CHECKLIST OF	REQ	UIREMENTS	V	WHERE TO SECUR	RE
Latest Community	Tax C	ertificate	Barangay Hall-	Barangay Treasu	rer
(1 original copy)					
Barangay Clearand			Barangay Hall-	Barangay Secreta	ary
(where to hold the	e activ	rity) (1 original			
copy)					
Schedule/Flow of	Activ	ity (1 original	Individual availi	ing the service	
copy)					
Letter request of pe			Individual availing the service		
contracted the cons	struction	on works			
(1 original copy)			Individual availing the convice		
Letter request of	•	•	Individual availing the service		
from the requesting	ng gro	oup (i original			
copy) Client Steps	Λαι	nov Actions	Fees to be	Processing	Person
Ciletti Steps	Age	ency Actions	Paid	Time	Responsible
1. Fill out Client's	1 Gu	ide the client to	None	3 minutes	Information
Log Book		ffice of the			
					Charge
	iviunio	cipal Mayor			onargo
					Office of the



				OF OF BO
				Mun. Mayor
2.Submit complete documents to the Receiving Section	2.Receive, evaluate and assess the requirements	None	10 minutes	Administrative Officer IV Or Clerks
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury Office for payment	None	5 minutes	Administrative Officer IV Or Clerks
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	Clerks And Executive Assistant IV
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	Municipal Mayor Office of the Municipal Mayor
3.Pay the required fees at the Municipal Treasury Office	3.Accept the payment based on the Order of Payment	Permit Fee ₱500.00	3 minutes	Admin Assistant II Or Revenue
by showing the Order of Payment, make sure to secure Official receipt that will be issued upon	3.1 Issue the Official Receipt	None	5 minutes	Collection Clerk II Or Revenue Collection Officer II
payment				Mun. Treasury Office
4. Return to the Office of the	4.Check the Official	None	3 minutes	Archives In- Charge



Municipal mayor for the processing and release of Permit	Receipt 4.1 Issue the Permit to the client	None	5 minutes	Office of the Mun. Mayo <i>r</i>
	TOTAL	₱ 500.00	55 minutes	



19. SECURING OF REFERRALS AND ENDORSEMENTS TO OTHER OFFICES

Referrals and Endorsements are issued to individuals who want to be referred and endorsed to other offices or to a certain job. The Head of Office will submit the letter of referral and endorsement to the office of the Municipal Mayor.

Office or Division		Office of the Municipal Mayor			
Classification		Simple			
Type of Transaction	on	Government to C	itizen		
Who may avail		All			
CHECKLIST OF	FREC	QUIREMENTS	WHERE TO SECURE		
Written Request (1	origi	nal copy)	Requesting Ir	ndividual	
Client Steps	A	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Fill out Client's	1. G	uide the client to	None	3 minutes	Information
Log Book	the (Office of the			Desk In-Charge
	Mun	icipal Mayor			
					Office of the
0.0 1 1	0.5			40	Mun. Mayor
2.Submit		eceive, evaluate	None	10 minutes	Administrative
complete		assess			Officer IV
documents to the	subr	mitted documents			Or
Receiving Section					Clerks
	211	ssue the Order			
		ayment and	None	5 minutes	Administrative
	1	ct client to the	INOTIC	3 minutes	Officer IV
		icipal Treasury			Or
		ce for payment			Clerks
					OIGINS
	2.2 [Encode and print			Cla visa
		document and	None	10 minutes	Clerks
	forw	ard to the			And
	Exe	cutive Assistant			Executive
	for review and				Assistant IV
	affix	ing initials			
	_	Forwards		40	
	docu	ument to the desk	None	10 minutes	Municipal Mayor



	of the Mun. Mayor for approval			Office of the Municipal Mayor
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3.Accept the payment based on the Order of Payment 3.1, Issue the Official Receipt	Certification / Endorseme nt Fee ₱100.00 None	3 minutes 5 minutes	Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office
4. Return to the Office of the Municipal Mayor for the processing and release of the Clearance	4.Check the Official Receipt 4.1 Issue the referral/ Endorsement and have the client signed the Log Book	None None	3 minutes 5 minutes	Archives In- Charge Office of the Mun. Mayor
	Total	₱100.00	54 minutes	



20. SOLEMNIZATION RITES FOR CIVIL UNION

A solemnization rite is provided for couples of legal ages who wishes to be allowed to publicly commit to each other in a legally recognized arrangement similar to marriage. The couple must comply with the requirements, attend seminar and pay the prescribed fees.

Office or Division)	Office of the Municipal Mayor			
Classification		Simple			
Type of Transacti	ion	Government to	Citizen		
Who may avail		Couples of Leg	al Age		
CHECKLIST OF	FREQ	UIREMENTS		WHERE TO SECU	
Prepared but	unsigr	ned Marriage	Municipal Civil	Registration Office	ce
Contract (1 set)					
Marriage License	` ,		Municipal Civil	Registration Office	ce
But Not applicab					
together for more t		•	F	D	D
Client Steps	Age	ency Actions	Fees to be	Processing	Person
4 Fill and Olimpia	4 0	ide the elient te	Paid	Time	Responsible
1. Fill out Client's		ide the client to	None	3 minutes	Information Desk In-Charge
Log Book		ffice of the			Desk III-Charge
	Munic	cipal Mayor			Office of the
					Municipal Mayor
					mannenpan many en
2.Submit the	2.Red	ceive the	None	10 minutes	Administrative
required		red documents			Officer IV
documents to the		heck and verify			Or
Receiving		completeness			Office Clerks
Section	and forward the				Office of the
		ments to the			Municipal Mayor
	Perso	onnel In-charge			marnelpar may or
2.1Suggest	2.1 In	terview couple	None	5 minutes	Administrative
preferred time		e preferred			Officer IV
and date for the		and time for the			Oricer
solemnization		nnization rites			
rites	Soleminzation nies				Office Clerks
11100				Office of the	
					Municipal Mayor
	0.0				
3.Come back on	3.Sol	emnization	None	1 hour	Mun. Mayor



the scheduled date of the Solemnization Rites	Rites			Libona, Bukidnon
4.Sign the of Marriage Certificate 4.1 Proceed to the Municipal Registration Office	4.Solemnizing Officer and Sponsors signs the Marriage Certificate 4.1 Guide Couples to the Municipal Registration Office	None	10 minutes	Municipal Mayor and Job Order Employee Office of the Municipal Mayor
	Total	None	1 hour & 28 Minutes	



21. SUBSCRIPTION OF STATEMENT OF ASSESTS LIABILITIES & NETWORTH (SALN)

For SALN Purposes, the head of agency has the authority to administer Oath.

Office or Division		Office of the Municipal Mayor				
Classification		Simple				
			Government to Government			
			gay, Barangay Kagawads			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
Duly accomplished	d SALN	l Form	Municipal Hum	nan Resource & M	anagement Office	
(3 original copies)	_				_	
Client Steps		ency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Fill out Client's		uide the client	None	3 minutes	Information	
Log Book		Office of the			Desk In-Charge	
	Municipal Mayor				Office of the Mun. Mayor	
2.Submit complete documents to the Receiving Section	2.Receive, evaluate and assess the documents		None	10 minutes	Administrative Officer IV Or Clerks	
	2.1 Forwards Statement of Assets and Liabilities to the Executive Assistant for review		None	10 minutes	Executive Assistant IV Office of the Mun. Mayor	
3.Proceed to the Office of the mayor	3. Guides Client to the Office of the Mayor with his/her SALN		None	5 minutes	Executive Assistant IV And Municipal Mayor Office of the Municipal Mayor	
4. Receive the signed SALN		lease copy of gned SALN	None	3 minutes	Administrative Officer IV	



				Or Clerks Office of the Municipal Mayor
	Total	None	31 Minutes	

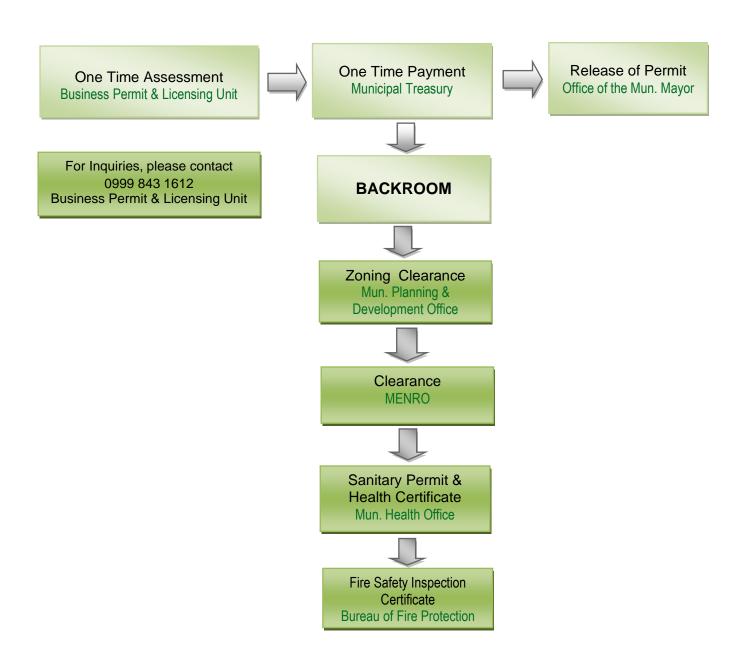


OFFICE OF THE MUNICIPAL MAYOR Business Permit, Licensing and Economic Affairs Unit (BPLEAU)

External Services



Processing of Business Permit





22. APPLICATION OF BUSINESS PERMIT - NEW BUSINESS REGISTRATION

Every citizen that will engage in business shall secure business permit and pay the corresponding payments provided in the Local Revenue Code of the Municipality.

Office or Division: Office of the M			ınicipal Mayor- E	Business Permit ar	nd Licensing Unit
		Simple			
Type of Transaction: G2BGovernmen			nt to Business		
Who may avail: All Business Op					
CHECKLIST OF R			WHERE TO SE		
Basis for computing			Business Propr	ietor availing the	service
charges like busine	ess ca	pitalization			
(1 original copy)					
Barangay Business	s Clea	rance	Barangay Hall,	Barangay Captair	า
(1 original copy)		\			
CEDULA (1 origina				- Barangay Treasu	
Barangay Clearand				Barangay Secret	_
Client Steps	Ag	ency Actions	Fees to be	Processing time	Person Responsible
1. Fill out Client's	1 0	uide the client	paid None	3 Minutes	Information
Log Book		e Business	None	3 Milliutes	Desk In-Charge
Log book		nit and			Office of the
	_	nsing Unit			Mun. Mayor
	Liberianing Office				Widin Mayor
1.1. Submit the	1.1. Submit the 1.1. Re		None	5 minutes	Job Order
required	requ	ired documents			Employee
documents to the	and	check for			Business Permit
BPLO Personnel	com	pleteness and			and Licensing
for assessment		e Application			Unit
and verification	Form	n			
		f requirements	None	2 minutes	License
		complete			Inspector I
		duct one-time-			or
		essment of			License Officer
		s, fees and			//
		ges and issue Order of			
		nent			
	layi	HOH			
	1.3 5	Start		3 minutes	Business Permit



	processing the request			and Licensing Unit
2. Pay the	2. Accept the	See Table	5 minutes	Administrative
required fees at	payment based on	Below		Assistant II
the Municipal	the Order of			Or
Treasury Office	Payment			Revenue
by showing the	2.1 Issue the			Collection Clerk
Order of Payment			15 minutes	II .
and make sure to	Official Receipt			Or
secure Official				Revenue
Receipt that will				Collection
be issued upon				Officer II
payment				
				Municipal
				Treasury Office
3. Return to the	3.Check the Official	None	10 minutes	License Officer
Business Permit	Receipt			
and Licensing Unit for the	3.1 Issue the			Business Permit and Licensing
processing and	Business Permit to	None	10 minutes	Unit
release of	the client		101111111111111111111111111111111111111	Or
Business Permit				Municipal Mayor
				Office of the
T.0	TAI	0 (Municipal Mayor
TOTAL		See table below	53 minutes	
		DGIOW	JJ IIIIIIules	

SCHEDULE OF FEES FOR NEWLY STARTED BUSINESS				
Tax on Newly-Started Business	One-Twentieth of One Percent(1/20 of 1%) of the Capital Investment			
On peddlers engaged in sale of any merchandise or article of commerce	Not exceeding ₱50.00 per Peddler Annually			
On Operators of Public Utility Vehicles except Tricycle:				
Air-Conditioned Buses	₱ 1,000.00/Unit			
Buses without Air Conditioning	₱ 800.00/unit			
"Mini" Buses	₱ 500.00/unit			
Jeepneys/Multicab/Vans	₱ 300.00/unit			
Taxis	₱ 300.00/unit			
Tax on Ambulant and Itinerant Vendors and				



	OF OF BO
Amusement Operators:	
A.Circus, carnivals	₱ 1,000.00 for 7 days or less and additional ₱ 250.00 per week thereafter
B.Merry-Go-Round, roller coaster, ferries wheel, swing, shooting gallery and other similar contrivances	₱ 1000.00 for 7 days or less and additional ₱ 250.00 per week thereafter
C.Sports contest/exhibitions	₱ 1000.00 for 7 days or less and additional ₱ 250.00 per week thereafter
D.Caravans(Products)	₱ 1000.00 for 7 days or less and additional ₱ 300.00 per week thereafter
E. Ukay ukay displays and the like	₱ 500.00 for 7 days or less and additional ₱ 200.00 per week thereafter
F. Food Stalls and the like	₱ 300.00 for 7 days or less and additional ₱ 100.00 per week thereafter
2.1 Mayor's Permit a. Manufacturers/Importers/Producers Cottage Small Medium Large	₱ 500.00 ₱ 2 000.00 ₱ 4 000.00 ₱ 7 000.00
b. Banks Rural, Thrift and Savings Banks Commercial, Industrial & Dev. Banks Universal Banks	₱ 3 000.00 ₱ 7 000.00 ₱ 11 000.00
c. Other Financial Institutions Small Medium Large	₱ 2 000.00 ₱ 4 000.00 ₱ 6 000.00
d. On Contractors/Service Establishments Cottage Small Medium Large	₱ 200.00 ₱ 500.00 ₱1 000.00 ₱1 500.00



e. On wholesalers/Retailers/Dealers or Distributors	
Cottage	₱ 200.00
Small	₱ 400.00
Medium	₱ 800.00
Large	₱ 1 000.00
Regulatory Fees for Business:	
Police Clearance	₱ 110.00
Sanitary Permit	₱ 100.00
Sanitary permit for Poultry and Piggeries	₱ 700.00
Garbage Fee	₱ 50.00
Garbage Fee for Poultry and Piggeries	₱ 500.00
Medical Certification	₱ 50.00
Weight And Measures	₱ 100.00-200.00
Occupational Fee	₱ 150.00/employee
Locational Fee	₱ 100.00
Tax Clearance	₱ 100.00



23. APPLICATION OF BUSINESS PERMIT RENEWAL OF REGISTRATION

Those business establishment who already secured permit needs to renew their business permits to avoid penalties.

Office or Divis	ion:	Office of the	Municipal Mayor- Bus	iness Permit a	nd Licensing Unit	
Classification	Classification: Simple					
Type of Transaction: Government		to Business				
Who may avail: All Business		Operators whose permit is due for renewal				
CHECKLIST O			WHERE TO SECUR	E		
Basis for comp			Business Proprietor a	availing the ser	vice	
charges (e.g. Ir						
Returns/Finance		ment)				
(1 original copy						
Barangay Busin		arance	Barangay Hall, Barar	ngay Captain		
(1 original cop		`	D 11 11 D			
CEDULA (1 ori			Barangay Hall - Bara			
Latest Issued E		Permit	Business Proprietor a	availing the ser	vice	
(1 original copy	ľ	ny Astions	Face to be Deid	Dragosing	Darraan	
Client Steps	Agend	cy Actions	Fees to be Paid	Processing Time	Person	
1. Fill out	1 Cuido	the client to	None	3 minutes	Responsible Information	
Client's Log		iness Permit	None	3 minutes	Desk In-Charge	
Book		ensing Unit			Office of the	
Book	and Liberiaing offic				Mun. Mayor	
					inani mayor	
1.2 Submit	1.2 Rec	eive the	None	2 minutes	Job Order	
Application	required	d documents			Employee	
Form with the	and che				or	
required	complet	eness and			License	
documents to	issue A	oplication			Inspector I	
the BPLO	Form				or	
Personnel for					License Officer	
assessment					ll ll	
and						
verification	1.3 If all		None	5 minutes	Business Permit	
		nents are			and Licensing	
	complete, conduct				Unit	
	one-time					
	assessr					
	taxes, fe					
	cnarges	and issue				



	the Order of Payment 1.4 Start processing the request		3 minutes	
2. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	2.Accept the payment based on the Order of Payment 2.1, Issue the Official Receipt	See table below	5 minutes 15 minutes	Admin. Assistant II Or Revenue Coll. Clerk II Or Revenue Collection Officer II Mun. Treasury Office
3. Return to the Business Permit and Licensing Unit for the processing and release of Business Permit	3.Check the Official Receipt 3.1 Issue the Business Permit to the client	None	10 minutes 10 minutes	License Officer II Business Permit and Licensing Unit Or Municipal Mayor Office of the Municipal Mayor
	TOTAL	See table below	53 minutes	



SCHEDULE OF FEES FOR THE RENEWAL OF BUSINESS

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

AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than 10, 000.00	₱ 217.80
10, 000.00 or more but less than 15,000.00	₱ 290.40
15, 000.00 or more but less than 20,000.00	₱ 398.64
20, 000.00 or more but less than 30,000.00	₱ 580.80
30, 000.00 or more but less than 40,000.00	₱ 871.20
40, 000.00 or more but less than 50,000.00	₱ 1,089.00
50, 000.00 or more but less than 75,000.00	₱ 1,742.40
75, 000.00 or more but less than 100,000.00	₱ 2,178.00
100,000.00 or more but less than 150,000.00	₱ 2,904.00
150,000.00 or more but less than 200,000.00	₱ 3,630.00
200,000.00 or more but less than 300,000.00	₱ 5,082.00
300,000.00 or more but less than 500,000.00	₱ 7,260.00
500,000.00 or more but less than 750,000.00	₱ 10,560.00
750,000.00 or more but less than 1,000,000.00	₱ 13,200.00
1,000,000.00 or more but less than 2,000,000.00	₱ 18,150.00
2,000,000.00 or more but less than 3,000,000.00	₱ 21,780.00
3,000,000.00 or more but less than 4,000,000.00	₱ 26,136.00
4,000,000.00 or more but less than 5,000,000.00	₱ 30,492.00
5,000,000.00 or more but less than 6,500,000.00	₱ 32,175.00
6,500,000.00 or more	At a rate not exceeding fifty percent (50%) of one percent (1%) of the amount more than 6,500,000.00



The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

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

AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than ₱ 1000.00 ₱ 26.35	₱ 26.35
1,000.00 or more but less than 2,000.00	₱ 48.32
2,000.00 or more but less than 3,000.00	₱ 73.21
3,000.00 or more but less than 4,000.00	₱ 105.41
4,000.00 or more but less than 5,000.00	₱ 146.41
5,000.00 or more but less than 6,000.00	₱ 177.15
6,000.00 or more but less than 7,000.00	₱ 209.36
7,000.00 or more but less than 8,000.00	₱ 241.58
8,000.00 or more but less than 10,000.00	₱ 273.79
10,000.00 or more but less than 15,000.00	₱ 322.10
15,000.00 or more but less than 20,000.00	₱ 402.02
20,000.00 or more but less than 30,000.00	₱ 483.15
30,000.00 or more but less than 40,000.00	₱ 644.20
40,000.00 or more but less than 50,000.00	₱ 966.30
50,000.00 or more but less than 75,000.00	₱ 1,449.46
75,000.00 or more but less than 100,000.00	₱ 1,932.61
100,000.00 or more but less than 150,000.00	₱ 2,737.87
150,000.00 or more but less than 200,000.00	₱ 3,543.12
200,000.00 or more but less than 300,000.00	₱ 4,831.20
300,000.00 or more but less than 500,000.00	₱ 6,442.04
500,000.00 or more but less than 750,000.00	₱ 9,663.06
750,000.00 or more but less than 1,000,000.00	₱ 12,686.08
1,000,000.00 or more but less than 2,000,000.00	₱ 14,641.00
2,000,000.00 or more	At a rate not exceeding fifty



percent (50%) of one percent (1%) of the amount more than 2,000,000.00

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for:

- a. On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;
 - 1. Rice and Corn;
 - 2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
 - 3. Cooking oil and cooking gas;
 - 4. Laundry soap, detergents, and medicine;
 - 5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
 - 6. Poultry feeds and other animal feeds;
 - 7. School supplies and
 - 8. Cement

For the purpose of this provision, the term exporters shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraph (a), (b), and (d) of this Article.

b. On retailers.



AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX RATE PER ANNUM
₱ 400,000.00 or less	2%
more than ₱ 400,000.00	1%
The rate of two percent (2%) per annum shall be imposed	
on sales not exceeding Four Hundred Thousand Pesos	
(₱ 400,000.00) while the rate of one percent (1%) per	
annum shall be imposed on sales in excess of the first	
Four Hundred Thousand Pesos (₱ 400,000.00).	

However, as provided by R.A. 7160 and its Implementing Rules, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (₱30,000.00) subject to existing laws and regulations

c. On contractors and other independent contractors in accordance with the following schedule.

AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than ₱ 5,000.00	₱ 66.55
5,000.00 or more but less than 10,000.00	₱ 133.10
10,000.00 or more but less than 15,000.00	₱ 199.65
15,000.00 or more but less than 20,000.00	₱ 266.20
20,000.00 or more but less than 30,000.00	₱ 401.96
30,000.00 or more but less than 40,000.00	₱ 563.68
40,000.00 or more but less than 50,000.00	₱ 805.25
50,000.00 or more but less than 75,000.00	₱ 1,288.40
75,000.00 or more but less than 100,000.00	₱ 1,932.61
100,000.00 or more but less than 150,000.00	₱ 2,898.92
150,000.00 or more but less than 200,000.00	₱ 3,865.22
200,000.00 or more but less than 250,000.00	₱ 5,314.68
250,000.00 or more but less than 300,000.00	₱ 6,764.14



300,000.00 or more but less than 400,000.00	₱ 9,018.82
400,000.00 or more but less than 500,000.00	₱ 12,078.82
500,000.00 or more but less than 750,000.00	₱ 13,542.92
750,000.00 or more but less than 1,000,000.00	₱ 15,007.25
1,000,000.00 or more but less than 2,000,000.00	₱ 16,837.15
2,000,000.00 or more	At a rate not exceeding fifty percent (50%) of one percent (1%) of the amount more than 2,000,000.00

Provided, that in no case shall the tax on gross sales of Two Million Pesos (₱ 2,000,000.00) or more be less than Twelve Thousand Six Hundred Fifty Pesos (₱ 12,650.00).

For purposes of this section, the tax on multi-year projects undertaken general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

In cases of projects completed within the year, the tax shall be based upon the contract price and shall be paid upon the issuance of the Mayor's Permit.

- a. On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.
- b. On the businesses hereunder enumerated:
 - 1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, carinderias or food caterers;
 - Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to, karaoke bars, swimming pools, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, boxing stadia, cockpits and other similar establishments;
 - 3. Lessors, dealers, brokers of real estate;
 - 4. On boarding houses and apartments;
 - 5. Subdivision owners/ Private Cemeteries and Memorial Parks;
 - 6. Privately-owned markets;
 - 7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;



- 8. Operators of Cable Network System;
- 9. Operators of computer services establishment;
- 10. General consultancy services;

All other similar activities consisting essentially of the sales of services for a fee.

AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than 5,000.00	₱ 73.21
5,000.00 or more but less than 10,000.00	₱ 146.41
10,000.00 or more but less than 15,000.00	₱ 219.61
15,000.00 or more but less than 20,000.00	₱ 292.82
20,000.00 or more but less than 30,000.00	₱ 439.23
30,000.00 or more but less than 40,000.00	₱ 585.64
40,000.00 or more but less than 50,000.00	₱ 998.25
50,000.00 or more but less than 75,000.00	₱ 1,098.08
75,000.00 or more but less than 100,000.00	₱ 1,464.10
100,000.00 or more but less than 150,000.00	₱ 2,196.15
150,000.00 or more but less than 200,000.00	₱ 2,928.20
200,000.00 or more but less than 250,000.00	₱ 3,660.25
250,000.00 or more but less than 300,000.00	₱ 4,396.30
300,000.00 or more but less than 400,000.00	₱ 5,856.40
400,000.00 or more but less than 500,000.00	₱ 7,320.50
500,000.00 or more but less than 750,000.00	₱ 10,980.75
750,000.00 or more but less than 1,000,000.00	₱ 13,443.10
1,000,000.00 or more but less than 2,000,000.00	₱16,238.20
2,000,000.00 or more	At a rate not exceeding fifty percent (50%) of one percent (1%) of the amount more than 2,000,000.00

On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding ₱ 50.00) per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or



retailers enumerated under Section 141 of R.A. 7160 shall be exempted from the peddler tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

i. On operators of public utility vehicles except tricycle maintaining for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses ₱ 1,000.00 per unit Buses without air conditioning 800.00 per unit "Mini" buses 500.00 per unit Jeepneys/Multicab/Vans 300.00 per unit Taxis 300.00 per unit

Section 2. Presumptive Income Level. For every tax period, the municipal treasury Office shall prepare a stratified schedule of "presumptive income level" to approximate the gross receipt of each business classification.

Section 3. Tax on Newly-Started Business. In the case of a newly started business under this Section, the tax shall be one-twentieth of one percent (1/20 of 1%) of the capital investment. In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross receipts for the preceding calendar year or any fraction thereof, as provided in the pertinent schedules in this Article

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24. AMENDMENT OF BUSINESS/MAYOR'S PERMIT

For Change Address, Change of Line of Business & Additional Line of Business, Change of Ownership (single proprietor to Corporation or Vice versa:

Office or Division	:	Office of the Mur	nicipal Mayor- E	Business Permit a	and Licensing
		Unit			
Classification:					
Type of Transacti	on:	Government to Business			
Who may avail:	All Business Operators				
CHECKLIST OF R			WHERE TO S		
Original Business I				prietor availing th	
Deed of Sale or tra			Business Pro	prietor availing th	e service
change of ownersh					
For change of Bus			Business Pro	prietor availing th	e service
DTI Registration (1					
For change of Add				II- Barangay. Sec	•
Clearance & Contr	act of	Lease	Business Pro	prietor availing th	e service
(1 original copy)					
For change of Bus			Business Pro	prietor availing th	e service
SEC Registration (from single to Corp)					
(1 original copy)					_
Client Steps	Aç	gency actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's	1. Gu	uide the client to	None	3 minutes	Information
Log Book	the E	Business Permit			Desk In-Charge
	and I	_icensing Unit			
					Office of the
1.2 Approach the		Accept	None	5 minutes	Municipal
Business Permit		ments and verify			Mayor
and Licensing	the re	ecords			
Unit and submit					Job Order
the requirements		Jpdate / Encode	None	5 minutes	Employee
		ssary			or
		nation to			License
	amei	nd/change			Inspector I
4 4 Dulat Assessable I		None	E mirritaa	Or License Officer	
1.4 Print Amended		None	5 minutes	License Officer	
Business Permit/Mayor's				//	
	Perm				
	Feili	III			Municipal
	159	Sign/Approval of	None	5 minutes	Mayor or
	1.0 3	ngi i/Appi uvai ul	INOLIC	2 1111110162	iviayui ui



	Business/Mayors Permit			Authorized Representative
	1.6 Record of amended Business/Mayor's Permit	None	2 minutes	Job Order Employee Business Permit and Licensing Unit
2.Receive the amended Business/Mayor's Permit	2. Release of amended Business/Mayor's Permit	None	5 minutes	License Inspector Or License Officer II Business Permit and Licensing Unit
	Total	None	30 minutes	



25. RETIREMENT OF BUSINESS PERMIT

Enterprises, upon cessation of operation, shall inform the LGU for the assessment of any tax due to be paid prior its full termination.

Office or Division	:	Office of the Municipal Mayor- Business Permit and Licensing Unit				
Classification:		Simple				
Type of Transacti						
Who may avail:		All Business Ope				
CHECKLIST OF R	EQUI		WHERE TO	SECURE		
Latest Business Pe				prietor availing th	e service	
Official Receipt rep	•			Municipal Treasu		
Business Permit (1				•		
Written request	of	the Business	Business Pro	prietor availing th	e service	
Proprietor (1 origin	al cop	y)				
Client Steps	Αç	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Fill out Client's Log Book	Guide the client to the Business Permit and Licensing Unit		None	3 minutes	Information Desk In-Charge	
1.1. Submit written request for the cessation of business	1.1. Receive the written request, evaluate and assess		None	5 minutes	Job Order Employee	
or business	1.2 Is Payr	ssue Order of nent	None	2 minutes	License Inspector I	
	1.3. Start processing the request		None	3 minutes	License Officer II	
					Business Permit and Licensing Unit	
2. Pay the required fees at the Municipal Treasury Office by showing the	payn	cept the nent based on Order of Payment	Certification Fee ₱100.00	5 minutes	Admin Assistant II Or Revenue Coll. Clerk II	



Order of	2.1 Issue the Official		15 minutes	Or
Payment and	Receipt			Revenue
make sure to				Collection
secure Official				Officer II
Receipt that will				
be issued upon				Mun. Treasury
payment				Office
3. Return to the	3.Check the Official	None	10 minutes	License Officer
Business Permit and Licensing	Receipt			II
Unit for the	3.1 Issue the			Business
processing and	Certificate of	None	10 minutes	Permit and
release of	Retirement of			Licensing Unit
Certificate of	Business			J
Retirement of				
Business				
Т	OTAL	₱100.00	53 minutes	



26. SECURING CERTIFICATION/S FOR NO BUSINESS AND OTHER TRANSACTIONS RELATED TO BUSINESS

Issued to clients that needs certification depending on their needs which are related to business.

Office or Division	:	Office of the Municipal Mayor- Business Permit and Licensing Unit			
Classification: Simple					
Type of Transaction: Government			usiness		
Who may avail:		All Business Ope	rators		
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Latest Business Pe	ermit (1 original copy)	Business Pro	prietor availing th	e service
Client Steps		gency actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	Guide the client to the Business Permit and Licensing Unit		None	3 minutes	Information Desk In-Charge Office of the Municipal Mayor
1.1 Approach the Business Permit and Licensing Unit and request	to the	nterview client as e need of ication	None	5 minutes	Job Order Employee or
for the certification	1.2 Is Payn	ssue the Order of nent	None	2 minutes	License Inspector I
	1.3 Start processing the request		None	3 minutes	or License Officer II Business Permit and Licensing Unit
2. Pay the required fees at the Municipal	based on the Order of Payment Treasury Office by showing the Order of Payment 2.1 Issue the Official Receipt		Certification Fee ₱100.00	5 minutes	Admin Assistant II Or
Treasury Office by showing the Order of Payment and make sure to				15 minutes	Revenue Collection Clerk II Mun. Treasury



secure Official				Or
Receipt that will				Revenue
be issued upon				Collection
payment				Officer II
				Mun. Treasury
3. Return to the Business Permit and Licensing Unit for the processing and release of Certificate of Retirement of Business	3.Check the Official Receipt 3.1 Issue the Certificate	None	20 minutes	License Officer II Business Permit and Licensing Unit
	TOTAL	₱100.00	53 minutes	



OFFICE OF THE MUNICIPAL MAYOR Community Affairs Unit (CAU)

External Services



27. AVAILING OF MUNICIPAL COLLEGE EDUCATIONAL ASSISTANCE PROGRAM (MCEAP)

To encourage and assists deserving students in the Municipality of Libona to attain quality education and contribute towards community building and helps attain national economic prosperity

Office or Division	Office of the M	Office of the Municipal Mayor- Community Affairs Unit				
Classification	Complex	Complex				
Type of Transaction	Government to	Government to Citizen				
Who may avail		All incoming freshmen College Students ,K2-12 Graduate of				
		Libona National High School, Kinawe National High School, and				
		rning System G				
CHECKLIST OF	REQUIREMENTS	1	WHERE TO SEC	URE		
Barangay Certificat	•	Barangay Hall	 Barangay Capta 	ain		
(1 original & 1 pho						
	port Card with an	School- Regist	trar			
average grade of 8	5 % and above					
(1 photocopy)						
Certificate of Indige		Municipal Soci	ial Welfare and D	evelopment Office		
(1 original & 1 phot						
Certificate of Good		School- Registrar				
(1 copy & 1 photo	copy)	Described Blooking Market Hardy (Co.				
Medical Certificate	,	Rural Health Physician – Municipal Health office				
(1 original & photoc	• • •			_		
Client Steps	Agency Actions	Fees to be	Processing	Person		
4 Fill and Olivertia	4. Owide the alient	Paid	Time	Responsible		
1. Fill out Client's	Guide the client to the Public	None	3 minutes	Information Desk In- Charge		
Log Book in the				Office of the		
information Desk Welfare Unit				Municipal Mayor		
				-		
2.Approach the	2.Provide Client	None	5 minutes	MCEAP-In		
Office In-charge	the Application			Charge		
and state the	Form and list of			Public Welfare		
purpose	requirements			Unit		



3.Fill-out and	2 Chaok	None	10 minutes	
	3. Check	None	10 minutes	
submit	documents to			MCEAP-In
Application Form	establish eligibility			Charge
and requirements	of applicant			Public Welfare
	3.1. If eligible,		40	Unit
	inform client of the	None	10 minutes	O'iii
	examination			
	schedule			MCEAP-In
	Soricadio			Charge
				Public Welfare
4 Tales the	4 Observational config	Niama	0 -1	Unit
4.Take the	4.Check and verify	None	3 days	MCEAP In
Scholarship	examination			Charge
Qualifying	results & Conduct			Public Welfare
Examination on	panel interview to			Unit
the scheduled	the passers			
date	4.1. Set schedule			
	for the orientation	None	1 day	MCEAP In
	and signing of			Charge
	contract (between			Public Welfare
	the LGU and the			Unit
	Students			
	Ottaciits			
5.Attend	5.Conduct the	None	3 hours	MCEAP In
orientation and	orientation and			Charge
signing of	signing of contract			Public Welfare
contract with				Unit
parents				
	5.1. Prepare the	None	3 hours	MCEAP In
	endorsement letter			Charge
	to facilitate			Public Welfare
	enrollment of			Unit
	scholars			-
	301101a13			
	Total	None	4 days	
			6 hours	
			28 minutes	



ENVIRONMENT & NATURAL RESOURCES UNIT (ENRU)

External Services



28. DUMPING OF RESIDUAL/SPECIAL WASTE AT THE DUMPSITE AND/OR SANITARY LAND FILL

This service is rendered to individuals/establishments who wish to dump residuals or special waste at the Sanitary Land Fill.

Environmental and Natural Resources Unit

Office or Division:

Classification:							
				t to Citizen, Business, Government			
Who may avail: Barangays with Material Recovery Facility (MRF)					RF)		
	CHECKLIST OF REQUIREMENTS WHERE TO SECURE						
Segregated Wastes	Residu	al and Spe	cial	Respective Ba	arangay		
Wastes only							
Client Steps	Agen	cy Actions	Fe	es to be Paid	Processing	Person	
					Time	Responsible	
1.Proceed to	1. Inte	rview Client		None	5 minutes	Garbage	
Environment and						Collectors	
Natural Resources						Environment	
Unit and discuss						and Natural	
your intentions						Resources Unit	
0. D	0.1			NI	40		
2. Bring the		ect the	None		10 minutes	Office Staff	
segregated waste in	garba	-				Environment	
sacks for inspection	segre	gated				and Natural Resources	
						Unit	
						Offic	
	2 1 De	etermine the		None	3 minutes	Garbage	
		ty of sacks				Collectors	
	and gi	•				Environment	
	_	of Payment				and Natural	
		,				Resources	
						Unit	
3. Pay the required		ept the	1	sack or less	5 minutes	Admin Aide II	
fees at the Municipal	1	ent based	₱3	0.00 per sack		Or	
Treasury Office by		Order of		•		Revenue	
showing the Order of	Payme	ent	La	oad of wastes		Collection	
Payment and make	2 1 100	sue the		rried by truck		Clerk II	
sure to secure		l Receipt		3500.00 per		Or	
Official Receipt that	Onicia	ı izeceibi	'	•		Revenue	
will be issued upon				cubic		Collection	



payment				Officer II
				Municipal
				Treasury
				Office
4. Return to ENRU	4. Check Official	None	2 minutes	Office Staff
and present the	Receipt			Environment
Official receipt				and Natural
				Resources
				Unit
	4.1 Guide the client to the Dumpsite for disposal	None	43 minutes	Garbage Collectors Environment and Natural Resources Unit
		1 sack or less	1 hour 8	
		₱30.00 per sack	minutes	
	Total			
		Load of wastes		
		carried by truck		
		₱500.00 per		
		cubic		



29. GARBAGE COLLECTION

Conduct Regular Garbage Collection @ Scheduled Barangays. Only properly segregated wastes at the Material Recovery Facility (MRF) will be collected.

Office or Division:		Environment	Environmental and Natural Resources Unit			
Classification:		Simple				
Type of Transaction:		Government	to (Citizen, Busine	ss, Governme	nt
Who may avail:		Barangays v	vith	Material Recov	ery Facility (M	IRF)
CHECKLIST OF REQU	UIREME			WHERE TO		
Segregated Wastes Residual and Special V	Vastes (ONLY		Respective B	arangay	
Presence of the MRF in-charge or any authorized person from the Barangay to oversee the collection and sign the collection log book			Requesting Party/Person or Environment and Natural Resources Unit			
Client Steps	Agen	cy Actions		Fees to be	Processing	Person
Client Steps	Agen	cy Actions		Fees to be Paid	Processing Time	Person Responsible

None

15 minutes

Total



30. PROVISION OF SEEDLINGS FOR TREE GROWING ACTIVITY AND/OR REFORESTATION PROGRAM IN THE LOCALITY

The Environment and Natural Resources Unit provides seedlings to cater various request from schools, private entities and other interested groups for Tree Growing/Reforestation Program.

Office or Division: Municipal Environ			nmental and Natural Resources Office			
Classification: Sir		Simple				
Type of Transaction: Government to			Citizen, Gove	ernment to Gov	ernment	
Who may avail:		All				
CHECKLIST OF REQU				O SECURE		
Letter Request (1 origin	nal copy	')	Requesting	g Party		
Attendance after the tre (1 original copy)	ee plant	ing activity	Requesting	g Party		
Conducted (5 pictures	or more	,	Requestino			
Client Steps	Age	ency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Submit a Letter Request address to Environment and Natural Resources Unit indicating the area to be planted and the number of seedlings needed	1. Receive the Letter Request. Verify the availability of seedlings. Orient the client on proper preparation of the area to be planted and Conduct area inspection.		None	1 day	Office In- Charge Or Office Staff Environment and Natural Resources Unit	
2. Pick up the seedlings	2 Notify the Client to pick up the seedlings		None	4 hours	Office In- Charge Or Office Staff Environment and Natural Resources Unit	
3. Submit to MENRO proof of the activity conducted	reques provide	the activity at clients to attendance notos of the	None	1 day	Office In- Charge Or	



activity con	ducted		Office Staff Environment and Natural Resources Unit
Total	None	2 days, 4 hours,	



31. QUERIES ON AVAILMENT OF PRIVATE TREE PLANTATION OWNERSHIP CERTIFICATE (PTPOC)

The office provides assistance to land owners who wish to cut their planted trees (10 trees and above)

Office or Division:		Municipal Environmental and Natural Resources Office			
Classification:	Classification: Simple				
Type of Transaction:		Government to 0			
Who may avail:		Land Owners in			
CHECKLIST OF REQ	UIREM	ENTS		O SECURE	
None			None		
Client Steps	Age	ency Actions	Fees to	Processing	Person
			be Paid	Time	Responsible
1. Approach Personnel and state the purpose	1. Interview client and verify the purpose. Gather information on location and land ownership and provide client with Application Form		None	10 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
2 Fill out Application Form and Proceed to City Environment and Natural Resources Office - Department of Environment and Natural Resources Talakag for processing	Form 2 Refer Client to City		None	5 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
	Total		None	15 minutes	



32. QUERIES ON CHAINSAW REGISTRATION / CERTIFICATION

The office provides list of requirements to chainsaw owners in the locality who intent to secure Registration and Certification from CENRO-DENR

Office or Division:		Environmental and Natural Resources Unit					
Classification:		Simple					
Type of Transaction	າ:	Government to C	Citizen				
Who may avail:		All Chainsaw ow	ners in Libo	na			
CHECKLIST OF RE	QUIRE	MENTS	WHERE T	O SECURE			
None			None				
Client Steps	Age	ency Actions	Fees to	Processing	Person		
			be Paid	Time	Responsible		
Approach personnel and state the purpose 2 Bring Chainsaw	Interview client and verify the purpose and provide client with the Registration Form and list of requirements		None None	10 minutes 5 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit Office In-		
Unit and the requirements to City Environment and Natural Resources Office-Department of Environment and Natural Resources Talakag processing	bring t require Chains Enviro Natura Office- Enviro Natura	truct the client to the said ements and the saw Unit to City nment and all Resources Department of nment and all Resources ag for processing	INOHE	Jillilutes	Charge Or Office Staff Environment and Natural Resources Unit		
	Total		None	15 minutes			



33. RESPONSE TO REPORTS OR COMPLAINTS ON CHAINSAW OPERATIONS AND/OR CUTTING OF TREE INCIDENTS IN THE LOCALITY

To address illegal chainsaw operations and illegal cutting of trees in the locality. Citizens are encourage to report any related incidents to the proper authority

Office or Division: Classification: Type of Transaction: Who may avail: CHECKLIST OF REQUINONE Client Steps	classification: ype of Transaction: Who may avail: CHECKLIST OF REQUIREMENTS Jone		Citizen WHERE TO SECURE None Fees to Processing Person be Paid Time Responsible		
1. Report any Chainsaw and/or cutting of tree activities in the locality to the nearest Barangay Government Unit or may directly report to the Environment and Natural Resources Unit thru Mobile Number 0948-679-7700 or 0950-511-3243	Procee	fy the report and ed to the on or Area for tion	None	5 minutes 1 hour	Barangay Official Or Office In- Charge Or Office Staff Environment and Natural Resources Unit
2. Show permits and other pertinent documents to support the tree cutting activity	other s docum *Failur preser and ot docum violatio	ry permits and supporting nents. The to comply and not cutting permit ther supporting nents is a conto RA 9175 erefore subject	None	1 hour	Office In- Charge Environment and Natural Resources Unit And Police Officer to City



for legal actions by the proper authority			Environment and Natural Resources Office- Personnel (When
			Necessary)
Total	None	2 Hours 5	•
		Minutes	



34. SECURING MENRO CERTIFICATE FOR CHARCOAL AND/OR FIREWOOD (PRODUCTION AND/OR SELLING)

Services rendered to individual who wish to engage in charcoal and fire wood production

Office or Division:	Enviro	Environmental and Natural Resources Unit					
Classification:	Simple	!					
Type of Transaction	n: Gover	nment to Bu	siness				
Who may avail:	Person	applying for	or chard	coal/firewood (pro	duction and/or		
	selling) Certificate					
CHECKLIST OF RE	QUIREMENTS		WHE	RE TO SECURE			
Barangay Certific photocopy)	ation (original	and 1	Resp	ective Barangay			
Tax Declaration indi	cating the numb	er and	Requ	Requesting Party/Person or Mun.			
type of planted trees	s and/or planted	fruit trees	Assessment Office				
and of wood weeds	of someone per	mittee's (2					
photocopy)							
Holder of Certificate	& Cutting Perm	t with					
wood weeds (2 pho	tocopy)						
Latest Tax Receipt	(2 photocopy)		Requesting Party/Person/Mun. Treasury				
Tax Clearance (2 pł	notocopy)		Requesting Party/Person OR Mun.				
				Assessment			
City Environment and Natural Resources				City Environment and Natural Resources			
Office Certificate for Firewood/Charcoal				Office			
Source							
Client Stone	Agonov Action	c Ecoc t	a ba	Processing	Dorcon		

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Submit requirements	Receive and verify documents	None	15 minutes	Office In- Charge Or
Toquilonia	and interview the client			Office Staff Environment and Natural Resources Unit
2. Guide	2. Conduct	None	1 day	Office In- Charge
Environment and	ocular inspection			Or
Natural				Office Staff
Resources Unit				Environment and
Personnel during				Natural Resources
ocular inspection				Unit



3. Receive Order of payment and proceed to the Municipal Treasury Office	3. Issue Order of Payment	None	5 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
4. Pay the required fees Municipal Treasury Office	4. Accept the payment based on the Order of Payment 2.1 Issue Official Receipt	Filing Fee ₱ 100.00 Certification Fee ₱ 50.00	5 minutes	Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office
5. Return to the Environment and Natural Resources Unit Office show the Official Receipt and wait for the certification to be released	5. Verify the Official Receipt, prepare and process the Certification and indorse to the Office of the Municipal Mayor for final action	None	45 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit Municipal Mayor or Authorized Representative Office of the Municipal Mayor
6. Receive the Certification	6. Log and release the certification	None	3 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
	Total	₱ 150.00	1 day ,1 hour, 13 minutes	



35. SECURING MENRO CERTIFICATE OF PLANTED TREES AND /OR PLANTED FRUIT TREES

Services rendered to individual lot owners who wish to avail certification in support for their cutting permit application from Department of Environment and Natural Resources.

Office or Division	n: Environmental and Natural Resources Unit						
Classification:		Simple					
Type of Transacti	ion:		ment to Citizen, Government, Business				
			applying for cutting permit of planted trees and permit				
			ort cut trees				
CHECKLIST OF F							
Barangay Certifica	ation (orig	inal and	Respective Bara	angay- Barangay	Secretary		
2 photocopy)							
Tax Declaration in	dicating th	ne	Requesting Part	ty/Person or Mun	. Assessment Office		
number and type of	of planted	trees					
and/or planted fruit	t trees						
(2 photocopies)							
Tax Clearance (2 p			•	ty/Person/Mun. T	reasury		
Latest Tax Receipt		copy)	Requesting Part				
Municipal Agricultu			Municipal Agricu	ulture Office			
•	Certificate of planted fruit trees						
(2 photocopy)							
Certificate of Regis		•	Environment and Natural Recources				
Chainsaw (2 photo			Office of the Municipal Mayor				
Mayor's Business			Office of the Mu	nicipal Mayor			
Chainsaw (2 photo			Danasta at 5		National December		
DENR Certification	•	imper of	Department of E	Department of Environment and Natural Resources			
trees to be cut exc		nov	Fees to be	Droossing	Person		
Client Steps	Age	_		Processing			
	Acti	ons	Paid	Time	Responsible		
1. Submit	1. Recei	ve and	None	15 minutes	Office In- Charge		
requirements	verify		110110	101111111111111111111111111111111111111	Or		
100	docume	nts and			Office Staff		
interview the					Environment and		
client					Natural Resources		
					Unit		
					Offic		
2.Gguide	2. Condi	uct	None	1 day	Office In- Charge		
MENRO	ocular		_		Or		
Personnel	inspection	on					
,			L	L			



				OF OF BO
during ocular inspection				Office Staff Environment and Natural Resources Unit
3. Receive Order of payment and proceed to the Municipal Treasury Office	3. Issue Order of Payment	None	5 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
4. Pay the required fees at the Municipal Treasury Office	4. Accept the payment based on the Order of Payment 2.1 Issue Official Receipt	Certification Fee ₱100.00 Processing Fee ₱ 50.00 Environmental Fee ₱ 375.00 (15x25 seedlings) Additional of ₱ 50.00 per Tree	5 minutes	Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office
5. Return to the MENR Office show the Official Receipt and wait for the certification to be released	5. Verify the Official Receipt, prepare and process the Certification and indorse to the Office of the Municipal Mayor for final action	None	45 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit Municipal Mayor or Authorized Representative Office of the Municipal Mayor
6. Receive the Certification	6. Log and release the	None	3 minutes	Office In- Charge Or



certification 6.1 Advice the client to submit the documents to CENRO Talakag for charcoal/firewoo			Office Staff Environment and Natural Resources Unit
d permit			
Total	₱ 525.00 plus ₱ 50.00 per Tree	1 day ,1 hour, 13 minutes	



OFFICE OF THE MUNICIPAL MAYOR Information Technology Unit (IT)

Internal Services



36. COMPUTER / LAPTOP REFORMAT

Process of correcting a major data corruption, checking of disk status or cleaning the drive to prepare the disk for other data.

Office or Divisio	n	Office of the Mu	unicipal Mayor- Ir	formation Technol	ogy Unit
Classification Simple					
Type of Transac	tion	G2G Governme	ent to Governmer	nt	
Who may avail		Individual Office	es		
CHECKLIST OF	FREQ	UIREMENTS	V	VHERE TO SECU	RE
None			None		
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Bring Laptop	1.Ch	eck if the	None	1 day	Admin. Asst II
to the IT Unit or	laptop /computer				IT- In charge
ask the IT	files have been				Information
Personnel to	backed-up and then				Technology Unit
personally	refor	mat and install			or
check the	necessary software				IT Personnel
Computer in	to the unit				Information
their respective					Technology Unit
office/s					
TOTAL			None	1 day	



37. EVENTS/PROGRAM DOCUMENTATION

To capture municipal events, gatherings and other special occasions to ensure that file images of the live event are well-kept.

Office or Division Office of		Office of the Municipal Mayor- Information Technology Unit				
Classification Simple			ole			
Type of Trans	action	G2G G	overnment to Government	ernment		
Who may avai	I	Individu	al Offices			
CHEC	KLIST OF	•	V	VHERE TO SECU	RE	
REQU	IREMENTS					
None			None			
Client Steps	Agency Actions		Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Inform the	1.Log/ C	Calendar	None	1 day	Admin. Asst II	
IT Personnel	the Sc	heduled			IT- In charge	
of the	Activity	to be			Information	
Scheduled of	documente	ed			Technology Unit	
activity					or	
					IT Personnel	
					Information	
					Technology Unit	
Total			None	1 day		



38. GRAPHIC DESIGNING

A creation of designs that involves a combination of images and text used to communicate information and messages to an audience.

Office or Division	n	Office of the Municipal Mayor- Information Technology Unit				logy Unit
Classification		Simple				
Type of Transact	tion	G2G G	overnm	nent to Governme	nt	
Who may avail		Individu	al Offic	ces		
CHECKLIST OF	REQ	UIREME	NTS	V	VHERE TO SECU	RE
None				None		
Client Steps	Agency Actions			Fees to be	Processing	Person
				Paid	Time	Responsible
1. Approach the IT personnel and state/present the sample design to layout	desi pres	te the de gn	and the	None	2 hours	Admin. Asst II IT- In charge Information Technology Unit or IT Personnel
		T(OTAL	None	2 hours	Information Technology Unit



39. IDENTIFICATION CARD MAKING

Process of Making Official ID Cards

Office or Division	Office of the Municipal Mayor- Information Technology Unit						
Classification	Simple	Simple					
Type of Transaction	G2G Government to Government						
Who may avail	Individual Office	es					
CHECKLIST OF REQ	JIREMENTS		WHERE TO SEC	URE			
None		None					
Client Steps	Agency	Fees to	Processing	Person			
	Actions	be Paid	Time	Responsible			
Approach the IT Personnel and request for your ID card	1.Give ID Form to the client	None	5 minutes	Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit			
2. Fill-up the ID Form Provided and submit the same	2.1, Collect the ID Form and check as to completeness and take photo. 2.2, Inform the client to pick up the ID Card at the HRM Office after 2 hours	None	3 hours and 25 minutes	Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit			
TOTAL		None	3 hours & 30 minutes				



40. IN-HOUSE COMPUTER & PRINTER REPAIR

Process of repairing failed printer or printer processor to make it operational again.

Office or Division Office		Office of the N	Office of the Municipal Mayor- Information Technology Unit				
Classification Simple							
Type of Transaction G2G Government			nent of Governme	ent			
Who may avai	1	Individual Offi	ces				
CHECKLIST	OF REQ	UIREMENTS	V	VHERE TO SECU	RE		
None			None				
Client Steps	Agenc	y Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1. Bring the defective printer to the IT Unit or request IT personnel to check computer at their respective offices	or print & repai	ve computer er and assess r for minor and refer for	None	30 minutes	Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit		
TOTAL			None	30 minutes			



41. SOFTWARE INSTALLATION

Process in setting up a computer program including device drivers, plugins, operating system or file management utilities that allow users to complete specific tasks

Office or Division	Office of the Mur	Office of the Municipal Mayor- Information Technology Unit					
Classification	Simple						
Type of Transaction	G2G Governmer	nt to Governmer	nt				
Who may avail	Individual Offices	3					
CHECKLIST OF RE	QUIREMENTS		WHERE TO SECU	IRE			
None		None					
Client Steps	Agency	Fees to be	Processing	Person			
	Actions	Paid	Time	Responsible			
1. Approach the IT	1.Action takes	None	10 minutes	Admin. Asst II			
Personnel and state	directly to the			IT- In charge			
the kind of software	client's office and			Information			
to be installed	install the			Technology Unit			
	needed software			or			
				IT Personnel			
				Information			
				Technology Unit			
TOTA	.L	None	10 minutes				



OFFICE OF THE MUNICIPAL MAYOR Office of Senior Citizens Affairs (OSCA)



42. SECURING SENIOR CITIZEN IDENTIFICATION CARD

Senior Citizen Identification Card is issued to citizen ages 60 years old and up who wants to avail of the benefits and privileges under RA No. 9994 such as free medical/dental diagnostic &laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division		Office of the Municipal Mayor- Office of the Senior Citizens Affair				
		(OSCA)				
Classification		Simple				
Type of Transaction	n	Government of	Citizen			
Who may avail		60 Years old an	d Above, Filipino	Citizen and those	e with dual	
		citizenship	•			
CHECKLIST OF	REQ	UIREMENTS	V	VHERE TO SECU	RE	
Senior Citizen Appli	catio	n Form	Office of the Se	enior Citizens Affa	ir (OSCA)	
(1 original copy)						
Birth Certificate or I	3apti	smal Certificate		Authority or Munic	•	
(1 photocopy)	ı		•	fice or Convent fo		
Client Steps	Agency Actions		Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Approach the		rovide the	None	10 minutes	Office of the	
Office of the	App	olication Form.			Senior Citizens	
Senior Citizens					Affair Head	
Affair Head or					Office of the	
Senior Citizens					Senior citizens	
Focal Person and					Affair	
state the purpose.					or	
					Senior Citizens	
					Focal Person	
					Public Welfare	
0.5"					Unit	
2. Fill-out and		Receive and			0.65	
submit the	rev	iew data .	None	15 minutes	Office of the	
Application Form.					Senior Citizens	
		Orient clients		40	Affair Head	
		benefits and	None	10 minutes	Office of the	
	priv	ileges of senior			Senior citizens	



	citizens.			Affair
	2.2 Endorse the Application Form to the IT unit, for the ID preparation and record in the logbook.	None	15 minutes	or Senior Citizens Focal Person Public Welfare Unit
3. Receive the SC ID and sign the logbook.	3.Prepare the ID Card, register in the logbook and release the ID.	None	10 minutes	Admin. Asst II Information Technology Unit In charge Office of the Municipal Mayor
	Total	None	1 hour	



43. SECURING PURCHASE BOOKLETS FOR SENIOR CITIZEN

Senior Citizen Purchase Booklet is issued to citizen ages 60 years old and up who wants to avail of the benefits and privileges under RA No. 9994 such as free medical/dental diagnostic &laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division	Office of the Mun (OSCA)				
Classification	Simple				
Type of Transaction	G2C Governmen	t to Citizen			
Who may avail	Who may avail 60 Years old and		Citizen and those	with dual	
	citizenship				
CHECKLIST OF F	REQUIREMENTS		WHERE TO SECU	RE	
Senior Citizen ID (Or	<u> </u>	Office of the S	enior Citizens Affa	air (OSCA)	
Authorization Letter s	signed by the Senior	From the Seni	or Citizen availing	the services	
Citizen, if representat	tive (1 original copy)				
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	
Office of the	1.Receive and verify the documents	None	2 minutes	Office of the Senior Citizens Affair Head Office of the Senior citizens Affair or Senior Citizens Focal Person Public Welfare Unit	
Purchase and Grocery Booklets and sign the	2.Release the Purchase / Grocery Booklets to the Senior Citizen or representative	None	5 minutes	Office of the Senior Citizens Affair Head Office of the Senior citizens	



			Affair
			or
			Senior Citizens
			Focal Person
			Public Welfare
			Unit
Total	None	7 minutes	



OFFICE OF THE MUNICIPAL MAYOR Persons with Disabilities Affairs Office (PDAO)



44. SECURING PERSONS WITH DISABILITY IDENTIFICATION **CARD**

PWD ID Card is issued to all Persons With Disability who wants to avail of the benefits and privileges under RA No. 9442 such as free medical/ dental diagnostic &laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division		Office of the Municipal Mayor- Office of the Persons with Disability Affairs (PWD)			
Classification		Simple			
Type of Transaction	on	Government to	o Citizen		
Who may avail		Persons with D	Persons with Disability		
CHECKLIST OF	REQU	JIREMENTS	NTS WHERE TO SECURE		
Medical Certificate	statin	g the disability	Physician		
(1 original copy & 1	photo	осору)			
Birth Certificate (2	photo	copies)	Phil Statistics A Office	authority or Mun. C	ivil Registration
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Approach the	1.Pro	ovide the	None	10 minutes	Persons With
Persons with	Appl	ication Form.			Disability- In
Disability Focal					Charge
Person and					Persons With
submit the					Disability Unit
requirements.					
					Persons with
					Disability Focal
					Person
					Public Welfare
					Unit
2. Fill-out and		ceive and	None	15 minutes	Persons With
submit the	revie	w data .			Disability- In
Application Form					Charge
		Orient client on	None	10 minutes	Persons With
	bene	fits and			Disability Unit



	privileges of PWDs. 2.2 Endorse the Application Form to the IT unit, for the ID preparation and record in the logbook.	None	15 minutes	Persons with Disability Focal Person Public Welfare Unit
3. Receive the Persons With Disability ID and sign the logbook.	3. Prepare the ID Card, register in the logbook and release the ID.	None	10 minutes	Admin. Asst II Information Technology Unit In charge Office of the Municipal Mayor
	Total	None	1 hour	



45. SECURING PURCHASE BOOKLETS FOR PERSONS WITH DISABILITY (PWD)

PWD Purchase Booklet is issued to all Persons With Disability who wants to avail of the benefits and privileges under RA No. 9442 such as free medical/ dental diagnostic &laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division		Office of the Municipal Mayor- Office of the Persons with Disability			
		Affairs (PWD)			
Classification		Simple			
Type of Transaction Government to			Citizen		
Who may avail		Members of Per	son with Disabilit	у	
CHECKLIST OF R	REQU	IREMENTS	WHERE TO SECURE		
Persons with Disability	ID		Office of the P	ersons with Disabil	ity Affairs (PWD)
Authorization Letter s	signe	d by the PWD,	From the Pers	ons with Disability	availing the
if representative (1 or	rigina	l copy)	services		
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Approach the Persons with Disability Focal Person and present the Persons with Disability ID and Authorization Letter if representative	veri	eceive and fy the uments	None	2 minutes	Persons With Disability- In Charge Persons With Disability Unit Persons with Disability Focal Person Public Welfare Unit
2. Receive the Purchase and Grocery Booklets and sign the log book.	relea Puro Gro	repare and ase the chase / cery Booklets ne client	None	5 minutes	Persons With Disability- In Charge Persons With Disability Unit



			Persons with
			Disability Focal
			Person
			Public Welfare
			Unit
Total	None	7 Minutes	



OFFICE OF THE MUNICIPAL MAYOR Public Welfare Unit (PWU)



46. AVAILING OF ASSISTANCE IN CRISIS SITUATION

Assistance given to indigent residents of Libona who opt to avail for medical, non-food, transportation ,educational and Burial Assistance

Office or Division	Office of the M	unicipal Mayor- Public Welfare Unit	
Classification	Simple		
Type of Transaction	Government to	Citizens	
Who may avail	Indigent Reside	ents of Libona	
CHECKLIST OF REQU	UIREMENTS	WHERE TO SECURE	
FOR MEDICAL ASSISTA	ANCE		
Barangay Certificate of In	digency	Barangay Hall- Barangay Secretary	
(1 original & 1 photocopy)			
Recent Medical Certificat	e/clinical	Hospital- Records Section	
Abstract (1 original & 1 pl	notocopy)		
Latest Hospital Bill		Hospital- Billing Section	
(1 original & 1 photocopy	/)		
Discharge Summary		Hospital- Records Section	
(1 original & 1 photocopy)		
Doctor's Prescription		Hospital- Physician	
(1 original & 1 photocopy)		
Valid ID (1 card)		Person availing the services	
FOR NON-FOOD ASSIS			
Barangay Certificate of In		Barangay Hall- Barangay Secretary	
(1 original & 1 photocopy	/)		
Valid ID (1 card)		Person availing the services	
FOR TRANSPORTATIO	N		
ASSISTANCE			
Barangay Certificate of In	•	Barangay Hall- Barangay Secretary	
(1 original & 1 photocopy			
Police Blotter (for victims	of pick	Police Station	
pockets) (2 photocopies)	1.1.0.1	Decree of the state of the stat	
Passport Employment or	Job Order	Person availing the services	
(OFW) (2 photocopies)	OLOTANOS		
FOR EDUCATIONAL AS		Decree Hell Decree 2	
Barangay Certificate of Ir	•	Barangay Hall- Barangay Secretary	
(1 original & 1 photocopy		Cabaal Danietras	
Certificate of Enrollment	-	School - Registrar	
registration/assessment (Toriginal & 1		
photocopy)		Cabaal Daniatrar	
Latest School ID (1 ID)		School - Registrar	



				OF OF BO	
FOR BURIAL ASSIS	STANCE				
Barangay Certificate (1 original & 1 photo	0 ,	Barangay Hall-	Barangay Secreta	ary	
Funeral Contract (1 p		Concerned Funeral Parlor			
Death Certificate (1		Municipal Civil Registration Office			
Valid ID (1 photocopy)		Claimant	rtogioti attori Omo	<u> </u>	
Client Steps	Agency Actions	Fees to be	Processing	Person	
	, rigono, rionono	Paid	Time	Responsible	
1.Sign the Client Log Book in the information Desk	1.Give the Log Book to the client 1.1 Guide the client to the Public Welfare Unit	None	5 minutes	Information Desk In- Charge Office of the Municipal Mayor	
2.Submit the	2. Receive the	None	5 minutes	iviayoi	
required documents to the Clerk for initial assessment and verification	required documents and check for completeness 2.1 Conduct	None	15 minutes	Office In Charge Or Job Order Employees	
	assessment / case study to the client.			Public Welfare Unit	
	2.2 Prepare and process claims	None	10 minutes		
	2.2.1.Mun Budget Office Obligation Request	None	5 minutes	Municipal. Budget Officer- Mun. Budget Office	
	2.2.2. Accounting Office- Disbursement Voucher	None	5 minutes	Municipal Accountant- Municipal Accounting and	
	Voucitor	None	5 minutes	Internal Audit Office	
	2.2.3 Municipal Treasury- Disbursement	None	5 minutes	<i>Municipal</i> <i>Treasurer</i> Mun. Treasury	



	Voucher			Office
	2.2.4Office of the Mun. Mayor			<i>Mun Mayor</i> Office of the Municipal Mayor
3. Proceed to	3. Guide Client to	None	2 minutes	Disbursing
Disbursement	the Disbursement			Officer II
window and receive	window for the			Mun. Treasury
the assistance.	release of			Office
	assistance			
	Total	None	57 minutes	



47. AVAILING OF EMERGENCY SHELTER ASSISTANCE

Assistance given to indigent residents of Libona who opt to avail for shelter assistance

Office or Division Office of the Municipal Mayor- Public Welfare Unit				t	
Classification	Sim				
Type of Transaction	Gov	ernment to	Citizen		
Who may avail	Indi	gent Reside	ents of Libona		
CHECKLIST OF F	EQUIRE	MENTS	V	VHERE TO SECU	IRE
Barangay Certificate	of Indige	ncy	Barangay Hall-	Barangay Secreta	ary
(1 original & 1 photo					
Certification from the Bureau of Fire			Bureau of Fire	Protection	
Protection(1 original copy & 1					
photocopy)					
Project Proposal (1			Requesting Pa		
Zoning Certification	•		Mun. Planning	and Development	Office
prone area) (1	original	copy &			
photocopy)	(MDDO /4	M District		0111
Actual Inspection Re	port from	1 MPDO (1	Mun. Planning	and Development	Office
original copy)	of Mork	/1 original	Mun Engineeri	ng Office	
Individual Program	DI VVOIK	(1 original	Mun. Engineeri	ng Onice	
copy) Valid ID (1 photocopy	/\				
Client Steps		y Actions	Fees to be	Processing	Person
Official Otops	Agene	Actions	1 003 10 50	1 1000331119	1 013011
			Paid	Time	Responsible
1.Sign the Client	1.Give t	he Log	Paid None	Time 3 minutes	Responsible Information
1.Sign the Client Log Book in the	1.Give to	he Log the client			
1.Sign the Client Log Book in the information Desk		-			Information
Log Book in the		the client			Information Desk
Log Book in the	Book to	the client de the	None	3 minutes	Information Desk In- Charge
Log Book in the	Book to	the client de the the	None	3 minutes	Information Desk In- Charge Office of the
Log Book in the information Desk	1.1 Guid client to Public V Unit	the client de the the Velfare	None None	3 minutes 2 minutes	Information Desk In- Charge Office of the Municipal Mayor
Log Book in the information Desk 2.Approach Office	1.1 Guid client to Public V Unit 2. interv	the client de the the Velfare	None	3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit	the client de the the Velfare	None None	3 minutes 2 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office	1.1 Guid client to Public V Unit 2. interv Client	the client de the the Velfare riew the	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give	the client de the the Velfare riew the	None None	3 minutes 2 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requiren	the client de the the Velfare riew the e list of ments to	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply.	the client de the the Velfare riew the e list of ments to And give	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply. instruction	the client de the the Velfare riew the e list of ments to And give ons when	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply. instruction to comp	the client de the the Velfare riew the e list of ments to And give ons when oly and	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply. instruction to composubmit to comp	the client de the the Velfare view the e list of ments to And give ons when oly and the	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare
Log Book in the information Desk 2.Approach Office in Charge and state the purpose	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply. instruction to comply submit to requirent requirent requirent requirent comply to comply submit to requirent requirent comply submit to requirent complex submit s	the client de the the Velfare riew the e list of ments to And give ons when oly and the ments	None None None	3 minutes 2 minutes 3 minutes 2 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare Unit
Log Book in the information Desk 2.Approach Office in Charge and state	1.1 Guid client to Public V Unit 2. interv Client 2.1 Give requirent comply. instruction to comply submit to requirent requirent requirent requirent comply to comply submit to requirent requirent comply submit to requirent complex submit s	the client de the the Velfare view the e list of ments to And give ons when oly and the ments ceive the	None None None	3 minutes 2 minutes 3 minutes	Information Desk In- Charge Office of the Municipal Mayor Office Clerk Public Welfare



submit check for Mun.	ficer II
Submit Wall	Tracalim,
completeness	Treasury
	Office
3.1 Conduct None 10 minutes	
S. I. Solidadi	- 14/- <i>l</i> f
Linit .	c Welfare In charge
(proposal) to the	Or
client	o Order
	ployees
3.2 Prepare and None 10 minutes MMC	D- Public
process claims Welf	are Unit
3.2.1.Mun Budget None 5 minutes Mi	
	ınicipal et Officer-
Badg	. Budget
·	Office
	ınicipal
Dishama and	ountant-
Variable 9	ınicipal
Accou	Inting and nal Audit
	Office
3.2.3 Municipal None 5 minutes	JIIIOC
Treasury-	easurer
Disbursement Mun.	Treasury
Voucher	Office
3.2.4Office of the None 5 minutes	
The state of the s	a Mayor
	n Mayor ce of the
	inicipal
	/layor
4. Claim Assistance 4. Assistance for None 5 minutes Dis	bursing
]	Officer
Officer- Municipal Disbursing Office- Mun.	Treasury
Treasury Municipal C	Office
Treasury	
Total None 57 minutes	



OFFICE OF THE MUNICIPAL MAYOR Sports Development Unit



48. RENTING SPORTS EQUIPMENT

Individual or group may use sports equipment owned by the Municipal Government of Libona by paying specific amount specified in the Revenue Code per approval of their request by the Mayor

Office or Division:	Office of the	Municipal Mayor-Sp	orts Developmer	nt Unit	
Classification:	Simple	Simple			
Type of Transaction:	Government	Government to Government			
Who may avail:		angay Government			
CHECKLIST OF REQU	IREMENTS	WHERE TO SECU	JRE		
None		None			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the information Desk	1. Guide the client to the Municipal Sports Coordinator	None	5 minutes	Information Desk In- Charge Office of the Municipal Mayor	
2.Approach the Mun. Sports Coordinator and state your purpose	2. Check the availability of the sports equipment. If available, have the client fill out the Rental Agreement Form and issue the Order of Payment	none	20 minutes	Mun. Sports Coordinator Office of the Municipal Mayor	
3.Pay the required rental Fee at the	3.Accept the payment	1.Balls Basketball,	10 minutes	Admin Aide II Or	



Municipal Treasury, Revenue Collection Section		volleyball, Sepak Takraw, Soccer/football ₱30.00/piece/day 2.Boxing Gloves ₱50.00/set/day 3. Set Volleyball Set, Ping-Pong Set ₱150.00/set/day 4. Boxing Ring (at least 2 assemblers is a must, excluding assembler's fees) ₱200.00/set/day ₱30.00/piece/day		Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4.Return to the Municipal Sports Coordinator for the release of the sports equipment	the Official Receipt	None	10 minutes	Mun. Sports Coordinator Office of the Municipal Mayor
TOTAL		See table below	45 minutes	

Schedule of Payment for Sport Equipment Rental			
1.Balls Basketball, volleyball, Sepak Takraw, Soccer/football	₱30.00/piece/day		



2.Boxing Gloves	₱50.00/set/day
3. Set Volleyball Set, Ping-Pong Set	₱150.00/set/day
4. Boxing Ring (at least 2 assemblers is a must, excluding assembler's fees)	₱200.00/set/day ₱30.00/piece/day



OFFICE OF THE SANGGUNIANG BAYAN

Internal Services



49. APPROVAL OF DAILY TIME RECORDS, TIMEBOOK PAYROLLS, ACCOMPLISHMENT REPORTS AND IPCR OF SANGGUNINAG BAYAN OFFICE PERSONNEL

Heads of Offices are responsible in monitoring the attendance, activities, work performance and accomplishments of their respective personnel.

Office or Division:		Office of the Sar	ngguniang B	ayan	
Classification:		Simple			
Type of Transaction:		Government to 0	Government		
Who may avail:		Employees of the			
CHECKLIST OF REQ			WHERE TO	O SECURE	
WHICHEVER IS APP	LICABL	.E			
Daily Time Record (3	copies)		Mun. Huma	an Resource &	Mngt. Office
Time Book Payroll (1 s	set)		Office of th	e Sangguniang	Bayan
Accomplishment Repo	ort (2 co	pies)	Concerned	l Employee	
Individual Performan Review (2 copies)	ice Co	mmitment and	Office of th	e Sangguniang	Bayan
Client Steps	Age	ency Actions	Fees to	Processing	Person
			be Paid	Time	Responsible
1. Prepares documents and submit to the Secretary to the Sanggunian	data a	eives, verifies nd forward to esk of the Mun. layor	None	5 minutes	Secretary to the Sanggunian and Municipal. Vice Mayor Office of the Sangguniang Bayan
2. Receives acted documents and forward the same to other concerned Offices for processing 2. Returns signed documents to employee/s		None	1 minute	Secretary to the Sanggunian Office of the Sangguniang Bayan	
	Total		None	6 minutes	



50. APPROVAL OF LEAVE OF ABSENCE OF THE EMPLOYEES AND MEMBERS OF THE SANGGUNIANG BAYAN

Rule XIV. ART. 84. Leave of Absence-(a) Leaves of absence of elective local officials shall be approved as follows:

3) Leaves of absence of the members of the sanggunian and appointive employees therein shall be approved by the vice governor or city or municipal vice mayor concerned

Office or Division	ce or Division Office of the Sangguniang Bayan					
Classification		Simple				
Type of Transact	ion	Government to	Government			
Who may avail				of the Sanggunian		
CHECKLIST OF				WHERE TO SECU		
Leave Application		, ,	Office of the Sa	angguniang Bayan	l	
the Head of Office						
and Management		· · · · · · · · · · · · · · · · · · ·	F	D	D	
Client Steps	Age	ency Actions	Fees to be	Processing Time	Person	
1. Submits	1 Do	ceives	Paid None	5 minutes	Responsible	
	_		inone	5 minutes	Secretary to the Sanggunian	
Application for		cation for			Office of the	
Leave Form duly		e Form, check			Sangguniang	
signed by the		completeness			Bayan	
employee and	and L	.og			,	
the MHRMO	445	orward to the				
		orward to the	None	10 minutes	Municipal Vice	
		of Municipal			Mayor	
		Mayor for final			Office of the	
	action	n e			Sangguniang	
					Bayan	
2. Receives	2 Do	leases acted	None	5 minutes	Coorotom to the	
			ivone	5 minutes	Secretary to the Sanggunian	
Acted Leave	leave application to				Office of the	
Application Form	emplo				Sangguniang	
concerned				Bayan		
		TOTAL	None	20 minutes		



51. ACT ON OFFICIAL LOCAL TRAVELS OF THE EMPLOYEES AND MEMBERS OF THE SANGGUNIANG BAYAN

The official local travels of the employees and Member of the Sangguniang Bayan for less than thirty days and payment for their corresponding travel expense shall be approved by the Municipal Vice Mayor.

Office or Division		Office of the Sa	ngguniang Baya	an	
Classification		Simple			
Type of Transact	ion	Government to	Government		
Who may avail		Municipal Offici	als , Employees	of the Sanggunian	ng Bayan
CHECKLIST OF	FREQ	UIREMENTS		WHERE TO SECU	RE
Travel Order Form	(2 co	opies)	Office of the Sa	angguniang Bayan	
Invitation Letter or	Radio		Requesting / H	ost Agencies	
Communication if	f Applid	cable			
(1 original copy)					
Client Steps	Age	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Submits		ceives Travel	None	5 minutes	Secretary to the
Travel Order	Orde	r Form check			Sanggunian
Form duly signed	as to	completeness			Office of the
by the Head of	and L	_og			Sangguniang Bayan
Office, Human	l				Dayan
Resource		orward to the	None	10 minutes	Municipal Vice
Management		of Municipal	140110	10 1111110100	Mayor
Officer and	Vice	Mayor for final			Office of the
Municipal Budget	action	า			Sangguniang
Officer					Bayan
Officer					·
2. Receives	2. Re	leases acted	None	15 minutes	Sanggunian
Acted Travel	Trave	el Order to			Office of the
Order Form					Sangguniang
Ordor Form	employee concerned				Bayan
	COLICE	Silieu			
					Municipal Vice
					Mayor
					Office of the
					Sangguniang
					Bayan



TOTAL	None	30 minutes	



52. LEGISLATIVE ENACTMENT SERVICES ON REVIEW OF THE ANNUAL AND SUPPLEMENTAL BUDGET FOR THE OPERATIONS OF THE MUNICIPAL GOVERNMENT

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

Office of the Sangguniang Bayan

Office or Division

			angganiang Baya	•
Classification		Highly Technic		
Type of Transac	ction	Government to	Government	
Who may avail		Municipal Gove	ernment of Libona	1
CHECKLIST OF	REQUIREMENTS	V	HERE TO SECU	JRE
Proposed Annua	• •	Municipal Budg	get Office	
	porting documents as			
	v (5 original copies)	NA COLORDO	· · · · · · · · · · · · · · · · · · ·	
	nental Investment	iviunicipai Plani 	ning and Develop	ment Office
	d by the Municipal uncil (5 photocopies)			
	nent by concerned	Office of the Mi	unicipal Mayor/ M	lunicipal Budget
authorities or offi	•	Office	a	.ae.pai Daagot
copies & 3 photo	` •			
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Secure	1. Receive and	None	10 minutes	Secretary to the
requirements	review the			Sanggunian
and submit to	documents			000000000000000000000000000000000000000
the Office of				Office of the
the				Sangguniang Bayan
Sangguniang				Office of the
Bayan for				Sangguniang
review and				Bayan
assessment				
2. Waits for the	2. If documents are	None	5 minutes	Computer
result of the	complete request is			Operator II
	entered in the			or



review	logbook for legislative actions			Administrative Aide VI Office of the Sangguniang Bayan
3. Wait for Legislative Actions	3.The Secretary to the Sanggunian places requests Annual & Supplemental budget for review in the Order of Business for referral to the proper committee	None	5 days	Secretary to the Sanggunian Office of the Sangguniang Bayan
	3.1 The concerned committee evaluates submitted documents	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for first reading	None	1 day	Committee Concerned Office of the Sangguniang Bayan
	3.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	3.4 The secretariat finalizes Committee Report	None	2 days	Sangguniang Bayan Member Office of the Sangguniang Bayan
	3.5 The measure is presented on	None	15 days	Committee on Rules and Laws



	Second, Third and Final Reading (if there is a need for revision/amendment, debate is presented)			Office of the Sangguniang Bayan
	3.6 SB Adopts the measure on the Final Reading	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	3.7 Finalizes adopted measure	None	1 day	Municipal Mayor Office of the Municipal Mayor
	3.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	3.9 The secretariat enrolls the approved measure in the journals then forwards it to Sangguniang Panlalawigan for review and posts it for publication if required	None	3 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
4. Get a copy of approved resolution or	4. Releases the resolution or ordinance	None	1 day	Computer Operator II or Administrative



ordinance				Aide VI
				Office of the
				Sangguniang
				Bayan
	Total	None	54 days	
			10 minutes	



OFFICE OF THE SANGGUNIANG BAYAN



53. REQUEST FOR PHOTOCOPIES OF SANGGUNIANG BAYAN DOCUMENTS

The office of the Sangguniang Bayan may under its mandate provide copies of its documents to requesting parties as may be authorized by law.

Office or Division)	Office of the Sangguniang Bayan			
Classification Simple					
Type of Transaction Government to Ci		itizen			
Who may avail		ALL			
CHECKLIST OF	FRE	QUIREMENTS	W	HERE TO SEC	URE
Written request	stati	ng the type of	Requesting Par	rty	
document needed	and	its purpose			
(1 original copy)					
Proper endorsen		-	Concerned Aut	horities or office	ers
authorities or office	ers if	needed			
(1 original copy)					
Justification for red	ques	t (1 original copy)	Requesting Par	rty	
Client Steps	Α	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Submits		deceives written	None	5 minutes	Admin. Aide VI
Written Request		uest & record in			or
stating the type of document	tne	logbook			Computer Operator II
needed and its	1 1	Retrieves			or
purpose		cuments from files	None	5 minutes	Secretary to the
' '	and	d photocopy or			Sanggunian
		arch from tracking			
	sys	tem & print			Office of the
					Sangguniang
2 Povo	2 [Receives	Dhotocony	5 minutes	Bayan Administrative .
2. Pays prescribed fees		ment release	Photocopy ₱1.00 per	ว กากนเยร	Administrative . Aide VI
And receive		document/s	copy short		or
document/s and			size		Computer
sign the logbook			₱2.00 per		Operator II
			copy long		
			size		Office of the
					Sangguniang



			Bayan
Total	Photocopy	15 minutes	
	₱1.00 per		
	copy short		
	size		
	₱2.00 per		
	copy long		
	size		



54. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

The MTOP is a document granting franchise or license to any individual with Tricycle/s allowing him to apply and operate within the territorial jurisdiction of Libona . MTOP is being issued to regulate the number of tricycles. The MOTORIZED TRICYCLE OPERATOR'S PERMIT is valid for three (3) years, commencing from the date of its issuance, which is renewable every three (3) years. Only residents of Libona, Bukidnon are qualified to operate and maintain tricycles-for-hire

Office or Divis	sion	Office of the Sangguniang Bayan			
Classification		Simple			
Type of Transaction		Government to Citizen			
Who may avai	Ī	Motorcycle Ow	ners / Operators		
CHECKLIST C	F REQUIREMENTS	V	WHERE TO SECURE		
Barangay Busin (1 original and	ness Clearance	Barangay Hall- Barangay Secretary			
	rance of the Operator	Barangay Hall-	Barangay Secret	tarv	
.	& 1 photocopy)		·	,	
	ficial Receipt &	Land Transport			
	egistration of tricycle,	Company of the	e Distributor of the	e tricycle	
	sed, Sales Invoice				
	y & 1 Photocopy)	In a company of Compan			
passengers	ance - covered 6	Insurance Company			
,	& 1 photocopy)				
	ge with unit (1 copy)	Motorcycle Ope	erator		
	e- Professional of the	Land Transportation Office (LTO)			
	er (1 photocopy)				
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	
1.Secures	1.Provides	None	3 minutes	Computer	
Application	Application Form			Operator II	
Form from				Or A designing tractions	
the Office of				Administrative Aide VI	
the				Alue VI	
Sangguniang				Office of the	
bayan				Sangguniang	



				Bayan
2.Submits Application Form and requirements to Personnel In Charge	2.Receives and reviews submitted documents, issue Order of Payment and direct applicant to pay at the Municipal Treasury	None	20 minutes	Computer Operator II or Administrative Aide VI Or Secretary to the Sanggunian Office of the Sangguniang
3.Pays required Fee at the Municipal Treasury, Revenue Collection Section	3.Accepts payment based on the Order of Payment 3.1 Issue the Official receipt	Motorized T ricycle Oper ator's permit fee ₱500.0	5 minutes	Bayan Admin Aide II or Revenue Collection Clerks II or Revenue Collection Officer II Mun. Treasury Office
4.Return to the Office of	4. Checks the Official Receipt	None	5 minutes	Computer Operator II
the Office of the Sangguniang Bayan and present the Official receipt for the preparation of Motorized Tricycle Operator's Permit	4.1 Encode the data, print Motorized Tricycle Operator's Permit forward to the Mun. Vice Mayor and the Committee Chair on Transportation for signatures, seals and release of documents	None	1 day	or Secretary to the Sanggunian Office of the Sangguniang Bayan
	Total	₱500.00	1 day & 33	



		minutes	



55. LEGISLATIVE ENACTMENT SERVICES ON ACCREDITATION OF CIVIC SOCIETY ORGANIZATIONS (CSOs) NON-GOVERNMENT ORGANIZATIONS (NGOs) AND PEOPLES ORGANIZATIONS (POs)

The Office of the Sangguniang Bayan may accept the application for accreditation of Organizations provided that they comply with the requirements

Office or Division	Office of the Sa	Office of the Sangguniang Bayan			
Classification	Simple	Simple			
Type of Transaction	Government to	Government to Citizen			
Who may avail	Civic Society Or	rganizations (C	CSOs), Non- Gove	ernment	
	Organizations (I	NGOs) & Peop	oles Organizations	s (POs)	
CHECKLIST OF I	REQUIREMENTS	WHERE TO SECURE			
Application Form fo	r Accreditation	Office of the Sangguniang Bayan or DILG			
(1 original copy and					
Board Resolution si		From the org	anization availing	the service	
for accreditation (1	original copy and 1				
Photo copy)	ration from	Coourition	Evolunda Cara	ingian (CEC) ar	
Certificate of Regist Securities and Exch			Exchange Commi	` '	
Department of Laboration	•	•	of Labor and Emp	•	
Employment, Coope		Cooperative	Development Aut	hority (CDA)	
Development Author					
copy and 1 Photo c	• •				
List of current office		From the Org	ganization availing	the services	
(1 original copy and	1 Photo copy)			•	
Annual Accomplish	•	From the Org	ganization availing	the services	
(1 original copy and					
Financial Statemen	(1 original copy	From the Org	ganization availing	g the services	
and 1 Photo copy)					
Profile indicating the		From the Organization availing the services			
objectives of the org	•				
(1 original copy and		From the Organization availing the convices			
Copy of the Minutes the organization (1)	•	From the Organization availing the services			
Photo copy)	original copy and i				
Copy of the Constitu	ıtion and By-Laws	From the Organization availing the services			
(1 original copy and	_		Jan 11 2010 11 10 10 10 10 10 10 10 10 10 10 10	,	
	Agency Actions	Fees to be			



		Paid	Time	Responsible
1. Secures Application Form from the Sangguniang Bayan Personnel or DILG Personnel	1. Provides Application Form	None	3 minutes	Admin. Aide VI or Comp. Operator II or Secretary to the Sanggunian Office of the Sangguniang Bayan Municipal Local Government Operations Officer VI Department of Interior and Local Government
2. Submits duly accomplished Application Form and other requirements.	2.Receives, verifies and records documents submitted	None	5 minutes	Admin. Aide VI or Computer Operator II or Secretary to the Sanggunian
	2.1 Forward the application to the committee Chairman on NGOs	None	5 minutes	Office of the Sangguniang Bayan
	2.2 If the application is approved, the SB secretary prepares the Certificate of Accreditation. If disapproved, the	None	10 minutes	Admin. Aide VI or Computer Operator II or Secretary to the



	secretary issues			Sanggunian
	the notice to the NGO/PO stipulating therein the reason/s for disapproval			Office of the Sangguniang Bayan
3. Proceed to the	3. Notify the Client	None	2 minutes	Office of the Sangguniang Bayan Admin. Aide VI
Office of the Sangguniang Bayan when	of the result of the application.			or Comp. Operator II or Secretary to the
notified and claim the requested	Record and Release the document			Sanggunian Office of the
document	doddinont			Sangguniang Bayan
	TOTAL	None	25 minutes	



56. LEGISLATIVE ENACTMENT SERVICES ON ENDORSEMENT OF THE MUNICIPAL MAYOR

The Sangguniaang bayan under 7160 is authorized to approve legislative measures for private and public purposes

Office or Division	on	Office of the Sa	angguniang Baya	n
Classification		Highly Technic	al	
Type of Transac	ction	Government to	Citizen, Governn	nent to
		Government		
Who may avail		All		
CHECKLIST OF	REQUIREMENTS	V	VHERE TO SECU	JRE
Endorsement fro	m the Office of the	Petitioners or c	omplainant or oth	ner affected
Municipal Mayor		public		
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Secure	1. Receive and	None	2 hours	Secretary to the
proper	review the			Sanggunian
endorsement	document			Office of the
from the Office				Sangguniang
of the				Bayan
Municipal				
Mayor				
regarding a				
request,				
petition on				
certain issues				
or occurrences				
together with				
the pertinent				
documents				
2. Submit	2. Receive and	None	10 minutes	Secretary to the
request with	review the			Sanggunian
requirements	documents			
for review				Office of the
				Sangguniang



3. Waits for the result of the review	3. If documents are complete request is entered in the logbook for legislative actions	None	5 minutes	Bayan Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
4. Wait for Legislative Actions	4.The Secretary to the Sanggunian places all requests, petition, complaint, barangay ordinance and municipal budgets for review in the Order of Business for referral to the proper committee	None	5 days	Secretary to the Sanggunian Office of the Sangguniang Bayan
	4.1 The concerned committee evaluates submitted documents	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	4.2 The concerned committee endorses for filing of draft resolution or ordinances for first reading	None	1 day	Committee Concerned Office of the Sangguniang Bayan
	4.3 The concerned committee holds public hearing whenever applicable	None	5 days	Committee Concerned Office of the Sangguniang Bayan



and renders report to SB session			
4.4 The secretariat finalizes Committee Report	None	2 days	Sangguniang Bayan Member
Report			Office of the Sangguniang Bayan
			•
4.5 The measure is presented on	None	15 days	Committee on Rules and Laws
Second, Third and			Office of the
Final Reading (if there is a need for			Sangguniang
revision/amendment,			Bayan
debate is presented)			
4.6 SB Adopts the measure on the	None	1 day	Computer Operator II
Final Reading			or
			Administrative Aide VI
			Office of the
			Sangguniang
			Bayan
4.7 Finalizes adopted	None	1 day	Municipal
measure			Mayor
			Office of the
			Municipal Mayor
			Mayor
 4.8 SB Office provides the	None	15 days	Computer Operator II
facilitation of the			or Administrative
signature of concerned officials in			Aide VI
the resolution or			Office of the



	ordinance			Sangguniang Bayan
	4.9 The secretariat enrolls the approved measure in the journals then forwards it to SP for review and posts it for publication if required	None	3 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
5. Get a copy of approved resolution or ordinance	5. Releases the resolution or ordinance	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	Total	None	54 days 2 hours, 15 minutes	



57. LEGISLATIVE ENACTMENT SERVICES ON REQUEST FOR PETITION OR COMPLAINT TO BE REVIEWED BY THE SANGGUNIANG BAYAN

The Sangguniaang bayan under 7160 is authorized to approve legislative measures for private and public purposes

Office or Division	on	Office of the Sa	angguniang Baya	n
Classification		Highly Technical		
Type of Transac	ction	Government to	Citizen, Governn	nent to
		Government		
Who may avail		All		
CHECKLIST OF	REQUIREMENTS	W	HERE TO SECU	JRE
Copy of petition			omplainant or oth	ner affected
	ed duly signed by	public		
affected public (1	mplainant and other			
Sworn Statemen	t of Affidavits	Officer adminis	tering the Oath	
(1 original copy)	CO. / MINGOVILO	200. 44	tog the Cath	
	nent by concerned	Concerned Aut	horities or officers	S
	cers (1 original copy)			
Justification for fi	• .	Petitioners or complainant or other affected		
complaint (1 orig		public		
Client Steps	Agency Actions	Fees to be	Processing	Person
4. Coours	4 Deseive and	Paid	Time	Responsible
1. Secure	1. Receive and	None	2 hours	Secretary to the Sanggunian
proper	review the			Sanggunan
endorsement	document			Office of the
from the Office				Sangguniang
of the				Bayan
Municipal				
Mayor				
regarding a				
request,		l		
•				
petition on				
petition on certain issues				
petition on				



the pertinent documents				
2. Submit request with requirements for review	2. Receive and review the documents	None	10 minutes	Secretary to the Sanggunian Office of the Sangguniang Bayan
3. Waits for the result of the review	3. If documents are complete request is entered in the logbook for legislative actions	None	5 minutes	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
4. Wait for Legislative Actions	4.The Secretary to the Sanggunian places all requests, petition, complaint, barangay ordinance and municipal budgets for review in the Order of Business for referral to the proper committee	None	5 days	Secretary to the Sanggunian Office of the Sangguniang Bayan
	4.1 The concerned committee evaluates submitted documents	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	4.2 The concerned committee endorses for filing of draft resolution or	None	1 day	Committee Concerned Office of the Sangguniang



ordinances for first reading			Bayan
4.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	Committee Concerned Office of the Sangguniang Bayan
4.4 The secretariat finalizes Committee Report	None	2 days	SB member Office of the Sangguniang Bayan
4.5 The measure is presented on Second, Third and Final Reading (if there is a need for revision/amendment, debate is presented)	None	15 days	Committee on Rules and Laws Office of the Sangguniang Bayan
4.6 SB Adopts the measure on the Final Reading	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
4.7 Finalizes adopted measure	None	1 day	Municipal Mayor Office of the Municipal Mayor



	4.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	4.9 The secretariat enrolls the approved measure in the journals then forwards it to SP for review and posts it for publication if required	None	3 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
5. Get a copy of approved resolution or ordinance	5. Releases the resolution or ordinance	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	Total	None	54 days 2 hours, 15 minutes	



58. LEGISLATIVE ENACTMENT SERVICES ON RECLASSIFICATION OF LANDS

Under the Local Government Code and other existing laws the Sangguniang Bayan is empowered to reclassify lands under the territorial jurisdiction of the municipality. The reclassification of lands is necessary to reflect the actual utilization of said properties and to determine proper taxation for its use.

Office or Division	on	Office of the Sa	angguniang Baya	n
Classification		Highly Technica	al	
Type of Transac	ction	Government to	Citizen	
Who may avail Residents				
CHECKLIST OF	REQUIREMENTS	W	HERE TO SECU	JRE
	Declaration of the nal. 1 photocopy)	Municipal Asse	ssment Office	
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	Receive and review the document	None	5 minutes	Secretary to the Sanggunian Office of the Sangguniang Bayan
2. Waits for the result of the review	2. If documents are complete request is entered in the logbook for legislative actions	None	5 minutes	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
3. Wait for Legislative	3.The Secretary to the Sanggunian	None	5 days	Secretary to the Sanggunian



				OF OF BO
Actions	places all requests, petition, complaint, barangay ordinance and municipal budgets for review in the Order of Business for referral to the proper committee			Office of the Sangguniang Bayan
	3.1 The concerned committee evaluates submitted documents	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for first reading	None	1 day	Committee Concerned Office of the Sangguniang Bayan
	3.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	3.4 The secretariat finalizes Committee Report	None	2 days	SB member Office of the Sangguniang Bayan
	3.5 The measure is presented on Second, Third and Final Reading (if there is a need for	None	15 days	Committee on Rules and Laws Office of the Sangguniang Bayan



	T			
	revision/amendment			
	, debate is			
	presented)			
	3.6 SB Adopts the	None	1 day	Computer
	measure on the		,	Operator II
	Final Reading			or
	i mai reading			Administrative
				Aide VI
				Office of the
				Sangguniang
				Bayan
	3.7 Finalizes	None	1 day	Municipal
	adopted measure			Mayor
				Office of the
				Municipal
	3.8 SB Office	None	15 dovo	Mayor
		None	15 days	Computer Operator II
	provides the			or
	facilitation of the			Administrative
	signature of			Aide VI
	concerned officials			
	in the resolution or			Office of the
	ordinance			Sangguniang
	2.0 The government	None	2 dovo	Bayan
	3.9 The secretariat	None	3 days	Computer Operator II
	enrolls the approved			or
	measure in the			Administrative
	journals then			Aide VI
	forwards it to SP for			
	review and posts it			Office of the
	for publication if			Sangguniang
	required			Bayan
4. Get a copy	4. Releases the	None	1 day	Computer
of approved	resolution or			Operator II
resolution or	ordinance			or
ordinance				Administrative
				Aide VI



			Office of the Sangguniang Bayan
Total	None	54 days 10 minutes	23,5



59. LEGISLATIVE ENACTMENT SERVICES ON REQUEST FOR REVIEW OF ANNUAL AND SUPPLEMENTAL BUDGETS AND ORDINANCES FOR THE OPERATIONS OF THE BARANGAY GOVERNMENTS

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

Office or Division	on	Office of the Sa	angguniang Baya	n
Classification		Highly Technic	al	
Type of Transac	ction	Government to	Government	
Who may avail		Barangay Gove	ernment Units	
CHECKLIST OF	REQUIREMENTS	V	WHERE TO SECU	JRE
For Barangay Bu Appropriation Or Barangay Budge Budget (3 Origin	dinance enacting the t/Supplemental	Barangay Government Unit Concerned		
the Barangay (3	Investment Plan of original copies)	Barangay Gove	ernment Unit Con	cerned
For Sangguniand Resolution from Kabataan on the	g Kabataan: the Sangguniang utilization of their the barangay budget	Barangay Government Unit Concerned		
Indorsement from (1 original copy)		Barangay Government Unit Concerned		
, ,	s)	Barangay Gove	ernment Unit Con	cerned
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Secure requirements	Receive and review the	None	5 minutes	Secretary to the Sanggunian
and submit to the Office of	document			Office of the



				of Ot Bo
the Sangguniang Bayan for review and assessment				Sangguniang Bayan
2. Waits for the result of the review	2. If documents are complete request is entered in the logbook for legislative actions	None	5 minutes	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
3. Wait for Legislative Actions	3.The Secretary to the Sanggunian places all requests, petition, complaint, barangay ordinance and municipal budgets for review in the Order of Business for referral to the proper committee	None	5 days	Secretary to the Sanggunian Office of the Sangguniang Bayan
	3.1 The concerned committee evaluates submitted documents	None	5 days	Committee Concerned Office of the Sangguniang Bayan
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for first reading	None	1 day	Committee Concerned Office of the Sangguniang Bayan



3.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	Committee Concerned Office of the Sangguniang Bayan
3.4 The secretariat finalizes Committee Report	None	2 days	SB member Office of the Sangguniang Bayan
3.5 The measure is presented on Second, Third and Final Reading (if there is a need for revision/amendment, debate is presented)	None	15 days	Committee on Rules and Laws Office of the Sangguniang Bayan
3.6 SB Adopts the measure on the Final Reading	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
3.7 Finalizes adopted measure	None	1 day	Municipal Mayor Office of the Municipal Mayor
3.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or	None	15 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang



	ordinance			Bayan
	3.9 The secretariat enrolls the approved measure in the journals then forwards it to SP for review and posts it for publication if required	None	3 days	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
4. Get a copy of approved resolution or ordinance	4. Releases the resolution or ordinance	None	1 day	Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan
	Total	None	54 days 10 minutes	



MUNICIPAL ACCOUNTING AND INTERNAL AUDIT OFFICE (MAIAO)

Internal Services



60. APPROVAL OF EMPLOYEES AND LOCAL OFFICIALS CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES, MONEY AND PROPERTY ACCOUNTABILITIES, CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

Employees or Local Officials who are retiring, being separated , transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form .

Office of the Municipal Mayor

Office or Division:

Classification: Simple				
Type of Transaction:	Government to	o Government		
Who may avail:			•	ated, transferred sence for more
CHECKLIST OF REQU	IREMENTS	WHERE TO S	ECURE	
Clearance Form Duly si Immediate Supervisor a Office, General Services Municipal Human Resor Management Officer, Li Rank and File Employed (LIMURFEA) President, Accountant, (4 original copies)	Municipal Human Resource Management Office			
	gency Actions	Fees to be	Processing	Person
·		Paid	Time	Responsible
Clearance Form, read the instructions found at the back page and fill out. Have it signed by the	Provide earance Form d remind client read and follow e instructions and at the back ge of the earance Form	None	10 minutes	Administrative Aide III Or Job Order Employees Municipal Human Resource and Management Office
General Services Cle	Receive earance Form , eck and verify	None	1 day and 6 minutes	Supply Officer or General Services Officer



it signed by the Authorized Officer	records, sign and release Clearance if cleared from any accountability			General Services Office
3. Proceed to the Municipal Human Resource and Management Office have it signed by the Authorized Officer	3. Receive Clearance Form , check and verify records , sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Administrative Aide III Or Municipal Human Resource Management Officer IV Mun. Human Resource and Management Office
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form, check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	Chairperson Libona Municipal Rank and File Employees Association Municipal Agriculture Office
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Treasurer Municipal Treasury Office
7. Proceed to Disbursing Section and have it signed by the	7. Receive Clearance Form , check and verify records, sign and	None	1 hour and 6 minutes	Disbursing Officer Municipal



Disbursing Officer	release Clearance if cleared from any accountability			Treasury Office
8. Proceed to Office of the Municipal Mayor and have it signed by the Authorized Officer	8. Receive Clearance Form , check and verify data, sign and release Clearance	None	1 day and 6 minutes	Receiving Clerk and The Municipal Mayor Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



61. COMMUTATION OF LEAVE OF ABSENCE

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accou	Municipal Accounting & Internal Audit Services Office				
Classification:	Simple					
Type of Transactio	n: Government to G	Sovernment				
Who may avail:	Municipal Emplo	Municipal Employees and Local Officials				
CHECKLIST OF RE	QUIREMENTS	WHERE TO	SECURE			
Obligation Request		Department F	lead of the Reque	esting Party		
(3 original copies)						
Disbursement Vouch	ner/Payroll	Department H	lead of the Reque	esting Party		
(3 original copies)						
Approved leave application (2 original copies) Medical Certificate for sick leave exceeding 5 days (1 original copy) Clearance from Money Property accountability if leave is more than 30 days (1 original copy)		Municipal Human Resource Management Office Attending Physician Municipal Human Resource Management Office				
Client Steps	Agency Actions	Fees to be Processing Persons Paid Time Response				
1.Submits Disbursement Voucher/Payroll to	1.Receives and stamps the DVs or Payrolls	None 1 minute Accounting Clerk Municipal				



the in-charge Or Municipal Budget Office				Accounting Internal Audit Office
forwards the Disbursement voucher/ Payrolls to the MACCO	1.1. Reviews claim per DV or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant	None	20 minutes	Admin. Officer IV Municipal Accounting Internal Audit Office
	Return the DV or payroll to the claimant/MBO if lack supporting documents	None		Internal Audit Assistant Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Re-checks and sign the claims per DV's or payroll and release	None	4 minutes	Mun. Accountant Municipal Accounting Internal Audit Office
	Total	None	25 minutes	



62. ISSUANCE OF ACCOUNTANT'S ADVICE OF LOCAL CHECK DISBURSEMENT

COA Circular No. 96-007 Prescribing the use of the Accountant's Advice of Local Check Disbursements.

Office or Division: Municipal Accounting & Internal Audit Service						
Classification:		Simple				
Type of Transaction	n:	Government to G	overnment			
Who may avail:		Municipal Employ	ees and Local	Officials		
CHECKLIST OF RI	EQUI	REMENTS	WHERE TO	SECURE		
None			None			
Client Steps	Α	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Presents Check and Disbursing Vouchers to the Accounting Clerk	Receives Check and verify as to order of check Issuance		None	2 minutes	Accounting Clerk	
Accounting Cloth	indiv	Enters the vidual check into system	None	5 minutes	Accounting Clerk	
	1.2. Generates Journal of Entry Voucher1.3 Prints the advice of check issued		None	5 minutes	Accounting Clerk	
			None	3 minutes	Accounting Clerk	
	1.4 Signs and releases advice		None	2 minutes	Accounting Clerk	
					Municipal Accounting Internal Audit Office	
	Tota		None	17 minutes		



63. ISSUANCE OF CERTIFICATE OF INCOME TAX WITHELD OR BIR FORM 2316

This form indicates the annual gross pay of the officers and employees, the net taxable income and how much is being withheld and the tax due for the year. This form is necessary in the filing of tax Return of an individual employee

Office or Division:		Municipal Accounting & Internal Audit Service			
Classification:		Simple			
Type of Transactio	n:	Government to Government			
Who may avail:		Mun. Officials and Employees			
CHECKLIST OF RE	QUI	REMENTS	WHERE TO	SECURE	
None			None		
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1. Claims BIR Form 2316 at the Personnel In Charge	Releases BIR Form 2316 to client. 1.1. Succeeding		None ₱50.00	5 minutes	Accounting Clerk II Municipal Accounting
	request if lost is charged				Internal Audit Office
	Tota	al	Payment is due only for succeeding request if lost ₱50.00	5 minutes	



64. PROCESSING OF CASH ADVANCE

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Account	Municipal Accounting & Internal Audit Service				
Classification:	Simple	Simple				
Type of Transaction	n: Government to Go	vernment				
Who may avail:	Mun. Officials and	Employees				
CHECKLIST OF RE	QUIREMENTS	WHERE TO	SECURE			
Letter of Invitation/R	adio Message if any	Host/Spons	oring Agency			
(1 original copy)						
Approved Travel Or	rder	Employee C	Concerned			
(2 original copies)						
Approved Itinerary of	of Travel	Employee Concerned				
(1 original copy)	(1 original copy)					
Disbursement Vouc	her or	Employee Concerned				
Payroll and Obligation	on Request (4 copies)					
For Field/ Activity Co	urrent Operating	Employee Concerned				
Expenses (1 original	al copy)					
Approved Budget fo	r the Field/Activity	Employee Concerned				
(1 Original Copy)						
Client Steps	Client Steps Agency Actions		Processing	Person		
		be Paid	Time	Responsible		
1. Proceed to the	1. Receives/logs the	None	3 minutes	Municipal		
Municipal	Voucher			Accountant		



i 				
Accounting and Internal audit Office	1.1 Reviews/checks/indexe s as to the completeness of supporting evidence	None	12 minutes	Municipal Accountant
	1.2 Signs the Disbursement Voucher & releases to Municipal	None	3 minutes	Municipal Accountant
	Treasury			Municipal Accounting Internal Audit Office
2. Submits Obligation Request and supporting documents to the	2. Receive and log the documents	None	5 minutes	Budgeting Assistant Mun. Budget Office
Municipal Budget Office	2.1 Check as to availability of funds	None	5 minutes	Budgeting Aide Mun. Budget Office
	2.2 Forward to the Municipal Budget Officer for approval	None	3 minutes	Mun. Budget Officer Mun. Budget Office
	2.3 Forward Documents to the Municipal Treasury Office	None	3 minutes	Budgeting Assistant Mun. Budget Office
3. Proceed to the Municipal Treasury Office	3. Receive, verify and Sign the Voucher	None	5 minutes	Municipal Treasurer Mun. Treasury Office
	3.1 Forward document to the Office of the Municipal Mayor	None	3 minutes	Clerk Mun. Treasury Office



4. Proceed to the Office of the Municipal Mayor	4. Receive , verify and has it signed by the Municipal Mayor	None	10 minutes	Receiving Clerk Municipal Mayor
	4.1 Returns Documents to the Mun. Treasury Office	None		Office of the Municipal Mayor
				Clerk Office of the Municipal Mayor
5. Return to the Municipal Treasury Office	5. Receives and checks Documents	None	5 minutes	Clerk Municipal Treasury Office
	5.1 Preparation of Check and has it signed by the Municipal Treasurer and Municipal Mayor	None	10 minutes	Clerk Municipal Treasury Office
	5.2 Forward Documents to the Municipal Accounting Office	None	3 minutes	Clerk Municipal Treasury Office
6. Return to the Municipal Accounting and	6 Prepares the Accountant's advice	None	17 minutes	Accounting Clerk
Internal Audit Office	6.1 Signed the Advice			Admin Officer IV
	6.2 Release the Advice and Disbursement Voucher to Municipal Treasury			And Municipal Accountant
				Mun. Accounting & Internal Audit Office
	Total	None	1 hour 27 minutes	



65. PROCESSING OF CLAIMS ON PERSONAL SERVICES FIRST SALARY AND SALARY DIFFERENTIAL

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:		Municipal Accounting & Internal Audit Services Office			
Classification:		Simple			
Type of Transaction	n:	Government to Government			
Who may avail:		Employee/Payee			
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO	SECURE	
Obligation Request			Department F	lead of the Reque	sting Party
(3 original copies)					
Disbursement Vouch	ner/Pa	yroll	Department F	lead of the Reque	sting Party
(3 original copies)					
Appointment (1 orig			Mun. Human Resource Management Office		
Statement of Assets			Mun. Human Resource Management Office		
Networth (SALN) (1			Mun. Human Resource Management Office		
Certificate on Date of	T ASSU	imption to Office	Concorned Employee		
(1 original copy) Properly accomplish	ed DT	R	Concerned Employee		
(2 original copies)	00 0 1		Mun. Human Resource Management Office		
Oath of Office (1 orig	ginal c	opy)			
Client Steps	Αç	gency Actions	Fees to be Processing Person		
			Paid	Time	Responsible
1.Submits	1.Red	ceives and	None	3 minutes	Accounting
Disbursement	stam	ps the DVs or			Clerk



[T =		T	<u> </u>
Voucher/Payroll to	Payrolls			Municipal
the in-charge				Accounting
Or Municipal				Internal Audit
Budget Office				Office
forwards the				
Disbursement	1.1. Reviews claim	None	10 minutes	Admin.
voucher/ Payrolls	per Disbursement			Officer IV
to the Municipal	Voucher or payroll			Municipal
Accounting Office	and Checks as to			Accounting
	completeness of			Internal Audit
	supporting documents			Office
	and forward to the			
	Municipal Accountant	None		Internal Audit
	Return the			Assistant
	Disbursement			Municipal
	Voucher or payroll to			Accounting
	the claimant/Municipal			Internal Audit
	Budget Office if lack			Office
	supporting documents			
2. Receives the	2. Signs claims per	None	5 minutes	Mun.
signed documents	Disbursement			Accountant
	Vouchers or payroll			Municipal
	and release			Accounting
				Internal Audit
				Office
	Total	None	18 minutes	



66. PROCESSING OF CLAIMS ON PERSONAL SERVICES FOR JOB ORDER PAYROLL

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accou	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple	Simple			
Type of Transaction	n: Government to	Government to Government			
Who may avail:	Employee/Payee	;			
CHECKLIST OF RE	QUIREMENTS	WHERE TO	SECURE		
Obligation Request		Department F	lead of the Reque	esting Party	
(3 original copies)					
Disbursement Vouch	ner/Payroll	Department H	lead of the Reque	esting Party	
(3 original copies)	(3 original copies)				
Other supporting documents 2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust					
Appointment Accomplishment report Duly accomplished Daily Time Record		Requesting P HRMO/MEO/ General Serv	MMO		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Submits	1.Receives and	None	3 minutes	Accounting	
Disbursement	stamps the DVs or			Clerk	



Voucher/Payroll to	Payrolls			Municipal
the in-charge				Accounting
Or Municipal				Internal Audit
Budget Office				Office
forwards the				
Disbursement	1.1. Reviews claim	None	10 minutes	Admin.
voucher/ Payrolls	per Disbursement			Officer IV
to the Municipal	Voucher or payroll			Municipal
accounting Office	and Checks as to			Accounting
	completeness of			Internal Audit
	supporting documents			Office
	and forward to the			
	Municipal Accountant	None		Internal Audit
	Return the			Assistant
	Disbursement			Municipal
	Voucher or payroll to			Accounting
	the claimant/Municipal			Internal Audit
	Budget Office if lack			Office
	supporting documents			
2. Receives the	2. Signs claims per	None	5 minutes	Mun.
signed documents	Disbursement			Accountant
	Vouchers or payroll			Municipal
	and release			Accounting
				Internal Audit
				Office
	Total	None	18 minutes	



67. PROCESSING OF CLAIMS ON PERSONAL SERVICES LOYALTY AWARD

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

The Office shall continue to certify the availability of budgetary allotments and ascertain the completeness and propriety of the supporting documents to support the claim.

Office or Division: Municipal Accounting & Internal Audit Services Office

Office or Division:		Municipal Accounting & Internal Audit Services Office			
Classification:		Simple			
Type of Transaction: Government to			Government		
Who may avail:		Employee/Payee			
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE	
Obligation Request			Department F	lead of the Reque	esting Party
(3 original copies)					
Disbursement Vouch	ner/Pa	yroll	Department H	lead of the Reque	esting Party
(3 original copies)					
Certification of Total Years in Service (3			Mun. Human Resource Management Office		
copies)					
Client Steps	Αg	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Submits	1.Red	ceives and	None	3 minutes	Accounting
Disbursement	stam	ps the DVs or			Clerk
Voucher/Payroll to	Payro	olls			Municipal
the in-charge	the in-charge				Accounting
Or Municipal					Internal Audit
Budget Office					Office
forwards the					



Disbursement	1.1. Reviews claim	None	10 minutes	Admin.
voucher/ Payrolls	per Disbursement			Officer IV
to the Municipal	Voucher or payroll			Municipal
Accounting Office	and Checks as to			Accounting
	completeness of			Internal Audit
	supporting documents			Office
	and forward to the			
	Municipal Accountant	None		Internal Audit
	Return the			Assistant
	Disbursement			Municipal
	Voucher or payroll to			Accounting
	the claimant/Municipal			Internal Audit
	Budget Office if lack			Office
	supporting documents			
2. Receives the	2. Signs claims per	None	5 minutes	Mun.
signed documents	Disbursement			Accountant
	Vouchers or payroll			Municipal
	and release			Accounting
				Internal Audit
				Office
	Total	None	18 minutes	



68. PROCESSING OF CLAIMS ON PERSONAL SERVICES MATERNITY LEAVE

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:		Municipal Accounting & Internal Audit Services Office			
Classification:		Simple			
Type of Transaction	n:	Government to G	Sovernment		
Who may avail:		Employee/Payee			
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO	SECURE	
Obligation Request			Department F	lead of the Reque	sting Party
(3 original copies)					
Disbursement Vouch	ner/Pa	yroll	Department F	lead of the Reque	sting Party
(3 original copies)					
Other supporting documents 2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust					
Approved maternity leave of absence Clearance from Money, Property Accountability Medical Certificate Certification on status of Appointment and Length of service in the government			Mun. Human Resource Management Office Mun. Human Resource Management Office Attending Physician Mun. Human Resource Management Office		
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person Responsible



1.Submits	1.Receives and	None	3 minutes	Accounting
Disbursement	stamps the DVs or	INOTIC	J IIIIIIules	Clerk
Voucher/Payroll to	Payrolls			Municipal
the in-charge	Fayions			Accounting
				Internal Audit
Or Municipal				Office
Budget Office				Office
forwards the	4.4. Davieus eleies	Nissa	40	A also isa
Disbursement	1.1. Reviews claim	None	10 minutes	Admin.
voucher/ Payrolls	per Disbursement			Officer IV
to the Municipal	Voucher or payroll			Municipal
Accounting Office	and Checks as to			Accounting
	completeness of			Internal Audit
	supporting documents			Office
	and forward to the			
	Municipal Accountant	None		Internal Audit
	Return the			Assistant
	Disbursement			Municipal
	Voucher or payroll to			Accounting
	the claimant/Municipal			Internal Audit
	Budget Office if lack			Office
	supporting documents			
2. Receives the	2. Signs claims per	None	5 minutes	Mun.
signed documents	Disbursement			Accountant
	Vouchers or payroll			Municipal
	and release			Accounting
				Internal Audit
				Office
	Total	None	18 minutes	



69. PROCESSING OF CLAIMS ON PERSONAL SERVICES TERMINAL LEAVE BENEFITS

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accour	nting & Internal Audit Services Office
Classification:	Simple	
Type of Transaction:	Government to C	Government
Who may avail:	Employee/Payee	
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE
Obligation Request		Department Head of the Requesting Party
(3 original copies)		
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party
(3 original copies)		
Other supporting document 2 copies each document Accounting file and add special projects under Total Communication of the communicatio	for COA and 1 copy for	
Approved application for leave Statement of Earned Leave Credits Certificate of Clearance Ombudsman Clearance Affidavit of no pending case Affidavit Authorizing Deduction of Financial Obligation		Mun. Human Resource Management Office Mun. Human Resource Management Office Mun. Human Resource Management Office Ombudsman Lawyer Lawyer
Statement of Assets, Liabi Worth	lities and Net	Mun. Human Resource Management Office
Appointment		Mun. Human Resource Management Office



Service Record
GSIS Clearance
Notice of Salary adjustment (NOSA)

Mun. Human Resource Management Office
GSIS
Mun. Human Resource Management Office

		_	_	_
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the	1.Receives and stamps the DVs or Payrolls	None	3 minutes	Accounting Clerk Municipal Accounting Internal Audit Office
Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll and Checks as to completeness of supporting documents and forward to the	None	10 minutes	Admin. Officer IV Municipal Accounting Internal Audit Office
	Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None		Internal Audit Assistant Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs claims per Disbursement Vouchers or payroll and release	None	5 minutes	Mun. Accountant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



70. PROCESSING OF CLAIMS ON PERSONAL SERVICES TRAVELLING EXPENSES

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accou	nting & Internal	Audit Services O	ffice
Classification:	Simple	Simple		
Type of Transactio	n: Government to	Government		
Who may avail:	Employee/Payee)		
CHECKLIST OF RE	QUIREMENTS	WHERE TO	SECURE	
Obligation Request		Department F	lead of the Reque	esting Party
(3 original copies)				
Disbursement Vouch	ner/Payroll	Department H	lead of the Reque	esting Party
(3 original copies)				
Other supporting documents				
2 copies each docu	ument for COA and			
Accounting file and	d add 1 copy for			
special projects un	der Trust			
Certificate of Appear	rance	Facilitator of t	the activity attende	ed
Plane/bus tickets (if	applicable)	Issuing Party/requesting Party		
Official Receipts, if a	applicable	Facilitator of the activity attended		
Appendix B (Certific	ate of travel completed)	Concerned Employee		
Appendix A (Itinerary	y of Travel)	Concerned Employee		
Travel Order			Concerned Employee	
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1.Submits	1.Receives and	None	3 minutes	Accounting



Disbursement	stamps the DVs or			Clerk
Voucher/Payroll to	Payrolls			Municipal
the in-charge	1 dyrono			Accounting
Or Municipal				Internal Audit
Budget Office				Office
forwards the				Office
	1.1 Davieus eleim	None	10 minutes	A drain
Disbursement	1.1. Reviews claim	none	To minutes	Admin.
voucher/ Payrolls	per Disbursement			Officer IV
to the Muni	Voucher or payroll			Municipal
	and Checks as to			Accounting
	completeness of			Internal Audit
	supporting documents			Office
	and forward to the			
	Municipal Accountant	None		Internal Audit
	Return the			Assistant
	Disbursement			Municipal
	Voucher or payroll to			Accounting
	the claimant/Municipal			Internal Audit
	Budget Office if lack			Office
	supporting documents			
2. Receives the	2. Signs claims per	None	5 minutes	Mun.
signed documents	Disbursement			Accountant
	Vouchers or payroll			Municipal
	and release			Accounting
				Internal Audit
				Office
	Total	None	18 minutes	



PROCESSING OF LIQUIDATION OF CASH ADVANCES / REIMBURSEMENTS TRAVELLING EXPENSES

To safeguard the use and disposition of the Municipal Government Assets and to determine its liabilities from claims, the Municipal Accountant undertakes pre-audit of the documents to determine the completeness of the necessary documents of the vouchers submitted

Office or Division:		Municipal Accoun	ting & Internal	Audit Service	
Classification:		Simple			
Type of Transaction	n:	Government to G	overnment		
Who may avail:		Mun. Officials and	d Employees		
CHECKLIST OF RE	EQUII	REMENTS	WHERE TO	SECURE	
Tickets, Boarding F (1 original copy)	Pass,	Terminal Fee	Bus, Airport,	Terminal, Pier	
Certificate of Appea	rance	e (1 original copy)	Host/Sponsor	ring Agency	
Copy of previously a		` ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	Accountable I		
Travel (2 original co		•	, tooodinable i	0100111101	
Official Receipt in ca			Accountable I	Personnel	
excess cash Advance (1 original copy)					
Certificate of Travel	Com	pleted	Accountable I	Personnel	
(2 original copies)					
Accommodation Re	•		Accountable Personnel		
official travel to place					
kilometers radius fro	om th	e office			
(1 original copy)					_
Client Steps	A	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Prepares Liquidation Report Form and sign by the accountable personnel ,attach the requirements and have it signed by the Municipal	docu the I Vou supp	eceives uments and logs Disbursement cher/Payrolls with corting documents Checks supporting uments and record	None None	3 minutes 10 minutes	Municipal Accountant Municipal Accounting Internal Audit Office
Mayor and forward to the	Fina	ncial agement			



Municipal Accounting and Internal Audit Office	information System 1.3 Signs the Liquidation report and prepares Journal Entry Voucher		6 minutes	
	Total	None	18 minutes	



MUNICIPAL ACCOUNTING & INTERNAL AUDIT OFFICE (MAIAO)

External Services



72. PREPARATION OF FINANCIAL REPORT OF BARANGAY

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Barangay Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the Barangay Government Unit in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Barangay Council and other local government officials on the financial condition of the Barangay Government Unit

Office or Division:		Municipal Account	ing & Internal	Audit Service	
Classification: Complex					
Type of Transaction	n:	Government to Go	vernment		
Who may avail:		All Barangay Treas	surer		
CHECKLIST OF RI	EQUI	REMENTS	WHERE TO	SECURE	
Disbursement Vouc	her/P	ayroll	Barangay Co	ncerned	
(3 original copies)					
Registry of Collection	n & [Deposit (3 copies)	Barangay Co	ncerned	
Registry Appropriat	ion &	Obligations Cash	Barangay Co	ncerned	
Book					
Client Steps	eps Agency Actions		Fees to be	Processing	Person
			Paid	Time	Responsible
1.Submits Disbursement Voucher/Payroll and other supporting's documents to the in-charge	stan Payi 1.1. com supp	eceives and higher the DVs or rolls Check as to pleteness of porting documents Prepare Journal y Voucher	None None None	1 minute 15 minutes 30 minutes	JO- Barangay Bookkeepper Municipal Accounting Internal Audit Office



			OF B
1.3. Post to Journal Cash Transaction	None	1 hour	
1.4. Post to Subsidiary Ledger	None	3 hours	
1.5. Post to General Journal	None	2 hours	
1.6. Post to General Ledger	None	2 days	
1.7. Prepare Pre- Closing Trial Balance	None	2 days	
1.8. Prepare Income 0f Statement & expenditures	None	1 hour	
1.9. Prepare Balance Sheet	None	1 hour	
1.10Prepare Post Closing Trial Balance	None	30 minutes	
1.11Prepare Cash Flows	None	20 minutes	
1.12Prepare Bank Reconciliation	None	20 minutes	
Total	None	5 days, 2 hours and 36 minutes	



73. PROCESSING OF CLAIMS OF BARANGAY GOVERNMENT

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:		Municipal Accounting & Internal Audit Services Office			
Classification: Simple					
Type of Transaction: Government to C			overnment		
Who may avail:		Barangay Govern	ment Units		
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO	SECURE	
Obligation Request			Department F	lead of the Reque	esting Party
(3 original copies)					
Disbursement Voucl	her/Pa	yroll	Department F	lead of the Reque	esting Party
(3 original copies)	(3 original copies)				
0 ,	Barangay Resolution Requesting		Barangay Government Unit		
` .	Assistance (3 copies)				
Program of Work (If	pertail	ns to a project)	Barangay Government Unit		
(3 copies) Activity design (if ac	tivities	of the harangay)	Baranagy Government Unit		
(3 copies)	uviuoo	or the barangay)	Barariagy 00	verninent onit	
Client Steps	Αç	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1 Cultura ita	4 Da	noivee and	None	2 minutes	A a a a untin =
1.Submits		ceives and	None	3 minutes	Accounting
Disbursement		ps the DVs or			Clerk
Voucher/Payroll to	Payro	Olls			Municipal
the in-charge					Accounting
					/ tooodiming



Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per DV or payroll and Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the DV or payroll to the claimant/MBO if lack supporting documents 1.2 Signs Disbursement Voucher/Payroll Indexes and release to Municipal Traesury	None	10 minutes 5 minutes	Admin. Officer IV Municipal Accounting Internal Audit Office Internal Audit Assistant Municipal Accounting Internal Audit Assistant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



74. PROCESSING OF CLAIMS ON COMMON USED SUPPLIES AND MATERIALS

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

	raa aa aa aa			
Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple	Simple		
Type of Transaction:	Government to C	Citizen Government to Business, Government		
	to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE		
Obligation Request		Department Head of the Requesting Party		
(3 original copies)				
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party		
(3 original copies)				
Other supporting documents (2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust		Department Head of the Requesting Party		
On small value procurement				
Omnibus Sworn Statement (supplier)		Supplier		
Business Permit		Supplier		
Philgeps Registration		Supplier		
Official Receipt (with TIN)		Supplier		
Charge Sales Invoice/Deli	•	Supplier Requesting Party/CSO		
Inspection and Acceptance Report		Requesting Party/GSO		



Client Stens Agency Actions		Foos to be		
Certificate of Tax withheld		Requesting P	artv	
POW, if applicable		Municipal Engineering Office		
Purchase Request		Requesting party		
Certificate of sole distributorship, if needed		Supplier		
Request for Quotation	on, if needed	Bids & Awards Secretariat		
Abstract of Bids		Bids & Awards Secretariat		
Purchase Order		Requesting P	arty	
Notice to proceed		Bids & Award	s Secretariat	

Certificate of Tax Wi	inneia	Requesting P	arty	_	
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the DVs or Payrolls	None	3 minutes	Accounting Clerk	
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per DV or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the DV or payroll to the claimant/MBO if lack supporting documents	None	10 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office	
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Muinicipal. Accountant Municipal Accounting Internal Audit Office	
	Total	None	18 minutes		



75. PROCESSING OF CLAIMS ON COMMUNICATION, LIGHT AND WATER EXPENSES

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:		Municipal Accounting & Internal Audit Services Office				
Classification:		Simple				
Type of Transaction	1:	Government to Business				
Who may avail:		Employee/Payee				
CHECKLIST OF REC	QUIRE	EMENTS	WHERE TO	SECURE		
Obligation Request			Department H	lead of the Reque	esting Party	
(3 original copies)						
Disbursement Vouch	er/Pay	/roll	Department H	lead of the Reque	esting Party	
(3 original copies)	3 original copies)					
Other supporting documents (2 copies each document for COA and						
Accounting file and a projects under Trust	ounting file and add 1 copy for special ects under Trust					
Communication services						
Original copy of bills			Supplier			
Copy of the message sent (if applicable)		Supplier				
Light and Water Expenses Statement of Account						
		Supplier				
Detailed Billing stater			Supplie			
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	



		Paid	Time	Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the Disbursement Vouchers or Payrolls	None	3 minutes	Accounting Clerk Admin.
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None	10 minutes	Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Mun. Accountant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



76. PROCESSING OF CLAIMS ON CONTRACT (PROJECTS / PROCUREMENT OF OFFICE EQUIPMENT)

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accour	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple	Simple			
Type of Transaction:	Government to B	usiness, Government to Government			
Who may avail:	Employee/Payee				
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE			
Obligation Request		Department Head of the Requesting Party			
(3 original copies)					
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party			
(3 original copies)					
Other supporting documen					
(2 copies each document					
Accounting file and add 1	copy for special				
projects under Trust					
Certificate of Acceptance (after one year of	Concerned Party			
completion)	,,	,			
Certificate of Final Inspection		Inspectorate Team			
Certificate of Completion		Municipal Engineering Office			
Statement of Work Accomplished (SWA)		Municipal Engineering Office			
Notice to proceed		Bids & Awards Secretariat			
Contract Performance Bond		Bids & Awards secretariat Supplier			
Surety bond (15% advance	2 <i>c)</i>	Supplier			



Client Steps	Agency Actions	Fees to be	Processing	Person
(Equipment)		General Servi	ces Office	
Property Acknowledgement Receipt		Bids and Awards Secretariat		
Letter invitation to CSO/COA sent		Bids and Awards Secretariat		
Certificate of Tax Withheld		Accounting/Treasury		
Certificate of availability of funds		Mun. Budget Office/Mun.		
DOLE-Const. safety & health program		Supplier/contractor		
Certificate of Posting		Bids and Awards Secretariat		
Philgeps Registration		Supplier		
` `	Approved Budget for the Contract		Office	
Program of Work (P	OW)	Mun. Enginee	•	
Purchase Request	,		arty	
bids)	(i to bid/opening of	Dias and Awa	ido ocorcianat	
`	(Pre-bid/Opening of	Rids and Awa	rds Secretariat	
Bidding Documents (Technical and Fina		Dius anu Awa	ius Secretarial	
Abstract of Bids as			rds Secretariat rds Secretariat	
Abstract of Bids as			rds Secretariat	
	POST QUA Report		rds Secretariat	
Post Qualification E	•		rds Secretariat	
Notice of Post Quali			rds Secretariat	
Recommending App			rds Secretariat	
BAC resolution decl	•		rds Secretariat	
Notice of Award			rds Secretariat	
	for contract review		rds Secretariat	

(=qaipinonit)				
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
				-
1.Submits	1.Receives and	None	3 minutes	Accounting
Disbursement	stamps the			Clerk
Voucher/Payroll to	Disbursement			
the in-charge	Vouchers or Payrolls			
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the	None	25 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office



2. Receives the signed documents	Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents 2. Signs the claims per Disbursement	None	5 minutes	Municipal Accountant
signed documents	Voucher or payroll and release			Municipal Accounting Internal Audit Office
	Total	None	33 minutes	



77. PROCESSING OF CLAIMS ON DONATION/FINANCIAL ASSISTANCE ON INDIVIDUAL CLIENT

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accour	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple				
Type of Transaction:	Government to C	Government to Client, Government to Government			
Who may avail:	Employee/Payee				
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE			
Obligation Request		Department Head of the Requesting Party			
(3 original copies)					
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party			
(3 original copies)					
Other supporting documer					
(2 copies each document					
Accounting file and add 1	copy for special				
projects under Trust					
Case Study by the Office of	of the Social	MSWDO			
welfare					
Certificate of eligibility (to d	claim assistance)	MSWDO			
Certification from the Punong Barangay		Barangay Hall			
Medical certificate (if applicable)		Physician			
Hospital bills (if applicable)		Hospital- Billing Section			
Death certificate (burial as	•	Mun. Civil Registration Office			
Any document to support t	he claim for	Concerned Employee			
assistance		Concerned Employee			



Identification of the claimant		Concerned Claimant		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the Disbursement Vouchers or Payrolls	None	3 minutes	Accounting Clerk
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None	10 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office
2. Receives the signed documents	Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Municipal Accountant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



78. PROCESSING OF CLAIMS ON MAINTENANCE AND OTHER OPERATING EXPENSES

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accour	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple	Simple			
Type of Transaction:	Government to C	itizen, Business, Government to Government			
Who may avail:	Employee/Payee				
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE			
Obligation Request		Department Head of the Requesting Party			
(3 original copies)					
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party			
(3 original copies)					
Other supporting documents 2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust					
Certificate of Complete Delivery Delivery Receipts and Charge Sales Invoice Inspection and Acceptance Report Notice to Proceed		General Services Office Supplier Supplier Requesting Office Bids and Awards Secretariat			
Transmittal to COA For PO Purchase Order/Contract Performance Bond	J review	Mun. Accounting & Internal Audit Office Requesting Office Requesting Party			
Notice of Award		Bids and Awards Secretariat			



Client Ctone Agency Actions	Food to be Droposing	Do	
Invitation letter to CSO/COA sent	Bids and Awards Secretaria		
Tax Certificate	BIR		
PHILGEPS Registration	PHILGEPS		
Approved Budget for the Contract	Requesting Party		
POW, if necessary	Mun. Engineering Office		
Purchase Request	Requesting Party		
Certificate of Posting	Bids and Awards Secretariat		
bids)	Bile and A could Consider		
Minutes of Meeting (Pre-bid/Opening of	Bids and Awards Secretariat		
(Technical and Financial documents)	Bile and A could Consider		
Bidding Documents with ITB	Bids and Awards Secretariat		
Abstract of Bids as Read	Bids and Awards TWG		
Abstract of Bids as Calculated	Bids and Awards TWG		
Report	Dide and Asserte TMC		
Post Qualification Evaluation Summary	Bids and Awards TWG		
Post Qualification Evaluation Report	Bids and Awards TWG		
evaluation	Dide and Awards TMC		
Notice of POST Qualification of the result of	Bids and Awards Secretariat		
Recommending approval	Requesting Party		
BAC Resolution declaring LCRB and	Bids and Awards Secretariat		
DAO Daniel Carlo India LODD and	D' la caral A caralla Caraca (a d'a)		

invitation letter to 555/55/1 Sent		Bids and Awards Occidenta			
Client Steps	Agency Actions	Fees to be	Processing	Person	
•		Paid	Time	Responsible	
		Faiu	Tille	Kesponsible	
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the Disbursement Vouchers or Payrolls	None	3 minutes	Accounting Clerk	
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal	None	10 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office	



	Budget Office if lack supporting documents			
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Municipal Accountant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



79. PROCESSING OF CLAIMS ON PURCHASE OF LAND

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to C	Citizen Government to Business, Government		
	to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE		
Obligation Request		Department Head of the Requesting Party		
(3 original copies)				
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party		
(3 original copies)				
Other supporting documen				
(2 copies each document				
Accounting file and add 1	copy for special			
projects under Trust				
Certificate of availability of	funds	Mun. Budget Office/ Mun. Treasury/MAIAO		
Certification by the LCE (c		Office of the Municipal Mayor		
the original RÓW of a conv				
Certification by the LCE (no previous		Office of the Municipal Mayor		
pending claim and previou	s payment on			
subject property	Annuaire I Due via siel Covernment			
Appraisal Report (Prov'l Al Committee)	ppraisai	Provincial Government		
Resolution to Purchase La	nd	Sangguniang Bayan		



Deed of Absolute Sale

Tax Clearance

Applicable BIR Zonal valuation

Certified Certificate of Title Of Land

Ownership (TCT)

Certified copy of the Tax Declaration

Other technical documents (project

Concerned Parties

BIR

BIR

Land Owner

Assessor's Office Agency Concerned

parcellary survey plan, structural mapping				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits	1.Receives and	None	3 minutes	Accounting
Disbursement Voucher/Payroll to the in-charge	stamps the Disbursement Vouchers or Payrolls			Clerk
Or Municipal Budget Office forwards the Disbursement	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to	None	10 minutes	Admin. Officer IV or Internal Audit Assistant
voucher/ Payrolls to the Municipal Accounting Office	completeness of supporting documents and forward to the Municipal Accountant			Municipal Accounting Internal Audit Office
	Return the Disbursement Voucher or payroll to			
	the claimant/Municipal Budget Office if lack supporting documents			
2. Receives the signed documents	Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Municipal Accountant Municipal Accounting Internal Audit Office



	Total	None	18 minutes	



80. PROCESSING OF CLAIMS ON REPAIRS AND MAINTENANCE OF EQUIPMENT AND OTHER MACHINERIES

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accour	nting & Internal	Audit Services Of	ffice	
Classification:	Simple				
Type of Transaction	n: Government to 0	Citizen, Govern	ment to Business,	Government	
	to Government				
Who may avail:	Employee/Payee	:			
CHECKLIST OF RE	QUIREMENTS	EMENTS WHERE TO SECURE			
Obligation Request		Department F	lead of the Reque	sting Party	
(3 original copies)					
Disbursement Vouch	ner/Payroll	Department Head of the Requesting Party		sting Party	
(3 original copies)					
Other supporting doc (2 copies each docu Accounting file and projects under Trust					
The same supporting for common used supplies and materials) Pre-repair Inspection Job Order Report of waste material when the repair involves replacement of parts		Requesting P HRMO/MEO/ General Serv	MMO		
Client Steps	Agency Actions	Fees to be	Processing	Person	



		Paid	Time	Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the Disbursement Vouchers or Payrolls	None	3 minutes	Accounting Clerk
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None	10 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Municipal Accountant Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



81. PROCESSING OF CLAIMS OTHER PAYMENTS. CLAIMS FOR RETENTION/BONDS

The Municipal accounting and Internal Audit Office shall continue to adhere and improve the effectiveness of the accounting processes for the best interest of the Local Government and its constituents.

The office shall continue to provide accurate and expeditious processing of claims, recording and reporting of the financial transactions of the LGU in accordance with the Philippine Public Sector Accounting Standards and other existing Government accounting and Auditing rules and regulations.

The office shall continue to apprise the Sangguniang Bayan Members and other local government officials on the financial condition of the LGU

Office or Division:	Municipal Accounting & Internal Audit Services Office				
Classification:	Simple				
Type of Transaction:	Government to Citizen, Government to Business, Government				
	to Business				
Who may avail:	Employee/Payee				
CHECKLIST OF REQUIR	EMENTS	WHERE TO SECURE			
Obligation Request		Department Head of the Requesting Party			
(3 original copies)					
Disbursement Voucher/Pa	yroll	Department Head of the Requesting Party			
(3 original copies)					
Other supporting documer					
(2 copies each document					
Accounting file and add 1	copy for special				
projects under Trust					
On claims for retention/b	onds				
Proof of deduction (retention		Bids and Awards Secretariat			
Copy of the Certificate of complete delivery		Requesting Party			
Copy of Inspection and ac	•	Requesting Party			
Copy of the Official receipt	Issued (bonds)	Supplier			
On remittances to variou	is government				



agency/institution

Remittance list Downloaded statement

(HDMF/PHIC/GSIS)

Mun. Accounting Office Mun. Accounting Office

On Cash advances

Activity design (if applicable) Travel Order (if travel) Appendix A (if travel) Requesting Party Requesting Party Requesting Party

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
		i did	111110	Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the Disbursement Vouchers or Payrolls	None	3 minutes	Accounting Clerk
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant	None	10 minutes	Admin. Officer IV or Internal Audit Assistant Municipal Accounting Internal Audit
	Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents			Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	Municipal Accountant Municipal Accounting Internal Audit



			Office
Total	None	18 minutes	



82. REMITTANCES TO GOVERNMENT AGENCIES /FINANCIAL INSTITUTIONS

A monthly financial obligations of the Local Government Unit

Office or Division:		Municipal Accounting & Internal Audit Service			
Classification:		Simple			
Type of Transaction	n:	Government to Government			
Who may avail:		Mun. Officials and	d Employees		
CHECKLIST OF RI	EQUI	REMENTS	WHERE TO		
Billing Statement (1		<u> </u>	Financial Inst	itutions	
Client Steps	A	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Provides Billing	dow Stat varid Insti 1.1 0 with 1.2 I remi Disb	rints the nloaded Billing ement of the ous Government tutions Checks/reconciles the actual payroll Prepares a list of ittance & oursement cher Form and ck issuance	None	10 minutes 2 days	Accounting Clerk II Municipal Accounting Internal Audit Office
3.Receives Payment and Issue Official Receipts	2. R Disb Vou supp docu	eleases the pursement cher and the porting uments to the licipal Treasury	None	5 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II



				Mun. Treasury Office
	Total	None	2 days, 20 minutes	



MUNICIPAL AGRICULTURE OFFICE

External Services



83. ANIMAL HEALTH CARE- ANTI- RABIES VACCINATION FOR WALK-IN CLIENTS

The Municipal Agriculture Office renders free vaccination of dog/cat for walk-in clients/unvaccinated pets during the massive vaccination schedule and provides public awareness on the importance rabies vaccination.

Office or Division:		Municipal Agriculture Office				
Classification:		Simple				
Type of Transaction:		Government to Citizen				
Who may avail:		Libona Livestock Farmers				
CHECKLIST OF RE	NTS	WHERE TO SECURE				
Community Tax Certificate			Barangay Hall- Brgy. Treasurer or			
(1 original copy)			Municipal Treasury Office			
Client Steps Agency A		Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Sign the Client Log Book in the	Give the Log Book to the Client		None	2 minutes	Information Desk Officer	
Information Desk	1.1 Guide the client to the Municipal Agriculture Office		None	3 minutes	Office of the Municipal Mayor	
2. Approach the	2. Interview client		None	5 minutes		
Municipal Agriculture Personnel and state the purpose	and provide Monitoring Booklet 2.1 Refer client to the Livestock Coordinator		None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
3. Approach the Livestock Coordinator	3. Check and assess the condition of the animal		None None	5 minutes 10 minutes	Agricultural Technician Or Agricultural Technologists	



	3.1 Perform			Municipal
	vaccination			Agriculture
				Office
4.Sign the	4.Prepare	None	5 minutes	Agricultural
Accomplishment	Accomplishment			Technician
Report	Report and have it			Or
	signed by the			Agricultural
	client			Technologists
				Municipal
				Agriculture
				Office
	Total	None	35 minutes	



84. ANIMAL HEALTH CARE- CASTRATION OF ADULT AND LARGE **ANIMALS**

The Municipal Agriculture Office provides animal health services to promote healthy farm animals and prevention and control of livestock diseases.

Office or Division		Municipal	Agriculture Off	fice	
Classification:		Simple			
Type of Transacti	on:	Governme	nt to Citizen, (Government to Bu	ısiness
Who may avail: Libona Liv			estock Farme	rs	
CHECKLIST OF R	EQUIREM	ENTS	WHERE TO	SECURE	
Chute; if necessary	•		Individual ava	ailing the service	
Community Tax Cocopy)	ertificate (1	original	Barangay Ha Municipal Tre	ıll- Brgy. Treasure easury Office	er or
Veterinary Medicine second time onwar	-	atment on			
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the		he Client	None	2 minutes	Information Desk Officer Office of the
Information Desk	1.1 Guide the client to the Municipal Agriculture Office		None	3 minutes	Municipal Mayor
2. Approach the	2. Intervi	ew client	None	5 minutes	
Municipal Agriculture Personnel and state the purpose	2.1 Refer client to the Livestock Coordinator 2.2 Direct Client to the Municipal Treasury and pay the required fees		None	5 minutes	Agricultural Technician Or
			None	1 minute	Agricultural Technologists Municipal Agriculture Office



3. Pay the required fees at based on the order of payment Treasury Office by showing the order of payment and make sure to secure Official Receipt 3. Pay the required fees at based on the order of payment of payment and make sure to secure Official Receipt 3. Pay the based on the order of payment based on the order of payment of payment and make sure to secure Official Receipt 3. Pay the based on the order of payment based on the order of payment of payment and make of payment of payment and make sure to secure Official Receipt 3. The payment based on the order of payment of payment and make of payment of	erk II ury
the Municipal Treasury Office by showing the order of payment and make sure to secure Official Receipt of payment 3.1 Issue Official Receipt 3 minutes Or Revenue Collection Of Revenue Collection Of II	erk II ury
Treasury Office by showing the order of payment and make sure to secure Official Receipt Treasury Office 3.1 Issue Official Receipt 3 minutes Collection Cle Mun. Treasure Official Revenue Collection Official II	erk II ury
by showing the order of payment and make sure to secure Official Receipt 3.1 Issue Official Receipt 3 minutes Mun. Treasing Official Revenue Collection Official II	ury
order of payment and make sure to secure Official Receipt Or Revenue Collection Of II	,
and make sure to secure Official Receipt Revenue Collection Of	
secure Official Collection Official Receipt	
Receipt //	ficer
Mun. Treas	
	ury
4. Approach 4. Gather needed None 5 minutes	
personally or information for	
Contact Live assessment	
Stock Coordinator 4.1. Set time None 5 minutes Agricultura	a <i>l</i>
and show the schedule Technicia	n
Official Receipt 4.2. Conduct Provide 1 day Or	
Castration Veterinary Agricultura	a <i>l</i>
Medicines Technologic	sts
for Municipa	ĺ
treatment Agriculture O	ffice
(Anti-	
Tetanus)	
5. Sign the 5. Prepare None 10 minutes Agricultura	
Livestock Livestock Technicia	n
Accomplishment Accomplishment Or	
Report Form Report and have it Agricultura	
signed by the client Technologic	
Municipa Municipa	
Agriculture O	ffice
Total None 1 day 41 minutes	



85. ANIMAL HEALTH CARE - CASTRATION OF SMALL ANIMALS

Office or Division:		Municipal	Agriculture Off	ice	
Classification:		Simple			
Type of Transaction	on:	Governme	ent to Citizen, C	Government to Bu	ısiness
Who may avail: Libona Liv			estock Farmer	'S	
CHECKLIST OF R	EQUIREM	ENTS	WHERE TO	SECURE	
Community Tax Ce	rtificate (1	original	Barangay Ha	II- Brgy. Treasure	er or
copy)			Municipal Tre	easury Office	
Veterinary Medicine second time onward	•	atment on	Individual ava	ailing the service	
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Municipal Agriculture	2. Interview client		None	5 minutes	Agricultural Technician
Personnel and state the purpose	2.1 Refer client to the Livestock Coordinator		None	5 minutes	Or Agricultural Technologists Municipal Agriculture Office



3. Approach	3.Gather needed	None	5 minutes	
personally or	information for			
Contact Live	assessment			
Stock Coordinator		None	5 minutes	Agricultural
	3.1. Set time			Technician
	schedule	Provide	1 day	Or
	3.2. Conduct	Veterinary		Agricultural
	Castration	Medicines		Technologists
		for		Municipal
		treatment		Agriculture Office
		(Anti-		
		Tetanus)		
4. Sign the	4. Prepare	None	10 minutes	Agricultural
Livestock	Livestock			Technician
Accomplishment	Accomplishment			Or
Report Form	Report and have it			Agricultural
	signed by the client			Technologists
				Municipal
				Agriculture Office
	Total	None	1 day	
			35 minutes	



86. ANIMAL HEALTH CARE- BEHEADING (Sample Collection for Laboratory Rabies Identification)

The Municipal Agriculture Office renders free vaccination of dog/cat for walk-in clients/unvaccinated pets during the massive vaccination schedule and provides public awareness on the importance rabies vaccination.

Office or Division:		Municipal Agriculture Office			
Classification:		Complex	ex		
Type of Transaction	n:	Governn	nent to Citizer)	
Who may avail:		Libona L	ivestock Farm	ners	
CHECKLIST OF REQUIREMENTS			WHERE TO	SECURE	
None	_				
Client Steps	Agency A	Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client	1. Give th	e Log	None	2 minutes	Information Desk
Log Book in the	Book to th				Officer
Information Desk	1.1 Guide				Office of the Municipal Mayor
	client to th	ne	None	3 minutes	Warnerpar Wayor
	Municipal				
	Agriculture Office				
2. Approach the	2. Intervie		None	5 minutes	
Municipal	and provid				Agricultural
Agriculture	Monitoring	9			Technician
Personnel and	Booklet				Or
state the purpose	0.4.0.6	.P (()			Agricultural
	2.1 Refer		None	5 minutes	Technologists
	the Lives				Municipal
	Coordinat	Or			Agriculture Office
					Office
3. Approach the	3. Gather needed		None	5 minutes	Agricultural
Livestock	information for				Technician
Coordinator	assessme	ent			Or
	animal				Agricultural
					Technologists



	3.1 set time	None	5 minutes	Municipal
	schedule			Agriculture
				Office
	3.2 Conduct	None	1 day	
	Beheading			Agricultural
				Technician
	3.3 deliver sample	None	1 day	Or
	to RA-DDL DA		-	Agricultural
	RFO X For Rabies			Technologists
	identification			Municipal
				Agriculture
	3.4 retrieval of	None	1 day	Office
	results of sample		,	
	submitted			
4.Sign the	4.Prepare	None	10 minutes	Agricultural
Accomplishment	Accomplishment			Technician
Report	Report and have it			Or
	signed by the			Agricultural
	client			Technologists
				Municipal
				Agriculture
				Office
	Total	None	3 days	
			35 minutes	



87. ANIMAL HEALTH CARE – DEWORMING (Large and Small Animals)

Office or Division:		Municipal Agriculture Office				
Classification:		Simple				
Type of Transaction	on:			Government to Bu	ısiness	
Who may avail: Libona Liv		estock Farmei	rs			
CHECKLIST OF R	EQUIREM	ENTS	WHERE TO	SECURE		
Chute; if necessary	,		Individual ava	ailing the service		
Community Tax Ce	rtificate (1	original		all- Brgy. Treasure easury Office	er or	
Client Steps	Agency	Actions	Fees to be	Processing	Person	
	/igonoy /ionone		Paid	Time	Responsible	
1.Sign the Client	1. Give the Log		None	2 minutes	Information Desk	
Log Book in the	Book to the Client				Officer	
Information Desk	1.1 Guid				Office of the Municipal Mayor	
	client to t	_	None	3 minutes	Widilicipal Wayor	
	Municipa					
0. A	Agricultu		Nicon	F	A color to col	
2. Approach the	2. Intervi	ew client	None	5 minutes	Agricultural	
Municipal					Technician	
Agriculture Personnel and	2.1 Defe	caliant to	None	5 minutes	Or	
	2.1 Refer client to				Agricultural	
state the purpose	the Livestock Coordinator				Technologists Municipal	
	Coordina	itOi			Municipal	
					Agriculture	
					Office	



3. Approach	3.Gather needed	None	5 minutes	Agricultural
personally or	information for			Technician
Contact Live	assessment			Or
Stock Coordinator	3.1.Set time	None	5 minutes	Agricultural
	schedule			Technologists
	3.2.Diagnose and	None	1 day	Municipal
	Deworm			Agriculture
				Office
4. Sign the	4. Prepare	None	10 minutes	Agricultural
Livestock	Livestock			Technician
Accomplishment	Accomplishment			Or
Report Form	Report and have it			Agricultural
	singed by the client			Technologists
				Municipal
				Agriculture
				Office
	Total	None	1 day	
			35 minutes	



88. ANIMAL HEALTH CARE – MASSIVE DOG AND CAT RABIES VACCINATION

Office or Division:	•	Municipal Agriculture Office			
Classification:		Simple			
Type of Transaction	Type of Transaction: Government			Government to Bu	ısiness
Who may avail:		Libona Liv	estock Farme	rs	
CHECKLIST OF R	EQUIREM	ENTS	WHERE TO	SECURE	
Community Tax Ce	rtificate (1	original	Barangay Ha	ıll- Barangay Trea	asurer or
copy)			Municipal Tre	easury Office	
Client Steps	Agency	Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Approach assigned Agricultural technologist of the barangay for the scheduled	1. Schedule Massive Rabies Vaccination and Inform the respective		None	5 minutes	Agricultural Technologists Municipal Agriculture Office
Massive Rabies Vaccination	Barangay				
2. Attend and properly hold animal during the massive Vaccination	2. Conduct massive Rabies Vaccination (Duration: 2-3 days per Barangay)		None	3 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office



3. Sign the	3 Prepare	None	10 minutes	Admin Aide II
livestock	Livestock			Or
Accomplishment	Accomplishment			Revenue
Report Form	Report and have it			Collection Clerk II
	signed by the client			Mun. Treasury
				Or
				Revenue
				Collection Officer
				II .
				Mun. Treasury
	Total	None	18 minutes	



89. ANIMAL HEALTH CARE – PROVISION OF ANIMAL TREATMENT (Large and Small Animals)

Office or Division:	1	Municipal Agriculture Office			
Classification:		Complex			
Type of Transaction	on:	Government to Citizen, Government to Business			siness
Who may avail: Libona Liv		estock Farme	rs		
CHECKLIST OF R	EQUIREN	ENTS	WHERE TO	SECURE	
Chute; if necessary			Individual ava	ailing the service	
Community Tax Ce (1 original copy)	rtificate		Barangay Ha Municipal Tre	all- Brgy. Treasure easury Office	er or
Veterinary Medicine second time onward	•	atment on	•		
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Book to the state of the state o	he Client e the he	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
Approach the Municipal Agriculture	Interview client Refer client to the Livestock Coordinator		None	5 minutes	Agricultural Technician
Personnel and state the purpose			None	5 minutes	Or Agricultural Technologists Municipal Agriculture Office



2 A m m m a a a la	2 Cathan saadad	Mana	C mains stars	
3. Approach	3.Gather needed	None	5 minutes	
personally or	information for			
Contact Live	assessment			
Stock Coordinator	3.1.Set time	None	5 minutes	
	schedule			A
	3.2.Diagnose and	Provide	1 day	Agricultural
	provide actual	Veterinary		Technician
	treatment	Medicines		Or
	ti odti i orit	for		Agricultural
		treatment		Technologists
		on second		Municipal
				Agriculture Office
		time		
		onwards		
	3.3. Schedule	None	5 minutes	
	follow up treatment			
4. Sign the	4. Prepare	None	10 minutes	Agricultural
Livestock	Livestock			Technician
Accomplishment	Accomplishment			Or
Report Form	Report and have it			_
	singed by the client			Agricultural
	4.1 Follow-up	None	2 day	Technologists
	treatment as			Municipal
	scheduled			Agriculture Office
	Total	None	3 days	
	I Olai	INOTIC	40 minutes	
			40 minutes	



90. ANIMAL HEALTH CARE – VITAMIN SUPPLEMENTATION (Large and Small Animals)

Office or Division:	or Division: Municipal			fice	
Classification:	Classification: Simple				
Type of Transaction	Type of Transaction: Governme			Sovernment to Bus	siness
Who may avail: Libona Liv			estock Farmei	rs	
CHECKLIST OF R	EQUIREM	IENTS	WHERE TO	SECURE	
Community Tax Ce	rtificate (1	original	Barangay Ha	ıll- Brgy. Treasure	er or
copy)			Municipal Tre	easury Office	
Client Steps	Agency	/ Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Municipal	Agriculture Office 2. Interview client		None	5 minutes	Agricultural Technician
Agriculture Personnel and state the purpose	2.1 Refer client to the Livestock Coordinator		None	5 minutes	Or Agricultural Technologists Municipal Agriculture Office



3. Approach personally or Contact Live	3.Gather needed information for assessment	None	5 minutes	Agricultural Technician
Stock Coordinator	3.1.Set time schedule	None	5 minutes	Or Agricultural
	3.2.Diagnose and provide vitamin supplementation	None	1 day	Technologists Municipal Agriculture Office
4. Sign the Livestock Accomplishment Report Form	4. Prepare Livestock Accomplishment Report and have it singed by the client	None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	1 day 35 minutes	



91. AVAILMENT OF FARM FACILITIES AND MACHINERIES SERVICES

The Municipal Agriculture Office provides services that will ease farming activities of farmers from land preparation to post-harvest operations.

Office or Division:	Municipal Agricu	Iture Office		
Classification:	Simple			
Type of Transaction:	Government to 0	Citizen ,Goverr	nment to Business	3
Who may avail:	Libona Farmers			
CHECKLIST OF REQ	UIREMENTS	WHERE TO	SECURE	
None		None		
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Agricultural Technologist on duty	2.Conduct interview and set schedule of the services. This is a first come first serve basis 2.1 Compute and Issue the Order of Payment after the setting the schedule	None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of	3.Accept the payment based on the Order of Payment	See table below	2 minutes	Admin Aide II Or Revenue Collection Clerk II



Payment and make			3 minutes	Mun. Treasury
sure to secure	3.1, Issue the			Or
Official Receipt that	Official Receipt			Revenue
will be issued upon				Collection Officer
payment				11
				Mun. Treasury
4. Return to the	4.Check the	None	5 minutes	Agricultural
Municipal Agriculture	Official Receipt			Technician
Office for the final				Or
schedule	4.1 Inform client	None	5 minutes	Agricultural
	of the final	INOTIE	3 1111111111111111111111111111111111111	Technologist
	schedule			Municipal
				Agriculture Office
	Total	See table below	25 minutes	

Schedule of Payment					
Disc Harrow	6,000 per hectare				
Moldboard Plow	0.15 cent/kl				
Solar Drier and Mechanical Dryer	1.40 Per Kilo				



92. AVAILMENT OF FINGERLINGS

The municipal Agriculture Office in cooperation with the Bureau of Fisheries and Aquatic Resources (BFAR) disperses free quality fingerlings to qualified fisherman/group of fishermen to boost the production of quality fish in the locality. This service is based on the availability of fingerlings.

Office or Division		Municipal Agriculture Office				
Classification:		Highly Technic	cal			
Type of Transaction	on:	Government to	o Citizen			
Who may avail:		Libona Fisher	Folks and oth	ner interested individ	uals	
CHECKLIST OF R	EQUI	REMENTS	WHERE TO SECURE			
Established Fishpo	nd/s		Requesting	Party/Person		
Good Source of Wa	ater S	upply	Requesting	Party/Person		
Client Steps	Age	ency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the	Agriculture Office 2. Inform client		None	5 minutes	Agricultural	
Municipal		e required			Technician	
Agriculture		iments &			Or	
Personnel and state the purpose	-	ide the cribed Form			Agricultural Technologists	
state the purpose	pres	Clibea Follii			Municipal	
					Agriculture Office	
3. Fill out prescribed form and submit to the	3. Receive and verify data		None	5 minutes	Agricultural Technician	
in charge		Schedule Area essment	None	2 days	Or Agricultural Technologists	
		Coordinate BFAR		7 days	Municipal Agriculture	



	Kisolon, Sumilao, Bukidnon and schedule date to pick up the fingerlings			Office
4.Receive the fingerlings and sign the logbook	4. Deliver fingerlings to clients 4.1Conduct regular monitoring	₱50.00 for the Plastic Container	2 day	Agricultural Technologists Municipal Agriculture Office
	Total	₱50.00	11 days 15 minutes	



93. BLOOD SAMPLING OF LIVESTOCK AND POULTRY (Disease and Outbreak Monitoring)

The Municipal Agriculture Office renders blood sampling on animals to monitor pest and diseases and to ensure the credibility of the blood sample/s submitted.

Office or Division:	Municipal Agricu	Ilture Office		
Classification:	Simple			
Type of Transaction:	Government to 0	Citizen, Goverr	nment to Business	5
Who may avail:	Livestock Farme	ers of Libona		
CHECKLIST OF REQ	UIREMENTS	WHERE TO	SECURE	
Chute; if necessary		Individual ava	ailing the service	
Community Tax Certificopy)	cate (1 original	Barangay Ha Municipal Tre	all- Brgy. Treasure easury Office	er or
Animal Credentials (F	or Large Animals)	Individual ava	ailing the service	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client2.1 Refer client to the LivestockCoordinator	None None	5 minutes 5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
3. Approach personally or Contact Live Stock Coordinator	3.Gather needed information3.1.ConductBlood Collection	None None	10 minutes 1 hour	Agricultural Technician Or Agricultural



	procedure			Technologists
	3.2 Submit Blood	None	1 day	Municipal
	Samples to DA		(The release of	Agriculture
	Regional Office X		blood sample	Office
	Regional Animal		results will	
	Disease		depend on the	
	Diagnostic		processing	
	Laboratory for		time of the	
	analysis (Note:		Regional	
	Blood sample		Office)	
	analysis payment			
	per sample is			
	Php 150.00 to be			
	paid at the			
	laboratory			
4. Sign the Livestock	4. Prepare	None	10 minutes	Agricultural
Accomplishment	Livestock			Technician
Report Form	Accomplishment			Or
	Report and have			Agricultural
	it singed by the			Technologists
	client			Municipal
				Agriculture
				Office
	Total	None	1 day	
			1 hour	
			35 minutes	



94. CERTIFICATION/REGISTRATION/ACCREDITATION APPLICATION ASSISTANCE (GAP, ATI, DOLE, SEC, CDA)

The Municipal Agriculture Office provides assistance in the application of farmers to the various certifying and accrediting body.

Office or Division:		Municipal Agriculture Office				
Classification:		Simple	Simple			
Type of Transaction	Type of Transaction: Gov		nt to Citizen, C	Sovernment to Bu	ısiness	
Who may avail: Libona i		Libona Far	mers			
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client and give the required documents		None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
3. Comply and submit requirements to the in charge	3. receive requirements and verify 3.1 refer client to assigned Agricultural technologist/ Program Coordinator 3.2 Set the date for ocular inspection 3.3 Conduct		None None None	5 minutes 3 minutes 5 minutes 1 day	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	



Ocular Inspection and instruct /suggest probable solutions 3.4 Endorse the submitted documents to the CERTIFYING BODY		1 day	
Total	None	2 days 23 minutes	



95. COMMUNITY ORGANIZING

The Municipal Agriculture Office provides/facilitates information on organizing associations and cooperatives and other rural-based organizations to empower farmers, women and youth and have legal basis to transact other government agencies.

Office or Division: Municipal Agriculture Office					
Classification:		Simple			
Type of Transaction:					
• •			ment to Citize Farmers	PF 1	
Who may avail:	LUDENAENIT			OFOURE.	
CHECKLIST OF REQ	UIKEWENI	5	WHERE TO	SECURE	
None			None		_
Client Steps	Agency A	ctions	Fees to be	Processing —.	Person
			Paid	Time	Responsible
1.Sign the Client Log	1. Give the	Log	None	2 minutes	Information Desk
Book in the	Book to the	e Client			Officer
Information Desk	1.1 Guide t	the			Office of the
	client to the	Э	None	3 minutes	Municipal Mayor
	Municipal				
	Agriculture Office				
2. Approach the	2. Interview client		None	5 minutes	
Municipal Agriculture	and provid	e list of			Agricultural
Personnel and state	requiremer	nts and			Technician
the purpose	procedure				Or
	organizing	Rural			Agricultural
	Base				Technologists
	Organization	ons			Municipal
					Agriculture
					Office
2 Comply all the			Moras	E majorita a	A gurio celta cura l
3. Comply all the	3.Receive, check		None	5 minutes	Agricultural
requirements and submit to the in	and verify				Technician Or
	documents	•			_
charge	2 1 15 22 22	nloto	None	1 45.7	Agricultural
	3.1. If com	piete,	None	1 day	Technologists
	endorse				Municipal



	documents to DOLE/SEC/CDA Office for Registration			Agriculture Office
	3.2.Inform client to be back when Registration is approved by the certifying body	None	3 minutes	
4. Pick up documents when notified by the Rural Base Organization Coordinator	4. Log and release the document	None	3 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	1 day 21 minutes	



96. CROPS GAWAD SAKA AWARDEE APPLICATION ASSISTANCE

The Municipal Agriculture Office provides assistance in the application of farmers to the various Crops Gawad Saka Awardee.

Office or Division:		Municipal /	Agriculture Office			
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen, C	Sovernment to Bu	ısiness	
Who may avail:		Libona Far	mers			
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client and give the required documents		None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
3. Comply and submit requirements to the in charge	3. receive requirements and verify 3.1 refer client to assigned		None None	5 minutes 3 minutes	Agricultural Technician Or Agricultural Technologist	
	Agricultural technologist/ Program Coordinator 3.2 Set the date for ocular inspection		None None	5 minutes 1 day	Municipal Agriculture Office	
	3.3 Cor		110110	. ady		



and instruct /suggest probable solutions 3.4 Endorse the submitted documents to the awarding body		1 day	
Total	None	2 days 23 minutes	



97. ENDORSEMENT OF DOCUMENTS TO PROVINCIAL, REGIONAL, NATIONAL AGENCIES (FOR PROJECTS AND AVAILING OF ASSISTANCE)

The Municipal Agriculture Office provides assistance in the application of farmers through endorsing various project proposal and requests from individuals or businesses

to Provincial, Regional, National Agencies.

Office or Division: Municipal A		Agriculture Office				
Classification:	Classification: Simple					
Type of Transaction	on:	Governme	nt to Citizen, C	Sovernment to Bu	ısiness	
Who may avail:		Libona Far	mers			
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Sign the Client Log Book in the Information Desk		the Log the Client de the	None	2 minutes	Information Desk Officer Office of the	
	client to the Municipal Agriculture Office		None	3 minutes	Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client and give the required documents		None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
3. Comply and submit requirements to	3. receive requirements and verify 3.1 refer client to assigned Agricultural technologist/ Program Coordinator		None	5 minutes	Agricultural Technician Or	
the in charge			None	3 minutes	Agricultural Technologist Municipal Agriculture Office	
	inspecti	on	None	5 minutes		



3.2 Endorse the submitted documents to the Awarding Body			
Total	None	23 minutes	



98. ENROLMENT TO THE PHILIPPINE CROP INSURANCE CORP.

The Municipal Agriculture Office helps farmers in their application for crop insurance.

Office or Division:		Municipal Agriculture Office				
Classification:		Simple	-			
Type of Transaction	on:		nt to Citizen, C	Sovernment to Bu	ısiness	
Who may avail:		Libona Far				
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
Application Form (1 origina	сору)	Mun. Agricult	ure Office		
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents & provide the prescribed Form		None	2 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
3. Fill out prescribe form and submit to the in charge	3. Receive form for the approval of the Agricultural Technologist Assigned		None	5 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	
4. Sign documents for the application for crop insurance	the Phil	Form to ippine surance	None	1 day	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	



Tot	tal	None	1 day	
			12 minutes	



99. ENROLMENT AND UPDATING TO THE BUKIDNON FARMERS PROFILING INFORMATION SYSTEM

The Municipal Agriculture Office continuously profiles all the farmers in the municipality for the beneficiary identification of various programs.

Office or Division		Municipal /	Agriculture Office			
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen, C	Sovernment to Bu	ısiness	
Who may avail:		Libona Live	estock Farmer	S		
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
Proof of Land Own photocopy)	ership (1		Individual ava	ailing the service		
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client 2.1 Enroll the client to the BFPIS		None	15 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office	
	Total		None	20 minutes		



100. ESTABLISHMENT OF CROP DEMO

The Municipal Agriculture Office establish farm demos of various crops to help farmers see with their own eyes the result of varietal trials and the application of new technologies in agriculture

Office or Division:		Municipal Agriculture Office				
Classification:		Highly Tec	hnical			
Type of Transaction	n:	Governme	nt to Citizen, C	Sovernment to Bu	siness	
Who may avail:		Libona Far	mers			
CHECKLIST OF RI	EQUIRE	MENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Sign the Client		the Log	None	2 minutes	Information Desk	
Log Book in the Information Desk	Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None	3 minutes	Officer Office of the Municipal Mayor	
2. Approach the	2. Interview client		None	3 minutes		
Municipal Agriculture Personnel and state the purpose	_	er client to ricultural	None	2 minutes	Agricultural Technician Or Agricultural	
	Techno				Technologists	
	assigne	d			Municipal	
	/Progra				Agriculture Office	
	Coordin					
3. Approach the		iew the	None	5 minutes	Agricultural	
Agricultural Technologist assigned/Program	client 3.1 Set schedule of ocular		None	5 minutes	Technician Or Agricultural	
Coordinator	inspecti 3.2 Insp alleged area		None	1 day	Technologist Municipal Agriculture Office	



3.3 Set up the Demo Farm	None	7 days	
Total	None	8 day 20 minutes	



101. FARM AND HOME VISIT

The Municipal Agriculture Office conducts farm and home visit to farmers for onsite consultations and monitoring.

Office or Division:		Municipal Agriculture Office					
Classification:		Simple					
Type of Transaction	on:		nt to Citizen,G	overnment to Bu	siness		
Who may avail:		Libona Far	mers				
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE			
None			None				
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible		
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor		
2. Approach the Municipal Agriculture Personnel and state the purpose	Agriculture Office 2. Interview client 2.1 Refer client to the Agricultural technologist assigned /Program Coordinator		None None	3 minutes 2 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office		
3. Approach the Agricultural Technologist assigned/Program Coordinator	3. Interview the client 3.1 Set schedule of for Farm/Home Visit 3.2 Onsite consultation/Farm		None None None	5 minutes 5 minutes 1 day	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office		
	Inspect 3.3 Give	ion e possible	None	20 minutes			



suggestions to clients			
Total	None	1 day 40 minutes	



102. INSECTICIDE ASSISTANCE FOR PEST AND DISEASES OUTBREAK ON CROPS

The Municipal Agriculture Office provides insecticide assistance to farmers affected with Crop pests and diseases

Office or Division:		Municipal Agriculture Office				
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen,G	overnment to Bu	siness	
Who may avail:		Libona Far	mers			
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client	1. Give	the Log	None	2 minutes	Information Desk	
Log Book in the Information Desk	Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None	3 minutes	Officer Office of the Municipal Mayor	
2. Approach the	2. Interv	iew the	None	3 minutes	Agricultural	
Municipal	client				Technician	
Agriculture		r Client to	None		Or	
Personnel and	Agricult	ural		2 minutes	Agricultural	
state the purpose	technol	•			Technologist	
		d/Program			Municipal	
	Coordin	ator			Agriculture Office	
3. Approach the Agricultural	3. Interv	view the	None	5 minutes	Agricultural Technician	
Technologist	3.1 Set	schedule	None	5 minutes	Or	
assigned/Program	of ocular				Agricultural	
Coordinator	inspection				Technologist	
	3.2 Inspect the		None	1 day	Municipal	
	allegedl area	y affected			Agriculture Office	
	3.3 Pres	scribe the	None	5 minutes		



	suitable insecticide to the client			
4. Sign documents for the received insecticide	4. Record and release insecticide	None	5 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office
	Total	None	1 day 30 minutes	



103. ISSUANCE OF CERTIFICATE OF ACTUAL TILLAGE AND FARM OWNERSHIP

The Municipal Agriculture Office issues certificate to the farmers for the availment of financial assistance like agricultural loans, marketing contract and government assistance.

Office or Division:		Municipal Ac	rigultura Offica		
	Office or Division: Municipal Agriculture Office Classification: Simple				
Type of Transaction					
Who may avail:			s / Farm manager		
CHECKLIST OF RE			WHERE TO SE	CURE	
Land Title / Tax Dec (1 Photocopy)	laration	on of farm	Municipal Asses	ssment Office	
Client Steps		Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	Boo Clie 1.1 clier Mur Agri	Guide the nt to the nicipal culture	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	Agriculture Office 2. Inform client of the required documents		None	2 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office



				OF
2. Comply and	2.1Conduct	None	5 minutes	Agricultural
Submit the	interview/briefing			Technician
requirements	for verification			Or
				Agricultural
	2.2 Issue the			Technologist
	Order of			Municipal
	Payment after			Agriculture
	the verification			Office
	of the required documents			
	documents			
	2.3 Prepare the			
	Certification			
3. Pay the required	3.Accept the	Certification	2 minutes	Admin Aide II
fees at the	payment based	Fee ₱ 50.00		Or
Municipal Treasury	on the Order of			Revenue
Office by showing	Payment			Collection Clerk
the Order of			3 minutes	11
Payment and	3.1, Issue the			Mun. Treasury
make sure to	Official Receipt			Or
secure Official				Revenue
Receipt that will be				Collection
issued upon				Officer II
payment				Mun. Treasury
4. Return to the	4.Check the	None	5 minutes	Agricultural
Municipal	Official Receipt			Technician
Agriculture Office				Or
for the processing and release of the	4.1 Issue the	None	5 minutes	Agricultural
Clearance	Certification and	140116	o minutes	Technologist
	have the client			Municipal
	signed the Log			Agriculture
	Book			Office
	Total	₱50.00	27 minutes	



104. ISSUANCE OF CERTIFICATION FOR DOG/CAT & POULTRY/LIVESTOCK VACCINATION FOR TRAVEL PURPOSES

The Municipal Agriculture Office issues certification for vaccinated animals for travel purposes.

Office or Division:		Municipal Agriculture Office				
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen, (Government to Bu	ısiness	
Who may avail:		Pet owners	s and Poultry I	Farmers		
CHECKLIST OF RI	EQUIRE	MENTS	WHERE TO	SECURE		
Proof of ownership	(1 origin	nal copy)	Person availi	ng the service		
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required document		None	2 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	
3. Comply and Submit the requirements	3.1 Issu Order of after the verifical required docume	w and he records ue the of Payment e tion of the d ents pare the	None	5 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	



4. Pay the	4.Accept the	Certification	2 minutes	Admin Aide II
required fees at	payment based	Fee ₱50.00		Or
the Municipal	on the Order of			Revenue
Treasury Office	Payment			Collection Clerk II
by showing the			3 minutes	Mun. Treasury
Order of Payment	4.1, Issue the			Or
and make sure to	Official Receipt			Revenue
secure Official				Collection Officer
Receipt that will				11
be issued upon				Mun. Treasury
payment				
5. Return to the	5.Check the	None	5 minutes	Agricultural
Municipal	Official Receipt			Technician
Agriculture Office for the processing				Or
and release of the	5.1 Issue the	None	5 minutes	Agricultural
Certification	Certification and	140110	o minatoo	Technologist
	have the client			Municipal
	signed the Log			Agriculture Office
	Book		07	
	Total	₱50.00	27 minutes	



105. ISSUANCE OF FARM PLANS AND BUDGET FOR VARIOUS AGRICULTURAL CROP PRODUCTION

To estimate the costs, returns, and net profit of a farm

Office or Division:	Municipal Agricu	Iture Office					
Classification:	Simple	Simple					
Type of Transaction:	Government to 0	Government to Citizen					
Who may avail:	Farmers	Farmers					
CHECKLIST OF REQ	UIREMENTS	WHERE TO	SECURE				
None							
Client Steps	Agency Actions	Fees to be	Processing	Person			
		Paid	Time	Responsible			
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor			
2. Approach any Municipal Agriculture Personnel and state the purpose	2.Conduct interview and gather data	None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office			
3. Receive the Farm Plans and Budget and sign the logbook	3. Prepare and release the Farm Plans and Budget	None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office			
	Total	None	20 minutes				



106. ISSUANCE OF OTHER COMPUTER GENERATED DATA

The Municipal Agriculture Office issues agricultural data on crops, livestock and fishery.

Office or Division:	Municipal Agricu	Municipal Agriculture Office				
Classification:	Simple					
Type of		Citizen, Govern	nment to Business	s, Government to		
Transaction:	Government					
Who may avail:	Private agencies	/ companies a	and other governr	ment agencies		
CHECKLIST OF RE	QUIREMENTS	WHERE TO	SECURE			
Community Tax Cert	ificate		II- Barangay Trea	surer or		
(1 original copy)		Municipal Tre				
Official Receipt (orig		Municipal Tre	easurer's Office			
(For Private Agencie duly approved by the		Requesting F	Party/Person			
(original copy)	a) \/al; d/O =	Demiseties 5) o who s/D o w = = :-			
(For Private Agencie ID (1 Photocopy)	s) valid/Company	Requesting F	rarty/Person			
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1.Sign the Client	1. Give the Log	None	2 minutes	Information Desk		
Log Book in the	Book to the			Officer		
Information Desk	Client			Office of the		
	1.1 Guide the	None	3 minutes	Municipal Mayor		
	client to the					
	Municipal					
	Agriculture Office					
	9					
2. Approach the	2. Inform client of	None	2 minutes	Agricultural		
Municipal	the required			Technician		
Agriculture	documents			Or		
Personnel and				Agricultural		
state the purpose				Technologists		
				Municipal		
				Agriculture		
				Office		



3. Comply and	3.Conduct	None	5 minutes	Agricultural
Submit the	interview/briefing			Technician
requirements	for verification			Or
	3.1 Issue the			Agricultural
	Order of			Technologists
	Payment after			Municipal
	the verification of			Agriculture
	the required			Office
	documents			
	3.2 Prepare the			
	Certification			
4. Pay the required	4.Accept the	Certification	2 minutes	Admin Aide II
fees at the	payment based	Fee ₱50.00		Or
Municipal Treasury	on the Order of			Revenue
Office by showing	Payment			Collection Clerk
the Order of			3 minutes	
Payment and	4.1, Issue the			Mun. Treasury
make sure to	Official Receipt			Or ´
secure Official	'			Revenue
Receipt that will be				Collection Officer
issued upon				11
payment				Mun. Treasury
5. Return to the	5.Check the	None	5 minutes	Agricultural
Municipal	Official Receipt			Technician
Agriculture Office				Or
for the processing				Agricultural
and release of the	5.1 Issue the	None	5 minutes	Technologists
Clearance	Clearance and have the client			Municipal
	signed the Log			Agriculture
	Book			Office
	Total	₱50.00	27 minutes	



107. LIVESTOCK DISPERSAL AND MONITORING Contract Signing Re-Dispersal Assistance

The Municipal Agriculture Office continuously monitors the livestock dispersed through various DA programs and makes sure of the smooth transfer of Livestock from one beneficiary to another.

Office or Division		Municipal Agriculture Office				
Classification:		Simple				
Type of Transaction	on:	Governme	nt to Citizen,G	nt to Citizen,Government to Business		
Who may avail:		Libona Liv	estock Farmer	'S		
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE		
Animal Credentials	, if neces	sary	Person availi	ng the service		
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client and give the required documents		None	5 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office	
3. Comply and Submit the requirements	3.Receive requirements and verify 3.1 Refer client to		None None	5 minutes 3 minutes	Agricultural Technician Or Agricultural	
	assign Agricult Techno or Prog coordin	ural logist and ram	None	1 day	Technologist Municipal Agriculture Office	



	for ocular inspection			
	3.3 Conduct	None	1 hour	
	Ocular Inspection	None	Eminutos	
	3.4 Provide prescribed	None	5 minutes	
	Forms/ contract			
	to be filled out by			
	the client (if any)			
4. Fill-out	4. Facilitate	None	10 minutes	Admin Aide II
prescribed forms	submission of			Or
and submit to	documents to			Revenue
Mun. Agriculture	responsible			Collection Clerk II
Personnel (if	agencies (if			Mun. Treasury
necessary)	necessary)			Or
	4.1 Conduct	None		Revenue
	monitoring			Collection Officer
				II .
				Mun. Treasury
	Total	None	1 day	
			1 hour	
			33 minutes	



108. LIVESTOCK GAWAD SAKA AWARDEE APPLICATION

The Municipal Agriculture Office continuously monitors the livestock dispersed through various DA programs and makes sure of the smooth transfer of Livestock from one beneficiary to another.

Office or Division:		Municipal Agriculture Office			
Classification:	Classification: Simple				
Type of Transaction	on:	Governme	nt to Citizen, C	Sovernment to Bu	ısiness
Who may avail:		Libona Liv	estock Farmer	'S	
CHECKLIST OF R	EQUIRE	MENTS	WHERE TO	SECURE	
None			None		
Client Steps	Agenc	y Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office		None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client and give the required documents		None	5 minutes	Agricultural Technician Or Agricultural Technologist Municipal Agriculture Office
3. Comply and Submit the requirements	3.Receive requirements and verify		None	5 minutes	Agricultural Technician Or
	•		None None	3 minutes 5 minutes	Agricultural Technologist Municipal Agriculture Office



for ocular			
inspection			
3.3 Conduct	None	1 day	
Ocular Inspection			
3.4 Endorse the	None	1 day	
submitted			
documents to the			
awarding body			
Total	None	2 days	
		23 minutes	



109. PROVISION OF ARTIFICIAL INSEMINATION (AI) TO CATTLE & CARABAO

The Municipal Agriculture Office provides Artificial insemination (AI) to livestock farmers to improve / upgrade the animal traits, produces large sizes of offspring that can increase farmers' income and decreasing the effects of inbreeding.

Office or Division: Municipal			Agriculture Of	fice			
Classification:		Simple	Simple				
Type of Transaction	ո ։	Governme	nt to Citizen, (Government to Bu	ısiness		
Who may avail:	Who may avail: Livestock			ona			
CHECKLIST OF RE	QUIREM	ENTS	WHERE TO	SECURE			
Chute for Cattle and	Carabac)	Farmer / owne	er availing the servi	ce		
Client Steps	Agenc	y Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1.Sign the Client	1. Give	the Log	None	2 minutes	Information Desk		
Log Book in the	Book to	the Client			Officer		
Information Desk	1.1 Gui				Office of the Municipal Mayor		
	client to		None	3 minutes			
	Municip						
	•	ture Office					
2. Approach the		view client	None	5 minutes			
Municipal	to gath				A sector to sect		
Agriculture		ition for			Agricultural		
Personnel and state the purpose	tne ass	essment			Technician		
	2.1 Ref	er client to	None	5 minutes	Agricultural		
	the Arti				Technician		
	Insemir	nation			Or		
	Technic	cian			Agricultural		
					Technologist		
	2.2 Dire	ect Client	None	2 minutes	Municipal		
	to the N	/Junicipal			Agriculture Office		
	Treasu	ry and pay					
	the req	uired fees					
3. Pay the required	· ·	ot payment	Php 200.00	1 minutes	Admin Aide II		
fees at the	based	on the			Or		



Municipal Traccury	order of navment			Revenue
Municipal Treasury	order of payment			Collection Clerk II
Office by showing	2.4 leave Official		O mainsuta a	
the order of	3.1 Issue Official		2 minutes	Mun. Treasury
payment and make	Receipt			Or
sure to secure				Revenue
Official Receipt				Collection Officer
				II
				Mun. Treasury
				office
4. Approach	4 Set the	None	5 minutes	Agricultural
personally or	schedule			Technician
contact Livestock	4.1 Conduct Al	None	1 day	Or
Coordinator	procedure			Agricultural
	4.2 Record	None	1 minute	Technologists
	activity to			Municipal
	logbook			Agriculture Office
				Al Technician
				Municipal
				Agriculture Office
5. Sign the	5. Prepare	None	5 minutes	
Livestock	Livestock			
Accomplishment	Accomplishment			
Report Form	Report and have			
	it signed by the			Agricultural
	client			Technician
	5.1 Set follow-up	None	10 minutes	Or
	date after two			Agricultural
	months for			Technologists
	pregnancy			Municipal
	diagnosis			Agriculture Office
	5.2 Calf drop			
	monitoring (9 and			
	a half months/			
	285 days)			
	Total	₱200.00	1 day & 41	
			minutes	



110. PROVISION OF SEEDS AND INPUTS (FOR SUBSIDIZED CORN AND RICE SEEDS, VEGETABLE SEEDS AND FRUIT TREES)

The Municipal Agriculture Office provides information on the availability of seeds and inputs. The technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the seeds are to be planted. Monitoring will be done by the assigned technologist to assure that the given seeds were planted.

Municipal Agriculture Office

Simple

Office or Division:

Classification:

Type of Transaction	: Government to Ci	Government to Citizen, Government to Government				
Who may avail:	Interested Farmer					
CHECKLIST OF REC	UIREMENTS	WHERE TO	SECURE	·		
Community Tax Certif	Community Tax Certificate			er or		
(1 original copy)		Municipal Ti	reasury Office			
For Barangay Govern Society Organizations addressed to Municip Municipal Agriculture (1 original copy)	Requesting Party/Person					
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible		
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Agriculture Office	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor		
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents & provide the prescribed Form	None	2 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office		
3. Fill out prescribed form and submit to to the in charge	3. Receive Form and Affix initial signature for the approval of the Municipal	None	5 minutes	Agricultural Technician Or Agricultural		



	Agriculturist			Technologists
				Municipal
				Agriculture Office
4. Sign documents	4.Record and	None	3 minutes	Agricultural
for received seeds	Release seeds and			Technician
and/or inputs	inputs			Or
				Agricultural
				Technologists
				Municipal
				Agriculture Office
	Total	None	15 minutes	



111. SOIL SAMPLING

The Municipal Agriculture Office renders soil sampling of farm to determine the soil properties and its suitability to different crops.

Office or Division:	Municipal Agricult	ture Office		
Classification:	Highly Technical			
Type of Transaction	Government to C	itizen		
Who may avail:	Bonafide Farmers	of Libona		
CHECKLIST OF REC	QUIREMENTS	WHERE TO	SECURE	
None		None		
Client Steps	Agency Actions	Fees to	Processing	Person
		be Paid	Time	Responsible
1.Sign the Client	1. Give the Log	None	2 minutes	Information Desk
Log Book in the	Book to the Client			Officer
Information Desk	1.1 Guide the client			Office of the
	to the Municipal	None	3 minutes	Municipal Mayor
	Agriculture Office			
2. Approach the	2. Interview client	None	5 minutes	Agricultural
Municipal	2.1 Refer Client to	None	5 Minutes	Technician
Agriculture	Agricultural			Or
Personnel and state	Technologist			Agricultural
the purpose	assigned to the			Technologists
	respective			Municipal
	barangay			Agriculture Office
3. Approach	3. Gather needed	None	5 minutes	
personally or	information for			
contact Agricultural	assessment			
Technologist	3.1 Set time	None	5 minutes	Agricultural
	schedule			Technician
	3.2 Conduct the	None	1 day	Or
	Soil Sampling			Agricultural
	Procedure			Technologists
	3.3 Air Dry soil	None	5 days	Municipal
	sample and			Agriculture Office
	prepare sample for			
	submission			
	3.4 Submit Soil	None	1 day	



Samples to DA-			
RFO X for analysis			
3.5 Retrieve	None	10 days from	
Analysis results		submission	
Total	None	17 days	
		25 minutes	



112. TECHNICAL ASSISTANCE ON CROPS

Trainings and Seminars
Advocacy Promotion
Information Dissemination
Consultation

The Municipal Agriculture Office provides technical assistance to farmers through technology transfer, trainings and seminars, advocacy promotion, information dissemination and consultations.

Office or Division:		Municipal Agriculture Office				
Classification:		Complex				
Type of Transaction	1:	Government to Ci	tizen			
Who may avail:		Bonafide Farmers	of Libona			
CHECKLIST OF REQUIREMENTS			WHERE TO	SECURE		
None			None			
Client Steps	1	Agency Actions	Fees to	Processing	Person	
			be Paid	Time	Responsible	
1.Sign the Client	1.	Give the Log	None	2 minutes	Information Desk	
Log Book in the		ook to the Client			Officer	
Information Desk		1 Guide the client			Office of the Municipal Mayor	
		the Municipal	None	3 minutes	Warnerpar Wayor	
		griculture Office				
2. Approach the		Interview client	None	5 minutes	Agricultural	
Municipal		nd give the			Technician	
Agriculture	ı	the required			Or	
Personnel and state	dc	ocuments			Agricultural	
the purpose					Technologists	
					Municipal	
					Agriculture Office	
3.Comply and		Recieve	None	5 minutes	Agricultural	
Submit		quirements and erify			Technician	
requirements to the		1 Refer Client to	N. 1	0 22 2 4 2 2	Or	
in charge		ssigned	None	3 minutes	Agricultural	
	ı	griculture			Technologists	
	,	echnologist and/or			Municipal	
		ogram			Agriculture Office	
		_				



	coordinator 3.2 Set the date for ocular inspection	None	5 days	
	3.3 Conduct Ocular Inspection and instruct/suggest	None	1 hour	
	probable solutions 3.4 Provide prescribed forms to be filled out by the client (if necessary)	None	5 minutes	
4. Fill out prescribed forms and submit to Municipal Agriculture Personnel (if necessary)	4.Facilitate submission of documents to responsible agencies (if necessary) 4.1 Conduct monitoring	None None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



113. TECHNICAL ASSISTANCE ON LIVESTOCK FARMING

Organic Agriculture
Advocacy Promotion
Information Dissemination
Consultation

The Municipal Agriculture Office provides technical assistance to livestock farmers through technology transfer, trainings and seminars, advocacy promotion, information dissemination and consultations.

Office or Division:		Municipal Agriculture Office				
Classification:		Complex				
Type of Transaction	1:	Government to Ci	tizen			
Who may avail:		Bonafide Farmers	of Libona			
CHECKLIST OF REQUIREMENTS V			WHERE TO	SECURE		
None			None			
Client Steps	1	Agency Actions	Fees to	Processing	Person	
			be Paid	Time	Responsible	
1.Sign the Client	1.	Give the Log	None	2 minutes	Information Desk	
Log Book in the		ook to the Client			Officer	
Information Desk		1 Guide the client			Office of the Municipal Mayor	
		the Municipal	None	3 minutes	ividi licipai iviayoi	
		griculture Office				
2. Approach the		Interview client	None	5 minutes	Agricultural	
Municipal		nd give the			Technician	
Agriculture	ı	the required			Or	
Personnel and state	dc	ocuments			Agricultural	
the purpose					Technologists	
					Municipal	
				_	Agriculture Office	
3.Comply and		Recieve	None	5 minutes	Agricultural	
Submit		quirements and erify			Technician	
requirements to the		1 Refer Client to			Or	
in charge		signed	None	3 minutes	Agricultural	
	ı	griculture			Technologists	
	,	echnologist and/or			Municipal	
		rogram			Agriculture Office	
		3			_	



	coordinator 3.2 Set the date for ocular inspection 3.3 Conduct Ocular Inspection and	None None	5 days 1 hour	
	instruct/suggest probable solutions 3.4 Provide prescribed forms to be filled out by the client (if necessary)	None	5 minutes	
4. Fill out prescribed forms and submit to Municipal Agriculture Personnel (if necessary)	4.Facilitate submission of documents to responsible agencies (if necessary) 4.1Conduct monitoring	None None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



114. TECHNICAL ASSISTANCE ON FISHERY

Trainings and Seminars, Advocacy Promotion, Information Dissemination Consultation

The Municipal Agriculture Office provides technical assistance to fisher folks through technology transfer, trainings and seminars, advocacy promotion, information dissemination and consultations.

Office or Division:		Municipal Agriculture Office			
Classification:		Complex			
Type of Transaction	1:	Government to Ci	tizen		
Who may avail:		Bonafide Farmers	of Libona		
CHECKLIST OF REC	QUI	REMENTS	WHERE TO	SECURE	
None			None		
Client Steps	-	Agency Actions	Fees to	Processing	Person
			be Paid	Time	Responsible
1.Sign the Client Log Book in the		Give the Log ook to the Client	None	2 minutes	Information Desk Officer
Information Desk	to	1 Guide the client the Municipal griculture Office	None	3 minutes	Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	ar of	Interview client ad give the the required ocuments	None	5 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office



3.Comply and Submit	3.Recieve requirements and	None	5 minutes	
requirements to the in charge	verify 3.1 Refer Client to assigned Agriculture	None	3 minutes	
	Technologist and/or Program coordinator			Agricultural Technician Or
	3.2 Set the date for ocular inspection	None	5 days	Agricultural
	3.3 Conduct Ocular Inspection and instruct/suggest	None	1 hour	Technologists Municipal Agriculture Office
	probable solutions 3.4 Provide	None	5 minutes	
	prescribed forms to be filled out by the client (if necessary)			
4. Fill out prescribed forms and submit to Municipal Agriculture Personnel (if necessary)	4.Facilitate submission of documents to responsible agencies (if necessary) 4.1Conduct monitoring	None None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



MUNICIPAL ASSESSMENT OFFICE

External Services



115. ISSUANCE OF ASSESSMENT-RELATED CERTIFICATIONS Certificate of Landholdings & Certificate of No Landholdings Certificate of Encumbrance Certificate of Non-Encumbrance Certificate of Improvement & certificate of No Improvement

Various assessment-related certifications are issued to individuals needing these documents which will be verified based on our records

Office or Division:		Municipal Assessment Office				
Classification:		Simple				
Type of Transaction	Type of Transaction:		Government to Client, Government to Business,			
			to Government			
Who may avail:		All				
	REQUIREMENTS		WHERE TO S	ECURE		
Documentary Stam			ernal Revenue			
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the	None	5 minutes	Information Desk Officer Office of the		
	client to the Municipal Assessment Office			Municipal Mayor		
2. Approach the front office clerk	2. Conduct Interview	None	5 minutes	Assessment Clerk II Or Job Order		
	2.1 Retrieve and verify records	None	2 Hours	Employees Or Tax Mapper		
	2.2 Issue the Order of Payment after verification of records	None	5 minutes	Mun. Assessment Office		
	2.3. Prepare the Certification	None	10 minutes			
3. Pay the required fees at the Municipal	3. Accept the payment based on the Order of	₱110.00 Certified True Copy	5 minutes	Admin Aide II Or Rev Collection Clerk		



Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	Payment 3.1 Issue the Official Receipt	₱ 30.00 Doc Stamps		II Or Revenue Collection Officer II Mun. Treasury Office
4. Return to the Municipal Assessment	4. Check the Official Receipt	None	5 minutes	Assessment Clerk II Tax Mapper
Office	4.1 Review the prepared Certification	None	10 minutes	Mun. Assessor Mun. Assessment Office
	4.2 Sign the Certification	None	2 minutes	
5.Received the Document	5.Control and Release the History of Real Property Assessment	None	3 Minutes	Assessment Clerk II Or Job Order Employees Or Tax Mapper Mun. Assessment Office
	Total	₱ 140.00	2 hours 45 minutes	Onice



116. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION

A certified true copy of tax declaration is issued to the taxpayer upon his request for the following purposes, viz:

For reference use

For Officials use at the Bureau of Internal Revenue

For Official use at the Registry of Deeds

For Electrical Connection (BUSECO- Franchise Area)

For Official use at other offices (Government or Private)

Office or Division:		Municipal Assessment Office		e
Classification: Simple				
Type of Transaction:		Government to Citizen		
		Government	to Business	
		Government	to Government	
Who may avail:		Land Owners	in Libona	
CHECKLIST OF REC	QUIREMENTS	WHERE TO	SECURE	
Documentary Stamps	s (3 pcs)	Bureau of Inte	ernal Revenue	
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1.Sign the Client	1. Give the Log Book	None	5 minutes	Information Desk
Log Book in the	to the Client			Officer
Information Desk				
	1.1 Guide the client			
	to the Municipal			
	Assessment Office			
2. Approach the front office clerk	2.Conduct Interview	None	5 minutes	Assessment Clerk II
	2.1. Retrieve and	None	5 minutes	Or
	verify records			Job Order
				Employees
	2.2. Issue the Order			Or
	of Payment after			Tax Mapper
	verification of records			
				Mun. Assessment
				Office



				OF B
3. Pay the required	3. Accept the	₱110.00	5 minutes	Admin Aide II
fees at the Municipal	payment based on	Certified		Or
Treasury Office by	the Order of Payment	True Copy		Revenue
showing the Order	2.4 Janua tha Official	₱30.00 Doc Stamps		Collection Clerk
of Payment and	3.1 Issue the Official	Otamps		11
make sure to secure	Receipt			Or
Official Receipt that				Revenue
will be issued upon				Collection
payment				Officer II
				Mun. Treasury
				Office
4. Return to the	4.Check the Official	None	5 minutes	Assessment
Municipal	Receipt			Clerk II
Assessment Office				Or
for the processing				Job Order
and release of the				<i>Employees</i> Or
Certified True Copy				Tax Mapper
445	4.1 Control and	None	3 minutes	
4.1 Received the Document	Release the Certified			Mun.
Document	True Copy			Assessment
				Office
	Total	₱140.00	28 minutes	



117. PREPARATION OF TAX DECLARATION INVOLVING TRANSFER OF REAL PROPERTY OWNERSHIP, REVISION OF ASSESSMENTS AND NEW ASSESSMENTS FOR ON-LINE SUBMISSION AT THE PROVINCIAL ASSESSOR'S OFFICE, MALAYBALAY CITY FOR APPROVAL THEREOF, WHICHEVER IS APPLICABLE

A tax declaration is prepared upon submission of the documentary requirements by the client-owner depending on the transaction, revision of assessment or new assessment which will be submitted via on-line to the Provincial Assessors Office for approval.

Office or Division:	Municipal Assessmen	t Office		
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Land Owners in Libona			
	A. Transfer	of Real Property		
CHECKLIST OF REQU	IIREMENTS	WHERE TO SECURE		
Deed of Conveyance du	, ,	Client/ Owner		
Register of Deeds (ROI	D) if the property is			
Titled (2 photocopies)				
Affidavit of Confirmation	•	Client/ Owner		
client cannot present De	eed of Conveyance (1			
original, 1 photocopy)				
Latest Tax Clearance (1		Municipal Treasury		
Transfer tax Receipt (1		Municipal Treasury		
Electronic copy of Title		Register of Deeds (ROD)		
Approved Subdivision P	Plan-if applicable (2	DENR Region X		
blue prints)				
Electronic Certificate Au	•	Bureau of Internal Revenue		
Registration(eCAR) from				
Finality of Judgment fro		Regional Trial Court		
conflict of ownership (1				
		of Assessment		
Approved Subdivision o		DENR Region X		
if applicable (2 blueprint				
Approved Survey Plan (DENR Region X		
Electronic copy of Title (1 original copy)		Register of Deeds (ROD)		
Latest Tax Clearance (1		Municipal Treasury		
Assessor's Inspection re		Mun. Assessment Office		
case in change in kind/o				
or additional improvement	ent (1 original,1			
photocopy				



Letter request of owner-if applicable (1 original copy)		Client /Owner			
Land Use Certification from MPDO-if		Mun. Planning & Development Office			
applicable (1 original, 1 photocopy)		I Widin I idin	mig a bovolop	mont Omoo	
applicable (10		⊥ Assessment			
Approved Surv	rey Plan (2 blueprints)	DENR Reg			
	cation (1 original, 1	•		nn	
photocopy)	odton (1 original, 1	OLIVICO IX	CENRO Talakag, Bukidnon		
	oval of Application and	CENRO T	alakag, Bukidn	on	
	tent (1 photocopy)	020	aiditag, Daitiai i	5 11	
	ification of actual occupancy of	Barangay	Hall- Brgy. Sec	retary	
lot (1 original,		Janangay .	a 2.gy. 333	· Otal y	
	of Title-if applicable (1	Register of	Deeds (ROD)		
original copy)	, с. т.ше и аррисаете (т	l regions.			
	pection report with pictures for	Municipal /	Assessment Of	fice	
	ginal, 1 photocopy)				
	t or Certificate of Occupancy	Municipal I	Engineering Of	fice	
(1 photocopy)	, ,	'	3 3		
	ent of the True Current and	Client/ Ow	Client/ Owner		
Fair Market Value duly notarized (1 original,					
I all Market va	iue duly fiolanzed (i original,				
1 photocopy)	ide duly flotalized (1 original,				
	Agency Actions	Fees to	Processing	Person	
1 photocopy)	, ,	Fees to be Paid	Processing time	Person responsible	
1 photocopy) Client Steps 1.Sign the	, ,				
1 photocopy) Client Steps 1.Sign the Client Log	Agency Actions	be Paid	time	responsible	
1 photocopy) Client Steps 1.Sign the Client Log Book in the	Agency Actions 1. Give the Log Book to the	be Paid	time	responsible Information Desk	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the	be Paid	time	responsible Information Desk	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office	be Paid None	time 5 minutes	responsible Information Desk	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the	be Paid	time	responsible Information Desk Officer	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the	be Paid None	time 5 minutes	responsible Information Desk Officer Tax Mapper Or	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment Clerks II	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant,	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant, acknowledge the documents,	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment Clerks II Job Order	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant, acknowledge the documents, if not return the same to the	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment Clerks II Job Order	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant, acknowledge the documents,	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment Clerks II Job Order Employees	
1 photocopy) Client Steps 1.Sign the Client Log Book in the Information Desk 2. Approach the front Desk Clerk and submit the	Agency Actions 1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office 2.Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant, acknowledge the documents, if not return the same to the	be Paid None None	time 5 minutes 5 minutes	responsible Information Desk Officer Tax Mapper Or Assessment Clerks II Job Order Employees Municipal	



3. Register at the office logbook	3. In case of new surveys /subdivision/consolidation, plot on the tax map and assign new PIN	None	30 minutes	Assessment Clerk II Or Job Order Employees
	3.1 Prepare draft FAAS for land and buildings	None	20 minutes	Or
	3.2 Scan and name the documents submitted	None	3 minutes/ Document	Tax Mapper Mun. Assessment
	3.3 Capture data/entry via ETRACS	None	20 minutes	Office
	3.4 Print draft Field Appraisal and Assessment Sheet (FAAS) and Tax Declaration	None	6 minutes	
	3.5 Review draft FAAS and Tax Declaration	None	5 minutes	Mun. Assessor
	3.6 Transmit prepared tax declaration to Provincial Assessor's Office via on-line (email) for approval 3.7 Instruct client to be back when notified	None	10 minutes	Assessment Clerk II Or Job Order Employees
	WHEH HOUNEU			Mun. Assessment Office
	Total	None	1 hour 54 minutes	



118. VERIFICATION OF HISTORY OF REAL PROPERTY TAX ASSESSMENT OR TAX DECLARATION

History of real property tax assessment or tax declaration is verified upon request of the taxpayer for the following purposes, viz:

For original land titling application at CENRO -Talakag, Bukidnon

For tracing-back the previous lot owners

For officials use by court, in case of conflict of ownership

Office or Division: Municipal Assessment Office					
Classification:		Simple			
Type of Transaction:		Government to	Client, Govern	ment to Business,	
		Government to Government			
Who may avail:		All Land Owner	rs in Libona		
CHECKLIST OF RE		WHERE TO SE			
Documentary Stamp	os (3 pcs)	Bureau of Inter	nal Revenue		
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	
1.Sign the Client	1. Give the Log	None	5 minutes	Information Desk	
Log Book in the Information Desk	Book to the Client			Officer	
	1.2 Guide the				
	client to the				
	Municipal				
	Assessment Office				
2. Approach the	2. Conduct	None	5 minutes		
front office clerk	Interview			Assessment Clerk	
				11	
	2.1 Retrieve and	None	2 Hours	Or	
	verify records			Job Order	
			40	Employees	
	2.2 Issue the Order	None	40 minutes	Or Tou Mannan	
	of Payment after			Tax Mapper	
	verification of records and			Mun. Assessment	
	prepare the History			Office	
	of the Real			Office	
	Property				
3. Pay the required	3. Accept the	₱110.00	5 minutes	Admin Aide II	
fees at the	payment based on	Certified True			
Municipal Treasury	the Order of	Сору		Or	
Office by showing	the Older of	₱30.00		Revenue	



the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	Payment 2.1 Issue the Official Receipt	Doc Stamps		Or Revenue Collection Officer II Mun. Treasury
3. Return to the Municipal Assessment Office	3.Check the Official Receipt	None	5 minutes	Assessment Clerk II or
	3.1 Review the prepared History of Assessment	None	10 minutes	Tax Mapper or <i>Mun. Assessor</i>
	3.2 Sign the History of Real Property	None	2 minutes	Mun. Assessment Office
4.Received the Document	4.Control and Release the History of Real Property Assessment	None	3 Minutes	Assessment Clerk II Or Job Order Employees Or Tax Mapper Mun. Assessment Office
	Total	₱140.00	3 hours 15 minutes	



MUNICIPAL BUDGET OFFICE

Internal Services



119. CHECKING THE AVAILABILITY OF APPROPRIATIONS PURCHASE REQUEST

The Municipal Budget office, being an office of control, sees to it that all requests for travels and procurement of supplies, equipment and the like are within the approved Investment Plan and Project Procurement Management Plan, whichever is applicable and with corresponding appropriations.

Office or Division	on	Municipal Bud	dget Office	
Classification		Simple		
Type of Transac	ction		to Government	
Who may avail			icials & Employ	
CHECKLIST C	F REQUIREMENTS	V	VHERE TO SE	CURE
Approved Activity	y Design	From the requ	uesting office	
(2 original Copie	es)			
Approved Letter/	Communication	Office of the I	Municipal Mayo	
(1 original copy)		Records Sec	tion	
Job Order and P	re-Repair Inspection	HRMO/Mun.	Engineering Off	ice/Dispatcher
(2 original copies)				
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Present Purchase Request signed by requesting party	1.Stamp PR with Checked as to Availability of appropriation with date of validity and affix signature	None	5 minutes	Budgeting Assistant Municipal Budget Office
	1.1 Approval of PR as to appropriations 1.2 Forward PR to	None	3 minutes	<i>Mun. Budget</i> <i>Officer</i> Municipal Budget Office
	The General Services Office	None	2 minutes	Budgeting Assistant Municipal Budget Office
	Total	None	10 minutes	



120. CHECKING THE AVAILABILITY OF APPROPRIATIONS FOR TRAVEL ORDER

The Municipal Budget office, being an office of control, sees to it that all requests for travels and procurement of supplies, equipment and the like are within the approved Investment Plan and Project Procurement Management Plan, whichever is applicable and with corresponding appropriations.

Office or Division	Municipal Budget Office			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Municipal Officials & Employees			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Travel Order duly signed by the Head	Concerned Employee			
of Office and Numbered by the HRMO				
(2 original copies)				
Letter of Invitation for	Concerned Employee			
Conference/trainings signed / approved				
by the Local Chief executive (1 original				
copy)				
011 (0) 4 4 (1				

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Presents Travel Order signed by the Head of Office and numbered by the HRMO	1 Record Travel Order as to Availability of Appropriations of the said office 1.1 Approval of Travel Order as to appropriations	None None	5 minutes 3 minutes	Budgeting Assistant Mun. Budget Officer Municipal Budget Office
	1.2 Forward Travel Order to the Office of the Municipal Mayor	None	2 minutes	Budgeting Assistant Municipal Budget Office
	Total	None	10 minutes	



121. CONSOLIDATES PUBLIC FINANCIAL MANAGEMENT ASSESSMENT TOOL OF VARIOUS OFFICES AND PREPARES REPORT

The Municipal Budget office, being the financial Management assessment Tool Champion, is task to consolidate the assessment tools of various offices and eventually prepares report. The PFMAT is deemed essential to evaluate LGU's performance in the areas of accounting, auditing, cash management, procurement, budgeting, revenue generation and public reporting on public sector financial operations. This is done yearly as required by the Department of Budget and Management.

Office or Division	on	Municipal Bud	dget Office	
Classification		Complex		
Type of Transac	Type of Transaction		to Government	
Who may avail		Municipal Officials & Employees		ees
CHECKLIST C	OF REQUIREMENTS	V	VHERE TO SE	CURE
Public Financial	Management	Municipal Bud	dget Office	
Assessment Too	l (3 original copies)			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Prepares and submits Public Financial Management Assessment Tool	1. Inputs and consolidates the data in the PFMAT System 1.1 Prepares Public Financial Management Assessment Report, Public Financial Improvement Plan (PFMIP) and Tracking Table	None	3 days per office's assessment tool 1 day	Budgeting Aide and Mun. Budget Officer Municipal Budget Office Mun. Budget Officer Municipal Budget Officer Municipal Budget Office
	1.2 Submits report to the Department of Budget and Management (DBM)	None	1 day	Budgeting Aide and Mun. Budget Officer Municipal Budget Office



Ī				
	Total	None	5 days	



122. CONDUCTS/PRESIDES MEETINGS OF LOCAL FINANCE COMMITTEE, REPRESENTS THE LOCAL CHIEF EXECUTIVE WHENEVER CALLED FOR AND ATTENDS MEETINGS/SESSIONS PERTAINING TO BUDGETARY MATTERS OF THE LOCAL GOVERNMENT UNIT

The Municipal Budget Officer, being the chairman of the Local Finance Committee, conducts and presides meetings as the need arises. This often occurs when there are concerns that need urgent attention relating to income, appropriations and even internal control of the Local Government Unit. This also includes meetings prior to the formulation of Annual/Supplemental Budgets and meetings at year-end. At times, presence is also required during meetings, sessions and other proceedings most especially if these pertain to budgetary matters of the Local Government unit

Simple

Municipal Budget Office

Government to Government

Office or Division

Type of Transaction

Classification

Type of Trailsac		Coverninent	to Government	
Who may avail		Municipal Offi	icials & Employ	ees
CHECKLIST C	OF REQUIREMENTS	WHERE TO SECURE		
Letter of Invitatio	n for	Requesting Office		
Conference/trainings signed / approved				
by the Local Chie	ef executive (1 original			
copy)				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Lobby for the Municipal Mayor's approval for the attendance of	1.Attendance to meetings and sessions upon the approval of the LCE	None	10 minutes	Budgeting Assistant
Local Finance Committee Chairperson in meetings and sessions	1.1. Gives technical advice and budgetary updates	None	4 hours	Mun. Budget Officer Municipal Budget Office
	Total	None	4 hours 10 minutes	



LECTURES , **123**. CONDUCTS SPEAKING **ENGAGEMENTS.** AND WORKSHOPS TRAININGS ON LOCAL GOVERNMENT BUDGET. SANGGUNIANG KABATAAN **BUDGET, BARANGAY GOVERNMENT BUDGET, LOCAL DISASTER RISK REDUCTION AND** MANAGEMENT FUND, LOCAL DEVELOPMENT FUND UTILIZATION, GENDER AND DEVELOPMENT BUDGET AND SPECIAL EDUACTION **FUND BUDGET**

The Municipal Budget Officer, having been trained and equipped with the rules guideline on government budgeting and its statutory and mandatory allocations, is often invited to give lectures and workshops to the Local Government Units, barangay Government Units and Sangguniang Kabataan councils. This occurs most frequently after every election or when there's a need for refresher trainings. Some invitations include budgeting for Gender and Development Focal Point System, Municipal Disaster Risk Reduction Council, Local development Council and the Local School Board

Office or Divisio	n	Municipal Budget Office			
Classification		Simple			
Type of Transac	tion	Government t	Government to Government		
Who may avail		Municipal Officials & Employees			
CHECKLIST O	F REQUIREMENTS	WHERE TO SECURE			
Written Request approved by the Local		Requesting Office			
Chief Executive (1 original copy) or				
Verbal request					
Client Steps	Agency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	



1. Lobby for the Municipal Mayor's approval for the designation of Lecturer to	1.Receives approval by the LCE to the invitation to conduct lectures on Trainings and Workshops	None	10 minutes	Budgeting Assistant
Trainings and Workshops	1.2 Prepares necessary presentation and handouts	None	2 hours	Mun. Budget Officer
	1.3. Conducts lectures, speaking engagements and workshops at designated time and place	None	2 hours	Municipal Budget Officer Municipal Budget Office
	Total	None	4 hours 10 minutes	



124. ISSUANCE OF FUEL WITHRAWAL SLIP

The Municipal Budget office, being the an office of control, sees to it that all requests for fuel and lubricants of all approved trip tickets equipment are within the approved investment plan and project procurement management plan, whichever is applicable and with corresponding appropriation

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction	Type of Transaction		Government	
Who may avail		Employees		
CHECKLIST OF R	REQUIREMENTS	V	VHERE TO SECU	RE
Approved Trip Ticket	(2 original copies)	Vehicle Dispa Mayor	atcher- Office of	the Municipal
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Present the	1. Issue	None	8 minutes	Budgeting
approved Trip	withdrawal slip			Aide
Ticket with	with corresponding			
complete data as to	number of liters			
date, type of	based on matrix			
vehicle, name of	for fuel allocation			
driver and				
destination	2. Approval of withdrawal slip as to appropriations	None	2 minutes	Municipal Budget Officer
				Municipal Budget Office
	Total	None	10 minutes	



125. PROCESSING OF OBLIGATION REQUEST

Processing of obligations in the execution of the budget, the municipal Budget Office processed and checked the available appropriations of offices to ensure that obligations will not be over and above the approved appropriations and allotments.

Office or Division		Municipal Bu	dget Office	
Classification		Simple		
Type of Transaction		Government to Citizen, G2G Government to		Government to
		Government		
Who may avail		Employees		
CHECKLIST OF RE	EQUIREMENTS	W	HERE TO SEC	URE
Purchase Request duly	signed by the	Requesting of	office, employee	e or payee
requesting Officer and	approved by the			
Municipal Mayor with appropriation and				
corresponding number				
Purchase Order, Notice to Proceed duly		Requesting (Office, Employe	e or Payee
signed, numbered, and	l approved (4 sets)			
Quotations and Abstrac	ct of Canvass	Requesting (Office , Employe	e or Payee
(3 sets)				
Inspection and Accepta	ance (2 sets)	Requesting (Office , Employe	e or Payee
Approved Travel Order	, Itinerary of	Requesting (Office , Employe	e or Payee
Travel, Official Receipt	s, Certificate of			
Appearance (for travel	claims) (2 copies)			
Payroll, DTR and Summary of Payroll (for		Requesting Office , Employee or Payee		
salaries & wages) (3 copies original)				
Disbursement Voucher (3 copies)		Requesting Office , Employee or Payee		e or Payee
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible



	1		1	
1. Submit the Disbursement Voucher with complete requirements to the Officer In charge	1.Receive and Post to RAO and writes the OBCR number in the voucher, and affixes signature	None	20 Minutes	Budgeting Assistant Municipal Budget Office
	2.Record Voucher with corresponding name of payee, description and OBSR number	None	5 Minutes	Management Audit Analyst Municipal Budget Office Municipal
	2.1 Encoding and Inputting of Data to ECPAC system	None	10 minutes	Budget Office Municipal Budget Officer
	2.1 Approval as to availability of appropriations 2.2 Forward the	None	3 minutes	Budget Aide Municipal Budget Office
	Disbursement Voucher to the Municipal Accounting and Internal Audit Office	None	5 minutes	Budgeting Assistant Municipal Budget Office
	Total	None	43 minutes	



MUNICIPAL BUDGET OFFICE

External Services



126. PROCESSING OF OBLIGATION REQUEST

Processing of obligations in the execution of the budget, the municipal Budget Office processed and checked the available appropriations of offices to ensure that obligations will not be over and above the approved appropriations and allotments.

Office or Division	Municipal Budget Office			
Classification		Simple		
Type of Transaction		Government to Citizen ,Government to		
		Government		
Who may avail		Payees		
CHECKLIST OF REQUIREMENTS			VHERE TO SEC	
Purchase Request duly	•	Requesting	Office , Employe	e or Payee
requesting Officer and	• •			
Municipal Mayor with	• • •			
corresponding number	,			
Purchase Order, Notice		Requesting (Office , Employe	e or Payee
signed, numbered, and				
Quotations and Abstra	ct of Canvass (3	Requesting (Office , Employe	e or Payee
sets)				
Inspection and Accepta	ance (2 sets)	Requesting (Office , Employe	e or Payee
Approved Travel Order	r, Itinerary of	Requesting Office , Employee or Payee		
Travel, Official Receipt	s, Certificate of			
Appearance (for trave	l claims) (2 copies)			
Payroll,DTR and Sumr	nary of Payroll (for	Requesting Office , Employee or Payee		
salaries & wages) (3 c	copies original)			
Disbursement Voucher	(3 copies)	Requesting Office , Employee or Payee		
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1. Submits the	1.Receives and	None	20 Minutes	Budgeting
Disbursement	Posts to RAO and			Assistant
Voucher with	writes the OBCR			Municipal Budget Office
complete	number in the			Budget Office
requirements to the	voucher, and			
Officer In charge	affixes signature			
	2.Records	None	5 Minutes	
	Voucher with	INOHE	J WIII IULES	Budgeting
	corresponding			Assistant



name of payee, description and			Municipal Budget Office
OBSR number	None	10 minutes	Municipal Budget Officer
2.1 Encoding and Inputting of Data to			Baaget Omoor
ECPAC system 2.1 Approval as to	None	3 minutes	Budget Aide
availability of appropriations			
2.2 Forward the	None	5 minutes	Budgeting Assistant
Disbursement Voucher to the			
Municipal Accounting and Internal Audit			Municipal Budget Office
Office			
Total	None	43 minutes	



127. PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION AND REVIEW OF BARANGAY BUDGET

The Municipal Budget Officer, holding the Chairmanship of the Local Finance Committee as mandated by RA 7160, serves as a reviewing body for the Annual and Supplemental Budgets of Barangay. The office then conducts preliminary review on all the mandatory appropriations of the Barangay Budget which will be subject to the final review and approval of the Sangguniang Bayan

Office or Division	Municipal Budget Office			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Barangay Government Units of Libona			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Detailed Statement of Income and Expenditure of the preceding Year signed by the Municipal Accountant (1 set original copy 5 sets photocopy)	Municipal Accounting & Internal Audit Office			
Sangguniang Barangay Appropriation Ordinance (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
Budget of Expenditure and Sources of Financing (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results (Budget Year) (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
List of Projects Chargeable Against 20% Development Fund (1 original copy, 5 sets photocipy)	Respective Barangay Government Unit			
Plantilla of Personnel (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
Statement of Indebtedness (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
Annual Investment Plan (1 original copy, 5 sets photocopy)	Respective Barangay Government Unit			
Barangay Development Council Resolution (1 original copy, 5 sets	Respective Barangay Government Unit			



photocopy)					
GAD Plan reviewed I	by DILG (1 original	Respective Barangay Government Unit			
copy, 5 sets photoco					
DRRM Plan (1 origin	al copy, 5 sets	Respective Barangay Government Unit			
photocopy)	acclution approving	Doopootivo	Parangou Cou	aramont Unit	
	Barangay Council Resolution approving GAD Plan and DRRM Plan (1 photocopy,		Respective Barangay Government Unit		
5 sets photocopy)	vi i iaii (i pilotocopy,				
Client Steps	Agency Actions	Fees to	Processing	Person	
	, igono, rionone	be Paid	Time	Responsible	
1.Signs Client Log	1. Give the Log	None	5 minutes	Information	
Book in the	Book to the Client			Desk In-	
Information Desk				Charge	
	1.1 Guide the client				
	to the Municipal Budget Office				
	Budget Office				
2. Submits Drafts	2.Receive drafts and	None	10 minutes	Management	
of Barangay	conducts preliminary			Audit Analyst	
Annual/	review on the			Municipal	
Supplemental	supporting			Budget Office	
Budget to the	documents				
Officer In charge		None	5 minutes	Or	
	2.1 Instruct the	TVOITC	o minutes		
	Barangay Treasurer			Mun. Budget	
	to follow up the Draft			Officer	
	on scheduled date			Municipal	
	223 Conduct review	Mana	4 -1	Budget Office	
	as to compliance of	None	1 day		
	budgetary rules and				
	regulations				
3. On the	3. Release the	None	5 minutes	Management	
scheduled date,	drafts of Barangay			Audit Analyst	
retrieve drafts of	Annual/			Municipal	
Barangay Annual /	Supplemental			Budget Office	
Supplemental	Budgets with				
Budgets and effect	corrections			Or	
the corrections					
				Municipal	
				Budget	



				Officer Municipal Budget Office
4.Submits the final Annual /	4.Re-check the final Budget	None	30 minutes	Management Audit Analyst
Supplemental Budget				Municipal Budget Office Or
4.1, Wait for the release of the approved budget	4.1 If found in order release the same to the Barangay Treasurer	None	3 minutes	Municipal Budget Officer Municipal Budget Office
	Total	None	1 day 58 minutes	



128. PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION AND REVIEW OF BARANGAY SK BUDGET

Office or Division

The Municipal Budget Officer, holding the Chairmanship of the Local Finance Committee as mandated by RA 7160, serves as a reviewing body for the annual and supplemental budgets of barangay Sanggunina Kabataan. The office then conducts preliminary review on all the mandatory appropriations of the SK budget which will be subject to the final review and approval of the Sangguniang Bayan.

Municipal Budget Office

Classification		Simple			
Type of Transac	ction	Government	to Government		
Who may avail		Sangguniang	g Kabataan Chairr		
CHECKLIST OF	F REQUIREMENTS	WHERE TO SECURE			
1 set of Baranga	y Youth Investment	Respective E	Barangay		
Plan (ABYIP)					
1 set Sanggunina	ag Barangay	Respective E	Barangay		
Appropriation Or	dinance				
1 set Sanggunina	ag Kabataan	Respective E	Barangay		
Resolution Appro	oving Barangay				
Youth Investmen	nt Plan				
1 set Certificate of Income signed by		Municipal Pla	anning and Interna	al Audit Office	
the Municipal Accountant					
Client Steps Agency Actions		Fees to be	Processing	Person	
		Paid	Time	Responsible	
1. Submits	1. Receive drafts	None	10 minutes	Management	
Drafts of	and conducts			Audit Analyst	
Barangay SK	preliminary review			Municipal Budget	
Annual/Supple	on the supporting			Office	
mental Budget	documents			Or	
	1.1 Instruct the				
	Barangay SK	None	5 minutes	Municipal Budget Officer	
	Chairman to follow			Municipal Budget	
	up the draft on			Office	
	scheduled date				
	23344.04 44.0				
	1.2 Conduct review	None	4 hours	Municipal Budget	



	as to compliance of budgetary rules and regulations			Officer Municipal Budget Office
2. On the Scheduled date retrieve drafts of Barangay SK Annual /Supplemental Budgets and effect the corrections	2. Release the drafts of Barangay Annual/ Supplemental Budgets with corrections	None	3 minutes	Management Audit Analyst Municipal Budget Office or Municipal Budget Officer Municipal Budget Officer Municipal Budget Office
3. Submits final SK Annual/Supple mental Budget	3. Re-check the final SK Budget	None	30 minutes	Management Audit Analyst Municipal Budget Office or
3.1. Wait for the release of the approved budget	3.1 Release the same to the Barangay Sannguniang Kabataan Chairman	None	3 minutes	Municipal Budget Officer Municipal Budget Office
	Total	None	4 hours 51 minutes	



MUNICIPAL CIVIL REGISTRATION OFFICE

External Service



129. ANNULMENT OF MARRIAGES, CANCELLATION OF BIRTH, CORRECTION OF BIRTH, MARRIAGES, DEATH FILED IN COURT

Annulment of Marriages and Cancellation of Birth, Correction of Birth, Marriages and Death Filed in Court is processed and approved in Court. The MCR shall verify if the copy of the order is authentic and shall make the proper annotation in the documents and likewise send the certified true copy of the annotated document and the registered court order to the OCRG PSA Manila.

Office or Division:		Municipal Civil Registration Office				
Classification:		Highly Technical				
Type of Transaction:		Government to C	itizen			
Who may avail:				e Birth, Marriage a	nd Death is	
CHECKLIST OF	REO	registered in Libo		WHERE TO SECU	IRF	
Approved Order from						
the Original)		ourt (2 copies of	Respective C	ourt Filed		
Client Steps	Αg	gency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office		None	5 minutes	Information Desk Officer	
2. Submit all the approved document from the court	2.Receive & Review the document submitted 2.1 Issue Order of Payment		None None	5 minutes 5 Minutes	Assistant Registration Officer Mun. Civil Registration Office	
3.Pay the required fees at the Municipal Treasury by showing Order of Payment	paym the o	cept the nent based on rder of Payment ssue Official	₱3,500.00 (Annulment of Marriage and Cancellation	10 minutes	Admin Aide II Or Revenue Collection Clerk II	



	1		1	
	Receipt	of Birth)		Mun. Treasury
		Mailing		Or
		including		Revenue
		Postal		Collection
		Money		Officer II
		Order		Mun. Treasury
		₱1000.00		
		(Correction		
		of Births,		
		Marriages		
		and Deaths		
4. Return to the	4. Check the Officials	None	5 minutes	Assistant
Municipal Civil	Receipt			Registration
Registration Office	1.000.61			Officer
and present the				Mun. Civil
Official Receipt				Registration
Omoidi recocipe				Office
	4.1 Prepare the			Office
	Certificate of Finality	₱ 500.00	25 minutes	Or
	and other Documents	B. A. 111		
	to be submitted to	Mailing		Municipal Civil
	PSA	including		Registration
	I OA	Postal		Officer
		Money		Mun. Civil
		Order		Registration
				Office



5. Receive the Certification (Owner's Copy)	5.MCR check/review the correctness of the entries in the certification, sign the documents and release to the client 5.1 Advice Client to follow-up their paper at PSA after 3 months	None None	7 minutes 3 minutes 3 months	Municipal Civil Registration Officer Mun. Civil Registration Office
	Total	₱5,000.00 (Annulment of Marriage and Cancellation of Birth and mailing) ₱1,500.00 (Correction of Births, Marriages and Deaths, and mailing)	3 months, 5 hour, 2 minutes	



130. BREQS - BATCH ENTRY REQUEST and ELECTRONIC **ENDORSEMENT & ADVANCED COPY**

BREQS is a service that allows an individual to request for their PSA SECURITY PAPERS at the Office of the Municipal Civil Registrar.

Electronic Endorsement is a service that allows an individual the privilege to request for their PSA Security Paper to appear on PSA database.

Advanced Copy is a service that allows an individual the privilege to advance their newly registered Certification to PSA for Security Paper within a month.

Office or Division: Municipa		Municipa	cipal Civil Registration Office				
Classification:		Highly To	Highly Technical				
Type of Transaction	n:	Governm	nent to Citizen				
Who may avail: All who (Electro			All who's Civil Registry Registered in Libona, Bukidnon Electronic Endorsement & Advanced Copy) All – BREQS				
CHECKLIST OF RE	QUIREM	ENTS	WHERE TO	SECURE			
None	1		None				
Client Steps	Agency	Actions	Fees to be Paid	Processing Time	Person Responsible		
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration		None	5 minutes	Information Desk Officer		
2.Approach In Charge and submit duly accomplished Data Sheet Form	Office 2.Receive & Review the Data Sheet 2.1 Prepare Order of Payment		None	5 minutes	Assistant Registration Officer Mun. Civil Registration Office		
3.Pay the required fees at the	3. Accep payment		BREQS Fee	5 minutes	Admin Aide II Or		



Municipal Treasury Office by showing the Order of payment	on the order of Payment	₱45.00		Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Official Receipt 4.1 Encode information from the data sheet to the database and print to the BREQS form	None	5 minutes 15 minutes	Job Order Employee Or Assistant Registration Officer Mun. Civil Registration Office
5. Pay the necessary Payment for PSA Birth, Marriages, Death, CENOMAR	5.Receive the payment from the Client for PSA 5.1 Advise the clients to come back after 15 working days to get their request.	PSA Birth, Marriage, Death ₱155.00 ₱215.00 CENOMAR	5 minutes 5 minutes 15 days	Assistant Registration Officer Mun. Civil Registration Office
	Total	Birth, Marriage & Death 200.00	45 minutes 15 days at PSA	



	CENOMAR	
	260.00	



131. DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS and/or OUT OF TOWN DELAYED REGISTRATION

Delayed Registration of Civil Registry Records or Late Registration of Certification of Live Birth, Marriage and Death allows an individual to register their Certification who is born, married and died in Libona, Bukidnon at the Office of the Municipal Civil Registrar for Legal and Valid Record on their Civil Registry Certification that can be used for Legal purposes.

Out of Town Delayed Registration is a privilege given to an individual to process his/her Certificate of Live Birth in his/her current residence area to mail it back to his/her Home town where he/she was born.

Office or Divisio	n:	Municipal Civil Registration Office				
Classification:		Highly Techn	ical			
Type of Transac	tion:	Government	to Citizen			
Who may avail:			re born in Libo	•		
			own Delayed R		2112	
CHECKLIST C				WHERE TO SEC	CURE	
Negative Certifica	ation from	PSA	Philippine Sta	tistics Authority		
(1original copy)				,		
Affidavit of two di	sintereste	d person	Any Lawyer	or		
(2 original Copie	s)		Municipal Civ	il Registration Off	fice	
Affidavit of out of	town dela	yed	Any Lawyer or			
Registration (2 or	riginal cop	ies)	Municipal Civil Registration Office			
Baptismal Certific	Baptismal Certificate (1 original, 1		Convent			
photocopy)			Convent			
Cedula (1original	convi		Barangay Hall Barangay Treasurer or			
Occura (Toriginal	сору)		Municipal Treasury Office			
Barangay Certific	ation of B	irth (1	Respective Barangay Hall Barangay Secretary			
original copy)						
If married, Certific	cate Marri	age (1	Philippine Statistics Authority			
photocopy)			Philippine Statistics Authority			
Client Steps	Agend	cy Actions	Fees to be	Processing	Person	
Onent Oteps	Agent	by Actions	Paid	Time	Responsible	
1.Sign the		e Log Book	None	5 minutes	Information Desk	
Client Log Book	to the Cli	ent			Officer	
in the						



Information Desk	1.2. Direct client to the Municipal Civil Registration Office			
2. Approach the in charge and submit the duly accomplished Certificate together with	2. Verify from the data base the subject birth/marriage or death for the existence or non-existence of record	None	5 minutes	Job Order Employees Or Assistant Registration Officer Municipal Civil
requirements	2.1. Interview the client and evaluate supporting documents	None	5 minutes	Registration Office
	2.2. Prepare needed requirements, Certificate of Live Birth/ Marriage/ Death	None	5 minutes	
	For Out of Town:			
	2.3. Advise the client to proceed to the MTO for payment of the required fees	None	5 minutes	
	2.4. Issue Order of Payment and advise client to proceed to the Municipal Treasury to pay			
3. Pay the	3. Accept the	Affidavit	5 minutes	Admin Aide II
required fees at	payment based on	Fee		Or
the Municipal	the Order of Payment	₱300.00		Revenue
treasury office		Local Php		Collection Clerk II
showing order	3.1Issue Official	₱150.00		Mun. Treasury
of paymenty	Receipt			Or



				VCE OF BUT
				Revenue
				Collection Officer
				// Mun. Treasury
				Mun. Heasury
4. Return to the	4. Check and record	None	5 minutes	Assistant
Municipal Civil	the number of the Official Receipt			Registration Officer
Registration	Official Neceipt			Omcer
Office				Mun. Civil
				Registrar
				Mun. Civil
				Registration Office
5. Receive	5. Review & Sign the	None	5 minutes	Mun. Civil
registered	document			Registrar
Certificates				Mun. Civil
	5.1.Register at the			Registration Office
	Registry Book of and	None	5 minutes	
	file the same			
Out of Town	Out of Town Client			
Client Options:	Options:			
Option 1: MCR	Option 1: MCR will	Mailing Fee	1 day	
Personnel will	Mail the Documents	₱500.00		Assistant
Mail the	Expected day of			Registration Officer
Documents	Expected day of arrival of documents		6 months	
Option 2: Client	anivar or documents		o montris	Mun. Civil
will hand carry	Option 2: Client will			Registrar
the documents	hand carry the			Mun. Civil
	documents			Registration Office
	Total	₱ 950.00	6 months	
			1 day	
			45 minutes	



132. FILING PETITION FOR CHANGE OF FIRST NAME (CFN), CHANGE OF GENDER AND CORRECTION OF CLERICAL ERROR/S

Correction on Clerical Error allows an individual to correct such typological error on their Civil Registry Entries specifically on Gender, First Names, Middle Names and Last Names, Month and Day of Birth and Mother and Fathers Full Names (refers to RA 9048 and RA 10172) with valid reason to correct their entries.

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Tec	hnical		
Type of Transaction:	Governme	nt to Citizen		
	Individual availing the service			
Who may avail:	Note: Corr	ection on Gender is to be corrected in the Place of		
	Occurrenc	е		
CHECKLIST OF REQUIF	REMENTS	WHERE TO SECURE		
PSA – Security Paper to b		Philippines Statistics Authority		
Corrected (1 Original Cop	y)	Trimppines statistics ratherity		
Document to be corrected	`	Municipal Civil Registry Office		
Original or Certified copy		Warnelpar Civil Region y Cinico		
If married, PSA Marriage		Philippines Statistics Authority		
(3 Photocopies and 1 Original)		Trimppinos stationes ratherny		
Baptismal Certificate (3 Photocopies		Church/ Convent		
and 1 Original)				
Voter's Affidavit (3 Photocopies and		COMELEC		
1 Original)				
School Records Form 137	' & Form	Respective School Attended		
138 (3 Photocopies and 1	Original)	(Form 137 – Elementary)		
		(Form 138 – High School)		
Employment Record (3 Ph	notocopies	Respective Work Place -HR office		
and 1 Original)	1.4	,		
SSS/GSIS (3 Photocopies	s and 1	SSS/GSIS Office		
Original)				
Civil Registry Records of		Distriction Operation A. H. H.		
Ascendants (3 Photocopie	es and 1	Philippines Statistics Authority		
Original)				
Cedula (3Photocopies and	d 1	Respective Barangay Hall to the Barangay		
Original		Treasurer or		



Mun. Civil

Registration Office

Or

Municipal Civil

				ROLINCE OF BUKURO
		Municipal Trea	asury Office	
Police Clearance (3 Photocopies and 1 Original)		Local Police Station		
NBI clearance (3 F Original)	Photocopies and 1	NBI Office		
Barangay Clearan and 1 Original)	ce (3 Photocopies	Respective Bar Secretary	rangay Hall to the	Barangay
Medical Records ((3 Photocopies an	•	Any Hospital		
Publisher's Certific & CFN) (3 Photoco Original)	•	Any Publishing Office		
If not employed – Affidavit of Non- employment (3 Photocopies and 1 Original)		To an Attorney or Court		
Client Steps	Agency Actions	Fees to be Processing Person Paid Time Responsible		
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client	None	5 minutes	Information Desk Officer
	1.2. Direct client to the Municipal Civil Registration Office			
2. Present the problem document to the	2. Receive and examine the documents	None	7 minutes	Assistant Registration Officer

2.1 Advise

petitioner to

supporting

documents

submit

None

5 Minutes

in charge



				OF BE
	before filing a			<i>Registrar</i> Mun. Civil
	petition			Registration
	2.2 Hand over			Office
	list of supporting			
	documents			
	being required in			
	filing the petition			
3. Submit all the	3. Receive and	None	10 minutes	Assistant
listed supporting	examine if			Registration
documents to the	documents are			Officer
in-charge	authentic,			Mun. Civil
	complete and			Registration Office
	duly certified			Office
	3.1 Issue Order	None	5 minutes	Or
	of Payment			Municipal Civil
	-			Registrar
				Mun. Civil
				Registration
				Office
4. Pay the	4. Accept the	CFN &	10 minutes	Admin Aide II
required fees at	payment based	Correction of		Or
the Municipal	on the Order of	Gender		Revenue
Treasury by	Payment	₱3,000.00		Collection Clerk
showing the				
Order of		CFN Migrant		Mun. Treasury
Payment	4.1. Issue	Petitioner		Or
	Official Receipt	₱ 1,000.00		Revenue
				Collection
		Correction on		Officer II
		Clerical Error		Mun. Treasury
		₱1,000.00		
		CCE Migrant		
		Petitioner		
		₱500.00		



5. Return to the Municipal Civil Registry and present the Official Receipt	5.1 Check the Officials Receipt and prepare the petition to be signed by the petitioner	None	25 minutes	Assistant Registration Officer Mun. Civil Registration Office
	5.2 Municipal Civil Registration Officer review the petition and administer Oath	None	5 Minutes	Municipal Civil Registrar Mun. Civil Registration Office
	5.3 Prepare Publication for Correction on Gender and Change of first	Publication ₱1,500.00	10 minutes	Assistant Registration Officer Mun. Civil Registration Office Assistant
	Name for 10-15 days 5.4 Prepare the documents for the petition file for mailing to	For Migrant	10 minutes	Registration Officer Mun. Civil Registration Office
	PSA Manila 5.5 Mail said petition to	For Migrant Petitioner Cheque Fee ₱ 500.00 Mailing	1 hours	Assistant Registration Officer Mun. Civil Registration
	Philippine Statistics Authority Legal	Including Postal Money Order	4 months	Office



Office for affirmation 5.6.Advice client to call or follow up his/her petition after 4 months	₱500.00		
Total	See table below	4 months 2 hours & 32 minutes	

Schedule of Payment				
CFN & Correction of Gender	₱ 3,000.00			
CFN Migrant Petitioner	₱ 1,000.00			
Correction on Clerical Error	₱ 1,000.00			
CCE Migrant Petitioner	₱ 500.00			
For Migrant Petitioner Cheque Fee	₱ 500.00			
Publication	₱ 1,500.00			
Mailing Including Postal Money Order	₱ 500.00			



133. ISSUANCE OF CERTIFICATIONS OF VITAL EVENTS

Issuance of Certifications of Vital Events or known as the Civil Registry Forms (Form 1A, 2A, 3A, 1B, 2B, 3B, 1C, 2C, 3C) a certification that certifies an individual that his/her Civil Registry Records are true and clear entries. And a Certification for Destroyed and Negative Records of an individual.

Office or Division:		Munic	ipal Civil Regis	tration Office			
Classification:	<u> </u>		Simple				
Type of Transaction	on:		overnment to Citizen				
Who may avail:			nts whose Certificate of Live Birth, Marriage and th Registered in Libona, Bukidnon				
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	CURE		
Personal Appearan	ce						
Client Steps	Agend Action		Fees to be Paid	Processing Time	Person Responsible		
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office		None	5 minutes	Information Desk Officer		
2. Approach the In-charge and Request and Ask the In-charge for the certification	2.Verify the Registry Information System or copy as to availability records 2.1. Issue of payment	n hard of Order	None	5 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Officer		
3. Pay the required fees at the Municipal	3.Accept payment bon the Ord		₱100.00 per request	5 minutes	Admin Aide II Or Revenue		



Treasury Office by showing the Order of payment	Payment 3.1 Issue Official receipt			Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Official Receipt, prepare the Certification	None	10 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Officer Mun. Civil Registration Office
5. Receive the Certification and sign the logbook	5. The MCR check/review the correctness of the entries in the certification, sign the documents and release to the client	None	5 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Office
	Total	₱100.00	30 minutes	



134. LEGITIMATION and ACKNOWLEDGEDMENT

Legitimation and Acknowledgement allows the illegitimate child to use his/her Father's Surnames. This applies to the Child whose parents were unmarried during the time of Birth.

Office or Division	:	Municipal Civil R	egistration Offic	ce	
Classification:		Highly Technical	- 9		
Type of Transacti	on:	Government to C	itizen		
Who may avail:		All who are born	in Libona, Buki	idnon	
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	URE
PSA-Certificate of I			Philippines St	tatistics Authority	
PSA-Certificate of I Original and 3 Pho	Marria	ge (If Married) (1	Philippines St	tatistics Authority	
CENOMAR of both and 3 Photocopies	parer	,	Philippines St	tatistics Authority	
Joint Affidavit of Pa Photocopies)	arents	(1 Original and 3	Attorney or C	ourt	
PSA-Certificate of I Original and 3 Pho		`	Philippines St	tatistics Authority	
Affidavit to Use the Original and 3 Pho	tocopi	es)	Attorney or Court or MCR Office		
Affidavit of Legitima Original and 3 Pho			Attorney or Court or MCR office		
Admission to Pater Photocopies)	nity (1	Original and 3	Attorney or Court or MCR office		
Personal Appearar	nce of	both Parents			
Client Steps	Ag	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk		e the Log Book Client	None	5 minutes	Information Desk Officer
1.2. Direct client to the Municipal Civil Registration Office					
2. Submit the requirements for Legitimation	exam	eceive and nine the nitted documents	None	5 minutes	Assistant Registration Officer Mun. Civil Registration



				OF DE
				Office
	2.1 Issue Order of			
	Payment			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of payment	3. Accept payment based on the Order of Payment 3.1 Issue Official Receipt	Php 110.00 Legitimation ₱ 100.00 per Affidavit	10 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Office Or Revenue Collection Officer II
				Mun. Treasury
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Official Receipt and prepare the papers to be signed by the parents and for mailing to PSA Manila	₱ 500.00 Mailing including Postal Money Order	20 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Office
5. Receive the Document	5. MCR make the annotation and release the document 5.1 Advice Client to	None	10 minutes	Assistant Registration Officer Mun. Civil Registration Office
	wait for the call for the SECPA (PSA –	None	4 months	Or Municipal Civil
				Municipal Civil



Security Paper)			Registration Officer
			Mun. Civil
			Registration
			Office
Total	₱710.00	4 months	
		50 minutes	



135. PROCESSING OF APPLICATION FOR MARRIAGE LICENSE

Application for marriage license allows unmarried couples to get a license to marry in Church or in Civil Weddings. Is it a Certification and/or a License that both parties are of legal age and no previous marriage.

Office or Divisio	n:	Municipal Civil	Municipal Civil Registration Office			
Classification:		Highly Technic	Highly Technical			
Type of Transac	tion:	Government to	Citizen			
Who may avail:		All Unmarried	All Unmarried Couple and Residence of Libona, Bukidnon			
CHECKLIST OF	REQ	UIREMENTS		WHERE TO SEC	URE	
For applicants be	tween	the age of				
18-21 parental co	nsent	is needed	Office of the I	Municipal Civil Re	gistration	
(2 copies)						
For applicants be	tween	21-25	Office of the	Municipal Civil Re	aistration	
parental advice (2 copi	es)	Office of the f	viuriicipai Civii ite	gistiation	
Birth Certificate o	f each	Couple (1	Phil Statistics	s Authority Office		
Original and 1 Ph	otocop	oy)	Till. Otatistics	3 Additionly Office		
Barangay Cleara	nce – c	of each	Barangay Ha	ll to the Barangay	Secretary	
couple (Couple 1	Photo	copy)	Darangay Ha	ii to trie barangay	Georetary	
Tree Planting Cer	rtificate	e of each	Barangay Hall to the Barangay Secretary			
(1 Photocopy)						
Cedula of each C	counte	(1 photocopy)	Barangay Hall to the Barangay Treasurer or			
			Municipal Treasury Office			
Certificate of Pre-		•	Population Development Office			
Counseling (1 original			T opulation Bovolopmont Omos			
CENOMAR of ea		ple (1 original	Phil. Statistics Authority Office			
copy, 1 photocop	y)					
Client Steps	Ager	ncy Actions	Fees to be	Processing 	Person	
·			Paid	Time	Responsible	
_		the Log Book	None	5 minutes	Information Desk	
Book in the	Client Log to the Client				Officer	
	1.2. Di	rect client to				
		nicipal Civil				
		ration Office				
2. Approach	2. Rec	eive the	None	10 minutes	Assistant	



				OF OF BO
the Office Incharge, state the purpose and submit the required documents	requirements and evaluate the requirements 2.1 If complete, issue Order of Payment and advises client to proceed to the MTO to pay for the Application Fee			Registration Officer Mun. Civil Registration Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	Application Fee ₱500.00	5 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil Registration Office	4. Check and record the number of the Official Receipt	None	5 minutes	Assistant Registration Officer Mun. Civil Registrar Mun. Civil Registration Office
5. Review and check the data	5. Fill-out the Application Form for	None	15 minutes	Assistant Registration Officer



parents signs the Consent/Advic e form 6.1 MCR subscribes the application and advises the clients to come back after 10 days to get the Marriage License 6.2.Inform client to the attend Pre-Marriage Counseling 7. Attend a 1 day Pre-Marriage Counseling on the scheduled date 7. Conduct Pre-Marriage Counseling 7. Attend a 1 to day Pre-Marriage Counseling 7. Conduct Pre-Marriage Counseling 7. Conduct Pre-Marriage Counseling 6.2.Inform client to the attend Pre-Marriage Counseling 7. Attend a 1 to day Pre-Marriage Counseling 8. Attend a 1 to day Pre-Marriage Counseling 8. Attend a 1 to day Pre-Marriage Counseling 9. Attend a 1 to day Pre-Marriage Counseling 8. Attend a 1 to day Pre-Marriage Counseling 9. Attend a 1 to day Pre-Marriage Counseling 1. Attend a 1 to day Pre-Marriage Counseling 2. Attend a 1 to day Pre-Marriage Counseling 3. Attend a 1 to day Pre-Marriage Counseling 4. Attend a 1 to day Pre-Marriage Counseling 5. Attend a 1 to day Pre-Marriage Counseling 6. Attend a 1 to day Pre-Marriage Prop Dev Office Prop Dev Offic					
sign the application form and parents signs the Consent/Advic e form 6.1 MCR subscribes the application and advises the clients to come back after 10 days to get the Marriage License 6.2.Inform client to the attend Pre-Marriage Counseling 7. Attend a 1 day Pre-Marriage Counseling Counseling on the scheduled date 7. Attend a 1 Tuesday of the month 8:00 A.M. to 5:00 P.M. Registration Office None 10 days Mun. Civil Registrar Municipal Civil Registrar Municipal Civil Registrar Municipal Civil Registrar Municipal Civil Registration Office	Application Form for Marriage	Marriage License			Registrar Mun. Civil Registration
the application and advises the clients to come back after 10 days to get the Marriage License 6.2.Inform client to the attend Pre-Marriage Counseling 7. Attend a 1 day Pre-Marriage Counseling Counseling on the scheduled date the application and advises the clients to come back after 10 days to get the Marriage Counseling None 3 minutes 3 minutes 1 day PRE MARRIAGE COUNSELING TEAM Pop Dev Officer Pop Dev Officer Pop Dev Officer Pop Dev Officer Swoll MSWDO IV or Swoll MSWDO IV or Swoll MSWDO	sign the application form and parents signs the Consent/Advic	review and re-check the information on the filled out application form and advice the client to	None	5 minutes	Registration Officer Municipal Civil Registration
the attend Pre- Marriage Counseling 7. Attend a 1 7. Conduct Pre- Marriage Marriage Counseling Counseling on the scheduled date Every 1st & 3rd Tuesday of the month 8:00 A.M. to 5:00 P.M. The attend Pre- Marriage Counseling None 1 day PRE MARRIAGE COUNSELING TEAM Pop Dev Officer Pop Dev Officer Pop Dev Officer NSWDO IV or SWOII MSWDO		the application and advises the clients to come back after 10 days to get the	None	10 days	Registrar Municipal Civil Registration
day Pre- Marriage Counseling TEAM Counseling on the scheduled date Every 1st & 3rd Tuesday of the month 8:00 A.M. to 5:00 P.M. COUNSELING TEAM Pop Dev Officer Pop Dev Officer Pop Dev Officer Pop Dev Officer NSWDO IV or SWOII MSWDO		the attend Pre- Marriage	None	3 minutes	
MHO	day Pre- Marriage Counseling on the scheduled	Marriage Counseling Every 1 st & 3 rd Tuesday of the month 8:00 A.M. to	None	1 day	TEAM Pop Dev Officer Pop Dev Office MSWDO IV or SWOII MSWDO Midwife



	I			
8. After 10 Days: Ask for the Marriage License at the MCR and Present the Certificate from the Pre- Marriage Counseling	8. Upon receipt and verification, issue Order of Payment and advise client to proceed to the Municipal Treasury to pay for the license	None	5 minutes	Assistant Registration Officer Municipal Civil Registration Office
9. Proceed to	9. Receive payment	₱350.00	5 minutes	Admin Aide II
MTO and pay	and Issue Official	Marriage	3 minutes	Or
the required	Receipt	License		Revenue
fees	Γισσοιρι	21001100		Collection Clerk
1000				II
				Mun. Treasury
				Or
				Revenue
				Collection Officer
				II .
				Mun. Treasury
10. Present	10. Record the	None	5 minutes	Job Order
the Marriage	License number in			Employees Or
License to	the Logbook			Assistant
MCR				Registration
				Officer
				Municipal Civil
				Registration Office
11. Receive	11. For Church	None	6 minutes	Assistant
the Marriage	Wedding:			Registration
License	MCR sign and			Officer
	release the			Municipal Civil
	document			Registration Office



	13.1.For Civil Wedding: Marriage License and Application is retained for record keeping and processing			Or Mun. Civil Registrar Municipal Civil Registration Office
12. Proceed to	12.Advise client to	None	5 minutes	Admin Officer IV
the Office of	proceed to Mayor's			Office of the
the Municipal	Office for the			Municipal Mayor
Mayor	Wedding Schedule			Or
				Office Clerk
				Office of the
				Municipal Mayor
	Total	₱ 850.00	11 days	
			1 hour	
			14 Minutes	



136. REGISTRATION OF BIRTH

The Registration of Birth is a Certification issued to an individual born in Libona, Bukidnon and Registered by the Municipal Civil Registration Office (Certification of Live Birth) for individual's identification and/or a declaration of both parents the facts of birth of the child.

Office or Division	:	Municipal Civil Registration Office				
Classification: Simple						
Type of Transaction: Government to			Citizen			
Who may avail:		All who are bor	n in Libona, B	ukidnon		
CHECKLIST OF	REQ	UIREMENTS	WHERE TO SECURE			
Certificate of Live of	of Birth	(COLB) duly	Barangay Ha	II -Barangay Seci	retary or	
filled-up by the Bar	angay	Secretary and	Municipal He	alth Office or		
the Attending Midw	rife (4	copies)	Municipal Civ	ril Registration Of	fice	
If not married - Per parents	sonal	appearance of	Individual ava	ailing the service		
If not married, Affic	lavit to	Use the				
Father's Surname	and A	dmission to	Municipal Civ	il Registration Of	fice	
Paternity (4 copies)					
Community Tax Co	Community Tax Certificate or Cedula			II -Barangay Trea	surer or	
(1 original copy)			Municipal Treasurer's Office			
Client Steps	Age	ency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk		ve the Log to the Client	None	5 minutes	Information Desk Officer	
	the N Regi	Direct client to Municipal Civil stration Office				
2. Submit duly accomplished Data Sheet Form	omplished client/attendant at		None None	7 minutes	Job Order Employees Or	
together with Certificate of Live Birth (COLB)	tificate of Live information from			10 minutes	Assistant Registration Officer	
		to the COLB			Mun. Civil Registrar	



	T			
	2.2. Review and verify the documents	None	5 minutes	Job Order Employees Or Assistant
	2.3.For Unmarried Parents: (R.A. 9255)	None	10 minutes	Registration Officer Or Mun. Civil Registrar
	Issue Order of payment and instruct client to proceed to the MTO for payment			Mun. Civil Registration Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	Legitimation Fee ₱110.00	5 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil Registration	4. Check the Official Receipt	None	5 minutes	Assistant Registration Officer
Office	4.1 Review and Sign the Certificate of Live of Birth	None	5 minutes	Mun. Civil Registrar Mun. Civil Registration Office
5. Receive Certificate of Live Birth Owner's Copy	5. Register at the Registry Book of Live Birth ,file and release	None	5 minutes	Job Order Employees Or Assistant Registration



			Officer Or Mun. Civil Registration Office
Total	₱ 110.00	57 minutes	



137. REGISTRATION OF DEATH

Registration of Death is a Certification and/or a Record that a person already died. And that can be used for Claims or any Legal purposes.

Office or Division: Munic			cipal Civil Regis	stration Office		
Classification: Sim		Simp	imple			
Type of Transaction: Gove		rnment to Citiz	en			
Who may avail:		All wh	no died in Libor	na, Bukidnon		
CHECKLIST OF	REQUIREM	ENTS		WHERE TO SEC	URE	
Barangay Certificon original 1 photoco		h (1	Barangay Hal	I -Barangay Secre	etary	
Client Steps	Agenc Action		Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration		None	5 minutes	Information Desk Officer	
2. Approach the Office In charge and present the Barangay Death Certificate	Office 2. Interview client and encode data to the database and print Mun. Form No. 103 2.1. Instruct Client to proceed to the Municipal Health Officer to verify and sign as to cause of death 3. Review and		None	15 minutes	Assistant Registration Officer Mun. Civil Registration Office	
3. Proceed to the Municipal	3. Review a examine an then sign th	d	None	20 minutes	Rural Health Physician	



				ACE OF BUR.
Health Office	document as to the cause of death 3.1 Advises client to go back to MCR with the signed documents for registration		20 minutes	Or Medical Officer IV Municipal Health Office
4. Present the signed Document Mun. Form No. 103 to the Mun. Civil Registrar Incharge	4. Receive the document and issue Order of Payment	None	5 minutes	Assistant Registration Officer Mun. Civil Registration Office
5. Pay the required fees at the Municipal Treasury Office by showing Order of Payment	5. Accept the payment based on the Order of Payment	₱ 50.00 (Certification of Death) ₱50.00 (Burial Fee)	5 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
6. Return to the Mun. Civil Registration and present the Official Receipt	6. Check the Official Receipt 6.1 Examines document, signs the same and releases the	None	5 minutes	Mun. Civil Registration Officer Mun. Civil Registration Office



	owner's copy			
7. Receive the Death Certificate	7. Register at the Registry Book of Death and file the same	None	5 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registrar Mun. Civil Registration Office
	Total	₱100.00	1 hour 20 minutes	



138. REGISTRATION OF MARRIAGE

The Registration of Marriage is a Certificate issued to couples who got married in Church and/or in Civil Weddings specifically married in LIBONA, BUKIDNON (Place of occurrence). It is registered and may use for any legal purposes.

Office or Division	on:	Municipal Civil Registration Office			
Classification:		Simple			
Type of Transac	ction:	Governme	nt to Citizen		
Who may avail:		All Unmarr	ied Couples (Plac	ce of Occurrence))
CHECK	LIST C	F	14	WEDE TO SECU	IDE
REQUIR	EMEN	TS	V	HERE TO SECU	JKE
Certificate of Ma	rriage s	signed by			
the Couples, Sol	emnizi	ng Officer	Church or the P	lace of Occurrence	ce
and the Sponsor	s (4 co	pies)			
If Living Togethe	r for 5	years			
above - Form of	Article	34 (4	Office of the Mu	nicipal Civil Regis	strar
copies)					
Client Steps	A	gency	Fees to be	Processing	Person
Cheffit Steps	Α	ctions	Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	Book Client 1.2. D to the Civil Regis Office	Pirect client Municipal tration	None	5 minutes	Information Desk Officer
2. Approach the Office Incharge and state the purpose	Client collect requir 2.1 Fo Wedo	t the ements or Civil	None	10 minutes	Job Order Employee Or Assistant Registration Officer Or Mun. Civil Registrar



	and/or information to the database and print the information to the Mun. Form no. 97			Mun. Civil Registration Office
	2.2.For Church Wedding:			
	Receive and review the Certificate of Marriage, Encode the data and/or information to the database			
	2.3 For Civil Wedding conducted by the Municipal Mayor			
	Receive and verify the document			
	2.4 Issue Order of payment and instruct client to proceed to the MTO for payment			
3. Pay the required fees at the Municipal	3. Accept the payment based on the Order of	₱500.00 Solemnization	5 minutes	Admin Aide II Or Revenue



Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	Payment 3.1 Issue the Official Receipt	₱100.00 per Sponsors		Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil Registration Office	4. Check and record the number of the Official Receipt	None	5 minutes	Assistant Registration Officer Mun. Civil Registrar Mun. Civil Registration Office
5. Receive Owners copy of the Certificate of Marriage	5. Review & Sign the Certificate of Marriage 5.1.Register at the Registry Book of Marriage and file the same	None	5 minutes	Registration Officer Mun. Civil Registrar Mun. Civil Registration Office
	Total	Php 500.00 Solemnization Php 100.00 per Sponsor	30 minutes	



139.SUPPLEMENTAL REPORT

Supplemental Report allows an individual to supply the missing entries on his/her Civil Registry Record and/or Certification.

Office or Division	Office or Division: Municipal Civil Registration Office				
Classification:		Highly Technical			
Type of Transacti	on:	Government to C	itizen		
Who may avail:		All who are born	in Libona, Buki	idnon	
CHECKLIST O	FREG	UIREMENTS		WHERE TO SEC	URE
PSA -Certificate of (1 Original and 2 P			Philippines St	tatistics Authority	
PSA -Certificate of (1 Original and 2 P	Marria	age (If Married)	Philippines St	tatistics Authority	
Supplemental Affid Original Copy)			Court		
Baptismal Certifica Photocopies)	te (1 C	Original and 2	Church		
Police Clearance (Photocopies)	1 Origi	nal and 2	Respective P	olice Station	
Medical Records (1 Original and 2 Photocopies)		Any Hospital			
Client Steps	Aç	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1	re the Log Book e Client	None	5 minutes	Information Desk Officer
	the N	Direct client to Municipal Civil stration Office			
2. Approach In charge and submit the	exan	eceive and nine the nitted documents	None	5 minutes	Assistant Registration Officer
requirements for Supplemental Report	2.1.ls Payn	ssue Order of nent	None	5 Minutes	Mun. Civil Registration Office
					Or
					Municipal Civil



				Registration Officer Mun. Civil Registration Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	₱200.00 per Certification & Affidavit	5 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Return to the Municipal Civil registration Office and present the Official Receipt	4. Check the Official Receipt, prepare the papers to be signed by the Clients and for mailing to PSA Manila	₱ 500.00 Mailing including Postal Money Order	20 minutes	Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Officer Officer Mun. Civil Registration Office
5. Receive the Document	5. MCR make the annotation and release the document 5.1 Advice Client to wait for the call for the	None None	18 minutes	Assistant Registration Officer Mun. Civil Registration



SECPA (PSA –			Office
Security Paper)			Or
			Municipal Civil
			Registration
			Officer
			Mun. Civil
			Registration
			Office
	D =00 00		
Total	₱ 700.00	58 minutes	



MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

External Services



140. DISASTER RESPONSE AND MANAGEMENT OPERATIONS

To provide Disaster Response and management operations as may be required. This service includes mass casualty, incident and emergency rescue & transfer

Office or Division:		Municipal Disas	ster Risk Red	uction and Mana	gement Office
Classification:		Simple			
Type of Transaction:		Government to	Citizen		
Who may avail:		All			
CHECKLIST OF REQ	UIREN	MENTS	WHERE TO	SECURE	
None			None		_
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Gathers pertinent information and request for disaster response and management operation thru phone and radio call	1.1 C the c	erned	None None	5 minutes 10 minutes	Radio Communication Operator and Local Disaster Risk Reduction and Management Officer III and I
	Orier and i	Conduct short nation Search rescue Team proceed to the e	None	10 minutes	Search and
	1.4 F scen	Proceed to the e	None	25 minutes	Rescue Team Municipal Disaster Risk Reduction and Management Office
	Total		None	50 minutes	



141.EMERGENCY RESPONSE (TRAUMA, MEDICAL, FIRE AND ETC)

A systematic response to an unexpected or dangerous occurrence .Its goal is to mitigate the impact of the event on people, property and environment

Office or Division	n:	Municipal Disaste	er Risk Reducti	on and Managem	ent Office
Classification:		Simple			
Type of Transac	tion:	Government to C	Citizen		
Who may avail:		All			
CHECKLIST OF	CHECKLIST OF REQUIR		WHERE TO S	SECURE	
None			None		
Client Steps	A	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Gathers pertinent information and request for disaster response and managemen operation thru phone and radio call	eme Gath infor 1. Ty t 2. Pl 3. No Caso 4. No	receipt of rgency call, rer the following mation: rpe of Incident ace of Incident umber of ualties ame of Contact umber of caller	None	5 minutes	Radio Communication Operator Radio
	Loca Red	Forward report to I Disaster Risk uction and agement Officer	None	2 minutes	Communication Operator Local Disaster
	1.2 (Gives instruction earch and Rescue	None	5 minutes	Risk Reduction and Management Officer III or 1
		Deploy and onse proper	None	40 minutes	Search and Rescue Team Municipal Disaster Risk Reduction and Management



			Office
Total	None	52 minutes	



142. REQUEST FOR TRAININGS AND SEMINARS

Reduces the chances of accidents in workplace, helps improve responder confidence and protect them from injury and illness they are in apposition to quickly respond to emergency situations

0(() 0: : :			D' I D I d'	1.5.4	. 000
			ter Risk Reduction and Management Office		
Classification: Simple					
Type of Transacti	on:			overnment to Busin	
Who may avail:				Units, Business F	Proprietors
CHECKLIST OF R			WHERE TO S		
Letter Request add attention MDRRM0			Concerned Ag	gency/Office	
Client Steps	Αç	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits written request to the Office of the Municipal Mayor	1. Receipt of Letter Request and Log. Forward to the Mayor for approval. 1.1. Inform the client to be notified when the request is approved		None	10 minutes	Information Desk Officer Office of the Municipal Mayor
2.Secures copy of the approved written request	2. Release copy of the approved Letter Request 2.1 Direct client to the Municipal Disaster Risk Reduction and Management Office		None	2 days	Admin. Officer IV Or Receiving Clerk Office of the Mun. Mayor
3. Proceed to the MDRRMO for confirmation of schedule	3. Receive a copy of the approved written Request 3.1 Verify availability of schedule 3.2 Confirm the schedule and informed the		None	4 hours	Local Disaster Risk Reduction and Management Officer III and I Municipal Disaster Risk Reduction and Management



concerned personnel			Office
Total	None	2 days, 4 hours 10 minutes	



143. REQUEST INFORMATION AND EDUCATION MATERIALS

A continuing effort to create a disaster resilient community.

Office or Division	:	Municipal Disaste	unicipal Disaster Risk Reduction and Management Office				
Classification:		Simple					
Type of Transacti	Type of Transaction:		overnment, G	overnment to Busi	ness		
Who may avail:		All					
CHECKLIST OF R	EQUI	REMENTS	WHERE TO SECURE				
Letter Request ide	, ,	•	Concerned Ag	gency/Office			
materials being red	queste	d					
(1 original copy)	A -	A - (*	F (. 1 .	D	B		
Client Steps	ΑÇ	gency Actions	Fees to be Paid	Processing Time	Person Responsible		
1.Proceed to MDRRM Office and Submit the Letter Request	1.1 F with Mate if not be no	ceipt of the request Provide Client the requested trials if available trials and	None	5 minutes 15 minutes	Local Disaster Risk Reduction and Management Officer III and I Municipal Disaster Risk Reduction and		
		cation Materials available	None	20 minutes	Management Office		



144. REQUEST FOR EARTHQUAKE, FIRE AND EVACUATION DRILLS

Having drills in schools and workplace can help to establish what to do in times of crises or emergencies. It is very important to know what steps are to be taken in an emergency situation. It is vital for all students, employees to know exactly what to do in the event of an emergency

Office or Division:		Municipal Disaster Risk Reduction and Management Offi			ment Office	
Classification:		Simple				
Type of Transaction:		Government to E	Business ,Gove	rnment to Busine	ess	
Who may avail:		All				
	CHECKLIST OF REQUIREMENTS		WHERE TO S			
Letter Request (1 origin			Concerned Ag			
Client Steps	Ag	gency Actions	Fees to be Paid	Processing Time	Person Responsibl e	
1.Sign the Client Log Book in the Information Desk	to the 1.1. I	ve the Log Book e Client Direct client to Office of the cipal Mayor	None	5 minutes	Information Desk Officer Office of the Municipal Mayor	
2.Secure a copy of the approved written request	the a Requ 2.1 D	elease copy of approved Letter uest Direct client to MDRRMO	None	5 minutes	Admin. Officer IV Or Receiving Clerk Office of the Municipal Mayor	
3. Proceed to the MDRRMO for confirmation of schedule	the a Requ 3.1 V of sc 3.2 C sche inform	eceive a copy of approved written uest verify availability hedule confirm the dule and med the erned personnel	None	2 days	Local Disaster Risk Reduction and Management Officer III and I Municipal Disaster Risk Reduction	



				and Management Office
Т	Total	None	2 days ,10 minutes	



145. WEATHER MONITORING AND ADVISORY

Accurate weather advisory is important for planning our day to day activity and help keep us out of danger.

Office or Division	Office or Division:		icipal Disaster Risk Reduction and lagement Office		
Classification:	Classification:				
Type of Transacti	on:	Government to C	itizen		
Who may avail:		All			
CHECKLIST OF R	EQUIREMENTS	WHERE TO SEC	URE		
None		None			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Call MDRRM Hotline No. 0933- 609-0125 Or	1.Receipt of client call and Text	None	1 minute	Local Disaster Risk Reduction and	
through handheld radio at London Base to monitor	1.1 Provide accurate weather advisory to the	None	2 minutes	Management Officer III and I	
weather advisory	client			Municipal Disaster Risk Reduction and Management Office	
	Total	None	3 minutes		



MUNICIPAL ENGINEERING OFFICE

External Services



146. REQUESTING FOR THE PREPARATION OF PLANS & PROGRAMS OF WORKS

Preparation of plans and program of works are essential before any implementation done by barangay, municipal, provincial, national government and private citizens. Plans and program of work will compromise the budget allotted for a certain project to be implemented.

Office or Division	:	Municipal Engi	neering Office		
Classification:		Highly Technic	al		
Type of Transacti	Transaction: Government to		Citizen, Business,	Government	
Who may avail: Any		Any Municipal	and Barangay Offic	cials, Governm	ent Offices/
		Departments a	nd Private Citizens	1	
CHECKLIST OF R			WHERE TO SEC	URE	
Letter - Request sp			Requesting Party	/Person	
needed (1 original					
Client Steps	Ag	ency Actions	Fees to be Paid	Processing	Person
				Time	Responsible
1.Sign the Client		ve the Log	None	2 minutes	Information Desk
Log Book in the Information Desk		to the Client	None	3 minutes	Officer Office of the
Iniomation Desk		Suide the client	NOHE	3 minutes	Municipal Mayor
		e Municipal neering Office			marmorpai may or
2. Approach the		cord and	None	3 minutes	Draftsman III
Service Provider	indo	se request to			or
and submit the		/lunicipal			Engineering
letter-request	Engi		.	0.84:	Assistance I
3. Wait for notification from		truct client to for site	None	3 Minutes	or Draftsman II
the MEO		ection			Mun.
					Engineering
					Office
		Evaluate and	None	3 Minutes	Mun.
		ess the scope of			Engineer/Buildin
	line p	project			<i>g Official</i> Mun.
					Engineering
				_	Office
		Assign	None	3 Minutes	Mun.
	Pers	onnel to			Engineer/Buildin



				OF BE
	conduct site inspection and preparation of the POW			g Official Mun. Engineering Office
	3.3.Visit Project Site	None	1 day	Draftsman III
	together with the			Engineering
	barangay			Assistance I
	officials/requesting			Or
	party			Draftsman II
				Mun.
				Engineering
				Office
	3.4.Proceed to survey work, if necessary	None	1 Day	Mun. Engineer/Buildin g Official Or Draftsman III
	3.5.Prepare Program of Work and detailed plans/bill of materials	None	10 days	Engineering Assistant I Draftsman II Mun. Engineering Office
	3.6.Submit the completed POW to MPDC and Mayor's Office for signature	None	1 Hour	Draftsman III Or Engineering Assistance I Or Draftsman II Mun. Engineering Office
4. Follows-up POW	4.Instruct client to pay the required fees at MTO	None	5 Minutes	Draftsman III Or Engineering Assistance I Or Draftsman II Mun. Engineering



				Office
5. Pay the	5.Receive payment	Below	3 Minutes	Admin Aide II
necessary fees at	and issue Official	₱100,000.00 =		Or
the Municipal	Receipt	₱ 50.00 per		Revenue
Treasury Office		Program of		Collection Clerk
		Work		11
		Above		Or
		₱100,000.00 =		Revenue
		₱100.00		Collection Officer
		Program of		11
		Work		Mun. Treasury
6. Receive the	6.Release a copy of			Draftsman III
copy of the POW	the POW			Or
				Engineering
				Assistance I Or
		None	None	Draftsman II
				Mun.
				Engineering
				Office
			12 days	
	Total	See table below	1 hour	
			25 minutes	

Schedule of Payment for Preparation of Plans and Program of Works				
Below ₱100,000.00	₱ 50.00 per Program of Work			
Above ₱100,000.00	₱100.00 per Program of Work			



147A.SECURING BUILDING PERMIT (1 Storey Building)

The office of the Municipal Engineer issued Building Permits to individual who seek legal documents of their building or any other improvements to be constructed within an area.

Office or Division	: Municipal Engin	Municipal Engineering Office				
Classification:	Simple					
Type of Transacti	•	Client, Governme	ent to Business.	Government to		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Government					
Who may avail:	Any Person, Fir	m/ Corporation, Agency or Instrumentality of the				
	Government					
CHECKLIST OF R		WHERE TO S	ECURE			
Zoning Clearance		MPDO				
	y (Transfer Certificate					
	d of Sale/Lease					
Contract to sel	if the TCT is not in					
	e owner/applicant (5					
photocopies)						
- Tax Declaration						
- Current Tax Receipt		Municipal Eng	incoring Office			
Application forms - Application of Building Permit Form		iviunicipai Eng	ineering Office			
	Sanitary/Plumbing Permit Form					
- Electrical Permit Form						
Building Plans (6 sets)		Requesting Pa	arty/Person			
- Vicinity Map & Site Development			•			
Plan						
- Architectural Plan						
- Structural Plan						
- Sanitary & Plur	mbing Plan					
- Electrical Plan Bill of Materials and	d Coot Estimatos					
Specifications (6 co						
Fire Safety Evaluation Certificate		Bureau of Fire	Bureau of Fire Department			
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1.Sign the Client	1. Give the Log Book	None	5 minutes	Information Desk		
Log Book in the	to the Client			Officer		
Information Desk	1.1 Guide the client to	None	10 minutes	Office of the		
	the Municipal			Municipal Mayor		



	Engineering Office			
2.Approach the Service Provider and secure Building Permit Application Form and list of requirements	2.Provide Application Forms & list of requirements. Elaborate each of the listed requirements to the client/s	₱ 50.00/ 5 copies	15 minutes	Mun. Engineer/Building Official Draftsman III Engineer II Draftsman II
2.1. Fill-out Form/s and comply all the requirements			1 hour	Mun. Engineering Office
3. Submit Forms and the required supporting documents	3.Receive, evaluate and assess the documents	None	4 hours	Engineering Assistant Mun. Engineering Office
	3.1.Record/log the documents. Prepare assessment fee	None	4 hours	Engineering Assistant Mun. Engineering Office
	3.2.Conduct Inspection for Building Permit Application	₱150.00/ Inspection	1 day	Draftsman II (Building Official) Mun. Engineering Office
	3.3.Endorse documents to the Bureau of Fire Protection by the Application	None	1 hour	Engineering Assistant Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasurer's Office	4 Accept payment and issue Official Receipt	See table Below	20 Minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or



				Revenue
				Collection Officer
				II .
				Mun. Treasury
	4.1 Drococc the plane	None	4 Hours	Draftsman III
	4.1 Process the plans	None	4 Hours	Engineer I
	and pertinent			Draftsman II
	documents for final			Engineering
	approval of the			Assistant
	Building Official			and Job Order
				Employees
				1 3,333
				Mun. Engineering
				Office
5. Receive	5. Re-check, log and	None	30 Minutes	Mun.
Building Permit	release the Building			Engineer/Building
	Permit			Official
				or
				Engineering
				Assistant
				Mun. Engineering
		_		Office
	Total	See table	2 days 6	
		below	hours & 20	
			minutes	

Schedule of Payment
₱ 50.00 per 5 copies of Application Form
Residential Building - ₱ 2.00 per square meter
Single attached/detached Building privately owned ₱3.00 per square meter
Commercial, Agricultural & Industrial Building ₱23.00 per square meter



147B. SECURING BUILDING PERMIT (2 Storey Building and above)

The office of the Municipal Engineer issued Building Permits to individual who seek legal documents of their building or any other improvements to be constructed within an area.

Office or Division:	Municipal Engine	ering Office			
Classification:	Highly Technical				
Type of Transaction:	Government to Client, Government to Business, Government to				
	Government				
Who may avail:	Any Person, Firm	n/ Corporation, Agency or Instrumentality of the			
	Government	•			
CHECKLIST OF REQUI	REMENTS	WHERE TO SECURE			
Zoning Clearance		MPDO			
- Title of Property (Tra					
of Title) or Deed of S					
Contract to sell if the					
the name of the own	er/applicant (5				
photocopies)					
- Tax Declaration					
- Current Tax Receipt		Municipal Engineering Office			
Application Forms - Application of Buildir	na Permit Form	Municipal Engineering Office			
- Sanitary/Plumbing P	•				
- Electrical Permit Form					
- Structural Permit Fo					
- Mechanical Permit F					
Building Plans (6 sets)		Requesting Party/Person			
- Vicinity Map & Site D	Development				
Plan					
- Architectural Plan					
- Structural Plan					
- Sanitary & Plumbing	Plan				
- Electrical Plan					
- Mechanical Plan					
Bill of Materials and Cost Estimates Specifications (6 copies)					
Structural design Computation with		Requesting Party/Person			
seismic analysis which conform to the		Troquesting Faity/Feison			
latest NSCP for 2 storey and above with					
attic/mezzanine/roof/deck/penthouse (5					
copies)	1				
Construction of logbook,	previous	Municipal Engineering Office			



				CE OF BUT
approved plan or p addition, alteration copies)				
Certifications regarding structural stability of existing foundation in case of addition (5 copies)		Municipal Eng	ineering Office	
Fire Safety Evaluation	tion Certificate	Bureau of Fire	Department	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	Give the Log Book to the Client Guide the client to the Municipal Engineering Office	None None	5 minutes 10 minutes	Information Desk Officer Office of the Municipal Mayor
2.Approach the Service Provider and secure Building Permit Application Form and list of requirements 2.1. Fill-out Form/s and comply all the requirements	2.Provide Application Forms & list of requirements. Elaborate each of the listed requirements to the client/s	₱ 50.00/ 5 copies	15 minutes 1 hour	Mun. Engineer/Building Official Draftsman III Engineer II Draftsman II Mun. Engineering Office
3. Submit Forms and the required supporting documents	3.Receive, evaluate and assess the documents	None	1 hour	Engineering Assistant Mun. Engineering Office
	3.1.Evaluate the plans and structural analysis design - Architectural Design - Structural Design - Electrical Lay-out - Sanitary & Plumbing Lay-out -Mechanical Lay-out	None	3 days 1 day 1 day 1 day 1 day 1 day	Draftsman III Engineer I Draftsman II Engineering Assistant Mun. Engineering Office



	3.2 Record/log the documents	None	4 hours	Engineering Assistant Mun. Engineering Office
	3.3.Conduct Inspection for Building Permit Application	₱150.00/ Inspection	1 day	Draftsman II (Building Official) Mun. Engineering Office
	3.4.Endorse documents to the Bureau of Fire Protection by the Application	None	1 hour	Engineering Assistant Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasurer's Office	4 Accept payment and issue Official Receipt	See table Below	20 Minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
	4.1 Process the plans and pertinent documents for final approval of the Building Official	None	4 Hours	Draftsman III Engineer I Draftsman II Engineering Assistant and Job Order Employees Mun. Engineering Office
5. Receive Building Permit	5. Re-check, log and release the Building	None	30 Minutes	Mun. Engineer/Building Official



Permit			or
			Engineering
			Assistant
			Mun. Engineering
			Office
Total	See table	10 days 3	
	below	hours & 50	
		minutes	

Schedule of Payment
₱ 50.00 per 5 copies of Application Form
Residential Building - ₱ 2.00 per square meter
Single attached/detached Building privately owned ₱3.00 per square meter
Commercial, Agricultural & Industrial Building ₱23.00 per square meter

148.SECURING OCCUPANCY PERMIT



The office of the Municipal Engineer issued Occupancy Permits to individual for those structure buildings ready to be occupied.

Office or Division):	Municipal Engine	ering Office				
Classification:		Simple					
Type of Transact	ion:	Government to Client, Government to Business, Government to					
		Government					
Who may avail:		Any Person, Firm/ Corporation, Agency or Instrumentality of the					
		Government					
CHECKLIST OF F	REQUI	REMENTS	WHERE TO S	ECURE			
Approved Building	Perm	it	Requesting Pa	arty/Person			
(1 set)	. - !44		Dames dia a Da				
Building plans (Arc			Requesting Pa	arty/Person			
sanitary/plumbing, mechanical (1 set)		icai ariu					
Bill of Materials an		t Estimates	Requesting Pa	artv/Person			
(1 set)]				
General Specificat	ion (1	copy)	Requesting Pa	arty/Person			
Application Forms			Municipal Eng	ineering Office			
- Application of		•					
- Certificate of C	Comple	etion					
Picture of Building - Front view			Requesting Party/Person				
- Right/left side	view.						
- Back view	VICVV						
Completion Report	t Form	(for Commercial	Requesting Party/Person				
establishment only							
Fire Safety Inspec	tion C	ertificate	Bureau of Fire Protection				
Client Steps	Ą	gency Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1.Sign the Client	1. G	ive the Log Book	None	5 minutes	Information Desk		
Log Book in the	to th	e Client			Officer		
Information Desk	1.1 (Suide the client to	None	10 minutes	Office of the		
		Municipal	Municipal Mayo				
	Engi	neering Office	e				
2.Approach the	2 Pro	ovide Application	₱ 50.00 per	15 minutes	Mun.		
Service Provider		ns & list of	5 copies	10 1111111100	Engineer/Building		
and secure	_	irements.	,		Official		
Application of	Elab	orate each of the			Draftsman III		
occupancy		d requirements to			Engineer II		
permit &	the c	client/s			Draftsman II		



				CE OF BUT
certificate of completion form 2.1. Fill-out Form/s and comply all the			1 hour	Mun. Engineering Office
requirements	2 Deseive evelvete	Nana	4 6 6	Engineering
3. Submit Forms and the required supporting documents	3.Receive, evaluate and assess the documents 3.1.Record/log the	None None	4 hours 4 hours	Engineering Assistant Mun. Engineering Office Mun.
	documents. Prepare Assessment Fee			Engineer/Building Official Draftsman III
	3.2.Endorse documents to the Bureau of Fire Protection by the applicant	None	1 hour	Office Engineer II Draftsman II Engineering Assistant
				Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasurer's Office	3. Accept payment and issue Official Receipt	See Table below	20 Minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
	3.1 Inspect project site 3.2 Process the Permit and pertinent documents for final approval of the Building Official	₱150.00/ Inspection	1 day 1 hour	Draftsman III Engineer I Draftsman II Engineering Assistant and Job Order Employees Mun. Engineering
				Office



	3.3 Process the Permitand pertinent documents for final approval of the Building Official			
4. Receive	4. Re-check, log and	None	20 Minutes	Mun.
Building Permit	release the Building			Engineer/Building
	Permit			Official
				or
				Engineering
				Assistant
				Mun. Engineering
				Office
	Total	See table	2 days 4	
		below	hours &	
			10 minutes	

SCHEDULE OF PAYMENT FOR OCCUPANCY PERMIT					
Residential					
Costing up to ₱ 150,000.00	₱ 100.00				
Costing more than ₱ 150,000.00 up to ₱ 400,000.00	₱ 200.00				
Costing more than ₱ 400,000.00 up to ₱ 850,000.00	₱ 400.00				
Costing more than ₱ 850,000.00 up to ₱ 1,200,000.00	₱ 800.00				
Every million or portion thereof in excess ₱ 1,200,000.00	₱ 800.00				
Commercial					
Costing up to ₱ 150,000.00	₱ 200.00				
Costing more than ₱ 150,000.00 up to ₱ 400,000.00	₱ 400.00				
Costing more than ₱ 400,000.00 up to ₱ 850,000.00	₱ 800.00				
Costing more than ₱ 850,000.00 up to ₱ 1,200,000.00	₱ 1,000.00				
Every million or portion thereof in excess ₱ 1,200,000.00	₱ 1,000.00				
Agricultural					
With Floor Area up to 20 square meters	₱ 50.00				
With Floor Area above 20 square meters up to 500 square meters	₱ 240.00				
With Floor Area above 500 square meters up to 1000 square meters	₱ 360.00				
With Floor Area above 1000 square meters up to 5000 square meters	₱ 480.00				
With Floor Area above 5000 square meters up to 10,000 square meters	₱ 2,000.00				
With Floor Area above 10, 000 square meters	₱ 2,400.00				



Inspection Fee	₱ 50.00 per 5
	copies

149. SECURING ELECTRICAL PERMIT

Electrical Permits are given to any individual who wants to have electrical connection. Its one of the permits that (BUSECO) the electric cooperative required before any tapping done.

Office or Division):	Municipal Engineering Office				
Classification:	ssification: Simple					
			Client, Governi	ment to Business	s, Government to	
_		Government				
Who may avail:		General Public				
CHECKLIST OF F			WHERE TO			
Building Plan/ Ske			-	gineering Office		
Title of property (T			Mun. Assessı	ment Office		
Title) or Deed of S						
Contract/Contract						
not in the name of		wner/applicant				
(3 sets photocopy)						
Photocopy of Curr	ent Ta	x Receipt (3	Municipal Tre	easurer Office		
sets)	,					
Electrical Plan (3 s	, ,	_	Professional Electrical Engineer			
Client Steps	Ag	ency Actions	Fees to be	Processing 	Person	
			Paid	Time	Responsible	
1.Sign the Client	1. Gi	ve the Log	None	5 minutes	Information Desk	
Log Book in the	Book	to the Client	NI	40 1 1	Officer	
Information Desk		Suide the client	None	10 minutes	Office of the Municipal Mayor	
		e Municipal			Mullicipal Mayor	
2. Approach the		neering Office ovide the	None	15 minutes	Mun.	
Service Provider	Elect		None	13 minutes	Engineer/Building	
and state the		uirements and			Official	
purpose		se the client to			Draftsman III	
	com	oly the required			Engineer I	
	documents with the				Draftsman II	
	MZA	Certification				
2.1 Conduct Coulor			₱150.00/	1 day	Assistant	
2.1 Conduct Ocular Inspection		Inspection	1 day	Draftsman II		
					2.4.6.1141111	
					Mun. Engineering	
					Office	



3. Comply and	3. Receive	none	4 hours	Mun.
Submit the	Requirements and	Horic	4110013	Engineer/Building
Requirements	verify as to			Official
·	completeness			Draftsman III
				Engineer I
	3.1 Instruct client to			Draftsman II
	pay at the Municipal			Engineering
	Treasury Office			Assistant
				Mun. Engineering
				Office
4. Pay the	4. Accept payment	₱ 50.00/5	20 Minutes	Admin Aide II
necessary fees	and issue Official	copies	20 Millates	Or
at the Municipal	Receipt	copies		Revenue
Treasurer's	Receipt			Collection Clerk II
Office				
Office				Mun. Treasury
				Or
				Revenue
				Collection Officer
	- 147/200		00.14	Mun. Treasury
5. Submit the	5. ME/BO Counter	None	30 Minutes	Mun.
Official Receipt	sign the Electrical			Engineer/Building
to MEO	Permit for the			Official
	approval of the			Office
	Municipal Mayor			Draftsman III
				Engineer I
5.1 Wait at the	5.1 Forward	None	3 hours	Draftsman II
Mun.	documents to the			Engineering
Engineering	Office of the			Assistant
office	Municipal Mayor for			Mun. Engineering
	approval			Office
				Advantation LAA
	504		00 1	Municipal Mayor
	5.2 Approve	None	20 minutes	and or Authorized
	Electrical Permit			Representative
6. Receive	6. Record and	None	10 Minutes	Muss
				Mun.



document and	release Electrical			Engineer/Buildi
sign the logbook	Permit			ng
				Official
				or
				Draftsman III
				or
				Engineering
				Assistant I
				or
				Draftsman II
				Mun. Engineering
				Office
	Total	₱150.00/	2 days	
		inspection	50 minutes	
				
		₱50.00/ -		
		5 copies		



150. SECURING FENCING PERMIT

Electrical Permit is required prior to the construction, alteration, major repair or renovation or conversion of any perimeter fence owned by government or private entities. The permit becomes null and void if work does not commence within 1 year from the data of such permit, or if the work is suspended or abandoned at any time after it has been commenced for a period of 120 days are given to any individual who wants to have electrical connection. Its one of the permits that (BUSECO) the electric cooperative required before any tapping done.

Office or Division):	Municipal Engineering Office			
Classification:		Simple			
Type of Transacti	ion:	Government to	Client, Busines	s, Government	
Who may avail:		General Public			
CHECKLIST OF R	REQU	REMENTS	WHERE TO	SECURE	
Tax Declaration of	Land	(1 original, 1	Mun. Assessi	ment Office	
photocopy)					
Community tax cer	rtificat	e (1 original 1	Mun. Treasur	y Office or Barar	ngay Treasurer
photocopy)					
Fencing Plans					
- Vicinity Map &	Site [Development	Geodetic Eng	gineer	
Plan (4 sets)					
- Structural Plan	า (4 se	ets)	Architect or C	ivil Engineer	
- Specification a	ınd es	timated cost (4			
sets)					
V-37			DENR		
Duly accomplished	Build	ling Permit	Municipal Engineering Office		
Forms					
- Fencing Permi	it Forn	n			
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client	1 Gi	ve the Log	None	5 minutes	Information Desk
Log Book in the		to the Client	140110	o minatoo	Officer
Information Desk		Guide the client	None	10 minutes	Office of the
	1	e Municipal			Municipal Mayor
	Engi	neering Office			
2. Approach the	2.Co	nduct interview	None	15 minutes	Mun.
Service Provider					Engineer/Building
and state the					Official Draftsman III
purpose					บเลเเงเเลเเ เเเ



				Engineer I
				Draftsman II
				Engineering
				Assistant
				Draftsman II
				Mun. Engineering Office
3. Comply and	3. Receive, evaluate	none	1 hour	
Submit the	the plans and			
Requirements	assess the			
	documents			Mun.
	3.1.Recording/log		41	Engineer/Building
	the documents.		1 hour	Official Draftsman III
	Prepare			Engineer I
	Assessment Fee			Draftsman II
				Engineering
	3.2.Conduct		1 day	Assistant
	Inspection for		,	
	Fencing Permit			Mun. Engineering
	Application			Office
	3.3 Instruct client to			
	pay at the Municipal			
	Treasury Office			
4. Pay the	4. Accept payment	Made of	20 Minutes	Admin Aide II
necessary fees	and issue Official	masonry,		Or
at the Municipal	Receipt	metal,		Revenue
Treasurer's		concrete up		Collection Clerk II
Office		to 1.80		Mun. Treasury
		meters in		Or
		hight per		Revenue
		liner m or		Collection Officer
		fraction		//
		there of		Mun. Treasury
		3.00		
		Made of		
		indigenous		
		materials,		
	1	,,		



	T			1
		barbed		
		chicken or		
		hog wires,		
		per linear m		
		2.40		
5. Submit the	5.Process the plans	None	1 hour	Mun.
Official Receipt	and pertinent			Engineer/Building
to MEO	documents for final			Official
	approval of the			Office
	Building Official			Draftsman III
				Engineer I
				Draftsman II
				Engineering
				Assistant
				Mun. Engineering
				Office
				Municipal Mayor
				and or Authorized
				Representative
6. Receive	6.Re-check, log and	None	20 Minutes	Mun. Engineer /
document and	release Fencing			Building
sign the logbook	Permit			Official
				or
				Draftsman III
				or
				Engineering
				Assistant I
				or
				Draftsman II
				Mun. Engineering
				Office
	Total	See Table	1 day 4 hours	
		below	&10 minutes	

SCHEDULE OF PAYMENT FOR FENCING PERMIT



Made of masonry, metal, concrete up to 1.80 meters in Hight per liner Meter or fraction there of	₱ 3.00
Made of indigenous materials, barbed chicken or hog wires, per linear	₱ 2.40
meter	



MUNICIPAL HEALTH OFFICE

External Services



151. AVAILING OF FAMILY PLANNING METHOD: Depo Medroxy Progesterone Acaetate (DMPA) Injection

One of the Family Planning methods offered by the government to limit/space children is the DMPA INJECTION. The client is first given information of all the Family Planning methods available and voluntarily choose and decides what she think suits or fits her. Cessation of the Family Planning Method depends on the client's decision.

Office or Division:		Municipal Health Office			
Classification:		Simple			
Type of Transactio	n:	Government to C	itizen		
Who may avail:		Women who des	ire to use the F	amily Planning M	ethod
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE	
None			None		
Client Steps	Αç	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Approaches health personnel and states purpose	Indiving Recordand recordant recorda	etrieves idual Treatment ord for old clients makes new ord for new clients. s client's data, signs and fills-up and Form takes client's medical and by health history lives information to Family ling method and lins procedure lissesses client does physical lination and ord in Family ling Form 1 lives the DMPA lion to client lives schedule litter of the line of the line of the litter of the line of the litter	None	25 minutes	Barangay Health Workers or Midwives Municipal Health Office
	Total		None	25 minutes	



152. AVAILING OF FAMILY PLANNING METHOD: INSERTION OF INTRAUTERINE DEVICE

Municipal Health Office

Office or Division:

One of the Family Planning Methods offered by the government to limit/space children is the Insertion of Intrauterine Device. The client is first given information of all the FP methods available and voluntarily choose and decides what she think suits her. Removal of the device also depends on the client's decision

Office or Division:		Municipal Health Office			
Classification: Simple					
Type of Transaction: Government to C			itizen		
Who may avail:		Family planning a	acceptor who c	hose IUD as Fami	ly Planning
		Method			
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE	
None			None		
Client Steps	Αç	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Approaches heath personnel and states purpose	Treat old client data, up In Treat 1.1 T past healt 1.2 Cabou Plant explain and cexam 1.4 D proces	trieves Individual tment Record for lients & makes record for new ts. Takes client's vital signs & fills dividual tment Record akes client's medical & family history Sives information t Family ning method and ains procedure assesses client does physical nination birects client to eed to the Family ning Room	None	10 minutes	Barangay Health Workers or Midwives Municipal Health Office



2. Approaches Rural Health Midwife & submits herself for the procedure	2. Performs procedure	None	30 minutes	<i>Midwife</i> Mun. Health Office
3. Receives schedule for return visits	3.Fills –up Individual Treatment Record & gives instruction of return visits	None	5 minutes	<i>Midwife</i> Mun. Health Office
	Total	None	45 minutes	



153. AVAILING OF FAMILY PLANNING METHOD: INSERTION OF LONG ACTING REVERSIBLE CONTRACEPTIVE (IMPLANT)

One of the Family Planning methods offered by the government to limit/space children is the insertion of an implant. The client is first given information of all the FP methods available and voluntarily choose and decides what she think suits or fits her. Removal of the device depends on the client's decision

Municipal Health Office

Office or Division:

Classification:		Simple			
Type of Transaction: Government to Ci		itizen			
Who may avail:		Family planning a	acceptor who c	hose Long Acting	Reversible
		Contraceptive as	s Family Planni	ing Method	
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE	
None			None		
Client Steps	Aç	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	Treadold control of the control of t	trieves Individual tment Record, for lients and makes w record for new ts. Takes client's vital signs and up Individual tment Record Directs client to dly Planning m Calls client, takes medical and y health history records in the Sives information t the FP method explains the edure assess client and physical nination and	None	45 minutes	Midwives Mun. Health Office



record in Family Planning Form 1 1.6 Prepares equipment needed and the patient is directed to lie down in the examining table. Midwife does the procedure and gives post-insertion counselling 1.7 Gives schedule for return visit			
Total	None	45 minutes	



154. AVAILING OF FAMILY PLANNING METHOD: PILLS

One of the Family Planning methods offered by the government to limit/space children is the taking of pills. The client is first given information of all the Family Planning methods available and voluntarily choose and decides what she think suits or fits her. Cessation of the Family Planning of giving the method depends on the client's decision

Office or Division		Municipal Health Office				
Classification:	Classification: Simple					
Type of Transaction	Type of Transaction: Government		t to Citizen			
Who may avail:		Women Acc	eptors of Pills			
CHECKLIST OF R	EQUIREM	ENTS	WHERE TO	SECURE		
None			None			
Client Steps	Agenc	y Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Approaches health personnel and states purpose	Record for and make record for clients. Ta data, vita fills-up Inc Treatment and Form 1.1 Intervand takes medical a health his 1.2 Gives about the Planning 1.3 Assess and does examinat 1.4 Disperand instruments to the power of	I Treatment or old clients as new rew akes client's I signs and dividual at Record riews client as past and family story a information a Family method asses client physical ion anses pills acts client ke it acts client of it	None	25 minutes	Midwives Municipal Health Office	
		Total	None	25 minutes		



155. AVAILING OF MATERNAL HEALTH SERVICES (PRE-NATAL)

The purpose of pre-natal services is to ensure that both mother and baby are healthy during the entire course of pregnancy and if there are problems, these can be addressed the soonest time. These services are scheduled monthly in all health centers of the municipality.

Office or Division):	Municipal Health Office				
Classification:		Simple				
Type of Transaction:		Government t	nt to Citizen			
Who may avail:		Pregnant Wor	omen in Libona			
CHECKLIST OF F	REQUIRE	MENTS	WHERE TO SECURE			
Home Based Ma (1 original copy)	ternal Red	cord (HBMR)	Main Mun Health Office and Brgy Health Cent		rgy Health Center	
Client Steps	Agen	cy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Approaches health personnel and states purpose	Individual Record, and vital records in Individual Record 1.1Takes performs examina 1.2 Prep Based M Record (Birth Platina 1.3 Explainatal proclient 1.4 Conditions a. Leopolds Fundameasure. Ausculheart b.	shistory and sphysical tion ares Home laternal HBMR) and nains the Precedure to the clucts the clucts the clucts the clucts maneuver all Height urement laternal late	None	1 hour & 30 minutes	Midwives Mun. Health Office	



	of findings 1.6 gives instructions on danger signs, do's and don'ts during pregnancy 1.7 Gives Tetanus toxoid injection and Iron supplementation 1.8 Counsels on Nutrition & Hygiene 1.9 Takes complete history and performs physical examination on the client 1.10 Refers client to the Doctor if there are danger signs of pregnancy or medical problems			
2. Approaches the Medical Doctor	2.Gives advices to the client and prescribes medicines if needed 2.1 Directs to the nurse for medicine dispensing	None	15 minutes	Nurse II Medical Officer III Rural Health Physician Municipal Health Office
3.Receives the medicines and next schedule of visit	3.Dispenses prescribed medicines and directs client back to Midwife for the next schedule	None	5 minutes	Nurse II Midwife Municipal Health Office
	Total	None	1 hour & 50 minutes	



156. AVAILING OF MATERNAL HEALTH SERVICES (DELIVERING A BABY)

Statistics shows that our country has the highest maternal death compared to other countries in the West Pacific Coast. To reduce the cases of maternal deaths, DOH issued a policy that all deliveries must be done in a healthy facility handled by skilled health personnel. Every municipality in the country established a birthing home where normal deliveries are done otherwise referred to the hospital. This not only ensure the safe delivery of the mother but of the baby as well.

Municipal Health Office

Office or Division:

Office or Division	-	Municipal Health Office				
Classification:		Simple				
Type of Transacti	on:	Government to C	itizen			
Who may avail:		Pregnant women	who are abou	t to give birth		
CHECKLIST OF R	EQUIF	REMENTS	WHERE TO	SECURE		
Home Based Mate	rnal Re	ecord	Main Mun He	alth Office and Br	gy Health	
(1 original copy)			Center			
Ultra Sound or any	labora	tory	Hospital			
results if any (1 o	riginal d	copy)				
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1 Approaches	1 Dot	rieves old chart	None	5 minutes	Midwife	
1. Approaches			None	5 minutes		
RHM on duty and	or makes a new chart for a new client				Mun. Health	
states purpose				40 : 1	Office	
2. Gives Home		iews Home	None	10 minutes	Midwives	
Based Maternal		d Maternal			Mun. Health	
Record (HBMR),		d (HBMR),			Office	
ultrasound and		ound and other				
other laboratory	labora	atory results if				
results if any	any					
3. Submits to	_	s client's medical	None	15 minutes	Midwives	
internal	'	y, takes vital			or <i>Rural</i>	
examination	signs	and records in			Health	
	the chart				Physician or Med. Officer	
	3.1 Cl	ient is instructed	None	10 minutes	III	
	to do	personal hygiene			,,,	
					l .	



 <u></u>			VCE OF BUT
prior to internal			Mun. Health
examination			Office
3.2 Directs client to			
the ward while still in	None	10 minutes	
labor			
3.3 Does the labor	None	1 day	Midwives
watch			
3.4 Brings client to	None	15 minutes	<i>Midwives</i> or <i>Rural</i>
delivery room if cervix			Health
is 10 cm			Physician or
3.5 Handles the	None	1 hour and 30	Med. Officer
delivery of the baby		minutes	III
and the placenta, does			
cord care, gives			
medications and does			
after care; records all			
the events in the			
client's chart			
3.6 While another	None	35 minutes	Midwives
Midwife is drying the			
baby and gives to			
mother's arms to			
breastfeed and for			
warmth			
3.7 If mother has	None	30 minutes	Midwives
lacerations during			or Rural Health
delivery of the baby,			неаш Physician or
repair and suturing is			Med. Officer
done			III
3.8 Monitoring of	None	15 minutes	Midwives
client's vital signs is			
done			A 4: 1 :
3.9 Transfers client	None	1 hour	<i>Midwives</i> or <i>Rural</i>
from the delivery room			01 Rurai Health
to ward			Physician or
3.10 If client has	None	1 hour	Med. Officer
complications during			III



	or after delivery, she is			Mun. Health
	then referred to the			Office
	hospital			
	3.11 Does newborn	None	10 minutes	Medical
	screening to the			Technologist
	newborn baby 24 -			Municipal
	hours after delivery			Health Office
	3.12 After 24 hours of	None	30 minutes	<i>Midwives</i> or <i>Rural</i>
	confinement in the			Health
	health facility and the			Physician or
	client is doing well,			Med. Officer
	she is given take-			III
	home medications and			Mun. Health
	health teachings and			Office
	can be discharged			
	with the baby			
	3.13 Instructs client	None	10 minutes	Midwives
	when to come back for			or <i>Rural</i>
	post-natal visit, Family			Health
	Planning and			Physician or Med. Officer II
	immunization of baby			Mun. Health
	initianization or baby			Office
4.Client signs	4. Let the client sign	None	5 minutes	Midwife
Philhealth	Philhealth documents	140110	3 111111003	Mun. Health
documents if she	if member.			Office
is a member or				
beneficiary				
	Total	None	1 day 6 hours 9	
	lulai	None	1 day 6 hours & 50 minutes	
			50 minutes	



157. AVAILING OF LABORATORY SERVICES

Laboratory tests are requested to help the doctor to determine a diagnosis, to plan treatment, to monitor the effectiveness of treatment or the disease overtime, Lab test use for the purposes stated earlier are free of charge except those tests requested as requirement for job applications

Office or Division	1:	Municipal Health Office			
Classification:		Simple			
Type of Transact	ion:	Government to 0	Citizen		
Who may avail:		All			
CHECKLIST OF F	REQU	REMENTS	WHERE TO	SECURE	
Doctor's Request	(1 orig	inal copy)	Attending Phy	/sicians	
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Proceeds to the laboratory and presents	1.Evaluates Doctor's Request Form		None	5 minutes	Medical Technologist
Doctor's Request Form					Mun. Health Office
2.Returns with the desired specimen for analysis	2. If the request is fecalysis or urinalysis, gives sample container for the required specimen. 2.1 Examines the submitted specimen		None	3 minutes	Medical Technologist Mun. Health Office
			None	10 minutes	
2.1 Wait for the result at the waiting area	proc	Advices client to eed to the ng area for the It	None	10 minutes	



				CE OF BO
3. Do fasting for 8-10 hours and returns the following morning for blood extraction	3. If the request is blood chemistry the client will be instructed to do fasting and return the following morning for blood extraction	None	1 day	Medical Technologist Mun. Health Office
3.1. Submits for blood extraction	3.1 If the request is complete blood count or blood typing, extracts blood from the client for analysis	None	10 minutes	Technologist Mun. Health office
3.2 Wait for the result at the waiting area	3.2 Does the Blood examination and advices client to proceed to the waiting area for the result	None	25 minutes for Complete Blood Count (CBC) 5 Minutes for Blood Typing	Medical Technologist Mun. Health office
3.3. Receives result	3.3 Gives result to client	None	5 minutes	<i>Medical Technologist</i> Mun. Health office
	Total	None	28 minutes for Fecalysis or Urinalysis 1 day & 40 Minutes for Blood Chemistry Procedure 20 minutes for Blood Typing	



158. DENTAL SERVICES

Dental Care is one of the responsibilities of the government to its citizens. Like the medical consultation, it is also provided free of charge.

Office or Division	:	Municipal Health Office				
Classification:		Simple				
Type of Transacti	on:	Government to C	itizen			
Who may avail:		Residents who no	eed the service)		
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE		
J	None			None		
Client Steps	Ag	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Approaches	1.Tal	kes client's vital	None	3 minutes	Barangay	
health personnel	signs	and records in			Health	
and states	the Ir	ndividual	None	2 minutes	Workers	
purpose	Treat	tment Record			or Midwife	
	1.1 🗅	Directs client to			Mun. Health	
	the Dentist 1.2 Retrieves Dental		None	3 minutes	Office	
		by the Dental			Dental Aide	
		and copies the			Mun. Health Office	
		signs				
2. Approaches the Dentist	2.De	ntist examines	None	3 minutes	<i>Dentist</i> Mun. Health	
the Dentist		nform client of	None	2 minutes	Office	
	findir					
		f the client needs	None	30 minutes		
	tooth extraction ,Dentist performs the tooth extraction 2.4 Does post extraction care and					
			None	3 minutes		
		cribes medicines	NI.			
		Directs client back ental Aide	None	3 minutes		



3.Returns to Dental Aide 3.1.Receives medications and signs logbook	3. Record in the log book 3.1 Dispenses medication & gives intructions	None None	5 minutes 3 minutes	Dental Aide Mun. Health Office
	Total	None	57 minutes	



159. FOOD HANDLERS' SEMINAR

Food Handler's Seminar is conducted to clients who have food establishments or those planning to have one. Clients are given information about food safety which includes food preparation, cooking and selling. The purpose of this is to ensure that the food every food establishment sell is safe for human consumption.

Office or Division:		Municipal Health Office				
Classification:		Simple				
Type of Transactio	n:	Government to C	itizen			
Who may avail:		All Food Handler	Clients (Comp	any Workers, Bus	iness	
		Owners/workers	& Food Vendo	rs		
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE		
Home Based Materr	nal Re	cord (HBMR)	Sanitation Ins	pector - Municipal	Health Office	
Client Steps	Αç	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Approaches		erviews client	None	3 minutes	Barangay	
health personnel and states purpose		directs client to sanitation			Health Workers	
and states purpose		n/Office			or	
	11001	.,, 011100			Midwife	
					Mun. Health	
					Office	
1.1. Proceeds to		Sives the	None	5 minutes	Sanitation	
Sanitation Room/Office and		cation Form and em fill up the			<i>Inspector</i> Mun. Health	
Approaches RSI	form.	•			Office	
7 Approactics (Co.	101111.				Onioc	
1.2 Fill up	1.2 C	collects the forms	None	4 minutes		
Application Form	if dor	ne				
and submit						
1.3 .Attends Food		acilitates Food	None	15 minutes		
Handler's Seminar 1.4 After the	Handler Seminar 1.4.Examines		None	2 minutes	Medical	
Seminar, proceeds	spec		None	2 minutes	Technologist	
to the Laboratory	Spec				roomoogist	
for Specimen						
(urine, stool, and						
Sputum)						



examination 1.5. Waits for the laboratory exam result	1.5 Releases the laboratory exam result	None	1 minute	Sanitation Inspector Mun. Health Office
6 Goes back to Sanitation Office for the release of Food Handler's Certificate	5.1 Releases Food Handler's Certificate	None	2 minutes	Sanitation Inspector Mun. Health Office
	Total	None	32 minutes	



160. IMMUNIZATION SERVICES

Giving immunization to targeted children is very vital in the prevention of the occurrence of the immunizable disease. Immunizations are scheduled monthly in very barangay and are given for free. Some immunizations are single doses and others are given in series and children have to avail them until completed

Office or Division	n:	Municipal Health Office				
Classification:		Simple				
Type of Transact	tion:	Government to C	itizen			
Who may avail:		Children 0-1 year	rold			
CHECKLIST OF	REQU	IIREMENTS	WHERE TO S	SECURE		
Early Childhood C		nd Development	Municipal Hea	alth Office		
Card (ECCD Car	, ,					
Client Steps	Αç	gency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Approaches health personnel and states purpose	1.Gets data of child to be immunized 1.1 Fills-up Early Childhood Care and Development (ECCD) Card and Individual Treatment Record (ITR) 1.2 Assesses past		None	10 minutes	Barangay Health Workers or Midwife Mun. Health Office	
2.Proceeds to the treatment room for immunization of the child	to the child 2.1 Gives immunization to the child 2.2 Gives mother post immunization instructions and informs of the next schedule		None	5 minutes	<i>Midwife</i> Mun. Health Office	
	Total		None	15 minutes		



161. ISSUANCE OF MEDICAL CERTIFICATE

The Medical Certificate is issued to individuals needing this document that states whether he or she is in the state of good health or not.

Office or Division:		Municipal Hoalth	Office		
Classification:	•	Municipal Health Office Simple			
		Government to C	`itizon		
Type of Transaction Who may avail:	OII.	All	MIZEH		
CHECKLIST OF R	FOLIII		WHERE TO S	PECHDE	
		KEINIEN I S			
For Work Purposes		inalysis	Hospital of Dia	agnostic Center	
Chest Xray, Fecaly			Hoonital or Dia	anastia Cantar	
For Work Purposes	s: Che	est Xray,	Hospital of Dia	agnostic Center	
Fecalysis,	aania	٥)			
Urinalysis (original		,	Hoonital or Dia	anastia Cantar	
For Teachers :Che		=	Hospital of Dia	agnostic Center	
CBC,Fecalysis,Urir Neurological Exam	-	-			
Certificate Form (C					
Receipt of payment		· · · · · · · · · · · · · · · · · · ·	Municipal Transury Office		
For Locally Strand			Municipal Treasury Office		
and Returning Ov		, ,			
(ROFs)	Ci SCa	o i inpinos			
Endorsement from	the M	unicipal	Executive Building – LSIs & ROFs Committee		
Committee of Local		•	Exceditive building Lois & Not 3 committee		
Individuals (LSIs) a	-				
Overseas Filipinos					
Barangay Certificat		-,	Barangay Hall - Barangay Captain		
Client Steps		ency Actions	Fees to be	Processing	Person
	·	•	Paid	Time	Responsible
				_	-
1.Approaches		erview client	None	5 minutes	Barangay Health
health personnel and states		s vital signs and up the ITR			Workers
purpose	11110				or
	1.2 R	efers client to			Midwife
	the D	octor			Mun. Health
					Office



2.Approaches the Doctor	Assesses and examines the client State of Payment	None	5 minutes	Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office
3.Pay the required fees at the Municipal Treasury Office by showing the Order of payment	3. Accept the payment based on the order of Payment and issue Official Receipt	₱ 50.00 Certification Fee	15 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
4. Returns to the Municipal Health Office for the processing and release of Certification 4.1. Signs Log Book and Receives Certification	4. Checks Official Receipt 4.1 Fills-up the logbook and Medical Certificate Form And signs it and Release	None	10 minutes	Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office
	Total	₱ 50.00	35 minutes	



162. ISSUANCE OF MEDICO-LEGAL CERTIFICATION

Medico-legal certification is issued to individuals who are victims of physical and sexual abuse who seek justice for the injuries inflicted on them. This is used as evidence in court when the case is not settled amicably in the barangay

Office or Division		Municipal Health	Office			
			Office			
Classification: Simple						
Type of Transacti	on:	Government to C				
Who may avail:		Anybody who nee				
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE		
Police Request (1	origin	al copy)	Police Station	1		
Client Steps	Ą	gency Actions	Fees to be	Processing	Person	
		•	Paid	Time	Responsible	
1. Approaches		erviews client,	None	10 minutes	Barangay	
health personnel	_	vital signs and			Health Workers	
and states		ıp Individual			Or Michaelfa	
purpose		tment Record Refers to Medical			<i>Midwife</i> Mun. Health	
					Office	
2. Approaches	Doctor 2. Interviews,		None	15 minutes	Rural Health	
Medical Doctor	assesses client and		140110	10 1111110100	Physician	
Wodioai Bootoi		ds physical			or	
	1	ngs in the			Med. Officer III	
	logbo	•			Mun. Health	
	2.1 lf	client is a victim	None	2 minutes	Office	
		xual abuse,				
		s consent for				
		al examination				
	from her or guardian 2.2 Directs client with					
			None	20 minutes	Medical Officer	
	her guardian to the				/// Mun. Health	
	examination room and do the				Office	
	examination				Onice	
	2.3 Records the		None	10 minutes	Rural Health	
		ngs in the			Physician	
	logbo	•	None	10 minutes	or	
	_	dvises client to			Med. Officer III	



	wait in the waiting area for the certificate 2.5 Releases the certificate to the client and directs back to the Police Station or MSWD Office	None	5 minutes	Mun. Health Office Rural Health Physician or Med. Officer III Mun. Health Office
3Pays required fees at the Municipal Treasury	3. Accepts payment and Issues Official Receipt 3.1 Directs client back to the Mun. Health office	Certification ₱ 50.00 None	3 minutes 10 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II Mun. Treasury Office
	Total	Php 50.00	1 hour & 15 minutes	



163. ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE

Office or Division:

The Sanitary Permit and Health certificate are issued to individuals needing these documents. These affirm that the establishments given, have complied to the minimum requirements ensuring public safety

Municipal Health Office

	•	With the part teath of the			
Classification:		Simple			
Type of Transaction: Government to B					
Who may avail:		Business Proprie			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Negative results of		m ,Urine and	Mun. Health (Office- Laboratory	
Stool examinations	;				
(1 original copy & 1	l photo	осору)			
Receipts of payme			Municipal Tre		
Foodhandler's cert	of atte	endance (for	Municipal Hea	alth Office- Sanitat	ion Inspector
Clients engaged in	food b	ousiness			
(1 Photocopy)					
Client Steps	Αç	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
4. Annua a a b a a	4 Dia		Nana	0 minutes	Davanava
1. Approaches		ects client to the	None	3 minutes	Barangay Health Workers
health personnel and states	Sann	ation Room			
purpose					or Midwife
purpose					Mun. Health
					Office
2. Presents the	2 Int	erviews client	None	10 minutes	Sanitation
required		t the business	None	10 1111110103	Inspector
documents		asks necessary			Порсскої
doddinents		ments			
		repares and fills-		15 minutes	Sanitation
		anitary Permit		10 1111110100	Inspector
	and Health Certificate 2.2 Directs client to				
				2 minutes	Rural Health
	MHO for signature				Physician
2.2 Reviews and			10 minutes	or	
signs certificates				Med. Officer III	
		Directs back to		2 minutes	
		ary Inspector			
L		,p = = =		l	l



2.1. Receives Documents	2.4 Records data in logbook and release		2 minutes	Sanitation Inspector
	Total	None	44 minutes	



164. MEDICAL CONSULTATION SERVICES

Health care is not only the responsibility of the individual but of the government as well, thus the Municipal Health Office is created and mandated to provide the health services the community needs. Medical consultations are done and appropriate medications are given free of charge.

Office or Division: Classification: Type of Transaction	Municipal Health Office Simple Government to Citizen			
Who may avail: CHECKLIST OF REC	All	WHERE TO S	SECURE	
None	QOII(EMENTO	None	LOOKE	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	1.Gives Priority Number and retrieves Individual Treatment Record (ITR) 1.1 Takes client's data & vital signs and records in the ITR 1.2 Directs client to the Doctor	None	30 minutes	Barangay Health Workers Or Rural Health Midwife Municipal Health Office
3. Approaches Doctor	3.Performs history taking and assesses complaints 2.1 Performs physical examination and refers to the laboratory if needed	None	20 minutes	Rural Health Physician Or Medical Officer III Municipal Health Office
4.Approaches the Medical Technologist and gives ITR	4. Performs the laboratory examination as requested 4.1 Directs back to the Doctor with the ITR	None	20 minutes	Medical Technologist Municipal Health Office Rural Health Physician



	4.2 Reads the laboratory results			Municipal Health Office
	and prescribes appropriate			Or
	medicines 4.3 Gives medical advice and health education 4.4 If hospitalization is required, fills- up the Referral form 4.5 Calls the ambulance driver to bring client to the hospital 4.6 Ambulance driver brings client to the hospital 4.7 If hospitalization			Medical Officer III Municipal Health Office
	is not needed ,refers the client to the assigned personnel for issuance of medicines			
5. Approaches assigned personnel dispensing medicines 5.1 Signs the logbook after receiving the medicines	5.Assigned personnel dispenses prescribed medicines and gives instructions to the client	None	15 minutes	Nurse II Municipal Health Office
	Total	None	1 hour & 25 minutes	



165. OPERATION TULI

One of the basic public healthcare services, facilitated by Health Personnel for young boys in the municipality

Office or Division:		Municipal Health Office				
Classification:		Simple				
Type of Transactio	n:	Government to C	itizen			
Who may avail:		Young Boys	-			
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE		
None			None			
Client Steps	Αg	gency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Approaches health personnel and states purpose	logbo and v 1.2 D the w waits 1.3.	llist client in the bok, takes data vital signs Directs client to vaiting area and for his turn Calls client and ts to the doctor	None	5 minutes 30 minutes 1 minute	Barangay Health Workers Barangay Health Workers Rural Health Midwife Mun. Health Office	
2. Approaches Doctor		erforms the cal procedure	None	30 minutes	Rural Health Physician or Med. Officer III Mun. Health Office	
3. Approaches nurse with accompanying	3. Nurse dispenses prescribed medicines and gives instruction to the client and to accompanying		None	15 minutes	Public Health Nurse Mun. Health Office	
4. Accompanying signs the logbook after receiving the medicines				3 minutes		
	Total		None	1 hour & 24 minutes		



166. POST -MORTEM EXAMINATION AND CERTIFICATION

One of the evidences brought to court by the medico-legal officer in cases of violent death is the post-mortem examination report.

		T			
Office or Division:		Municipal Health Office			
Classification:		Simple			
Type of Transaction	n:	Government to C			
Who may avail:		Relatives of the D	Υ		
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE	
None			None		
Client Steps	Αg	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Police Officer informs the Medico-Legal Officer of violent death that occurred in the municipality	Goes occu morg	edico-legal officer is to the place of rrence, the lue or where the body was ght	None	1 day	Rural Health Physician or Medical Officer Municipal Health Office
	2. Medico-legal officer examines the cadaver of the victim		None	3 hours	Rural Health Physician Or the Medico-legal Officer Municipal Health Office
	3. Medico-legal officer finalizes the post-mortem examination report		None	1 hour	Rural Health Physician Or the Medico-legal



			Officer
			Municipal Health
			Office
4. In event that the	P250.00	3 hours	Rural Health
case is brought to			Physician
court, the medico-			Or
legal officer testifies bringing with her the			the Medico-legal
post-mortem			Officer
examination report			Municipal Health
			Office
Total	P250.00	1 day and 7	
		hours	



167. PRE-CERVICAL CANCERS SCREENING THRU VISUAL INSPECTION WITH ACETIC ACID

Cervical Cancer is the 2nd most cancer afflicting women today. Like any other cancer, early detection is very important and affects prognosis of the disease. Pre-cancerous stage of cervical cancer can be detected thru visual inspection with acetic acid. This is a simple inexpensive test and the result is available immediately

Municipal Health Office

Office or Division:

Classification:		Simple			
Type of Transaction	n:	Government to 0	nt to Citizen		
Who may avail:		Women 30 years	s and older wh	no desire to be exa	amined
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO	SECURE	
N	one			None	
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Approaches health personnel and states purpose	1.Retrieves individual Treatment Record (ITR)for old clients & makes new record for new clients 1.1 Takes client's data & vital signs and records in the ITR 1.2 Directs client to Doctor or Nurse		None	5 minutes	Barangay Health Workers or Midwife Mun. Health Office
2. Approaches Medical Doctor or Nurse	2. Takes client 's history 2.1 Gives client information about the procedure		None	5 minutes	Rural Health Physician or Nurse II Municipal Health Office Or Medical Officer



	2.3 Assesses client and does physical examination2.4 Performs the procedure	None None	45 minutes	III Municipal Health Office Nurse II Mun. Health Office
3.Receives Services &	3. Gives health teaching & schedules	None	5 minutes	<i>Midwife</i> Mun. Health
instruction	return visits			Office
	Total	None	1 hour	



168. RAPID DIAGNOSTIC TESTING FOR COVID-19

With COVID-19 Pandemic, Returning Overseas Filipino Workers (ROFs), Locally Stranded Individuals (LSIs), Authorized Persons Outside Residence and others from coming-in high risk areas are required to undergo Rapid Diagnostic Test for Covid-19 (RDT) as soon as they arrive. They are also subjected to a 14-Day Facility Quarantine in the Municipal Isolation Units. This is to ensure that they are not sick of Covid-19 and are not able to infect their families and other members of their community.

Office or Divisi	on:	Municipal	Health Office			
Classification:		Simple				
Type of Transa	ction:	Governme	ent to Citizen			
Who may avail:	1	_	•	inos (ROFs), Loc	•	
			` ''	rized Person Outs	side Residences	
		(APOR) a	nd other reside			
CHECKLIST OF REQUIREMENT			WHERE TO S	ECURE		
None			None			
				Drocooina	Davasa	
Client Steps	_	ency tions	Fees to be Paid	Processing Time	Person Responsible	
1.Approaches			None	20 minutes	Rural Health	
health	1.1. Interviews the client and fill- up the Person		TVOTIC	20 111111111111111111111111111111111111	Physician or Medical	
personnel					Officer III or Nurse	
porcormici	Under	0.00			on Duty	
	Monitor	ina			on 2 any	
	Assess	J				
	Form a	nd				
	Clients	Profile				
	Form		None	20 minutes	Rural Health	
					Physician or Medical	
	1.2. Co	nducts			Officer III or Nurse	
	Triaging				on Duty	
			None	2 minutes	Municipal Health	
					Office	
	1.3. Dir					
	Client to	o Medical				



				ACE OF BUT
	Technologist			
2. Approaches the Medical Technologist in the next	2.1. Explains the procedure to be done	None	10 minutes	Medical Technologist
cubicle	2.2. Performs the procedure (RDT testing)	Rapid Diagnostic Test 920.00	25 minutes	Medical Technologist
	2.3. Directs Clients back to triage	None	3 minutes	Medical Technologist
	2.4. Informs the triage officer of the result	None	5 minutes	Medical Technologist
				Municipal Health Office
3. Returns to the Triage Officer	3.1. Informs and Explains to the client of the result of RDT	None	10 minutes	Rural Health Physician or Medical Officer III or Nurse on Duty
	3.2. Instructs the client of the	None	10 minutes	



	Quarantine			
	protocol and			
	house rules			
	3.3. Turnover	None	10 minutes	
	the client to			
	rescue and			
	brought to			Municipal Health
	assigned			Office
	Quarantine			
	Facility			
4. Quarantined	4. Twice daily	None	20 minutes	Rural Health
to Municipal	monitoring of			Physician or Medical
Isolation	temperature and			Officer III or Nurse II
Facility for 14	respiratory signs			
days	and symptoms			
	4.1 Repeat	None	30 minutes	
	Rapid	110110	30 1111114133	Medical Technologist
	Diagnostic Test			ounoun roomnorogies
	done on the 10-			
	14 th day of			
	Quarantine			
		None	1 hour	Rural Health
	4.2 Client is			Physician or Medical
	issued a medical			Officer III
	Clearance			Municipal Health
	Certification			Office
		Nig:	4E maioretas	Local Dioceter Diele
	4.3 Client is	None	15 minutes	Local Disaster Risk Reduction and
	delivered to			
	his/her house on			Management Assistant
	the 15 th day			MDRRMO
	alo io day			IVIDITITIVIO
	TOTAL	P 920.00	3 hours and	
			20 minutes	



169. REFERRAL OF SUSPECTS, PROBABLE OR CONFIRMED COVID-19 CASE TO HIGHER FACILITY

COVID-19 is a highly contagious disease and at times very fatal to patients with comorbidities. Some of these patients who are moderately and severely affected need to be referred to higher facilities capable of handling them.

Office or Division: Municipal			Health Office			
Classification: Simple						
Type of Transa	ction:	Governme	ent to Citizen			
Who may avail:		Referral o	f Suspect, Prob	able or Confirmed	COVID-19	
		cases				
CHECKLIST OF			WHERE TO S	ECURE		
REQUIREMENT	S		-			
NONE			NONE			
			Fees to be	Processing	Person	
Client Steps	Agency Actions		Paid	Time	Responsible	
1. Approaches health worker	 1.1. Interviews gets history and assesses client for signs and symptoms of COVID-19 1.2. Examines clients 1.3. Refer client to nearest facility 		None	30 minutes	Rural Health Physician	
			None	15 minutes	Rural Health Physician	
			None	45 minutes	Rural Health Physician	
					Municipal Health Office	
	TC	OTAL	NONE	90 Minutes	Tioditi Office	



170. SANITATION RELATED COMPLAINTS

The Municipal Health Office addresses any sanitation related complaints from the public (household, Business establishments and entities)

Office or Division:		Municipal Health	Office			
Classification: Complex						
Type of Transaction	n:	Government to 0	Citizen			
Who may avail:		All				
CHECKLIST OF RE	EQUIF	REMENTS	WHERE TO	SECURE		
Letter of Complaint	or per	sonal	Complainant			
appearance of comp	olaina	nt at the health				
Unit (1 original copy	y)					
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.File complaint at the Municipal health Office	and log b complete	registers at RSI's registers at RSI's book, Interview plainant for more ils of complaint	None	30 minutes	Sanitation Inspector Mun. Health Office	
2. Waits for written feedback from RSI	2. Conducts field investigation to verify the complaint 2.1 Issues Sanitary Order (maximum of 3 Sanitary Orders and 3 Reinspection, If Re inspection indicate non compliance to issuance)		None	3 days	Sanitation Inspector Mun. Health Office	



	2.2 Notice of Hearing based on Sanitary Order2.3 Results of Hearing will be recommended to the Local Chief Executive	None None		Municipal Health Officer Municipal Health Office
	Total	None	3 days 30 minutes	



171. SIGNING OF DEATH CERTIFICATE

When someone dies, the death must be registered at the Municipal Civil Registration Office and the death certificate is being issued. The document certifies the death of a person and must be signed by the physician attending the occurrence death. In cases of deaths not seen by the attending physician, it is the duty if the MHO to sign it.

Office or Division	:	Municipal Health Office				
Classification:		Simple				
Type of Transaction	Type of Transaction: Government to Citiz					
Who may avail:		Relatives of the De	ceased			
CHECKLIST OF R	EQUII	REMENTS	WHERE TO	SECURE		
Certification from the	ne bar	angay official	Respective	Barangay		
to establish the trut	hfulne	ess of death and				
place of occurrence	e (1 o	riginal copy)				
Accomplished deat	h certi	ficate form (1 set)	Municipal C	ivil Registration O	ffice	
Client Steps	Α	gency Actions	Fees to	Processing	Person	
			be Paid	Time	Responsible	
1.Approaches health personnel and states purpose	1.Interview client 1.2 Refers client to doctor		None	5 minutes	Barangay Health Workers or Midwife Mun. Health Office	
2. Approaches Doctor	acco certif for th the E 2.2 In to de proba 2.3 F death and s certif 2.4 A perm cada nece 2.5 a	Reviews the mplished Death icate form and asks the certification from Barangay interviews relatives termine the able cause of death fills- up the cause of a particular particular particular form accomplishes the ait to transfer of ver form if sarry traches the duly and permit to transfer of the complex to transfer of the complex the duly and permit to transfer of the complex the duly and permit to transfer the complex the duly and permit to transfer the complex the complex the duly and permit to transfer the complex	None	15 minutes	Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office	



Г				I
	of cadaver form to death			
	certificate			
	2.6 Registers the name			
	of the deceased in the			
	logbook			
	2.7 Directs client back			
	to Municipal Civil			
	Registration Office			
	Total	None	20 minutes	



172. SPUTUM MICROSCOPY

Sputum microscopy is the most effective test done to establish the diagnoses of Pulmonary Tuberculosis, a communicable disease which remains a problem even today. Convincing individuals with presumptive TB to submit themselves for sputum examination which goes with it

Office or Division:	Division: Municipal Health Office					
Classification:		Simple				
Type of Transaction: Government to C			itizen			
Who may avail:		Tuberculosis (TB				
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE		
National Tuberculos	sis Pro	gram Laboratory	Municipal Hea	alth Office		
(1 original copy)	_					
Client Steps	Αç	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Approaches	1. Int	erviews client	None	10 minutes	Barangay	
health personnel					Health Workers	
and states purpose					or	
					Midwife	
1.2 Presents					Mun. Health	
sputum request		Gives sputum cup	None	15 minutes	Office	
from the Doctor		nstructions on			Madiaal	
or Midwife		to produce			Medical	
	quaii	ty of sputum			Technologist Mun. Health	
					Office	
2. Submits sputum	2 Fil	ls-out pertinent	None	10 minutes	Office	
to the Medical		in the request	None	To minutes	Medical	
Technologist		and gives			Technologist	
roomologice		ional 2 cups to			Mun. Health	
be used for use the				Office		
following day.						
	Tollowing day.					
2.1 Giv		Sives instructions	None	3 minutes		
	on ho	ow to fill the 2				
	cups	with sputum for				
	subm	nission the next				



	day			
3. Returns the next day and submits the 2 nd sputum	3. Records the 2nd specimen and informs the client to come back for the result after 1 week	None	2 minutes	<i>Medical Technologist</i> Mun. Health Office
3.1Receives the Results	3.1Releases result to the client and instruct the client to give the result to the midwife assigned	None	2 minutes	Office
	Total	None	42 minutes	



173. TRANSFER OF CADAVER PERMIT

Death occurred in other municipality and will be buried to other municipality

0.00		NA - 2-2 1-1-1 10	0(()				
			Municipal Health Office				
		Simple	•				
Type of Transaction: Government to C							
Who may avail:		Relative/s of the					
CHECKLIST OF R			WHERE TO S				
Registered Death ((2 photocopies)	Certific	eate	Municipal Civ	il Registration Offi	ce		
Client Steps	Αģ	gency Actions	Fees to be Paid	Processing Time	Person Responsible		
1. Approaches health personnel and submits requirement	1. Receives Requirement and verify 1.1 Directs client to pay at the Municipal Treasury 1.2 Prepares Transfer Permit		None None	3 minutes 10 minutes	Rural Health Physician or Med. Officer III Municipal Health Office		
			None	5 minutes			
2. Pays required fees at the Municipal Treasury	2. Accepts payment and Issues Official Receipt 2.1. Directs client back to the Mun. Health office		Certification ₱ 50.00 None	3 minutes 10 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II Mun. Treasury Office		
3. Returns to Municipal Health and present	3. Ch Rece	necks Official eipt	None	1 minute	Rural Health Physician or		



Official Receipt				Med. Officer III Municipal
3.1 Receives Transfer Permit	3.1 Releases Transfer Permit	None	1 minutes	Health Office
	Total	₱ 50.00	33 minutes	



MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE

Internal Services



174. APPROVAL OF CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES, MONEY AND PROPERTY ACCOUNTABILITIES, CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

Employee who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form.

Office or Division:		Municipal Human Resource and Management Office				
Classification:		Simple				
Type of Transaction	n:		o Government			
Who may avail?			Local Officials ne service and o		ated, transferred, ence for more	
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	SECURE		
Clearance Form (C Revised 2018) 4 or			Municipal Hur Office	man Resource	Management	
Client Steps	Age	ncy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
2. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office.	1.Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form		None	10 minutes	Administrative Aide III Or Job Order Employees Municipal Human Resource and Management Office	
2. Proceed to the General Services Office and have it signed by the Authorized Officer	check record release if clea	ceive ance Form, and verify ds, sign and se Clearance ared from any untability	None	1 day and 6 minutes	Supply Officer or General Services Officer General Services Office	
3. Proceed to the Municipal Human	3. Re	•	None	1 hour and 6 minutes	Administrative Aide III	



Resource and Management Office have it signed by the Authorized Officer	check and verify records, sign and release Clearance if cleared from any accountability			Or Municipal Human Resource Management Officer IV Mun. Human
				Resource and Management Office 2 nd FLoor Executive Building
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form, check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	Chairperson Libona Municipal Rank and File Employees Association Mun. Agriculture Office 1st Floor Executive Building
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Treasurer Municipal Treasury Office
7. Proceed to Disbursing Section and have it signed by the	7. Receive Clearance Form, check and verify records, sign and release Clearance	None	1 hour and 6 minutes	Disbursing Officer Municipal Treasury Office



Disbursing Officer	if cleared from any accountability			
8. Proceed to Office of the Municipal Mayor and have it signed by the Authorized Officer	8. Receive Clearance Form , check and verify data, sign and release Clearance	None	1 day and 6 minutes	Receiving Clerk and The Municipal Mayor Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



175. CERTIFICATION AS TO ELIGIBILITY OF EMPLOYEES AND LOCAL OFFICIALS AVAILING OF ANY GSIS LOANS

A Paperless transaction where the Agency Authorized Officer will only need an internet connection and browser to be able to certify if member who has a pending GSIS loan application is eligible

Scope of Certification of the Agency Authorized Officer i:

- 1. The net take home pay of the member- borrower is sufficient to cover the regular monthly amortization of the loan applied for and is within the minimum net take home pay required by the General Appropriations Act (GAA)
- 2. The Member-borrower is in active service and not on leave of absence without pay
- 3. The member-borrower has no pending administrative and/or criminal charge against him/her
- 4. In case of separation from the service the agency shall make final payment to the member only after clearance is obtained from GSIS

Office or Division:	Municipal Human F	Resource and N	/lanagement Of	fice	
Classification:	Simple	Simple			
Type of Transaction:	Government to Government				
Who may avail:	Active GSIS Memb	Active GSIS Member Employees and Municipal Officials			
CHECKLIST OF R			HERE TO SEC		
None		None			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Apply GSIS loans using eCard through the GWAPS Kiosk or may apply overthe counter at any GSIS office and notify or inform the Agency Authorized Officer	• •	None	25 minutes	Agency Authorized Officer Municipal Human Resource Management Office or Alternate Agency Authorized Officer Municipal	



				Accounting and Internal Audit Office
2. Wait for an SMS for the status of loan application	2. Notify the employee on the status of loan application	None	5 minutes	Agency Authorized Officer Municipal Human Resource Management Office or Alternate Agency Authorized Officer Municipal Accounting and Internal Audit Office
TOT	AL	None	30 minutes	



176. FILING OF STATEMENT OF ASSETS LIABILITIES AND NETWORTH (SALN)

All public officials and employees, except those who serve in an honorary capacity, laborers and casual or temporary workers, shall file under oath their Statement of assets, liabilities and Net worth and Disclosure of Business Interests and Financial Connections and those of their spouses and unmarried children under eighteen years of age living in their household.

Office or Division:	Municipal Human F	Resource and N	lanagement Ot	ffice		
Classification:	Simple					
Type of Transaction:	Government to Go	Government to Government				
Who may avail:	Employees & Muni	cipal Officials				
CHECKLIST OF R	EQUIREMENTS	W	HERE TO SEC	CURE		
SALN Form 3 copies		Mun. Human	Resource Mana	agement Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible		
1. Accomplish and submit declarations under oath assets, liabilities net worth and financial and business interest including those of spouses and unmarried children under 18 years of age living in the household.	1. Receipt of the SALN Forms, check /review data and if compliant, release employees copy	None	25 minutes	Job Order Employees and Municipal Human Resource Management Officer IV Municipal Human Resource Management Office		
TOT	AL	None	25 minutes			



177. GRIEVANCE/COMPLAINTS MANAGEMENT

Aims to resolve problems and conflicts at the lowest level of organization before it grows into unmanageable proportions that may result in strikes or interruption of public service.

Thus, it seeks to promote harmony in the working place thereby fostering productivity of every member of the organization.

The following are acted upon by the grievance machinery

- 1. Non implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and other related terms and conditions.
- 2. Non implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail transfer, retirement termination, lay-off, and other related issues that affect them;
- 3. Physical working conditions;
- 4. Interpersonal relationships and linkages;
- 5. Protest on appointment and other personnel actions;
- 6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated

Pursuant to MC No. 02 s. 2001, the following cases are no longer acted upon through the grievance machinery

- 1. Disciplinary cases which are resolved pursuant to the Uniform Rules on Administrative Cases;
- 2. Sexual harassment cases provided for in RA 7877
- 3. Union related issues and concerns

Office or Division	n: Municipal Huma	Municipal Human Resource and Management Office			
Classification:	Simple	Simple			
Type of Transact	tion: Government to 0	Government to Government			
Who may avail:	Municipal Emplo	Municipal Employees			
CHECKLIST O	F REQUIREMENTS	EQUIREMENTS WHERE TO SECURE			
Letter of Complain	nt if any 1 copy	Complainant			
Client Steps	Agency Actions	Fees to be Processing Person			
		Paid	Time	Responsible	



1. Present grievance verbally or in writing to the the immediate supervisor,	Shall inform the aggrieved party of his/her corresponding action	None	3 days	Immediate Supervisors Municipal Government of Libona
•	TOTAL	None	3 days	



178. GRIEVANCE/COMPLAINTS MANAGEMENT- APPEAL TO THE NEXT HIGHER SUPERVISOR

Aims to resolve problems and conflicts at the lowest level of organization before it grows into unmanageable proportions that may result in strikes or interruption of public service.

Thus, it seeks to promote harmony in the working place thereby fostering productivity of every member of the organization.

The following are acted upon by the grievance machinery

- 1. Non implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and other related terms and conditions.
- 2. Non implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail transfer, retirement termination, lay-off, and other related issues that affect them:
- 3. Physical working conditions;
- 4. Interpersonal relationships and linkages;
- 5. Protest on appointment and other personnel actions;
- 6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated

Pursuant to MC No. 02 s. 2001, the following cases are no longer acted upon through the grievance machinery

- 1. Disciplinary cases which are resolved pursuant to the Uniform Rules on Administrative Cases;
- 2. Sexual harassment cases provided for in RA 7877
- 3. Union related issues and concerns

Office or Division	on:	Municipal Human Resource and Management Office				
Classification:		Complex				
Type of Transac	ction:	Government to Government				
Who may avail:		Municipal Employees				
CHECKLIST C	OF REC	QUIREMENTS	IREMENTS WHERE TO SECURE			
Letter of Compla	int if ar	ny	y Complainant			
Client Steps	Ag	ency Actions	Fees to be	Processing	Perso	n
			Paid	Time	Respons	sible
1. If not	1. Tal	kes Action and	None	5 days	Heads	of
satisfied with	Rend	ers decision			Offices	



the verbal decision of the Immediate Supervisor, you may submit the grievance in writing within five (5) days to the next Higher Supervisor				Municipal Government of Libona
Supervisor	Total	None	5 days	



179. GRIEVANCE/COMPLAINTS MANAGEMENT- APPEAL TO THE GRIEVANCE COMMITTEE

Aims to resolve problems and conflicts at the lowest level of organization before it grows into unmanageable proportions that may result in strikes or interruption of public service.

Thus, it seeks to promote harmony in the working place thereby fostering productivity of every member of the organization.

The following are acted upon by the grievance machinery

- 1. Non implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and other related terms and conditions.
- 2. Non implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail transfer, retirement termination, lay-off, and other related issues that affect them;
- 3. Physical working conditions;
- 4. Interpersonal relationships and linkages;
- 5. Protest on appointment and other personnel actions;
- 6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated

Pursuant to MC No. 02 s. 2001, the following cases are no longer acted upon through the grievance machinery

- 1. Disciplinary cases which are resolved pursuant to the Uniform Rules on Administrative Cases;
- 2. Sexual harassment cases provided for in RA 7877
- 3. Union related issues and concerns

Office or Division	n:	Municipal Human Resource and Management Office			
Classification:		Highly Technical			
Type of Transac	tion:	Government to Government			
Who may avail:		Municipal Employees			
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	URE
Letter of Complain	int if ar	nt if any Complainant			
Client Steps	Ag	ency Actions	Fees to be Processing Person		Person
			Paid	Time	Responsible



1. The decision	1. May conduct an	None	15 days	Grievance
of the next	investigation and			Committee
higher	hearing within ten			
supervisor may	(10) working days			Municipal
be elevated to	from receipt of the			Government of
the grievance	grievance and render			Libona
committee	a decision within 5			
within five (5)	working days after the			
working days	investigation.			
from receipt of	Provided, however			
the decision of	that where the object			
the next higher	of the grievance is the			
supervisor	grievance committee,			
	the aggrieved party			
	may submit the			
	grievance to top			
	management			
•	TOTAL	None	15 days	



180. GRIEVANCE/COMPLAINTS MANAGEMENT- APPEAL TO TOP MANAGEMENT

Aims to resolve problems and conflicts at the lowest level of organization before it grows into unmanageable proportions that may result in strikes or interruption of public service.

Thus, it seeks to promote harmony in the working place thereby fostering productivity of every member of the organization.

The following are acted upon by the grievance machinery

- 1. Non implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits and other related terms and conditions.
- 2. Non implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail transfer, retirement termination, lay-off, and other related issues that affect them:
- 3. Physical working conditions;
- 4. Interpersonal relationships and linkages;
- 5. Protest on appointment and other personnel actions;
- 6. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated

Pursuant to MC No. 02 s. 2001, the following cases are no longer acted upon through the grievance machinery

- 1. Disciplinary cases which are resolved pursuant to the Uniform Rules on Administrative Cases;
- 2. Sexual harassment cases provided for in RA 7877
- 3. Union related issues and concerns

Office or Division	Municipal Huma	Municipal Human Resource and Management Office			
Classification:	Highly Technica	Highly Technical			
Type of Transacti	n: Government to	Government to Government			
Who may avail:		Municipal Employees			
CHECKLIST OF	REQUIREMENTS		WHERE TO SEC	URE	
Letter of Complaint if any		Complainant			
Client Steps	Agency Actions	Fees to be Processing Person		Person	
		Paid	Time	Responsible	



1. If the aggrieved party	1. Makes decision within ten (10)	None	15 days	Municipal Mayor
is not satisfied	working days after			Office of the
with the decision of the	the receipt of the grievance. Provided,			Office of the Municipal
grievance	however that where			Mayor
committee, he	the object of the			may or
or she may	grievance is the top			
elevate his or	management, the			
her grievance	aggrieved party may			
within five (5)	bring his or her			
working days from receipt of	grievance directly to the Civil Service			
the decision	Commission Regional			
through the	Office10, Cagayan de			
committee to	Oro City			
top	_			
management				
	Total	None	15 days	



181. LEAVE APPLICATION- VACATION LEAVE

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.

Vacation Leave- Leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service. Submitted on the prescribed form for action by the proper head of agency five (5) days in advance, whenever possible of the effective date of such leave

Municipal Human Resource and Management Office			
Simple			
Government to (Government		
Municipal Officia	als, Permanent,	Casual, Cotermin	ous, Temporary
REMENTS			
m No.6		nan Resource & M	lanagement
ency Actions			Person
		-	Responsible
	None		_ Job Order
		minutes	Employee and
·			Human
			Resource and
			Management
			Officer IV
			Municipal
			Municipal Human
ipai iviayoi			Resource and
			Management
			Office
	None	5 minutes	_ Job Order
			Employee and
			Human
ation			Resource and
			Management Officer IV
			Officer IV
			Municipal Human
			Resource and
			Management
	Simple Government to 0 Municipal Officia Employees REMENTS	Simple Government to Government Municipal Officials, Permanent, Employees EMENTS In No.6 Municipal Hur Office Ency Actions Fees to be Paid Paid Paid Paid Paid Paid Paid Paid	Simple Government to Government Municipal Officials, Permanent, Casual, Cotermin Employees REMENTS Municipal Human Resource & Moffice Processing Time Eive Paid None 1 hour and 20 minutes Form, ute and te leave ces, record, and forward to fice of the sipal Mayor Poy furnish Payee of the Leave None 5 minutes



			Office
TOTAL	None	1 hour & 25	
		minutes	



182. LEAVE APPLICATION- SICK LEAVE

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.

Sick Leave- Leave of absence granted only on account of sickness or disability on the part

of the employee concerned or any member of his/her immediate family member. Submitted

on the prescribed form and shall be filed immediately upon employee's return from such leave. Application for sick leave in excess of five successive days shall be accompanied by

a proper medical certificate.

Office or Division	:	Municipal Human Resource and Management Office			
Classification:		Simple			
Type of Transacti	oe of Transaction: Government to Government				
Who may avail:		Municipal Officia	als, Permanent,	, Casual, Cotermir	nous, Temporary
		Employees			
CHECKLIST OF R			WHERE TO S		
Application for Lea	ve Fo	rm No.6	•	man Resource & N	/lanagement
2 copies			Office		
If more that 5 days			Attending Phy	ysician	
•	inal c				_
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Fill out and		ceive	None	1 hour and 20	_ Job Order
submit		ication for		minutes	Employee and
Application for		e Form ,			Municipal
Leave Form		oute and			Human
together with the		ate leave			Resource and
medical		nces, record,			Management
certificate		and forward to			Officer IV
		office of the			Municipal
	iviun	icipal Mayor			Municipal
					Humnan
					Resource and
				Management	
	0.0		N 1		Office
2. Secure a copy		opy furnish	None	5 minutes	Job Order
of the acted	emp	loyee of the			Employee and



Leave	Acted Leave			Municipal
Application	application			Human
				Resource and
				Management
				Officer IV
				Municipal
				Human
				Resource and
				Management
				Office
	TOTAL	None	1 hour & 25	
			minutes	



183. LEAVE APPLICATION- MATERNITY LEAVE

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.

Maternity Leave- Leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. Allowing her not report work for one hundred five days (105), sixty (60) days with full pay in cases of miscarriages. The primary intent or purpose of granting maternity leave is to extend working mothers some measure of financial help and to provide her period of rest and recuperation in connection with her pregnancy

Office or Division	:	Municipal Human Resource and Management Office			
Classification:		Simple			
Type of Transacti	on:	Government to Government			
Who may avail:		Municipal Officia Employees	als, Permanent	, Casual, Cotermir	nous, Temporary
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Application for Lea (2 copies)	ve Fo	rm No.6	Municipal Hur Office	man Resource & N	/lanagement
Medical Certificate			Attending Phy	/sician	
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Give prior notice to the Agency Head of your pregnancy and your availment of maternity leave at least 30 days in advance whenever possible specifying the effective date of the leave	_	cord all data ded by the t	None	20 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Humnan Resource and Management Office
2. Fill out Leave Application Form attached with Medical Certificate and submit	Appl Leav comp indic	eceive ication for re Form , oute and ate leave nces , record,		1 hour	



	sign and forward to the office of the Municipal Mayor			
3. Secure a copy of the acted Leave Application	3.Copy furnish employee of the Acted Leave application	None	5 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office
	TOTAL	None	1 hour & 25 minutes	



184. LEAVE APPLICATION- PATERNITY LEAVE

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.

Paternity- Refers to the privilege granted to a married male employee allowing him not to work for seven (7) days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting while continuing to earn the compensation therefor, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case may be and assist in caring for his new born.

Office or Division	:	Municipal Human Resource and Management Office				
Classification:		Simple				
Type of Transaction: Government to			Government			
Who may avail:		Municipal Officia	als, Permanent	, Casual, Cotermir	nous, Temporary	
		Employees	S			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S			
Application for Lea	ve Fo	rm No.6		man Resource & N	/lanagement	
(2 copies)			Office			
Medical Certificate			Attending Phy			
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Fill out and		ceive	None	1 hour and 20	_ Job Order	
submit		ication for		minutes	Employee and	
Application for	Leave Form,				Municipal	
Leave Form		pute and			Human	
		ate leave			Resource and	
		nces, record,			Management	
		and forward to			Officer IV	
		office of the				
	Mun	icipal Mayor			Municipal	
					Humnan	
					Resource and	
					Management	
					Office	
2. Secure a copy		opy furnish	None	5 minutes	_ Job Order	
of the acted		loyee of the			Employee and	
Leave	Acted Leave				Municipal	
Application	appli	ication			_ Human .	
					Resource and	
					Management	



			Officer IV
			Municipal
			Human
			Resource and
			Management
			Office
TOTAL	None	1 hour & 25	
		minutes	



185. LEAVE APPLICATION- SPECIAL LEAVE

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.

Special Leave Privileges- Refers to leave of absence which officials and employees may avail for a maximum of three (3) days annually over and above the vacation, sick, maternity, and paternity leaves to mark milestone and/or attend to filial and domestic responsibilities.

Personal Milestone, Parental Obligations, Filial Obligations, Domestic emergencies, Personal Transactions, Calamity, Accident, Hospitalization

Office or Division	:	Municipal Human Resource and Management Office				
Classification:		Simple				
Type of Transacti	on:	Government to	Government			
Who may avail:		Municipal Officia	als, Permanent	, Casual, Cotermir	ous, Temporary	
		Employees	ees			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO SECURE			
Application for Lea	ve Fo	rm No.6		man Resource & N	/lanagement	
(2 copies)			Office			
Client Steps	Ag	jency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Fill out and	_	eceive	None	1 hour and 20	Job Order	
submit		ication for		minutes	Employee and	
Application for		∕e Form ,			Municipal	
Leave Form	compute and				Human	
	indicate leave				Resource and	
		nces, record,			Management	
	sign and forward to				Officer IV	
	the office of the					
	Mun	icipal Mayor			Municipal	
					Humnan	
					Resource and	
					Management	
0.0	0.0		N.I.	F	Office	
2. Secure a copy		opy furnish	None	5 minutes	Job Order	
of the acted	employee of the				Employee and	
Leave	Acted Leave				Municipal	
Application	appi	ication			Human	
					Resource and	
					Management Officer IV	
					Municipal Human	
					numan	



			Resource and Management Office
TOTAL	None	1 hour & 25 minutes	



186. LEAVE APPLICATION- REHABILITATION LEAVE

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 .

For injuries from accidents that occurred while the employee or official is going to work and going home from work which are in accordance with humane, employee-friendly government policy.

Office or Division	:	Municipal Human Resource and Management Office			ifice
Classification:		Simple			
Type of Transacti	on:	Government to	Government		
Who may avail:		Municipal Officia	als, Permanent	, Casual, Cotermir	ous, Temporary
		Employees			
CHECKLIST OF R			WHERE TO S		
Application for Lea	ve Fo	rm No.6	•	man Resource & N	/lanagement
(2 copies)			Office		
Medical Certificate			Attending Phy		
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1. Fill out and	_	ceive	None	1 hour and 20	_ Job Order
submit		ication for		minutes	Employee and
Application for		e Form ,			Municipal
Leave Form and		pute and			Human
Medical		ate leave			Resource and
Certificate	balances, record,				Management Officer IV
	_	and forward to			Officer TV
the office of the Municipal Mayor				Municipal	
	ividii	icipai iviayoi			Humnan
					Resource and
					Management
					Office
2. Secure a copy	2. Co	opy furnish	None	5 minutes	Job Order
of the acted		loyee of the			Employee and
Leave	Acted Leave				Municipal
Application	appli	ication			Human
					Resource and
					Management
					Officer IV
					Municipal
					Human



			Resource and Management Office
TOTAL	None	1 hour & 25 minutes	



187. LEAVE APPLICATION- RELOCATION LEAVE

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 .

Relocation Leave- Refers to a special leave privilege granted to officials or employee whenever he/she transfers residence.

Office or Division: Municipal Human Resource and Management Office			ffice			
Classification:		Simple	-			
Type of Transacti	on:	Government to	Government			
Who may avail:		Municipal Officia	als, Permanent	, Casual, Cotermir	nous, Temporary	
		Employees				
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE		
Application for Lea	ve Fo	rm No.6		man Resource & N	/lanagement	
(2 copies)			Office	-		
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Fill out and	_	eceive	None	1 hour and 20	Job Order	
submit		ication for		minutes	Employee and	
Application for		e Form ,			Municipal	
Leave Form		pute and			Human	
		ate leave			Resource and	
		nces, record,			Management	
	sign and forward to				Officer IV	
	the office of the				Municipal	
Municipal Mayor				Municipal Humnan		
					Resource and	
					Management	
					Office	
2. Secure a copy	2 C	opy furnish	None	5 minutes	Job Order	
of the acted		loyee of the	140110	o minutes	Employee and	
Leave		d Leave			Municipal	
Application		ication			Human	
1.1					Resource and	
					Management	
					Officer IV	
					Municipal	
					Human	
					Resource and	
					Management	



			Office
TOTAL	None	1 hour & 25	
		minutes	



188. LEAVE APPLICATION- FIVE (5) DAYS FORCED/MANDATORY LEAVE

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.

Five (5) Days forced/mandatory Leave- All officials and employees with 10 or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually.

Office or Division:	Municipal Huma	an Resource and Management Office			
Classification: Simple					
Type of Transaction:	Government to	Government			
Who may avail:	Municipal Officia	als, Permanent	, Casual, Cotermir	ous, Temporary	
	Employees				
CHECKLIST OF REQU		WHERE TO S			
Application for Leave F	orm No.6		man Resource & N	1anagement	
2 copies		Office			
Client Steps A	gency Actions	Fees to be	Processing	Person	
		Paid	Time	Responsible	
	Receive	None	1 hour and 20	Job Order	
1	olication for		minutes	Employee and	
	ave Form ,			Municipal	
	npute and			Human	
	icate leave			Resource and	
	ances , record,			Management	
sign and forward				Officer IV	
the office of the				Manaiaina	
Mu	nicipal Mayor			Municipal	
				Humnan	
				Resource and	
				Management Office	
2 Secure 2 copy 2 (Conv furnish	None	5 minutes	Job Order	
	Copy furnish ployee of the	INOHE	5 minutes	Employee and	
	ed Leave			Municipal	
	olication			Human	
γ.ρριιοαιίστι αργ	Ziloddol i			Resource and	
				Management	
				Officer IV	
				Municipal	



			Human
			Resource and
			Management
			Office
TOTAL	None	1 hour & 25	
		minutes	



189. LEAVE APPLICATION- STUDY LEAVE

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 .

Study Leave- A time off from work not exceeding six (6) months with pay for qualified officials and employees to help them prepare for their bar or board examinations or to complete their maters degree. For completion of masters degree, the study leave shall not exceed four (4) months

Office or Division	_	Municipal Huma	n Daggurag an	d Managamant Of	4:00
Office or Division	•		an Resource and Management Office		
Classification:		Simple			
Type of Transacti	on:	Government to			
Who may avail:		-	als, Permanent	, Casual, Cotermir	nous, Temporary
		Employees			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Study Leave					
Application for Lea	ve Fo	rm No.6	Municipal Hur	man Resource & N	/lanagement
(2 copies)			Office		
Memorandum of A	green	nent	Employee ava	ailing the service	
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Fill out and	1.Re	ceive	None	1 hour and 20	Job Order
submit	Appl	ication for		minutes	Employee and
Application for	Leav	e Form ,			Municipal
Leave Form and	com	pute and			Human
Memorandum of	indic	ate leave			Resource and
Agreement	bala	nces , record,			Management
	sign	and forward to			Officer IV
	the c	office of the			
	Mun	icipal Mayor			Municipal
					Humnan
					Resource and
					Management
					Office
2. Secure a copy		opy furnish	None	5 minutes	Job Order
of the acted		loyee of the			Employee and
Leave					Municipal
Application	appli	ication			Human
					Resource and
					Management
					Officer IV



			Municipal
			Human
			Resource and
			Management
			Office
TOTAL	None	1 hour & 25	
		minutes	



190. LEAVE APPLICATION- SPECIAL LEAVE FOR WOMEN UNDER RA 9710

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.

Special leave Benefits for Women under RA 9710- Granted to qualified female employees who have undergone surgery caused by gynecological disorders pursuant to the provisions and implementing rules and regulations of the Magna Carta of Women.

Classification of the procedure based on the patients estimated period of recuperation if without concomitant medical problems:

Minor- Surgical procedures requiring a maximum period of recuperation of 2 weeks Major - Surgical procedures requiring a minimum period of recuperation of 3 weeks to a maximum period of two months

Office or Division	vision: Municipal Human Resource and Management Office				fice
Classification: Simple					
Type of Transacti	on:	Government to	Government		
Who may avail:		Municipal Officia Employees	als, Permanent	, Casual, Cotermir	nous, Temporary
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Application for Lea (2 copies)	ve Fo	rm No.6	Municipal Hur Office	man Resource & M	lanagement
Medical Certificate			Hospital- Atte	ending Physician	
Client Steps	Agency Actions		Fees to be Paid	Processing Time	Person Responsible
1. Fill out and submit Application for Leave Form and attach with requirements	Agency Actions 1.Receive Application for Leave Form, compute and indicate leave balances, record, sign and forward to the office of the Municipal Mayor		None	1 hour and 20 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Humnan Resource and Management Office
2. Secure a copy	2. Co	opy furnish	None	5 minutes	Job Order



of the acted	employee of the			Employee and
Leave	Acted Leave			Municipal
Application	application			Human
				Resource and
				Management
				Officer IV
				Municipal
				Human
				Resource and
				Management
				Office
	TOTAL	None	1 hour & 25	
			minutes	



191. LEAVE APPLICATION- SOLO PARENT

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.

Solo parent Leave- RA 8972 grants parental leave of seven (7) work days with fully pay every year, in addition to leave privileges under existing laws, to solo parents. Granted to any solo parent or individual who is left alone with the responsibility of parenthood due to:

- 1. Giving birth as a result of rape or as used by the law, other crimes against chastity;
- 2. Death of spouse;
- **3.** Spouse is detained or is serving sentence for criminal conviction for the last one (1) year;
- **4.** Physical and/or mental incapacity of spouse as certified by a public medical practitioner
- **5.** Legal separation or de facto separation from spouse for t least one year; provided that he/she is entrusted with the custody of the children;
- **6.** Declaration of nullity or annulment of marriage as decreed by a court or by a church: provided, that he/she is entrusted with the custody of the children
- 7. Abandonment of spouse for the least one year
- **8.** Unmarried father/mother who has preferred to keep and rear his/her child/children, instead of having others care for them or give them up to a welfare institution
- 9. Any other person who solely provides parental care and support to a child or children: Provided, that he/she is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court
- **10.** Any family member who assumes the responsibility of head of family as a result of the death , abandonment, disappearance, or prolonged absence of the parents or solo parent; Provided, that such abandonment, disappearance, or prolonged absence lasts for at least one (1) year

Office or Division	: Municipal Huma	Municipal Human Resource and Management Office			
Classification:	Simple	Simple			
Type of Transacti	on: Government to	Government to Government			
Who may avail:	Municipal Offici	Municipal Officials, Permanent, Casual, Coterminous, Temporary			
	Employees	Employees			
CHECKLIST OF REQUIREMENTS WHERE TO SECURE			SECURE		
Application for Lea	ve Form No.6	Municipal Human Resource & Management			
(2 copies)		Office			
Solo Parent ID		MSWDO			
Client Steps	Agency Actions	Fees to be Processing Person			
-		Paid	Time	Responsible	
1Fill out and	1.Receive	None	1 hour and 20	Job Order	



submit Application for Leave Form and attach with requirements	Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor		minutes	Employee and Municipal Human Resource and Management Officer IV Municipal Humnan Resource and Management Office
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application	None	5 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office
	TOTAL	None	1 hour & 25 minutes	



192. LEAVE APPLICATION- TERMINAL LEAVE

Benefits given to employees who are separated from the government service due to retirement, resignation and other modes of separation

Office or Division):	d Management O	ffice			
Classification:		Simple				
Type of Transact	ion:	Government to C	Government			
Who may avail:		Municipal Emplo	yees			
CHECKLIST OF	RE	QUIREMENTS		WHERE TO SEC	JRE	
Application for Lea (2 copies)	ve F	orm No.6	Municipal Hu Office	man Resource & I	Management	
Client Steps	Ą	gency Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Fill out and submit Leave Application Form	App Lea com indi- bala sign the	eceive blication for ve Form , hpute and cate leave ances , record, h and forward to office of the hicipal Mayor	None	1 hour and 20 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office	
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application		None	5 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office	
TO	DTAL	-	None	1 hour and 25 minutes		



193. ASSISTANCE TO EMPLOYEES FOR MEMBERSHIP REGISTRATION TO GSIS, PHILHEALTH AND HOME DEVELOPMENT MUTUAL FUND OR PAG-IBIG

GSIS and SSS- Provides a life-time protection to employees including their family , beneficiaries or heirs in the event of contingencies such as retirement, disability or death.

PhilHealth- Subsidizes sickness of employees who find themselves in sudden need of financial assistance when hospitalized.

HDMF or PAG-IBIG A provident savings fund and housing credit system for wage earners.

Office or Division	e or Division: Municipal Human Resource and Management Office				
Classification:		Simple			
Type of Transacti	ion:	Government to 0	Government		
Who may avail:		Municipal Officia Employees	ıls, Permanent	, Casual, Cotermir	nous, Temporary
CHECKLIST OF	REG	· · · · · · · · · · · · · · · · · · ·		WHERE TO SECI	URE
Registration Form	2 cop	oies		man Resource Ma ctive Agencies	anagement Office
Birth Certificate 2	copie	es		atistics Authority	
Marriage Contract	1 co	ру		tatistics Authority	
Birth Certificate of copy	Depe	endents 1 PSA	Philippine Sta	atistics Authority	
Client Steps	Ą	gency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Comply all the requirements and submit to the Municipal Human Resource and Management Office	data prod and doc con- age 1.1. whe	uments to the cerned ncies.	None	1 day	Job Order Employee and Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office
T	DTAL	_	None	1 day	



194. MONETIZATION OF LEAVE CREDITS

Refers to payment in advance of the money value of employees vacation leave credits without actually going on leave. Employees who has an accumulated 15 days vacation leave credits are allowed to monetize a minimum of 10 days provided that after monetization he/she will still have at least five days vacation leave . Monetization up to maximum of 30 days vacation leave credits in a year is allowed. Monetization of fifty percent 50 % of all the accumulated leave credits may be allowed for valid and justifiable reasons subject to the discretion of the agency head and the availability of funds.

Office or Division	1:	Municipal Human Resource and Management Office				
Classification:		Simple				
Type of Transact	ion:	Government to 0	Government			
Who may avail: Municipal Officia			ls, Permanent	, Casual, Cotermir	nous, Temporary	
		Employees				
CHECKLIST OF				WHERE TO SEC		
Application for Lea	ave F	orm No.6	•	man Resource & I	Management	
2 copies			Office			
Letter of Intent for			Requesting e	employee		
50% of the Leave						
Client Steps	A	gency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Accomplish		Receipt of the	None	20 minutes	_ Job Order	
and submit	Lea				Employee and	
Application for	Fori				Municipal	
Leave Form and Letter of Intent		porting			Human	
when availing 50	l .	ument, verify			Resource and	
% of the total		a, compute and vide leave			Management Officer IV	
Leave Credits		ances			Officer TV	
Leave oreans	Daic	311003			Municipal	
					Human	
					Resource and	
					Management	
2. Secure a	2. C	Copy furnish	None	5 minutes	Job Order	
copy of the	emp	oloyee of the			Employee and	
acted Leave	Acte	ed Leave			Municipal	
Application	app	lication			Human	
					Resource and	
					Management	
					Officer IV	
					Municipal	
					Human	



				Resource and Management Office
TOTAL		None	25 minutes	



195. SECURING SERVICE RECORDS, CERTIFICATION OF EMPLOYMENT & OTHER PERSONNEL RECORDS-

Employees and Officials may request the HRMO for copies of Service Records, Certificate of Employment and other personnel records for whatever legal purpose it may serve.

Office or Division	on:	Municipal Humar	Municipal Human Resource and Management Office					
Classification:		Simple						
Type of Transac		Government to G						
Who may avail:		Municipal Emplo						
CHECKLIST OF REQUIREMENTS			WHERE TO	SECURE				
None	1 -		None					
Client Steps	Ag	ency Actions	Fees to be	Processing	Person			
4 Ammun a ala tha	4 Ob a		Paid	Time	Responsible			
1.Approach the Office Clerk	1.Che	,	None	10 minutes	Job Order Employee and			
and state the	recore	us			Municipal Human			
purpose	1.1lss	sue Order of			Resource and			
Pa. Pooo		ent and direct			Management			
	_	mployee to pay			Officer IV			
		the Municipal						
	Treas	sury			Municipal Human			
					Resource and			
		Start processing			Management			
2 Day the		equest	Certification	5 minutes	Admin Assistant II			
2.Pay the		ept the payment	Dertification ₱50.00	5 minutes				
required Fees		d on the Order of	1 30.00		or			
at the	Paym	ient			Revenue			
Municipal .					Collection Clerks II			
Treasury by		sue the Official			or			
showing the	receip	ot			Revenue			
Order of					Collection Officer II			
Payment								
					Mun. Treasury			
4.5.4.4	0.5:	. 5			Office			
4. Return to the		nt , Record and	None	5 minutes	Job Order			
Mun. Human		it to the HRMO			Employee and Municipal Human			
Resource	for sig	gnature			Resource and			
Management					เ เธอบนเปฮ สเเน			



Office for the	3.1 Issue of Record			Management
processing and				Officer IV
release of				NA i ai a al III
clearance or				Municipal Human Resource and
certification				Management
				Office
	TOTAL	₱50.00	20 minutes	



196. VERIFICATION OF TRAVEL ORDERS

Verification as to the necessity of Employee's Official Travels and providing recommendations when necessary.

Office or Division:		Municipal Human Resource and Management Office					
Classification:		Simple					
			overnment to Government				
Who may avail: Municipal Emplo							
CHECKLIST OF R			WHERE TO S				
Travel Order Form	_	-	Requesting E	mployee			
of Office 2 original			D. P. D.				
Radio Communicat	ion oi	r invitation letter	Radio Room				
1 copy Client Steps	٨٥	gency Actions	Fees to be	Processing	Person		
Chefft Steps	ΑÇ	Jency Actions	Paid	Time	Responsible		
1.Fill out Travel	1 R	eceive Travel	None	15 minutes	Job Order		
Order Form, attach requirements	Ordo the	er Form, verify purpose of el , provide	None	10 1111111111111	Employee and Municipal Human		
have it signed by the Head of Office and submit to the Human Resource	control number and forward to the Municipal Budget				Resource and Management Officer IV		
Management Office	Office				Municipal Human Resource and Management Office		
2. Get a copy of the acted Travel Order	2. Release Acted Travel Order		None	5 minutes	Job Order Employee and Municipal Human Resource and Management Officer IV		
					Municipal Human Resource and Management		



			Office
TOTAL	None	20 minutes	



MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE

External Services



197. JOB APPLICATION PRE-EMPLOYMENT

Employment with the Municipal Government of Libona is open to all provided that there is a vacant position. Applicants should possess the minimum qualification requirements of the position applied for.

Vacancies are posted in Bulletin Board in the Executive Building, Sangguniang Bayan Building, Municipal Health Office Lobby and at the Civil Service Commission Region X Bulletin of Vacant Positions for 15 days.

Office or Division:		Municipal Hur	nicipal Human Resource and Management Office				
Classification:		Highly Techni	cal				
Type of Transaction	on:	Government t	o Citizen				
Who may avail:					the qualifications		
		required for th					
CHECKLIST OF R				O SECURE			
Application Letter '				availing the service			
Duly accomplished			Municipal	Human Resource	Management Office		
Sheet with recent p	passp	oort sized					
picture 3 copies							
Performance Rating	_	•	Individual	availing the service	ce		
position for 1 year (ır ap	plicable) 1					
photocopy				and the state of t			
Certificate of Eligib	ollity r	ating/license	Professional regulation Commission and/or Civil				
1 photocopy	do 1	nhotoony	Service Commission School				
Transcript of Recor							
Client Steps	Age	ency Actions	Fees to be Paid	Processing Time	Person Responsible		
1. Proceed to the	1 P	ublish and	None	1 day	Job Order Employee		
Bulletin of vacant		t vacancies	140110	, ady	and Municipal Human		
positions for any		conspicuous			Resource and		
available		es in the			Management Officer		
positions		J for 15 days			IV		
'		,					
					Municipal Human		
					Resource and		
			Management Office				
2. Submit	2. R	Receipt Letter	None	1 day	Municipal Human		
application letter		pplication		,	Resource and		
specifying the		evaluate the			Management Officer		



position desired together with the requirements	credentials and conducts preliminary interview to the applicant			IV Municipal Human Resource and Management Office
	2.1 Forward to the office of the Municipal Mayor or Vice Mayor for action and inform client to comeback when notified for screening	None	2 days	Municipal Mayor or Mun. Vice Mayor Office of the Municipal Mayor or Office of the Sangguniang Bayan
3. Receive notice of screening and attend	3. Conduct screening and deliberation of applicants	None	2 days	Human Resource Merit Promotion and Selection Board (HRMPSB)
5. Wait for the notification from the committee as to the results of the screening and deliberation procedure	4. Notify applicants as to the results of the screening and deliberation procedure	None	3 days	Municipal Human Resource and Management Officer IV Municipal Human Resource and Management Office
	TOTAL	None	9 days	



198. SECURING SERVICE RECORDS, CERTIFICATE OF EMPLOYMENT OF FORMER MUNICIPAL OFFICIALS AND EMPLOYEES

Service Records & Certificate of Employment are issued to Municipal Officials and Employees who have been separated from the service for whatever legal purposes it may serve

Office or Division	on:	Municipal Human Resource and Management Office				
Classification:		Simple				
Type of Transac	ction:	Government to C	Client			
Who may avail: Former Municipa			l Employees &	& Officials		
CHECKLIST OF	REQL	JIREMENTS	WHERE TO	SECURE		
Written request	stating	its purpose	Former Muni	cipal Employee	es & Officials	
(1 copy)			availing the s			
Authorization Let	tter if r	epresentative		cipal Employee	es & Officials	
(1 copy)	•		availing the s			
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Submit the	1 Re	ceipt written	none	1 hour 20	Job Order	
written request		est, check and	110110	minutes	Employee and	
		records, if			Municipal Human	
	records are available				Resource and	
	issue	Order of			Management	
	Paym	ent and start			Officer IV	
		ssing the				
		ment. If no			Municipal Human	
		ds found,			Resource and	
	proce	ss ends here.			Management	
					Office	
2.Pay the	2 Δς	cept the payment	Certification	5 minutes	Administrative	
required Fees		d on the Order of	Fee	o minates	Assistant II	
at the			₱50.00			
	_	ent and issue the			or	
Municipal	Officia	al receipt			Revenue	
Treasury					Collection Clerks II	
Office t					or	
					Revenue Collection	
					Officer II	



				Mun. Treasury Office
3.Return to the	3.Issue the	None	5 minutes	Admin Aide III
Mun. Human	Certification or			or
Resource	Clearance to the client			Job Order
Management				Employees
Office for the				and
				Municipal Human
release of				Resource and
clearance or				Management
certification				Officer IV
				Municipal Human
				Resource and
				Management
				Office
	TOTAL	₱50.00	1 hour 30	
			minutes	



MUNICIPAL NUTRITION ACTION OFFICE (MNAO)

External Services



199. ESTABLISHMENTOF FIRST 1000 DAYS PROGRAM INCLUSIVE OF INFANT AND YOUNG CHILD FEEDING - CONDUCT OF NUTRITION CLASSES

Pabasa sa Nutrisyon's goal is to fight hidden hunger and malnutrition by educating the parents of malnourished children, pregnant and lactating women and other family members.

Office or Division:	Office of the Mur	Office of the Municipal Mayor- Municipal Nutrition Unit				
Classification:	Complex	Complex				
Type of Transaction:	G2C Governmen	nt to Citizen				
Who may avail:	Pregnant and La	ctating Women	١,			
CHECKLIST OF REQU	REMENTS	WHERE TO S	SECURE			
None		None				
Client Steps	Agency	Fees to be	Processing	Person		
Chom Ctops	Actions	Paid	Time	Responsible		
1.Coordinate with the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar in your barangay and ask about the program	1.Identification of target group for the program 1.1. List the target group for the program	None None	6 hours 4 hours	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal,		
	1.2 Schedule the Pabasa Sa Nutrisyon with a group of 15 women	None	1 day	Nutrition Scholars		
	1.3 Gather the women in groups of 15 in the scheduled dates	None	6 hours	Municipal Nutrition Council And Municipal Health Office		
	1.4 Start the Pabasa Sa Nutrisyon	None	5 hours			



	session			
2. Attend Graduation Ceremony	2.Graduation Ceremony after completing the Pabasa Sa Nutrisyon Program	None	2 hours	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal, Nutrition Scholars Municipal Nutrition Council
				And Municipal Health Office
	Total	None	3 days, 7 hours	



200. ESTABLISHMENT OF FIRST 1000 DAYS PROGRAM INCLUSIVE OF INFANT AND YOUNG CHILD FEEDING -DIETARY SUPPLEMENTATION FOR PREGNANT WOMEN

The role of nutrition in pregnancy is well established and has important implications on subsequent maternal and child health. Optimal nutrition during pregnancy promotes optimal growth and development.

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit					
Classification:	Simple	Simple				
Type of Transaction:	Government to 0	Citizen				
Who may avail:	Nutritionally at-ri					
CHECKLIST OF REQUIR	REMENTS	WHERE TO S	SECURE			
None		None				
Client Steps	Agency	Fees to be	Processing	Person		
·	Actions	Paid	Time	Responsible		
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar in your barangay and ask about the program	1.Identification of target beneficiaries for the program 1.1List the target beneficiaries for the program	None	10 minutes 1 day	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal, Nutrition Scholars		
	1.2 Orientation of the nutritionally at risk pregnant women at the assigned venue 1.3 Weighing	None None	1 day 30 minutes	Municipal Nutrition Council And Municipal Health Office		



2. Report to the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar as scheduled for the distribution of milk until completion of the feeding program	of nutritionally at risk pregnant women at the start of the program and a monthly weighing thereafter 1.4 Distribution of milk supplement 1.5 Actual milk supplement distribution 2 Instruct pregnant women to come back during the scheduled distribution of milk until the completion of the feeding program (90 days)	None	1 hour 1 hour 5 minutes	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal Nutrition Scholars Municipal Nutrition Council And Municipal Health Office
			and 45 mins.	



201. OPERATION TIMBANG PLUS

The annual mass weighing of all preschoolers 0-59 months old in a community in order to identify and locate malnourished children. This will guide nutrition program planning at the local level and evaluate local nutrition programs

	T =			
Office or Division:	Office of the Municipa	al Mayor- M	Iunicipal Nutrition Ur	nit
Classification:	Highly Technical			
Type of	Government to Citize	n		
Transaction:				
Who may avail:	Preschoolers who ne			
CHECKLIST OF REQU	JIREMENIS	WHERE	TO SECURE	
None		None		
Client Steps	Agency Actions	Fees to	Processing Time	Person
		be Paid		Responsible
1. Coordinate with the	1. Post the	None	15 minutes	
Mun. Nutrition Action	schedule (time,			Municipal
Officer or Midwife or	date and venue of			Nutrition
Mun. Nutrition	the OPT Plus)			Action Officer
Scholar in your				And
barangay and ask	1.2. Prepare	Nissa	40	Rural Health
about the program	supplies and	None	10 minutes	Midwives And
about the program	materials to be			Municipal ,
	used			Nutrition
				Scholars
	1.3 Prepare the			
	master list of PS in	None	2 days	
	the barangay, listed		,	Municipal
	by purok/sitio			Nutrition
	4.45			Council
	1.4 Prepare a copy			And
	of the spot map for	None	1 day	Municipal Health Office
	updating	None	1 day	Health Office
2.Participation in the	2.Measure the	None	2 minutes	Municipal
OperationTimbang	preschooler's			Nutrition
Plus	weight and assist			Action Officer
	the RHM in taking			And
				Rural Health



			CE OF BUT
the length/height of the child and have someone record the measurement			Midwives And Municipal , Nutrition Scholars
2.1 Record the child's name, age, date of birth and measurements	None	3 minutes	Municipal Nutrition Council And Municipal
2.2 Refer the mother/caregiver to the Barangay Health Station (BHS) if the child is obviously underweight, stunted, wasted or overweight	None	3 minutes	Health Office
2.3 Compute the age in months and nutritional status of the child (manual/automated)	None	16 hours	
2.4 Print the results for review by the Rural Health Midwives	None	1 hour	
2.5 Approve the results for presentation to the Barangay Nutrition Council	None	1 hour	
2.6 Prepare /update	None	2 hours	



the master list of underweight, wasted, stunted and overweight children			
2.7 Preparation/ update the spot map	None	1 day	
2.8 Present the Barangay Nutrition Situation to Barangay Nutrition Council	None	1 day	
2.9 Identify the priority families	None	3 hours	
2.10 Furnish the Municipal Nutrition Council copy of the OPT Plus results and planned actions	None	1 day	
Total	None	7 days 34 minutes	



202. SUPPLEMENTAL FEEDING

Nutrition assistance like dietary supplementation addresses the nutritional deficits or the gaps in food intake of target beneficiaries. Dietary supplementation is defined as the "provision of additional food to a target group for a specified calorie and protein level of supplementation and for a duration of no less than 90 days" Dietary supplementation for children 6-23 months old children belonging to feed insecure households is seen as preventive measure to the problem on how birth weight and undernutrition as it contributes to the improvement of the current nutritional status of the target beneficiaries

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit				
Classification:	Simple	Simple			
Type of Transaction:	Government to				
Who may avail:	Underweight an			oler 6-23 months	
CHECKLIST OF REQUI	REMENTS	WHERE TO	SECURE		
None		None			
Client Steps	Agency	Fees to be	Processing	Person	
	Actions	Paid	Time	Responsible	
Wait to be notified by the Mun Nutrition Action Officer	1.Identification of target beneficiaries for the program 1.1 List the target beneficiaries for the program 1.2 Orientation of the parents and caregivers of the target beneficiaries at the assigned venue	None None	10 minutes 1 day 1 day	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal, Nutrition Scholars Municipal Nutrition Council And Municipal Health Office	



	1.3 Weighing of the children at the start of the feeding and a monthly weighing thereafter	None	30 minutes	
	1.4 Conduct of Actual feeding sessions	None	1 hour	
	1.5 Preparation and cooking of food	None	1 hour	
	Feeding session			
2. Report daily for the entire duration of feeding program	2.Instruct parents to come back daily for the entire duration of feeding program (110 days)	None	5 minutes	Municipal Nutrition Action Officer And Rural Health Midwives And Municipal, Nutrition Scholars Municipal Nutrition Council And Municipal
	Total	None	2 day, 2hrs and 45 mins.	Health Office



MUNICIPAL PLANNING & DEVELOPMENT OFFICE

External Services



203. PROVISION OF TECHNICAL INFORMATION

The Office provides technical information such as Socio-Economic Profile, Development Plans, Investment Program, Accomplishments reports and other vital documents to students, researchers, businessman and others who need it for a specific purpose.

Office or Divi	sion	Municipal Planni	ng and Developme	ent Office		
Classification		Simple				
Type of Trans	saction	Government to C	Citizen, Governme	nt to Business &		
		Government to C	Government			
Who may ava	il	All individuals, b	usiness establishm	nents and		
		government offices needing technical information				
		and assistance				
CHECKLIST	OF REQUIREMENTS		WHERE TO SECU	RE		
A Letter- Requ	lest stating the	Requesting party	y			
	statistical data or it					
	I through Personal					
Request (1 or						
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1.Sign the	1. Give the Log Book	None	5 minutes	Information Desk		
Client Log	to the Client			In-Charge		
Book in the	4.40.1.4.1.11.4			Office of the		
Information	1.1 Guide the client			Mun. Mayor		
Desk	to the Municipal					
	Planning and					
2 Approach	Development Office 2.Interview and	None	5 Minutes	Mun Dlanning 8		
2. Approach the Officer	inquire what	None	5 Milliules	Mun. Planning & Development		
submit the	particular data is			Coordinator		
Letter-	needed			Or		
Request	needed			Planning Officer		
and sign the	2.1 Verify if the			II Or		
logbook with	information required			Administrative		
essential	is available	None	10 minutes	Assistant II		
information.	otherwise, directs	Or				
	client to other			Zoning Inspector		
	probable information					
	providers			Mun. Planning &		
				Development		
	2.2 Issue Order of			Office		



				CE OF BO
	Payment & direct client to pay required fees at the MTO			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3.Accept the payment based on the Order of Payment 3.1, Issue the Official Receipt	Php 30.00/page for Statistical Data ₱100.00 for Certification	5 minutes	Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office
4.Show the Official Receipt to the Officer In charge 4.1 Receive the Data needed	4. Check Official Receipt 4.1 Provide client with the data needed.	None	30 minutes	Administrative Assistant II or Job Order Employees Mun. Planning & Development Office
	Total	Php 30.00 per page for Statistical Data ₱100.00 for Certification	55 minutes	



204. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION

Services rendered to clients who wants to secure Zone Classification of their individual lots.

Office or Divisi	on	Municipal Planni	ing and Developme	ent Office	
Classification		Simple, Complex			
Type of Transa	ction	Government to 0	Citizen, Governme	nt to Business &	
		Government to C	Government		
Who may avail		Land Owners			
CHECKLIST (OF REQUIREMENTS		WHERE TO SECU	RE	
Municipal Plann Coordinator (1 c	• • • •		rom the requesting	party	
map drawn to so Geodetic Engine		From a Geodetic	c Engineer		
Deed of Sale (2 of Real Property photocopies)	/ Tax Declaration (2		Register of Deeds and or Requesting Applicant Municipal Assessment office		
	eal Property Tax ginal & 1 photocopy)	Municipal Treasury Office			
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible	
1.Sign the Client Log Book in the Information Desk	Give the Log Book to the Client Guide the client to the Municipal Planning and Development Office	None	5 minutes	Information Desk In-Charge Office of the Mun. Mayor	
2. Approach the Officer and submit letter- request together with the required documents.	2.Verify the documents as to location of the lot in conformity with the Land Use Plan using MPDO & Assessor's Map.	None	30 minutes	Mun. Planning & Development Coordinator Or Planning Officer II Or Administrative Assistant II	
	2.2 Schedule site inspection if	None	5 minutes	Or Zoning Inspector	



	necessary 2.3 Conduct ocular inspection if necessary	None	2 hours	Mun. Planning & Development Office
	2.4, Issue Order of Payment and direct client to pay required fees at the MTO		3 minutes	
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and	3.Accept the payment based on the Order of Payment	Residential: ₱ 100.00 Commercial/ Agricultural/ Industrial/ Institutional: ₱600.00/ Hectare	5 minutes	Admin Assistant II Or Revenue Collection Clerk II Or Revenue
make sure to secure Official Receipt that will be issued upon payment	3.1, Issue the Official Receipt		10 minutes	Collection Officer II Mun. Treasury
4. Return to the Office of the Municipal Planning and development Office for processing and release of the Certification	4.Check the Official Receipt 4.1 Process & prepare the Certificate of Site Zoning Classification	None	5 minutes 5 minutes	Mun. Planning & Development Coordinator Or Planning Officer II Or Administrative Assistant II Or Zoning Inspector Mun. Planning & Development Office
5. Receive the Certificate of	5. Log and release the Certificate of Site	None	5 minutes	Administrative Assistant II



Site Zoning Classification and sign the logbook	Zoning Classification			or Job Order Employees Mun. Planning & Development Office
	Total	Residential: 100.00 Commercial/ Agricultural/ Industrial/ Institutional: 600.00 per Hectare	1 hour & 13 minutes	



205. SECURING LOCATIONAL CLEARANCE FOR BUILDING PERMIT

Services rendered to clients who wants to secure Zoning Decision (Locational Clearance) of their individual lots in support for the Building Permit and or Business Permit.

Office or Division	Municipal Planning and Development Office
Classification	Complex
Type of Transaction	Government to Citizen
Who may avail	All Enterprises and Private Persons constructing a
	new building or applying for expansion/ renovation
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Zoning	Municipal Planning & Development Office- Zoning
Clearance, duly notarized	Administrator
(3 original copies)	
Building Plan duly signed by a Civil	
Engineer (2 original sets)	
Perspective duly signed by a Civil	
Engineer (2 original sets)	
Lot Plan duly signed by a Geodetic	
Engineer	Contractor and or Requesting Applicant
(1 original 4 photocopies copies)	
Bill of materials	
(1 original 1 photocopy)	
Specifications	
(1 original 1 photocopy)	
Transfer Certificate of Title (TCT) or	
Deed of Sale	Pogistor of Doods and or Poguesting Applicant
(1 original 1 photocopy)	Register of Deeds and or Requesting Applicant Municipal Assessment Office
Real Property Tax Declaration	Wullicipal Assessment Office
(1 original 1 photocopy)	N
Real Property Tax Payment	Municipal Treasury Office
1 original 1 photocopy)	Developed Hell Developed Consistent
Barangay Clearance	Barangay Hall- Barangay Secretary
(1 original 1 photocopy)	DEND and at Deguired NCA
Environmental Clearance Certificate	DENR, and or Required NGA
(ECC/CNC), when applicable	
(1 original 1 photocopy)	
If lot is not owned:	From the let owner
Contract of Lease-	From the lot owner



Authorization to	o occupy Lot or Deed			
of Sale (1 original 1 photocopy)				
Client Steps	Agency Actions	Fees to be	Processing	Person
1.Sign the	1. Give the Log Book	Paid None	Time 5 minutes	Responsible Information
Client Log Book in the	to the Client			Desk In- Charge
Information	1.1 Guide the client			Office of the
Desk	to the Municipal Planning and			Mun. Mayor
	Development Office			
2.Approach the Officer	2. Verify documents as to the location of	None	30 Minutes	Mun. Planning
and present	the building in			& Development
the required documents	conformity with the land use plan using			Coordinator Or
	MPDO & Assessor's			Planning Officer II Or
	Мар.			Administrative
	2.1, Schedule& conduct ocular site	None	5 days	<i>Assistant II</i> Or
	inspection			Zoning
	2.2, Issue Order of	None		Inspector
	Payment and direct			Mun. Planning
	client to pay required fees at the MTO			& Development Office
3. Pay the	3.Accept the	See table	5 minutes	
required fees	payment based on	below		Admin
at the Municipal	the Order of			Assistant II
Treasury	Payment			Or Revenue
Office by showing the				Collection
Order of Payment and				Clerk II
make sure to	3.1, Issue the Official			Or Revenue
secure Official	Receipt			Collection
Receipt that				Officer II Mun. Treasury
will be issued upon				widii. Heasury



payment				
4. Return to the Office of	4. Check the Official Receipt	None	15 minutes	Mun. Planning & Development
the Municipal	Receipt			Coordinator
Planning and	4.1 Process &			Or
development	prepare the			Planning
Office for	Certificate of Site			Officer II Or
processing	Zoning Classification	None	5 minutes	Administrative
and release				Assistant II
of the	4.2 Review &			_Or
Clearance	approve Certificate			Zoning
	of Site Zoning			Inspector
	Classification			Mun. Planning & Development Office
5. Receive	5.Log and release	None	5 minutes	Administrative
the Certificate	the Certificate of Site			Assistant II
of Site Zoning Classification	Zoning Classification			Or
and sign the				Job Order
logbook				Employees
				MPDO
	Total	See table	5 days & 1 hour	
		below	& 5 minutes	

Schedule of Payment						
Residential	₱ 980.00 + (1/10 of 1% in excess of ₱200,000.00)					
Apartment/ Townhouse/ Dormitories	₱ 3,380.00 + (1/10 of 1% in excess of ₱2,000,000.00)					
Commercial/ Agricultural/ Industrial	₱ 6,380.00 + (1/10 of 1% in excess of ₱.2,000,000.00)					
Institutional	₱ 2,780.00 + (1/10 of 1% in excess of ₱ 2,000,000.00)					
Special Use Project:	₱ 6,380.00 + (1/10 of 1% in excess of ₱.2,000,000.00)					



206. SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PERMIT

All subdivision developers are required to secure Development Permit for its Subdivision project

Office or Division	Municipal Planning and Development Office
Classification	Highly Technical
Type of Transaction	Government to Citizen, Government to Business &
	Government to Government
Who may avail	Lot Owner & Developer
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSDP/DP Application Form duly	Municipal Planning and Development Office
notarized (6 sets)	
1. Following duly signed and	Requesting Party through their Geodetic Engineer
sealed by Licensed Geodetic	
Engineer;	
A. Site Development Plan	
(schematic plan) showing the	
proposed lay-out; B. Vicinity Map of location plan	
drawn to scale showing the	
adjoining circulation network	
as well as existing facilities	
and utilities at least 100	
meters radius from the project	
boundaries.	
C. Topographic Map	
2. Proof of Ownership:	
a. Certified True Copy of Title/s	Register of Deeds and or Requesting Applicant
from the Register Deed or	
photo of title/s	
b. Tax Declaration duly	
authenticated by the Municipal	
Assessor's Office	
c. Deed of Sale w/	
Memorandum of Agreement if the title is not registered in	
the name of the applicant	
Real Property Tax Payment (Latest	
Tax Receipt)	
When applicable;	
Certified true copy of	



Administrative Assistant II

Or

Zoning Inspector

19 days (including 2-SB Sessions

Hearing)

				A TOURNEE OF BUNDING
Environmental	Compliance			
	C) and or Certificate			
`	on Non-Coverage (CNC), whenever			
is applicable, du DENR.	is applicable, duly issued by the EMB-			
Certified t	rue copy of Hazard			
Assessment R the MGB-DENR	eport, duly issued by			
Certified t	rue copy of DAR			
Conversion Ord				
Clearance				
	on for permit to Drill			
from National W (NWRB)	/ater Resources Board			
,	ht-of-Way Agreement			
	ertification/Clearance			
NPC/NG(CP/NTC			
Certification/Cle				
	Plan/Lay-out			
	peline Lay-out			
	ne Lay-out			
	hip/Corporation Type	Fees to be	Drocooing	Person
Client Steps	Agency Actions	Paid	Processing Time	Responsible
1.Sign the	1. Give the Log Book	None	5 minutes	Information
Client Log	to the Client	140110	o minatoo	Desk In-
Book in the	to the olient			Charge
Information	1.1 Guide the client			Office of the
Desk	to the Municipal			Mun. Mayor
	Planning and			
	Development Office			
2. Approach	2. Verify documents	None	45 Minutes	Mun. Planning
the Officer	as to the location of			& Development
and present	the business in			Coordinator
the required	conformity with the			Or
documents	land use plan using			Planning
	MPDO & Assessor's			Officer II Or

None

Мар

2.1, Prepare and

Sangguniang Bayan
- Committee on

endorse to



	Town and Planning 2.2, Schedule& conduct ocular site inspection	None	1 day	Mun. Planning & Development Office
	2.3, Prepare and process PSPD	None	35 minutes	
	2.4, Issue Order of Payment and direct client to pay required fees at the MTO	None	5 minutes	
3. Pay the	3.Accept the	See table	5 minutes	Admin
required fees	payment based on	below		Assistant II
at the	the Order of			Or
Municipal	Payment			Revenue
Treasury Office by				Collection
showing the				Clerk II
Order of				Or
Payment and				Revenue
make sure to secure Official	3.1 Issue the Official			Collection
Receipt that	Receipt			Officer II
will be issued				Mun. Treasury
upon payment	4 Charle Official	None	10 minutes	Mun Dlamin
4.Show the Official Receipt to the Officer In charge	4. Check Official Receipt	None	10 minutes	Mun. Planning & Development Coordinator Or Planning Officer II Or
4.1 Receive	4.1 Review data in			Administrative
the Data	the PSDP			Assistant II
needed				Or Zoning
				Inspector
				Mun. Planning



				& Development Office
5. Receive the Data needed	5.Log and releated the PSDP	ase None	10 minutes	Job Order Employees Mun. Planning & Development Office
	Total	See table below	20 days,1 hour & 55 minutes	

Schedule of Payment

• PD 957 – Subdivision Projects:

-Processing Fee: ₱2,400.00 per hectare

-PSDP: ₱300.00 per hectare

-Inspection Fee: ₱1,200.00 per hectare

-DP: ₱2,400.00 per hectare

-Inspection Fee: ₱1,200.00 per hectare -Cert. of Completion: ₱2,400.00 per hectare

• BP 220 Subdivision Projects:

-Processing Fee: ₱2,400.00 per hectare

-PSDP: ₱180.00 per hectare

-Inspection Fee: ₱600.00 per hectare

-DP: 1,200.00 per hectare

-Inspection Fee: ₱600.00 per hectare -Cert. of Completion: ₱600.00 per hectare

• Industrial/ Commercial Subdivision Projects:

-Processing Fee: ₱2,400.00 per hectare

-PSDP: ₱360.00 per hectare

-Inspection Fee: ₱1,200.00 per hectare

-DP: ₱6,000.00 per hectare

-Inspection Fee: ₱1,200.00 per hectare -Cert. of Completion: ₱600.00 per hectare

Memorial Park/Cemetery Projects:

-Processing Fee: ₱2,400.00 per hectare

-PSDP: ₱600.00 per hectare



-Inspection Fee: ₱1,200.00 per hectare
-DP: ₱2.40 per square meter
-Inspection Fee: ₱1,200.00 per hectare

-Certificate of Completion: ₱1,200.00 per hectare



MUNICIPAL TREASURY OFFICE

Internal Services



207. APPROVAL OF EMPLOYEES AND LOCAL OFFICIALS CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES, MONEY AND PROPERTY ACCOUNTABILITIES, CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

Employees or Local Officials who are retiring, being separated, transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form.

Office of the Municipal Mayor

Office or Division:

		vidilicipal iviayor		
Classification: Simple				
Type of Transaction: Government to		to Government		
Who may avail:			ated, transferred sence for more	
CHECKLIST OF REQ	QUIREMENTS	WHERE TO S	ECURE	
Clearance Form Duly signed by the Immediate Supervisor and Head of Office, General Services Officer, Municipal Human Resource and Management Officer, LIMURFEA President, Municipal Accountant, Municipal Treasurer and Disbursing Officer, (4 original copies)		Municipal Hun Office	nan Resource I	Management
Client Steps	Agency Actions	Fees to be	Processing	Person
	,	Paid	Time	Responsible
Clearance Form, read the instructions found at the back page and fill out. Have it signed by the	I.Provide Clearance Form and remind client to read and follow the instructions found at the back bage of the Clearance Form	None	10 minutes	Administrative Aide III Or Job Order Employees Municipal Human Resource and Management Office
General Services Coffice and have co	2. Receive Clearance Form , check and verify records, sign and	None	1 day and 6 minutes	Supply Officer or General Services Officer



Authorized Officer	release Clearance if cleared from any accountability			General Services Office
3. Proceed to the Municipal Human Resource and Management Office have it signed by the Authorized Officer	3. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Administrative Aide III Or Municipal Human Resource Management Officer IV Mun. Human Resource and Management Office
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form, check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	Chairperson Libona Municipal Rank and File Employees Association Municipal Agriculture Office
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Treasurer Municipal Treasury Office
7. Proceed to Disbursing Section and have it signed by the	7. Receive Clearance Form, check and verify records, sign and release Clearance	None	1 hour and 6 minutes	Disbursing Officer Municipal Treasury Office



Disbursing Officer	if cleared from any accountability			
8. Proceed to Office of the Municipal Mayor and have it signed by the Authorized Officer	8. Receive Clearance Form , check and verify data, sign and release Clearance	None	1 day and 6 minutes	Receiving Clerk and The Municipal Mayor Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



208. CASH DISBURSEMENT

Office or Division:

Disbursement Section is task to re-check and verify as to correctness and completeness of documents and further verify the identification of the claimant and clients claims such as Aid to Individual in Crisis Situation (AICS), Special Project Allocation (SPA), Travelling Expenses, honorarium, Salaries, Labor payrolls from General Fund, Special Education Fund, Maintenance and other Operating Expenses (MOOE), Personnel Services, Special Disbursing Officer (SDO), Special Trust Funds and other cash related claims upon the completeness of documents and approval of Local Chief Executive.

Municipal Treasury - Disbursing Section

Classification:	Sin	Simple				
Type of Transaction	: Go	vernment to	Citizen			
Who may avail: Employee/Pay			/ee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Payrolls :Duly signed	payrolls,					
Disbursement Vouche	ers, appoint	ments,	Concerned E	-mnlovee		
Daily Time Records			Concerned	Imployee		
(2 original copies 2 p						
Travelling: Duly signe	•					
Request, Disburseme		S,				
Itinerary of Travel, Tra			Concerned Employee			
1	Certificate of Appearance					
(2 original copies 2 p	(2 original copies 2 photo copies)					
CLIENT STEPS						
CLIENT STEPS		NCY	FEES TO	PROCESSIN	PERSON	
CLIENT STEPS		INCY IONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE	
CLIENT STEPS 1.Approach the		IONS				
	ACT	IONS ck	BE PAID	G TIME	RESPONSIBLE	
1.Approach the	ACT 1. Re-che	ck ness of	BE PAID	G TIME	RESPONSIBLE Disbursing	
1.Approach the Disbursing Officer	1. Re-che completer	ck ness of	BE PAID	G TIME	RESPONSIBLE Disbursing	
1.Approach the Disbursing Officer and present the	1. Re-che completer supporting document cash payr	ck ness of g s before ments	BE PAID	G TIME	RESPONSIBLE Disbursing Officer II	
1.Approach the Disbursing Officer and present the collection of labor	1. Re-che completer supporting document	ck ness of g s before ments	BE PAID	G TIME	Disbursing Officer II Municipal	
1.Approach the Disbursing Officer and present the collection of labor payrolls, travelling	1. Re-che completer supporting document cash payr check the authentici	ck ness of s before ments	BE PAID	G TIME	Disbursing Officer II Municipal	
1.Approach the Disbursing Officer and present the collection of labor payrolls, travelling expenses,	1. Re-che completer supporting document cash payr check the authentici signatures	ck ness of g s before ments ty of s and	BE PAID	G TIME	Disbursing Officer II Municipal	
1.Approach the Disbursing Officer and present the collection of labor payrolls, travelling expenses, honorariums and	1. Re-che completer supporting document cash payr check the authentici	ck ness of g s before ments ty of s and	BE PAID	G TIME	Disbursing Officer II Municipal	



identification.			
Total	None	10 minutes	



209. CERTIFICATON AS TO THE AVAILABILITY OF FUNDS

The Municipal Treasurer certifies all Disbursement Vouchers, Payrolls and other claims as to the availability of funds.

Office or Division:	Municipal 7	Municipal Treasury Office				
Classification:	Simple	Simple				
Type of Transaction	Governme	Government to Government, Government to Citizen, Government				
Type of Transactio	to Busines	to Business				
Who may avail:	Employee/	Pay	ee			
CHECKLIST OF	REQUIREMENTS	3		WHERE TO SE	CURE	
Documents to be ce	rtified (1 set)		Requesting E	Employee		
CLIENT STEPS	AGENCY		FEES TO	PROCESSING	PERSON	
CLIENT STEPS	ACTIONS		BE PAID	TIME	RESPONSIBLE	
A. Obstance to	4 D					
1. Claimants	1. Receive					
present	documents and		None	10 minutes	Municipal	
Disbursement	verify data as to	the			Treasurer	
Vouchers, payrolls	availability of fun	ds			Municipal Treasury	
and other claims	sign , record and				Office	
to the accountable	release the					
personnel	document.					
	Total		None	10 minutes		



210. DAILY COLLECTION REMITTANCES AND DEPOSITS

The Revenue Collectors are mandated to remit/deposit collections to the Municipal Treasury on a daily basis

Office or Division:		Municipal Treasury Office				
Classification:	Classification: Simple					
Type of Transaction: Government to			Government			
Who may avail: Revenue Collection			ctions Clerks			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Report of Collections and Deposits (9 original copies)			Accountable Personnel			
CLIENT STEPS	AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. The Revenue Collector Prepares and submit Report of Collections and Deposits (RCD) to the Liquidating Officer	Officer Receive and verify RCD and generate Liquidation Report		None None	25 minutes 40 minutes	Revenue Collection Officer II Municipal Treasury Office	
2. The Liquidating Officer Forward Report of Liquidation to the Municipal Treasurer	Treadand Liquid 2.1 Treadall design	The Municipal surer verify receives the dation Report The Municipal surer deposit collections to gnated esitory Banks	None None	1 hour	Revenue Collection Officer II Municipal Treasurer	



2.2 Mun Treasurer and the Liquidation Officer post all remitted, liquidated and deposited collections in their Official Cash Books	None	30 minutes	Municipal Treasurer Municipal Treasury Office
2.3 Submits Report of Collections and Deposits to the Municipal Accounatant	None	10 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
Total	None	1 day , 2 hours, 45 minutes	



211. ISSUANCE OF RECEIPT FOR EMPLOYEES LOAN REPAYMENT, INDIVIDUAL LIVELIHOOD LOAN REPAYMENT, REFUND OF CASH ADVANCES, ASSISTANCE FROM PROVINCIAL & NATIONAL GOVERNMENT, REMITTANCES OF SHARES FROM PCSO & OTHER DIRECT TO CASH BOOK COLLECTIONS

Office or Division:	Municipal Trea	unicipal Treasury Office				
Classification:	Simple	Simple				
Type of Transaction	Government to	ernment to Government				
Who may avail:	Who may avail: Employees & L		yees & Loan Recipients			
CHECKLIST OF	REQUIREMENTS		WHERE TO SE	CURE		
None		None				
CLIENT STEPS AGENCY		FEES TO	PROCESSING	PERSON		
CLIENT STEPS	ACTIONS	BE PAID	TIME	RESPONSIBLE		
1. Approach the Revenue Collection Clerk and pay the corresponding amount.	Receive payment and issue Official Receipt as proof of payment	Depends on the amount that needs to be paid	10 minutes	Disbursing Officer II Municipal Treasury Office		
	Total	None	10 minutes			



MUNICIPAL TREASURY OFFICE

External Services



212. COLLECTION OF BUSINESS TAXES AND LICENSES

Any individual or corporation, who shall establish, operate, conduct any business trade or activity in this Municipality shall first obtain a Mayor's Permit and pay the fees there of & the Business Tax imposed under the pertinent municipal ordinance

.

Business License must be renewed every 1st to 20th of January of each year as mandated in the Local Tax Ordinances unless an extension is issued by the Sangguniang Bayan. Penalties are imposed after this period.

Business taxes for newly opened enterprises are based on capitalization. Those for succeeding years are computed as percentage of gross receipts/sales.

Office or Division:		Municipal	Treasury Office			
Classification:		Simple				
Type of Transaction: Governm		Governme	ent to Citizen			
Who may ava	il:	Business (Operators			
CHECKLIST OF REQUIREMENTS			W	HERE TO SECUI	RE	
Business Perr (1set)	nit Applica	tion Form	Business Permit a	nd Licensing Unit		
CLIENT STEPS	_	ENCY TONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approach the Revenue Collection Personnel and submit the requirements	and re-co the tax d on the Fi Stateme	ocuments compute ue based inancial nt and Payment	None	10 minutes	Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer- II Municipal Treasury Office	
2. Pay the correspondin g amount and receive fees for	2.Receiv payment Official R	and issue	See table below	20 minutes	Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer-	



business taxes and license				// Municipal Treasury Office
	Total	See table below	30 minutes	

Schedule of Paym	Schedule of Payment			
Tax on Newly-Started B	usiness:			
The tax shall be one-twentieth of one percent (1/20 of	1%) of the capital investment.			
On peddlers engaged in sale of any merchandise or a	rticle of commerce, at the rate of not			
exceeding (₱50.00) per peddler annually.				
On operators of public utility vehicles except tricycle:				
Air-conditioned buses	₱ 1,000.00/unit			
Buses without air conditioning	₱ 800.00/unit			
Mini" buses	₱ 500.00/unit			
Jeepneys/Multicab/Vans	₱ 300.00/unit			
Taxes	₱ 300.00/unit			
Tax on Ambulant and itinerant vendors a	nd amusement operators			
A.Circus, carnivals ₱1,000.00 for 7 days or less and a	dditional ₱250.00 per week thereafter			
B.Merry-Go-Round, roller coaster, ferries wheel, swing	g, shooting gallery and other similar			
contrivances ₱1000.00 for 7 days or less and addition	al₱ 250.00 per week thereafter			
C.Sports contest/exhibitions ₱ 1000.00 for 7 days or le	ess and additional ₱ 250.00 per week			
thereafter				
D.Caravans(Products) ₱ 1000.00 for 7 days or less a	nd additional ₱300.00 per week			
thereafter				
E. Ukay ukay displays and the like ₱500.00 for 7 days	s or less and additional ₱ 200.00 per			
week thereafter				
F. Food Stalls and the like ₱300.00 for 7 days or less	s and additional ₱100.00 per week			
thereafter				
3.1 Mayor's Perm	iit			
A . Manufacturers/Importers/Producers				
Cottage	₱ 500.00			
Small	₱2000.00			
Medium	₱ 4 000.00			
Large	₱ 7 000.00			
b. Banks				
Rural, thrift and savings banks	₱ 3 000.00			
Commercial, Industrial & Dev. Banks	₱ 7 000.00			



Universal Banks	₱11 000.00
c. Other Financial Institutions	
Small	₱ 2000.00
Medium	₱ 4 000.00
Large	₱ 6 000.00
d. On Contractors/Service Establishments	
Cottage	₱ 200.00
Small	₱ 500.00
Medium	₱ 1 000.00
Large	₱ 1 500.00
e. On wholesalers/Retailers/Dealers or Distributors	
Cottage	₱ 200.00
Small	₱ 400.00
Medium	₱ 800.00
Large	₱1 000.00
Cottage	₱ 500.00
Small	₱ 2 000.00
Medium	₱ 4 000.00
Large	₱ 7 000.00
Regulatory Fees for Business:	
Police Clearance	₱ 110.00
Sanitary Permit	₱ 100.00
Sanitary permit for Poultry and Piggeries	₱ 700.00
Garbage Fee	₱ 50.00
Garbage Fee for Poultry and Piggeries	₱ 500.00
MedicalCertification	₱ 50.00
Weight And Measures	₱ 100.00 -₱ 200.00
Occupational fee	₱ 150.00 per employee
Locational fee	₱ 100.00
Tax Clearance	₱ 100.00



213. COLLECTION OF REAL PROPERTY TAXES

Office or Division:

Real properties such as land, buildings and machineries are assessed by the Municipal Assessor's Office and Real Property Taxes are due every year based on the assessment level and fair market value of the real property. The Real Property Taxes are made at Land Tax Division of the Municipal Treasury. Payments can be made in annual, semiannual, or quarterly basis. Advance payment will be done on or before the last working day of the year which a 20% discount maybe acquires. It can be paid also through the Compromise Agreement Scheme which pertain to a legal document signed by and both the Municipal Treasurer and Taxpayer with the conditions that the Real Property Tax delinquent shall be settled within the period agreed upon on an installment basis.

Municipal Treasury Office

Classification:		Simple				
Type of Transaction:		Government to Citizen				
Who may avail:		Land Owners				
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	ECURE	
Latest Real Property	/ Tax [Declaration	Municipal A	ssessment Office		
(1 original copy)						
Latest Real Property	/ Tax I	Payment	Individual a	vailing the service	9	
(1 photocopy)						
CLIENT STEPS	CLIENT STEPS AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Municipal Civil Registration Office		None	5 minutes	Information Desk Officer	
2. Approach the Revenue Collection Personnel and present the requirements	on Real Property tion nnel and at the		None	20 minutes	Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer-II Municipal Treasury Office	



3. Pay corresponding	3. Receive payment &lssue	1% of Assessed	10 minutes	Admin Assistant II Or
amount and	corresponding	Value x		Rev. Coll. Clerk II
receive Real Property Tax Receipt	Receipt	1%Basic Tax 1% SEF		Or Local Revenue Collection Officer-II
				Municipal Treasury Office
	Total	1% of Assessed Value x 1%Basic Tax 1% SEF	35 minutes	



214. COLLECTION OF CERTIFICATION/CLEARANCESFROM THE OFFICE, PERMITS AND OTHER REGULATORY FEES

Issued to individuals/corporations who are requesting for certifications/clearances & permits from the office of the Municipal Mayor, Municipal Treasury, Municipal Civil Registry & other offices for various reasons.

This includes all certifications, clearances, Building permit, Occupancy Permit, Weight & Measures, Sanitary Permit/Inspection fees, Health/Medical Certificate, Police clearance, Mayor clearance, MENRO Certificate, Garbage Collection fee, Civil Registration fees, Burial Permit Fees, Cattle/Animal Registration Fees, DA Cert. Assessor's certifications, Treasurer's Certifications, MPDO Certifications, Sigmatan Water System fees, fines on traffic violators, & all other certifications/clearance, permits & regulatory fees.

Office or Division: Municipal Trea			asury Office		
Classification:		Simple			
Type of Transac	tion:	Government to	Government to Citizen		
Who may avail:		Any individual	availing the so	ervice	
CHECKLIS	T OF REQUIRE	EMENTS	V	VHERE TO SECU	JRE
Previous Official Receipt (1 original copy)		Requesting Person			
Barangay Clearance (1 original copy)		ору)	Barangay Hall- Brgy Secretary		
Community Tax Certificate (1 original copy)		ginal copy)	Barangay Hall – Brgy. Treasurer or Mun. Treasury Office		rer or
CLIENT STEPS	AGENCY	ACTIONS	FEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIB LE



1. Approach the	1.Verify the documents and	None	10 minutes	Admin
Revenue	compute the applicable fees			Assistant II
Collection				Or
Personnel and				Rev. Coll.
submits the				Clerk II
requirements				Or
				Local
				Revenue
				Collection
				Officer-II
				Municipal
				Treasury Offi
		See table		Admin
		below		Assistant II
				Or
				Rev. Coll.
				Clerk II
			10 minutes	Or
2. Doy the				Local
2. Pay the	2. Receive payment and			Revenue
corresponding	issue Official Receipt			Collection
fees				Officer-II

Schedule of Payment	
Weight and Measures	
a. For sealing linear metric measures:	
Not over one (1) meter	₱20.00
Measure over one (1) meter	₱30.00
b. For sealing metric measures of capacity:	
Not over ten (10) liters	₱50.00
Over ten (10) liters	₱100.00
c. For sealing metric instruments of weights:	
 With capacity of not more than 30 kg. 	₱ 100.00
 With capacity of more than 30 kg. But more than 300 	₱150.00
kg.	₱175.00
 With capacity of more than 300 kg. But more than 	₱200.00



3,000 kg.	
With capacity of more than 3,000 kg.	7000 00
d. For sealing pharmacy balances of precision	₱200.00
e. For sealing scale or balance with complete set of weights	₱175.00
For each scale or balances or other Balances with complete	₱ 150.00
set of weights for use therewith	
f. or each and every re-testing and re-sealing of weights and	₱50.00
measures instrument including gasoline pumps outside the	
office upon request of the owner or operator, an additional	
service charge of Seventy-Five Pesos (P 75.00) for each	
instrument shall be collected	
g. For sealing of weights and measures for minerals	₱500.00
Building Permit Fees - For computation of the municipal buildi	ng official
2. Zoning / Location Permit Fees -	
In accordance with the applicable rules and regulations prescr	ihed by the Housing
and Land Use Regulatory Board (HLURB)	ibod by the Hedeling
and Land Ose Negulatory Board (TEOND)	
3.Cattle/Animal Registration Fees	
a. For certificate of ownership	₱ 200.00
b. For certificate of transfer	₱ 150.00
c. For Registration of Private Brand	₱ 100.00
4. Civil Registration Fees	
a. Marriage Fees	
 Application for marriage license 	₱ 500.00
Marriage license fee	₱ 350.00
Marriage solemnization fee	₱ 500.00
Civil Registry Certificate	₱ 100.00 ₱ 100.00
Sponsor fee	
b. For registration of the following:	
Legitimation/ RA 9255	₱ 110.00
Adoption	₱ 110.00
Annulment of marriage	₱3,500.00
Legal separation	₱3,500.00
Naturalization	P 200.00
	₱3,000.00
Change of name (first name) Other local documentation for record purposes.	₱3,500.00
Other legal documentation for record purposes Migrant patitionar additional parties for correction	₱500.00
Migrant petitioner additional service fee for correction of elerical or type graphical error.	
of clerical or typographical error	



 Migrant petitioner additional service fee for change 	₱1,000.00
first name	
Late Birth Registration Fees:	
 From one to thirty days old 	₱ 50.00
Over thirty days to one-year old	₱ 60.00
 Over one to five years old 	₱ 80.00
Over five years to ten years old	₱ 100.00
Over ten years old to fifteen years old	₱ 120.00
 Over fifteen years old to eighteen years old 	₱ 140.00
 Over eighteen years old and up 	₱ 150.00
Correction of clerical error	₱ 3,000.00
	₱ 1,000.00
Registration of Deaths To a contified copy of any decument in the register.	₱50.00
 For certified copy of any document in the register, 	₱100.00
for each page	
Burial fees:	
_ 51.151.15.55.	₱50.00
Burial Permit Fee	1 30.00
5. Police Clearance Fee	
a. For employment, scholarship, study grant, and other	₱110.00
purposes not hereunder specified	
b. For change of name	₱200.00
c. For application for Filipino citizenship	₱300.00
d. For firearms permit application	
e. For PLEB clearance from Sangguniang Bayan	₱200.00
f. Extract of Police Blotter	₱100.00
	₱100.00
6. Secretary's Fees	
a. MAYOR'S FEES & CHARGES	
Certifications:	
Certification of leave of credits	₱50.00 ₱50.00
Certification of services records	₱50.00
Certification of Net Take Home Pay	₱50.00
Public Employment Service Office (PESO Cert.)	₱50.00
Certificate of Employment (Mayor's Office & HRMO)	₱150.00
Certificate of Transport of Large Cattle outside the	₱25.00
Municipality	
Certified True Copy	₱50.00
Another related Certifications	



Clearances: • Public employment services office (PESO Cert.)	₱50.00
Mayor's Clearance	₱50.00
Permits:	
 Permit to Hold Fiesta and special activities 	₱300.00
Recommendations	
Recommendation for Employment	₱100.00 ₱100.00
And others related recommendations	F 100.00
ASSESSOR'S FEES & CHARGES	
* Research fee/Verification Fee Retrieval of Assessment	D== 00
Records	₱55.00
i. Current Year	₱110.00
ii. Previous Year	
Inspection Fee (Area Field Verification for purposes of	
reclassification and appraisal of real property assessment and	₱300.00
evaluation as to actual use	₱300.00
i. Commercial lots	₱200.00
ii. Industrial lots	₱100.00
iii. Agricultural Lots	₱50.00
iv. Residential Lots	
v. Residential House	
Certification Fee	
i. Certified true copy of tax declaration	₱110.00
ii. Certification of NO. Property	₱110.00
iii. Certification of Total landholdings/	₱110.00
No. Landholding	
iv. Certificate of Non-Encumbrance or with	
Encumbrance	₱110.00
v. Certificate of No Improvement/	₱ 110.00
With Improvement Certificate on Records	1 110.00
Verification(History of Tax Declaration)	
vi. Authentication Fee/Other Fees	₱110.00
Annotation of Bail bonds, Mortgages, etc.	
i. ₱ 75,000.00 below	₱50.00
ii. Above ₱75,000.00 to ₱ 150,000.00	₱100.00
iii. Above ₱150,000.0 to ₱300,000.00	₱150.00
iv. Above ₱300,000.00 to ₱500,000.00 v. Above ₱500,000.00 to ₱1,000,000.00	₱250.00
v. Above ₹500,000.00 to ₹1,000,000.00	



	OF OF BO
vi. Above 1,000,000.00	₱350.00
	₱550.00
Extraction Copy of:	
i. Section Map	₱100.00
ii. Barangay Map	
iii. Municipal Map	₱250.00
	₱350.00
Processing of Assessment Transaction for walk-in Clients	
(Transfer of tax Declaration, Revision of Tax Declaration,	
New Tax Declaration or Declared for the first time) at Fifty	
Pesos (₱ 50.00) per Tax Declaration	
c. Treasurer's FEES & CHARGES	₱ 100.00
d. Tax Clearance Certificate	₱100.00
e. Certificate as to No BusinessApplication for BMBE	₱1,000.00
(Barangay Micro) Business Enterprises	,
d. DEPARTMENT OF AGRICULTURE	
Certification of Rainfall Data	₱ 500.00
 Certification for Loan Requirement 	₱50.00
Tilapia Fingerlings	₱50.00/bag
pH Soil Analysis	₱75.00/Sample
 Certificate of A.I. & Non-A.I. Large Animals 	₱50.00
 Castration of Adult Animals (small & large) 	₱50.00
Operation Hernia (small animal)	₱150.00
Artificial insemination (A.I.)	₱200.00
• Disc Harrow	₱1,800.00/ha
Moldboard Plow	₱1,800.00/ha
Solar Drier	₱6,000.00/ha
Mechanical Drier	₱ 0.15cent/kl
Weenamed Brief	₱1.40/kl
e. MUNICIPAL HEALTH OFFICE (MHO) FEES	
Medical Certificate	₱50.00
Post-mortem Examination and Certificate	₱250.00
Transfer of Cadaver	₱50.00
Exhumation	₱500.00
f. MPDO	
Map (standard copy/blue print)	₱150.00 per copy
Map (computer generated/bond size)	₱30.00 per copy
Annual Investment Plan Certification	₱100.00 per copy
Clearances and other certifications	₱100.00 per copy
Other MPDO Data/Documents (Printed copies)	₱100.00 per copy
Zoning Inspection	₱150.00
	-
g. MUNICIPAL ENGINEERING OFFICE (MEO)	



	CE OF BUT
Application form for building permit	
 Application form for plumbing permit 	₱50.00 per 5 copies
 Application form for electrical permit 	₱50.00 per 5 copies
 Inspection fee 	₱50.00 per 5 copies
	₱150.00 per
	inspection
 Program of Work (POW) preparation fees 	₱50.00 per project
	less than 100,000.00
Cortification for	cost
Certification fee Cettages	₱100.00
Cottagesi. With bedding	F 100.00
ii. Without bedding	₽100 00/b a a d
 Venue (kasalan&kan-anan w/ décor) 	₱100.00/head
Torras (Rasarananan anan Wasser)	₱50.00/Head
	₱2,500.00
h .MENRO	
Certification for tree planting and certification in the	₱100.00
utilization of planting trees	
Additional charges	₱50.00/
1 sack or less	hill of planted tree
 Load of wastes carried by truck 	₱30.00
	per sack
	₱500.00 per cubic
	meter
i .SALE OF BID DOCUMENTS	
• 500,000.00 and below	₱500.00
 Above 500,000.00-1,000,000.00 	₱1,000.00
• Above 1,000,000.00-5,000,000.00	₱5,000.00
 Above 5,000,000.00-10,000,000.00 	₱10,000.00
 Above 10,000,000.00-50,000,000.00 	₱25,000.00
 Above 50,000,000.00-500,000,000.00 	₱50,000.00
 Above 500,000,000.00 	₱75,000.00
 Sale of Minutes of Meeting/Pre-bid/Bidding 	· ·
	₱500.00 per Minutes
j .SIGMATAN WATER SYSTEM	
 Non-refundable application fee 	₱350.00
 Residential, Commercial, and Institutional 	Consumption ₱ 5.00



(for 1-20 cu m consumption)	Consumption ₱ 6.00
(21 cu m above consumption)	
Industrial and Agricultural	Consumption ₱ 10.00
(1-30 cu m consumption)	Consumption ₱ 15.00
(31 cu m and above consumption)	
k. TRAFFIC VIOLATION	
Driving w/o License	₱1,000.00
 Driving w/ a delinquent/invalid/ suspended/revoked driver's license 	₱2,000.00
 Failure to show or surrender license 	₱100.00
 Failure to carry Driver's license 	₱200.00
Failure to sign driver's license	₱500.00
 Driving while under the influence of liquor/drugs 	₱1,000.00
 Allowing license/improper license person to drive 	₱2,000.00
Fake license	₱2,500.00
Allowing another person to use his license	₱2,500.00
Student permit licensee driving w/o prof. driver	₱500.00
Unlicensed Conductor	₱200.00
Unregistered/delinquent/invalid registration	
 Driver 	₱250.00
Owner	₱250.00
 Unauthorized change of color w/o authority 	₱250.00
 Failure to carry certificate of registration (CR) Official Receipt (OR) 	₱200.00
	₱200.00
Hidden plate	₱500.00
Dirty plate	₱200.00
 Non-conforming horns/signaling device 	₱200.00
Defective horn	₱100.00
 No or defective headlights 	₱300.00
 No or defective tail lights 	₱300.00
No plate lights	₱300.00
No or defective wiper	₱200.00
No rear red lights	₱300.00
 Dilapidated/unsightly motor 	₱75.00
 No route marking no parking route no parking route 	₱300.00



Improvise plate without authority	₱300.00
Defective handbrake	₱200.00
Defective or broken windshield	₱300.00
No or defective windshield wiper	₱100.00
No interior light	₱ 100.00
No rearview mirror	₱100.00
No spare tire (for hire)	₱ 100.00
No red flags or red lights on projecting loads	₱300.00
No body number	₱300.00
No early warning device	₱150.00
Violation of stereo regulation	₱1,000.00
No capacity markings	₱100.00
No tail gate or failure to put NOT FOR HIRE	₱200.00
Overloading excess of passengers	₱1,000.00
Operating out of line	₱1,000.00
Arrogant driver or conductor	₱500.00 each
Refuse to convey passenger/trip cutting	₱1,000.00
Overcharging (owner/driver/conductor)	₱300.00 each
Breach of franchise/condition (fare rate)	₱250.00
Failure to carry franchise/failure to carry CPC/No franchise	₱175.00
Illegal parking	₱500.00
Top loading of passenger and freight	₱500.00
Hitching/allowing passengers to ride on running step board	₱500.00
Disregarding traffic sign	₱500.00
No helmet	₱500.00
Helmet w/o ICC sticker	₱500.00



Back rider w/o helmet	₱200.00 each
Reckless driving	₱250.00
 Wearing slippers/sleeveless shirts/short pants while driving; illegal turn; driving against traffic; MC 90-003 Driver's ID 	₱100.00
No trash can of PUJ/PUB/PUV	₱200.00
Driver/Conductor w/o Proper Grooming	₱100.00
 Smoking in populous and Inside Public Utility Vehicles 	₱500.00
 No Municipal Tricycle Operator's Permit (MTOP) 	₱1,000.00
Usage of blinkers	₱2,000.00
LED (extra accessories)	₱2,000.00
Modified muffler	₱2,500.00



215. COLLECTION OF RENTALS OF PERSONAL & REAL PROPERTIES OWNED BY THE MUNICIPALITY

Issued to person/individuals or corporation who rented Municipal Properties such as Tractors, Heavy equipment, Gym, Chairs, Tables, Kaamulan Costumes & Accessories & other properties owned by the Municipal Government.

Classification:	Classification: Simple				
Type of Transac	tion:	Government to C	overnment to Citizen		
Who may avail: Individual availing		ng the service			
CHECKLIST OF REQUIREMENTS		UIREMENTS		WHERE TO SEC	
Order of payment (1 copy)		General Services Office or Other Concerned Offices			
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Revenue Collection Personnel & Submit the Order of Payment	1.Verify the document andre- compute the applicable fees		None	5 minutes	Local Revenue Collection Officer-II Administrative Assistant-II Revenue Collection Clerk- II Municipal Treasury Office
2. Pay the corresponding fees		ept payment & Official receipt	See table below	5 minutes	Local Revenue Collection Officer-II Administrative Assistant-II Revenue Collection Clerk-



		11
		Municipal
		Municipal Treasury Office

b. MUNICIPAL MARKET	
 For 10 sq. m stall 	₽200.00
 For 12 sq. m stall 	₱300.00
DENTAL O OF PROPERTIES	₱500.00
c. RENTALS OF PROPERTIES	
 Land Only (per sqm) 	D
i. Located in commercial/industrial	₱100.00
area	₱50.00
ii. Located in residential area	₱40.00
iii. Others	
 Building (per sqm of floor area 	
i. Located in commercial/ industrial	₱200.00
area	₱150.00
ii. Located in residential area	₱100.00
iii. Others	
 Gym, Park, and Tourism Center 	
	₱500.00 day time (8hrs
i. Municipal Gym	₱1000.00 night time (5hrs)
' '	₱1,800.00 day and night time
	, ,
ii. Municipal park	₱500.00 day time (8hrs)
	₱1,500.00 night time (5hrs)
	₱2,000.00 day and night time
iii. Municipal Tourism Center	₱500.00 day time (8hrs)
	₱800 over night
iv. Mandatory Bond	₱2,000.00
v. Monoblock and or Wooden Chairs	₱ 5.00 per piece per day
vi. Monoblock and or wooden Chairs vi. Monoblock and or wooden Tables	
	₱ 50.00 per piece per day
Electronics	
i. Sound system	₱200.00 per set per day
ii. Additional fees for additional	₱50.00 per piece set per day
accessories	
2.3000000	



iii. Microphone stand	₱50.00 per piece set per day
iv. Megaphone	₱100.00 per piece set per day
v. Rostrum Additional fees for additional accessories	₱100.00 per set per day
vi. Video stand	₱50.00 per piece set per day
vii. lights	₱50.00 per piece set per day
i. Generating set(only)	₱50.00 per hour
Cultural Revival Items	
Costumes i. Newly Made-Male & female ii. Old stored-Female	₱100.00 per set per 15 days ₱50.00 per set per 15 days ₱30.00 per set per 15 days
iii. Old & stored-Male 2.Ornaments & Accessories	
i. Newly-made-Male & Female ii. Old & stored	₱25.00 per set per 15 days ₱15.00 per set per 15 days
3.Instruments	
i. Dabakan ii. Agong iii. Kulintang iv. Bantula 4.Props	₱500.00 per set per 15 days ₱500.00 per set per 15 days ₱500.00 per set per 15 days ₱50.00 per set per 15 days
4.F10ps	
i. Shield & Spear ii. Two-temple (cloth only)	₱50.00 per set per 15 days ₱30.00 per set per 15 days
5. Head Dress	
i. New ii. old	₱150.00 per set per 15 days ₱75.00 per set per 15 days
 Sports Equipment 1. Balls i. Basketball ii. Volleyball 	₱30.00 per piece set per day ₱30.00 per piece set per day



iii. Sepak Takraw iv. Soccer/football	₱30.00 per piece set per day ₱30.00 per piece set per day
Boxing Gloves	₱50.00 per pair per day
2. Set	₱150.00 per set per day
 Volleyball Set Ping-Pong Set 	₱150.00 per set per day
Boxing Ring (at least two (2)assemblers is a must, excluding assembler's fess)	₱200.00 per set per day
Bus Operations	
i. Rental without fuel	₱2,000.00 per day
ii. Student fare	₱10.00
iii. Regular fare	₱20.00
Others	
1. Photocopy	
i. Short to A4 size	₱1.00 per copy
ii. Long to bigger	₱2.00 per copy
iii. Student price (with ID)	₱0.50.00 per copy
2. Duplicate/RISO copy	
i. With papers	₽4.4F.00 nor room
a) short to A4 size	₱145.00 per ream ₱145.00 per ream
b) long to bigger	F 145.00 per ream
ii. without paper	₱295.00 per ream
a) short to A4 sizeb) long to bigger	₱300.00 per ream
1. printed Copy (colored or black)	<u> </u>
i. short to A4 size	₱5.00 per sheet
ii. long to bigger	₱8.00 per sheet
3. Scan of documents	₱5.00 per sheet
4. LGU-Laptop/PC Set Use	₱20.00 per week
5. Internet use	₱10.00 per sheet



216. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate (CTC) is a proof that an individual is a resident of the town and that he/she has paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area. Profit and non-profit corporations and other entities operating in the town must also secure a CTC.

Office or Division: Municipal Treasury Office						
Classification:	· · · · · · · · · · · · · · · · · · ·					
Type of Transaction: Government to			Citizen			
Who may avail:		All Residents of	of legal age in Lib	ona, Bukidnon		
CHECKLIST OF	REQ	UIREMENTS	V	VHERE TO SECU	JRE	
None			None			
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Approach the Revenue Collection Personnel and state the purpose	1.Inquires personal information and prepares the Community Tax Certificate		None	5 minutes	Local Revenue Collection Officer-II Administrative Assistant-II Revenue Collection Clerk- II Municipal Treasury Office	
1. Approach the Revenue Collection Personnel and state the purpose	1.Inquires personal information and prepares the Community Tax Certificate		None	5 minutes	Local Revenue Collection Officer-II Administrative Assistant-II Revenue Collection Clerk- II	



2. Pay the required fees & Receive the CTC	2.Compute the amount due and Release the CTC	Based on Personal Income (minimum of	5 minutes	Municipal Treasury Office Local Revenue Collection Officer-II Administrative
		₱5.00 & additional ₱1.00 for every ₱1,000)		Assistant-II Revenue Collection Clerk- II Municipal Treasury
	TOTAL	Based on Personal Income (minimum of ₱5.00 & additional ₱1.00 for every ₱1,000)	10 Minutes	



217. ISSUANCE AND RELEASING OF CHECK

Check issued to individuals or organization/suppliers of complete Disbursement Voucher to pay the claimant for merchandise sold or services

Office or Division:	Municipal Trea	Municipal Treasury Office				
Classification:	Simple					
Type of Transaction:	Government to	Citizen				
Who may avail:	Any individual	availing the se	ervice			
CHECKLIST OF REQU	IREMENTS	W	HERE TO SEC	JRE		
Prepared Disbursement Vouc	ners of claimants	Concerned E	mployee/Payee			
(4 copies)						
Claimants Official Receipts &	other supporting	Concerned E	Employee/ Payee)		
document for reimbursement						
(1 original copy)						
Complete supporting docume		BAC, Persor	nnel for suppliers	claimant		
Authorities Municipal Budget						
Accountant, Municipal Treasu	rer, Municipal					
Mayor (1 set)						
	CY ACTIONS	FEES TO	PROCESSIN	PERSON		
STEPS		BE PAID	G TIME	RESPONSIB		
				LE		
1. Prepared 1. Checks A	ccuracy of the	None	10 minutes	Local		
Disbursement Disburseme	nt Voucher return			Revenue		
Voucher duly to accounta	nt when there are			Collection		
signed by corrections	or edit and			Officer-II		
authorities with finalization				Or		
complete				J.O Clerk		
supporting						
documents				Municipal		
				Treasury Office		
2. Issue check 2. Receives	Approved DV	None	10 minutes	Local		
	s check based in			Revenue		
Approved there accou				Collection		
disbursement				Officer-II		



Vouchers				Or J.O Clerk
				Municipal Treasury Office
3. Let Municipal Accountant issue Advice check issued and cancelled (ACIC)	3. To be signed by Municipal Accountant	None	10 minutes	Local Revenue Collection Officer-II Or J.O Clerk
				Municipal Treasury Office
4. Endures Accountants advice of Local Check Disbursement to Land Bank and other depository bank	 4. For validation and documentation by LBP "Secure Receiving copy from Accountant's Advice of Local Check disbursement" 4.1 Verify the issued check to designated bank 	None	1 day	Local Revenue Collection Officer-II Or J.O Clerk Municipal Treasury Office
5. Release check to suppliers/indivi duals or deliver check to various supplier at Cagayan de Oro City and other places where the supplier/individ	5. Issued Payment -Suppliers/Individuals affis signature in check disbursement vouchers as proof of payment/check received Suppliers issue official receipts corresponds to the	None	15 minutes	Local Revenue Collection Officer-II Or J.O Clerk Municipal Treasury Office



ual reside	check amount and attach it on the disbursement voucher Suppliers be given copy of BIR for 306 & 2307 for their reference after the supplier affix signatures in the said forms			
6. Issue official Receipt	6. Receipt of the Official receipt	None	10 minutes	Supplier
	Total	None	1 day 55 min	



218. REMITTANCES OF BARANGAY BIR FORM 0016 AND FORM #51

Barangay collections of BIR Form #0016 is regularly remitted in the Municipal Treasury Office.

Office or Division:		Municipal Treasury Office				
Classification:		Simple				
Type of Transaction: Government to Citizen						
Who may avail:		Barangay Trea	surers			
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE	
Report of Collection (4 sets)	and E	Deposits	Barangay Go	overnment Units		
CLIENT STEPS	S AGENCY ACTIONS		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Approach the Accountable Personnel and remits Report of Collection and deposits, Remits all collections of BIR Form #0016 to the concerned Revenue Collector	and manu to the	ceive ROC deposits and ually verify as ne correctness amount and ipts sequence	None	30 minutes	Local Revenue Collection Officer-II or Revenue Collection Clerk-II Municipal Treasury Office	
	Tota	l 	None	30 minutes		



219. SECURING TAX CLEARANCE

Tax Clearance is issued to individuals needing this document for the transfer of property ownership, loan & for verification purposes.

Office or Division:		Municipal Trea	sury Office			
Classification:		Simple				
Type of Transactio	Type of Transaction: Government to		Citizen			
Who may avail:		Land Owners				
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE	
Updated Real Prope	erty Ta	x Payment	Individual av	ailing the service		
(1 original copy)			marviduai ava	alling the service		
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Approach the Revenue Collection Personnel and state the purpose	Real	rify records of Property Tax nents	None	10 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or	
1.1 Pay the Certification fee	payn	accept nent and issue ial Receipt	₱100.00 Certification Fee	5 minutes	Revenue Collection Clerk-II Municipal Treasury	
2. Wait at the waiting area	Clea 2.1 C	epare the Tax rance Check and Sign Clearance	None	10 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II Municipal Treasurer Mun. Treasury	



				Office
3. Receive the	3.Control and	None	5 minutes	Local Revenue
Clearance	release the Tax			Collection Officer-II
	Clearance			or
				Administrative
				Assistant-II
				or
				Revenue Collection
				Clerk-II
				Mun. Treasury
				Office
	Total	₱ 100.00	30 minutes	



220. SUBMISSION OF ELECTRONIC STATEMENT OF RECEIPT AND EXPENDITURES AND OTHER REPORTS REQUIRED BY THE BLGF REGIONAL AND CENTRAL OFFICE, PROVINCIAL TREASURER'S OFFICE AND COMMISSION ON AUDIT

The Bureau of Local Government Finance (BLGF) of the Department of Finance (DOF) prescribed the preparation; of the electronic Statement of Receipts & expenditures in accordance with all its mandate to maintain financial information on all local Government Units monitor financial performance and assist in the development of LGU including their financial operations through technical assistance and supervision. Thus, all LGU are required to submit/upload the eSRE reports every quarter with its supporting documents. The provincial Treasurer's Office & provincial Commission on Audit Office likewise requires the LGU to submit from 60 report & report of Accountability for Accountable Forms respectively

Office or Division:		Municipal Treasury Office- Disbursing Section			
Classification:		Simple			
Type of Transaction	n:	Government to	Government		
Who may avail		Bureau of Loca	l F Regional a	and Central Office	, Provincial
Who may avail:		Treasurer's offi	ce and Comm	ission on Audit	
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE
Payrolls and Disburs	semen	t Vouchers	Municipal Die	sbursing Office	
(1 original copy)			Muriicipai Dis	soursing Office	
CLIENT STEPS		AGENCY	FEES TO	PROCESSING	PERSON
OLILINI OILI O		ACTIONS	BE PAID	TIME	RESPONSIBLE
1. Sends email or	1 Pr	epares,			Disbursing Officer II
I radio message		•	None	3 days	Diebarenig emeer ii
radio message reminding the	cons	olidates and	None	3 days	C
radio message reminding the submission of	cons	•	None	3 days	Municipal Treasury Office
reminding the submission of	cons	olidates and nit reports	None	3 days	Municipal Treasury
reminding the submission of monthly and	cons	olidates and nit reports	None	3 days	Municipal Treasury
reminding the submission of	conso	olidates and nit reports re the deadline		3 days	Municipal Treasury
reminding the submission of monthly and	cons	olidates and nit reports re the deadline	None None	3 days	Municipal Treasury



221. WITHDRAWAL OF BARANGAY BIR FORM 0016 AND Form #51

Barangay Treasurers regularly withdraws Official Receipts Particularly the BIR Form #0016 and Accountable Form #51 for Barangay Collection of Community Tax Certificate, Certifications, Clearances & other barangay collections

Office or Division:		Municipal Trea	sury Office		
Classification:	Classification: Simple				
Type of Transaction	n:	Government to	Citizen		
Who may avail:		Barangay Trea	surers		
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE
Approved Requisition	n Slip	(2 copies)	Barangay Go	overnment Units	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach Accountable Personnel and presents approved Requisition Slip	the prese relea Offic (BIR A.F clien	Form 0016 & #51) to the t	None	30 minutes	Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II Municipal Treasury Office
	Tota	l	None	30 minutes	



MUNICIPAL TREASURY OFFICE PUBLIC MARKET SECTION

External Services



222. RENTALS - PUBLIC MARKET STALLS

No person shall operate market stalls/spaces without securing the permits required by the Municipal Government of Libona.

Office or Division:		Municipal Treasury Office				
Classification: Simple						
Type of Transaction	n:	G2C Governme	ent to Busines	S		
Who may avail:		Vendors				
CHECKLIST OF	REQU	JIREMENTS		WHERE TO SE	CURE	
Market Application I picture (1 set)	Form v	with 2x2 id	Municipal Tre	easury Office- Mai	ket Administrator	
CLIENT STEPS		AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Sign the Client Log Book in the Information Desk	Book 1.1. the Adm	ve the Log to the Client Direct client to Market inistrator at the icipalTreasury e	None None	2 minutes 3 minutes	Information Desk Officer Office of the Municipal Mayor	
2. Approach the Market	2. In	terview client	None	5 minutes	Market	
Administrator and state the purpose	2.1 (vaca	Check stall ncy	None	5 minutes	Administrator Mun. Treasury Office	
2.2 Fill out Application Form	2.2. If stalls are available, provide client with the Market Application Form		None	10 minutes		
	the C Muni for th	Direct client to Office of the icipal Mayor ne Approval of Application	None	10 minutes		



				OF DE
	2.4 Mayor's Office Staff Guides Client back to the Municipal Treasury with duly approved Application Form	None	5 minutes	
3. Return to the Municipal Treasury and	3. Check the Application Form.	None	2 minutes	Market Administrator Mun. Treasury
present the Approved Application Form	3.1 Prepare Contract of :Lease	None	10 minutes	Office
4. Read the Contract of Lease , sign and submit the to the Market Administrator	4. Forward Contract of Lease to the Office of the Municipal Mayor for Approval	None	10 minutes	Market Administrator Mun. Treasury Office
	4.1 Direct Client to pay the Good will to the Revenue Collection Clerks		3 minutes	
5.Pay the required fees at the Revenue Collectors	5. Accept the payment based on the order of Payment	₱ 4000.00 good will	2 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury
	3.1 Issue Official Receipt		3 minutes	Or Revenue Collection Officer II Mun. Treasury
6. Listens attentively to the Orientation	6. Conduct Orientation to the Applicant	None	10 minutes	Market Administrator Mun. Treasury
6.1. Secure Business Permit	6.1 Instruct Client to apply for Business Permit	None	2 minutes	Market Administrator Mun. Treasury
	Total	₱ 4,000.00	1 hour 20 minutes	



MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

External Services



223. ASSISTANCE TO CHILDREN IN CONFLICT WITH THE LAW

Office or Division:

Child in conflict with the law is usually referred by Department of Justice who has cases needed for assessment if acted with discernment or without discernment. This is to determine if minor will undergo intervention program based on the assessment. The Municipal Social Welfare and Development Office (MSWDO) is the forefront to assist minors who are physically abuse and other related abuses as referred by PNP, Barangay Officials and other concerned citizens.

Municipal Social Welfare & Development Office

Classification:		Simple				
Type of Transacti	on:	Government	t to	Citizen		
Who may avail: Children in Conflict with the Law						
CHECKLIST OF R	CHECKLIST OF REQUIREMENTS			WHERE TO		
Barangay Clearand					III- Brgy Secretary	
Police Blotter (1 or				Police Station	n	
CEDULA of Guard)			
Birth Certificate (1	origin	al copy)		Phil. Statistic Office	s Authority or Mur	n. Civil Registration
Referral from PNP, Barangay Officials, School Teacher & Concerned citizen (1 original copy)				As the case in Hall, School	may be : Police St	ation, Barangay
Client Steps	Age	ency Actions	•	Fees to be Paid	Processing Time	Person Responsible
1. Appear minor before the Social Worker at PNP Station		r , parents en De		None	3 minutes	Social Welfare Officer – II Municipal Social Welfare and Development Office
2. Submit Birth Certificate of minor and Community Tax Certificate of Guardian	mino parer 2.1	ounseling r w nt/guardian Discus ment plan	of rith	None	3 hours	Social Welfare Officer – II Or Mun. Social Welfare and Development Officer Municipal Social



				Welfare and Development Office
3.Sign the diversion program	3.Conduct home visit	None	1 Day	Social Welfare Officer – II Or Mun. Social Welfare and Dev't Officer Municipal Social Welfare and Development Office
3. Once a month appearance of CICL to MSWDO	4.Issue parental custody of CICL	None	1 hour	Social Welfare Officer – II Or
	4.1 Accomplish Social Case Study Report and progress report of CICL	None	1 hour	Mun. Social Welfare and Dev't Officer
	•			Municipal Social Welfare and Development Office
5. Receive Report and sign log book	1. Log and Release report	None	3 minutes	Social Welfare Officer II Mun.Social Municipal Social Welfare and Development Office
	Total	None	1 day,5 hours, 6 mintues	



224. CASE CONFERENCE AND MANAGEMENT OF REPORTED CHILD IN NEED OF SPECIAL PROTECTION, VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC), PHYSICALLY, SEXUALLY AND EMOTIONALLY ABUSE

Case conference and management of reported child in need of Special Protection, Violence against women and children, physically sexually and emotionally abuse is conducted to individual in order to resolve their conflict/ problem.

Office or Division:		Municipal Social Welfare & Development Office				
Classification:		Complex	•			
Type of Transaction	า:	Government to Citizen				
Who may avail:		Violence Against Women and their Children Victims in Libona				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
Marriage Certificate			Phil. Statistics Authority or Municipal Civil			
(1 original copy)			Registration Office			
Birth Certificate			Phil. Statistics Authority or Municipal Civil			
(1 original copy)			Registration Office			
Barangay Endorsement/Referral (1 original copy)			Barangay Hall- Brgy. Secretary			
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person Responsible	
4 Depart alleged	4 D		Mana	C mainsutes		

Client Steps	Agency Actions	Fees to	Processing	Person
		be Paid	Time	Responsible
1. Report alleged	1. Receive the report	None	5 minutes	
abuse	of alleged abuse			Social Welfare
	1.1 Conduct initial	None	10 minutes	Officer – II
	ocular survey/			Or
	interview			Mun. Social
	1.2 Coordinate with	None	5 minutes	Welfare and
	the Police and			Development
	Barangay authorities			Officer
	1.3 Conduct	None	35 minutes	
	immediate rescue			Municipal Social
	operation			Welfare and
	1.4 Intake interview	None	15 minutes	Development
	with the client and			Office
	family			
	1.5 Attend the	None	10 minutes	
	immediate needs of			
	victims			
	1.6 Conduct	None	3 hours	



Counseling 1.7 Assist the victim for medico legal/physiological evaluation, in filing legal action and during trial proceedings in the court	None	1 day	
1.8 Prepare the Case Summary Report and other requirements	None	3 hours	
1.9 Advice the victim to secure BPO from the Barangay	None	30 minutes	
1.10 Refer the victim to institution for protective custody and temporary shelter and supervision with the family	None	1 day	
1.11 Admit the client to institution and other agencies	None	1 day	
Total	None	3 days, 7 hours & 50 minutes	



226. COUNSELING FOR MARITAL PROBLEMS

Counseling to both husband and wife in order to sort out issues on their situation and clarify problems or conflict with reality

			1/ 0.5			
Office or Division:		Municipal Social W	elfare & Dev	elopment Office		
Classification:		Simple				
Type of Transaction	on:	Government to Citiz	zen			
Who may avail:		Married Couple				
CHECKLIST OF RE	EQUIF	REMENTS	WHERE TO	SECURE		
Referral from the Ba	aranga	ay and Violence	Barangay H	all- Brgy. Captain a	& Violence	
Against Women and	d their	Children Desk	Against Wo	men and their Child	dren Desk	
(1 original copy)			Officer			
Certification from the	e Bar	angay (1 original	Barangay H	all- Brgy. Captain		
copy)						
Client Steps	Α	gency Actions	Fees to	Processing	Person	
			be Paid	Time	Responsible	
1.Sign the Client	1.Giv	e the Log Book to	None	5 minutes	Information	
Log Book in the	the C	lient			Desk Officer	
Information Desk					Office of the	
		Direct client to the			Municipal	
		cipal Social Welfare			Mayor	
	and [Development Office				
0.4	0.0	. 1 . (! . (!	NI	0	0 - 1 - 1 - 14 (- 16	
''		nduct interview and	None	3 minutes	Social Welfare	
Social Worker	TIII-OU	t intake form			Officer – II	
and request for	0.4	Duanana tha	Nlama	F minutes	0	
marital	2.1	Prepare the tion Letter to the	None	5 minutes	Or	
counseling					Mun. Social	
		sed party and set dule for counseling			Welfare and	
	301160	dule for couriseiling			Dev't Officer	
	220	onduct counseling	None	3 hours	Dev l'Officer	
		the presence of	NOHE	3 110013	Municipal	
		parties			Social Welfare	
	DOTT	partics			and	
	2.3	Prepare the	None	20 minutes	Development	
		ement for both	110110	20 1111110100	Office	
	_	es based on agreed			J55	
		and conditions				
3.Sign agreement	3.Sig	n as witness of	None	5 minutes	Social Welfare	



and pledge to commit to the	their commitment			Officer – II
terms and conditions	3.1 Schedule the conduct home visitation and follow-up	None	5 minutes	Or Mun. Social Welfare and Dev't Officer
				Municipal Social Welfare and Development Office
	Total	None	3 hours & 43 minutes	



226. EARLY CHILDHOOD CARE AND DEVELOPMENT (DAYCARE SERVICE)

This program provides opportunities for the total development of the child through various early childhood care and development activities. The MSWD supervise and monitor all Child Development centers in the Barangay.

Office or Division:		Municipal Social Welfare & Development Office				
Classification:		Simple	е			
Type of Transactio	n:		nment to C			
Who may avail:				3 to 4.11 mg		
	OF REQUIREMENTS WHERE TO SECURE					
Child's Birth Certifica					cs Authority or Mu	un. Civil
(1 original & 1 photo				Registration		
Marriage contract of	•	arents			cs Authority or Mu	un. Civil
(1 original & 1 Photo				Registration		
Health Record of the	child	(1 phot	tocopy)	Municipal H	ealth Office	
3 pcs 1x1 ID photo				Individual av	vailing the service	
2 pcs 2x2 ID photo				Individual av	vailing the service	
Client Steps	Αç	jency A	Actions	Fees to	Processing	Person
				be Paid	Time	Responsible
1.Personal	1.Inte	erview	client and	None	10 minutes	Child Development
appearance of the	fill-up	Intake	form			Worker
beneficiary						
2.Present the	2 D	accivo :	and verify	None	10 minutes	Child Development
required		ments	and verily	None	10 minutes	Worker
documents	uocu	IIIGIIIS				Municipal Social
documents						Welfare and
						Development
						Office
3. Prepare for the	3.Pre	epare	needed	None	30 minutes	Child Development
monthly	mate	rials	for the			Worker
participation of the	activ	ities				
child	3.1		Conduct	None	1 hour	Social Welfare
	Moni	toring	&			Officer – II
	Supe	rvision	to all			Or
	CDC	's ,	verify			Mun. Social
	whet		the			Welfare and Dev't Officer
	sche	duled	daily			
						Municipal Social



activities are followed				Welfare and Development Office
Total	None	1	Hour & 50 min	



227. ISSUANCE OF CERTIFICATE OF INDIGENCY

Certificate of Indigency is issued to a person attesting his/her income is below poverty threshold and could not pay a certain required fee or is applying for assistance in a sponsoring agency.

Office or Division:		Municipal Social	Welfare & De	evelopment Office)	
Classification:		Simple	Simple			
Type of Transaction	1:	Government to C	itizen			
Who may avail:		All Indigent Fami	lies of Libona	a		
CHECKLIST OF REC	QUIRI	EMENTS	WHERE TO SECURE			
For Medical/PCSO In	nterv	ention				
Latest Hospital Bill (1	1 origi	inal 1,	Hospital – B	Billing Section		
photocopy)						
Letter Request addre			Concerned	Individual Availing	the Service	
Manager, (1 original						
Latest Medical Abstra	act (1	original	Hospital- Re	ecords Section		
1 Photocopy						
Medical Certificate (1	origi	nal 1	Hospital- records Section			
photocopy)	,, ,					
Barangay Clearance	(1 ori	ginal	Barangay Hall- Brgy, Secretary			
1 photocopy)						
For Children in Con	flict v	vith the Law	5		i	
(CICL)	(4	'\	Barangay Hall Bray Secretary			
Barangay Clearance	_	• . , ,	Barangay Hall- Brgy. Secretary			
Birth Certificate (1 ori	gınal	copy)	Philippine Statistics Office or Mun. Civil			
Dalias Dlattan /A aninin	1		Registration			
Police Blotter (1 origin			Police Station			
For Court decision: Lo		of Request from	RTC, Manolo Fortich, Bukidnon			
Judge (1 original copy		ahaltar azəl				
For DSWD: For temp			MSWD Offic	20		
admission at Haven and Homes for Girls and other government institution			J U			
			Food to Droppeding Department			
Client Steps	Ag	ency Actions	Fees to be Paid	Processing Time	Person Responsible	



1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1 Direct client to the Municipal Social Welfare and Development Office	None	5 minutes	Information Desk Officer Office of the Municipal Mayor
2. Approach the MSWDO Staff and state the purpose	2. Conduct interview and verify family income	None	5 minutes	Social Welfare Officer – II Or Mun. Social
	2.1. Prepare Certification and has it approved by the MSWDO	None	15 minutes	Welfare and Dev't Officer Municipal Social Welfare and Development Office
3. Sign the logbook and receive the document	3. Register and release the certification	None	3 minutes	Social Welfare Officer – II Municipal Social Welfare and Development Office
	Total	None	28 minutes	



228. ISSUANCE OF SOCIAL CASE STUDY REPORT

A document that describes the present situation of a needy individuals. Done by a registered Social Worker through interview and data gathering. It justifies the current condition of a client or patient to be eligible for an assistance from sponsoring agencies that extends financial/hospitalization/medical intervention.

Office or Division	ւ	Municipal Soc	ial Welfare &	Development O	ffice		
Classification:		Simple	Simple				
Type of Transact	ion:	Government to	o Citizen				
Who may avail:		All Indigents F	amilies				
CHECKLIST OF F			WHERE TO	O SECURE			
For Medical & PC		ervention:					
Latest Hospital Bil			Hospital – I	Billing Section			
(1 original 1,photo							
Letter Request add			Concerned	Individual Availir	ng the Service		
Manager, (1 origin		tocopy)					
Latest Medical Abs			Hospital- R	ecords Section			
(1 original1 Photod							
Medical Certificate			Hospital- re	ecords Section			
(1 original 1 photo							
Barangay Clearan			Barangay F	Hall- Brgy, Secret	ary		
(1 original 1 photo		*41 41 1					
For Children in C	onflict	with the Law	D	and Marinian aller	-1		
(CICL)	/4 .	2.2	Barangay and Municipal level				
Barangay Clearan			Barangay Hall- Brgy. Secretary				
Birth Certificate (1	originai	copy)	Philippine Statistics Office or Mun. Civil Registration Office				
Dolino Blottor /1 or	riginal of		Police Stati				
Police Blotter (1 or For Court decision			RTC, Manolo Fortich, Bukidnon				
from Judge (1 orig			RTC, Mariolo Forticii, Bukiuriori				
For DSWD: For te							
admission at Have			MSWD Offi	ico			
and other government			INIOVAD OIII	ice			
Client Steps		ncy Actions	Fees to	Processing	Person		
Chont Gtopo	, (go.	ioy / totionio	be Paid	Time	Responsible		
1.Sign the Client	1.Give	the Log Book	None	5 minutes	Information Desk		
Log Book in the	to the C				Officer		
Information	1.1 Di	rect client to					
Desk	the Mu	ınicipal Social					
	Welfare						
	Develo	oment Office					



2.Proceed to the MSWD Office and state purpose	2.Provide List of requirements and conducts interview	None	5 minutes	Social Welfare Officer – II MSWDO
3.Submit the required documents	3. Verify documents and enters data in the log book	None	5 minutes	Social Welfare Officer – II MSWDO
4.Answer all the needed data / information	4. Prepare Social Case Study Report	None	20 minutes	Social Welfare Officer – II MSWDO
5. Receive the SCSR	5. MSWDO check /review the data in the SCSR and signs the document and releases to the client	None	5 minutes	Mun. Social Welfare & Development Officer MSWDO
	Total	None	40 minutes	



229. ISSUANCE OF A SOLO-PARENT IDENTIFICATION CARD

Solo Parent Identification as mandated by RA 8972 can be availed by solo parents who have been qualified as such by the MSWD shall likewise be entitled to avail of any benefits/services provided in the law. Solo parent shall be issued upon approval by any local government unit as recommended by the Social Worker of the Municipality.

Office or Division:	Municipal Social We	elfare & Development Office	
Classification:	Simple	·	
Type of Transaction:	Government to Citiz	zen	
Who may avail:	following categories 1. A woman wh	n of Libona, Bukidnon who falls to any of the s: to gave birth as a result of rape and other crimes tity. Provided, that the mother keeps and raises	
	2. Parent left so	olo due to death of spouse;	
		olo while the spouse is detained or serving a a criminal conviction for at least one (1) year;	
		plo due to spouse physical/mental incapacity as public medical practitioner;	
		blo due to legal separation wherein he/she h custody of the child/children;	
		blo due to annulment of marriage as he/she is help the custody of the child/children;	
	7. Parent left so (1) year;	olo due to abandonment of spouse at least one	
	8. Unmarried m her/his child/	other/father who has preferred to keep & rear children;	
	9. Any other person who solely provides parental care and support to child/children; and10. Any family member who assumes the responsibility of head of family		
CHECKLIST OF REQU	IREMENTS	WHERE TO SECURE	
Barangay Clearance (1	original copy)	Barangay Hall- Brgy. Secretary	
1x1 ID Picture of the Ap	plicant (2 pcs)	Requesting person	



	E Dis B.					
Death Certificate if p	Phil. Statistics Authority or Mun. Civil					
1 original, 1 photoco		Registration Office				
Birth Certificate of m		Phil. Statistics Authority or Mun. Civil				
years old (1 original	Registration					
Certificate of Detent		Bureau of J	ail Management	& Penology		
(1 original copy, 1)			l = -	_		
Client Steps	Agency Actions	Fees to	Processing	Person		
4.01 (1.01)	4.0: (1.1.5.1	be Paid	Time	Responsible		
1.Sign the Client	1. Give the Log Book	None	5 minutes	Information Desk		
Log Book in the	to the Client			Officer		
Information Desk	1.1 Direct client to			Office of the		
	the Municipal Social			Municipal Mayor		
	Welfare and					
	Development Office					
2.Proceed to the	2. Interview the	None	2 minutes	Social Welfare		
MSWD Office and	applicant and provide			Officer – II		
state purpose	the application form			Or		
				Job Order		
				Employees		
				Mun. Social		
				Welfare and		
				Development		
				Office		
3. Accomplish	3. Receive and	None	5 minutes	Social Welfare		
Application Form	review data 3.1 Orient client on	None	10 minutes	<i>Officer – II</i> Or		
and submits	benefits and	None	10 minutes	Mun. Social		
together with the	privileges of a Solo			Welfare and Dev't		
required	Parent	None	5 minutes	Officer		
documents	3.2 Prepare Solo	140110	o minates	Omoor		
	Parent ID			Mun. Social		
	3.3 Indorse ID to the	None	5 minutes	Welfare and		
	Municipal Social			Development		
	Welfare and			Office		
	Development Office					
	SWDO & Local Chief					
	Executive for					
	signature					
4.Receives the	4. Log and release the	None	2 minutes	Social Welfare		
Solo Parent ID and	ID Card	140110	2 1111110100	Officer – II		
JOIO FAIGHT ID AND				0001 11		



signs logbook				Or
				Job Order
				Employees
				Mun. Social
				Welfare and
				Development
				Office
	Total	None	34 minutes	



GENERAL SERVICES OFFICE

Internal Services



230. APPROVAL OF EMPLOYEES AND LOCAL OFFICIALS CLEARANCE FROM WORK- RELATED ACCOUNTABILITIES, MONEY AND PROPERTY ACCOUNTABILITIES, CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

Employees or Local Officials who are retiring, being separated , transferring to other agencies, leaving the Philippines and going on leave of absence for more than 30 days shall prepare this form .

Office of the Municipal Mayor

Simple

Office or Division:

Classification:

Ciassification.		Simple					
Type of Transaction	n:	Government to Government					
Who may avail:			Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more				
			ne service and	on leave of ab	sence for more		
CHECKLIST OF RE		than 30 days	WHERE TO S	SECLIBE			
Clearance Form Du				nan Resource l	Managomont		
Immediate Supervis			Office	nan Nesource	wanayement		
Office (4 original co		i icau ui	Oilice				
Client Steps		ncy Actions	Fees to be	Processing	Person		
Short Stops	, .90	, /	Paid	Time	Responsible		
			i aid	Tille	Responsible		
1. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	1.Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form		None	10 minutes	Administrative Aide III Or Job Order Employees Municipal Human Resource and Management Office		
2. Proceed to the General Services Office and have it signed by the Authorized Officer	2. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability		None	1 day and 6 minutes	Supply Officer or General Services Officer General Services Office		
3. Proceed to the Municipal Human	3. Re	ceive ance Form ,	None	1 hour and 6 minutes	Administrative Aide III		
a.noipai i iaman	Sidai	a,	l	minatoo	71100 111		



				OF OF BO
Resource and Management Office have it signed by the Authorized Officer	check and verify records, sign and release Clearance if cleared from any accountability			Or Municipal Human Resource Management Officer IV Mun. Human Resource and Management Office
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form , check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	Chairperson Libona Municipal Rank and File Employees Association Municipal Agriculture Office
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Accountant Municipal Accounting and Internal Audit Office
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Municipal Treasurer Municipal Treasury Office
7. Proceed to Disbursing Section and have it signed by the Disbursing Officer	7. Receive Clearance Form, check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	Disbursing Officer Municipal Treasury Office
8. Proceed to Office of the Municipal Mayor	8. Receive Clearance Form , check and verify	None	1 day and 6 minutes	Receiving Clerk and The Municipal Mayor



and have it signed by the Authorized Officer	data, sign and release Clearance			Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



231. COLLECTION OF WASTE MATERIALS

Collection and Safekeeping of destroyed and unserviceable property turned over by offices

Office or Divisio	n:	General Se	rvices Office				
Classification:	Classification: Simple						
	Type of Transaction: Government		t to Government	t to Government			
Who may avail:				ernment of Libona	à		
CHECKLIST OF			WHERE TO SE				
Waste Material R		 	General Service				
Client Steps	Agen	cy Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1. Fill up Waste Material Report and submit to the GSO	1. Receive and verify the Waste Material Report and have it signed by the Head of Office, Inspector and the Municipal Mayor		None	1 hour	Admin. Aide IV Supply Officer Store Keeper Job Order Emp General Services Office		
2. Submits items to GSO or GSO Personnel will collect the items	2. Receive or pick up the items and store in the stockroom for waste		None	20 minutes	Admin. Aide IV Store Keeper Job Order Emp General Services Office		
3. Receipt copy of the Waste Material Report	3. Provide the client with a copy of the Waste Material Report		None	3 minutes	Admin. Aide IV Store Keeper Job Order Emp General Services Office		
	Total		None	1 hour 23 minutes			



232. CONSOLIDATION OF OFFICE SUPPLIES AND EQUIPMENT PER APPROVED PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

The office is in charge in the consolidation of office supplies and equipment per approved Project Procurement Management Plan from the Municipal Budget Office .

Office or Division: General Services Office						
Classification:						
Type of Transaction	on:		nt to Governmen	t		
Who may avail:		Offices in th	ne Mun. Governr	ment of Libona		
CHECKLIST OF RI	EQUIR	EMENTS	WHERE TO SE	CURE		
Project Procuremen	nt Mana	gement	Municipal Budg	jet Office		
Plan (PPMP) duly a		•				
Municipal Budget C						
Client Steps	Agen	cy Actions	Fees to be Paid	Processing Time	Person Responsible	
1. Submits Project Procurement Management Plan (PPMP) signed by the Head of Office and duly	1.Receives PPMP and consolidate as to classification and use 1.1 If items are available in DBM, make an Agency Procurement Request (APR), process payment and Pick up Supplies/ items		None	1 month	Admin. Aide IV Or Supply Officer Or Job Order Emp General Services Office	
approved by the Municipal Budget Officer			None	8 days	Supply Officer Or General Services Officer General Services Office	
1.2 Items not available in DBM will be transferred to Purchase Request Form		ole in DBM transferred chase	None	3 days	Supply Officer Or General Services Officer General Services Office	
	Total		None	1 month & 11 days		



233. FACILITATION OF LTO REGISTRATION/RENEWAL AND GSIS INSURANCE OF LGU VEHICLES

To ensure that all vehicles in the Municipal Government of Libona has an updated Registration and GSIS Insurance.

Office or Division):	General Services Office					
Classification: Highly Tech			nnical				
Type of Transact	ion:			nt to Government			
Who may avail:			/ehicle Drivers/O				
CHECKLIST OF F		EMENTS	WHERE TO SE				
O.R & C.R of the \			Land Transporta	ation Office			
(Original copies &							
LTO Registration F		set)	Land Transporta	ation Office			
Insurance Forms (GSIS				
Client Steps	Agend	y Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1. Pull out requirement on file and bring requirements to the General Services Office	1.Receives and verify data and Prepare documents for registration/ renewal and insurance of vehicle.		None	10 minutes	Admin. Aide IV General Services Office		
2. Bring Vehicle to the authorized Smoke Emission Testing Center	2. Accompany Driver for Vehicle Smoke Emission Testing		None	1 day	Vehicle Driver and Admin. Aide IV General Services Officia		
3. Waits for the notification from the GSO	3. Process Registration at LTO and GSIS and inform driver to be notified when registration is available		None	1 month	Admin. Aide IV General Services Office		
3. Receives	4. Whe	n	None	1 day	Admin. Aide IV		



copy of	Registration is			General
Registration and	available provide			Services Office
Insurance	copies to the			
	Vehicle Driver			
	Total	None	1 Month 1 day	
			and 10	
			minutes	



234. PHOTOCOPY AND RISOGRAPH SERVICES

The office has duplicating machines, individual /office may go to the office for this service

Office or Division: General			al Services Office				
Classification:		Simple					
Type of Transa			ment to Goveri				
Who may avail				who needs to reco	py documents		
CHECKLIST O	F REQUIREM	ENTS	WHERE TO S	SECURE			
Original Docum	ents to be dup	licated	Requesting P	erson			
CLIENT	AGENC		FEES TO	PROCESSING	PERSON		
STEPS	ACTION	NS	BE PAID	TIME	RESPONSIBLE		
1. Go to the office bring original document for duplication	1.Receive documents More than copies risogn Less than 50 photocoy	aph_ copies	Risograph Long w/paper ₱145.00 w/o paper ₱300.00 Short w/paper ₱145.00 w/o paper ₱145.00 w/o paper ₱295.00 Photocopy: Long ₱2.00 per copy short ₱1.00 per copy A3 ₱3.00	Risograph. 10 min per ream Photocopy 2 min per pc, If back to back 15 minutes	Admin. Aide IV Or Supply Officer Or Store Keeper Or Job Order Emp General Services Office		
2. Client Pay	2.Records Of	fficial	None	5 minutes	Admin. Aide IV General Services		
copies to	Receipt				Office		
MTO if	Charge office				Office		
payment	duplication to	office					
needs O.R	needing the						



2.1. For Small Transaction payment were remitted to MTO on daily basis for O. R	documents			
	Total	Risograph Long w/paper ₱145.00 w/o paper ₱300.00 Short w/paper ₱145.00 w/o paper ₱295.00 Photocopy: Long ₱2.00 per copy short ₱1.00 per copy A3 ₱3.00	Risograph. 10 min per ream Photocopy 2 min per pc, If back to back 15 minutes	



235. RECEIVING OF PURCHASE ORDER FORMS

A document detailing the types, quantities and agreed prices for the items. Indorsed by the end user for numbering and recording purposes.

Office or Division:	1	General Se	rvices Office		
Classification: Simple					
Type of Transaction	on:	Governmen	nt to Governmen	t	
Who may avail:			<u>ne Mun. Governr</u>		
CHECKLIST OF R			WHERE TO SE		
Purchase Order ind	lorsed b	y the End	Concerned Offi	ices	
User (5 copies) Client Steps	Agon	cy Actions	Fees to be	Droposing	Person
Cheffi Steps	Agen	cy Actions	Paid	Processing Time	Responsible
			l alu	Tille	Responsible
1. Submits Purchase Order to the In-charge	1. Receive sPurchase Order assign control number and record 1.1. Forward to the Office of the Municipal Mayor for Approval		None None	5 minutes 2 days	Supply Officer or Admin. Aide III General Services Office Municipal Mayor Office of the Mun. Mayor
2. Follow-up approved P.O.	2. Prepares Notice to Proceed and Inspection and Acceptance Report to be attached when PO is approved and release to end user		None	20 minutes	Supply Officer or Admin. Aide III General Services Office
	Total		None	2 days and 25 minutes	



236. RECEIVING OF PURCHASE REQUEST FORMS

A document detailing required items, the quantity and associated costs. Approved and indorsed by the Municipal Budget Officer for numbering and recording purposes.

			rvices Office		
Classification: Complex					
Type of Transaction	on:		nt to Governmen		
Who may avail:		Offices in the	ne Mun. Governr	ment of Libona	
CHECKLIST OF R	EQUIRI	EMENTS	WHERE TO SE	ECURE	
Purchase Requests	indors	ed by the	Municipal Budg	get Office	
Municipal Budget C	Officer (5 copies)			
Client Steps	Agen	cy Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
					·
1. Submits	1. Red	eives	None	5 minutes	Supply Officer
Purchase	Purch	ase			or
Request signed	Reque	est, assign			Admin. Aide III
by the Head of	Contro	ol Number			General
Office and signed	and Lo	og			Services Office
by the Municipal					
Budget Officer for	1.1. F	orward to	None	2 days	Supply Officer
the availability of	the Of	fice of the			or
appropriations	Munic	ipal Mayor			Job Order
and date of	for Ap	proval			Employee
validity					General
					Services Office
1.2 Follow up		pproved	None	1 day	Supply Officer
approved	Purch				or
Purchase		ests will be			General
Request for		ded to the			Services Officer
Quotation &	Bids a	nd Awards			General
preparation of	Comm	nittee every			Services Office
Purchase Order	Monday morning				
	for Resolution				
	and				
determination of					
procurement					
	mode				
	Total		None	3 days and 5	
				minutes	



237. RELEASE AND DELIVERY OF REQUESTED SUPPLIES

Delivery of office supplies as requested by the end user is done as soon as the supplies are available

Office or Division: General Service			ces Office			
Classification:		Simple				
Type of Transac	tion:	Government t	o Government			
Who may avail:		End Users				
CHECKLIST OF	REQUIF	REMENTS	WHERE TO S	SECURE		
Receipt and Issue	Slip (3	copies)	Generals Ser			
Acknowledgemen			Generals Ser			
Client Steps	Ager	ncy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1. Check as to the quantity and quality of the supplies delivered before receiving	Prepares Receipt and Issue Slip and delivers Supplies to end users		None	1 day & 4 hour	Gen. Services Officer and Supply Officer Store Keeper Job Order Emp General Services Office	
2 Signs Receipt and Issue Slip	2. Secures copy of the Receipt and Issue Slip		None	5 minutes	Gen. Services Officer and Supply Officer Store Keeper Job Order Emp General Services Office	
	Total		None	1 day, 4 hours and 5 minutes		



238. SEGREGATION OF FUEL & LUBRICANTS CONSUMPTION

Segregation ang filing of used trip tickets per bill and summary of charging and consumption of lubricants for 5 months consumption.

Office or Division:		General Services Office				
Classification:		Highly Technical				
Type of Transac	tion:	Governmen	nt to Government			
			ers/Operators and Supplier			
CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE		
Supplier: Charge	in voice	and billing	Supplier			
(original copy)			_			
Driver: Used Trip			Concerned Veh	icle Drivers		
withdrawal and ch	narge inv	/oice				
(1 copy)		//	000			
Fuel Consumption			GSO	B	D	
Client Steps	Agen	cy Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
Suppliers :					Admin. Aide III General	
1. Serve Billing	1. Receives Billing, check and verify data (5 months fuel consumption)		None	5 days	Services Office	
Drivers:						
2. Submit Trip Tickets with fuel consumption report to the in charge	2. Receive and verify data. And consolidate (monthly consumption)		None	1 day	Admin. Aide III General Services Office	
	3, Checks and verify data/ amount in the billing against Trip Tickets and Withdrawal slips. 3.1 Process		None	1 month and 9 days	Admin. Aide III General Services Office	



	payment			
Supplier: Receive Payment and issue Officials Receipts		None	1 day	
	Total	None	1 Month 16 days	



GENERAL SERVICES OFFICE

External Services



239. RECEIPT AND INSPECTION OF DELIVERIES

Schedule of Delivery of Goods, Equipment must be set during office hours to ensure availability of the receiving personnel and inspectors

Office or Division:		General Services Office					
Classification:		Simple					
Type of Transaction:		Government to Government					
		Suppliers					
CHECKLIST OF REQUIREMENTS			WHERE TO SE	CURE			
Delivery Receipt			Supplier				
Purchase Order (Requesting Office				
Client Steps	Agen	cy Actions	Fees to be	Processing	Person		
			Paid	Time	Responsible		
1. Coordinates with the GSO	1. Confirms Schedule of Delivery		None	5 minutes	Gen. Services Officer		
personnel for the Schedule of delivery					GSO		
2. Delivers Items base on PO	2. Check and Inspect delivered items as to		None	4 hours	Gen. Services Officer		
		cations,			Inspector		
	quantity and quality				GSO		
3. Secures a copy of the	3. Signs Delivery and		None	5 minutes	Gen. Services Officer		
Delivery Receipt	Acknowledgement Receipts				GSO		
	Total		None	4 hours and 10 minutes			



240. USING GOVERNMENT FACILITIES/PROPERTIES AND EQUIPMENT

Individual or group may use government facilities by paying specific amount specified in the Revenue Code per approval of their request by the Mayor

Office or Division: General S		Services Office				
Classification:		Simple				
Type of Transac	tion:		ernment to Citizen			
Who may avail:			on who would like to rent LGU- Owned			
			Properties and Equ			
CHECKLIST OF REQUIREMENTS			WHERE TO SEC			
Letter Request ac			From the requesting person availing the service			
Municipal Mayor						
government Facil		•				
Equipment to be	usea, aa	ie, iime				
and purpose Official Receipt			Office of the Muni	cinal Treasury		
Omciai Neceipt			Revenue Collection			
			Troveride Concolle	511 C CC(1011		
Bond Deposit			Requesting Party			
1 Valid ID		Requesting Party				
Client Steps	Agency	y Actions	Fees to be Paid	Processing	Person	
				Time	Responsible	
1.Signs Client	1.Give t	•	None	5 minutes	Information	
Log Book in the	Book to	the client			Desk In-	
information					<i>Charge</i> Office of the	
Desk	1.1 Gui	de the				
	client to	the			Municipal	
	Office of	f the			Mayor	
	Municip	al Mayor				
	•					
2. Approaches	2. Rece	ives the	None	1 day	Receiving	
Office Clerk and	Letter F	Request			Clerks	
Submit the	and ver	ify with			Or	
Letter of	the Ger	neral			Admin. Officer	
Request	Service	S			IV	
	Personi	nel the			Office of the	
	availabi	lity of the			Municipal	
		,			- I	



				OF BE
	equipment /properties & facilities to be used 2.1If available, approves and indorses letter request to the			Mayor
	General Services Office			
3. Proceed to the General Services Offices and submit the approved letter request to the Officer In charge	3.Issue the Order of Payment and instruct client to pay at the Municipal Treasury	None	10 minutes	GSO-Designate or Admin. Aide IV General Service Office
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon the release of borrowed item	4. Accept the payment based on the Order of Payment 4.1 Issue the Official Receipt 4.2 Direct client back to the General Services Office	See table below	10 minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
5.Presents the Official Receipt to the In-charge	5.Records the O.R Number & prepare the Rental	None	1 day	GSO-Designate or



	Agreement Form and has it approved by the Mayor			Admin. Aide IV General Service Office GSO
6.Receipts approved document and items rented.	6.Releases items rented. Give go Signal to use the facility.	None	5 minutes	or Admin. Aide IV General Service Office
	Total	See table below	2 days 30 minutes	

Rentals per Revenue Code

1.Mun. Gym

Day- ₱500.00

Night- ₱1,000.00

Day & Night ₱1,800.00

2. Mun. Park

Day- 500.00

Night- ₱1,500.00

Day & Night ₱2,000.00

3.Mun. Tourism Center

Day- ₱500.00

Over Night- ₱800.00

4.Mandatory Bond ₱2,000.00

Shall be returned at the end of the activity should all conditions and agreements are properly satisfied

Monoblock /

Wooden

- d. Chairs ₱5.00/pc/ day
- e. Tables ₱50.00/pc/day
- f. Electronics:



1.Sound System (operator is a must, excluding operators fee) with music mixer & other gadgets with one microphone

Php ₱200.00/set/day

- 2. Additional Fees for additional accessories, additional microphone Php 50.00/pc/day
- 3. Microphone Stand ₱50.00/pc/day
- 4. Megaphone ₱100/pc/day
- 5. Rostrum ₱100/set/day additional fees for additional accessories
- 6. Video Stand ₱50.00/pc/day
- 7. Lights ₱50.00/pc/day
- G. Cultural Revival Items
- 1. Costumes
- i. Newly Made- Male & Female ₱100.00/set/15 days
- ii. Old Stores- Female ₱50.00/set/15 days
- iii. Old and stored Male ₱30.00/set/15 days
- 2. Ornaments & Accessories
- i. Newly made- Male & Female

₱25.00 per set/15 days

- ii. Old & stored male & female ₱13.00/set/15 days
- 3. Instruments
- i. Dabakan ₱500/set/15 days
- ii. Agong ₱500/set/15 days
- iii. Kulintang ₱500/set/15 days
- iv. Bantula ₱50.00/set/15 days
- 4. Props
- i. Shield and Spear 50.00/set/15 days
- ii. Two-temple (cloth only) ₱30.00/pc/15 days
- 5. Head Dress
- i. New 150.00/pc/15 days
- ii. Old 75.00/pc/15 days refundable bond

Note: deposit of items/equipment may apply: Valid ID



PUBLIC EMPLOYMENT SERVICE OFFICE

External Services



241. JOB FAIR

It is an avenue to bring various local & overseas employment agencies to the community making it accessible to Job seekers.

Office or Division:		Public Employment Service Office					
Classification:		Simple	Simple				
Type of Transactio	n:	Government to 0	Citizen				
Who may avail:		Job Seekers					
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	ECURE			
For Agencies							
Certificate of Busine	ss Re	gistration for	Requesting Pa	arty/Person			
Local & Overseas re	ecruitm	ent Agencies					
(1 photocopy)							
List of Job vacancies	s and	qualifications	Requesting Pa	arty/Person			
(2 photocopies)							
For Applicants							
Application Letter, R			Applicant				
pertinent documents	s for ap	oplicants (10					
copies each)							
Wear Business Attir		-	Applicant				
Client Steps	Client Steps Agency Actions		Fees to be	Processing	Person		
			Paid	Time	Responsible		
1.For Recruitment	1.Pro		Paid None	Time 5 minutes	PESO Manager		
Agencies: Fill-Up	Regis	stration Form to			PESO Manager Or		
	Regis the	stration Form to Agencies and			PESO Manager Or Job Order		
Agencies: Fill-Up Registration Form	Regis the	stration Form to			PESO Manager Or Job Order Employees		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the	Registhe Job	stration Form to Agencies and	None	5 minutes	PESO Manager Or Job Order Employees Municipal		
Agencies: Fill-Up Registration Form & Attendance	Registhe Job A	stration Form to Agencies and Applicants			PESO Manager Or Job Order Employees Municipal Human		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the	Registhe Job A	stration Form to Agencies and Applicants Direct Agencies neir designated	None	5 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the	Registhe Job A 1.1. to tl table	stration Form to Agencies and Applicants Direct Agencies neir designated s	None	5 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the	Registhe Job A	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants	None None	5 minutes 10 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the designated Tables 1.2. Job Applicants:	Registhe Job A 1.1. to the table 1.2 Ito	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants their preferred	None	5 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the designated Tables 1.2. Job Applicants: Register, Read the	Registhe Job A	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants their preferred	None None	5 minutes 10 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the designated Tables 1.2. Job Applicants: Register, Read the vacancies posted	Registhe Job A 1.1. to the table 1.2 Ito	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants their preferred	None None	5 minutes 10 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the designated Tables 1.2. Job Applicants: Register, Read the	Registhe Job A 1.1. to the table 1.2 If to	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants their preferred	None None	5 minutes 10 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		
Agencies: Fill-Up Registration Form & Attendance 1.1 Proceed to the designated Tables 1.2. Job Applicants: Register, Read the vacancies posted	Registhe Job A 1.1. to the table 1.2 If to	stration Form to Agencies and Applicants Direct Agencies neir designated s Direct applicants their preferred cies	None None	5 minutes 10 minutes	PESO Manager Or Job Order Employees Municipal Human Resource and Management		



242. LABOR MARKET INFORMATION

Wage employment facilitation for regular local & overseas facilitation, job referral & placement and posting of local & overseas job vacancies

Office or Division:		Public Employment Service Office				
Classification:		Simple				
Type of Transaction	n:	Government to 0	Government to Citizen			
Who may avail:		All				
CHECKLIST OF RE	QUIR	EMENTS	MENTS WHERE TO SECURE			
None			None			
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
			Paid	Time	Responsible	
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office		None	5 minutes	Information Desk Office Office of the Municipal Mayorr	
2. Approach the PESO Manager and State the purpose	2. Provision of Local and Overseas Job Vacancies, List of Manpower List and Skills		None	10 minutes	PESO Manager Human Resource and Management Office	
	Total		None	15 minutes		



243. LOCAL RECRUITMENT ACTIVITY (Local Employment) SPECIAL RECRUITMENT ACTIVITY (Overseas Employment)

Conduct of local & overseas recruitment outside of Registered business address of Employer

Office or Division:		Public Employm	ent Service Offi	ce		
Classification:		Highly Technica	Highly Technical			
Type of Transactio	n:	Government to 0	Citizen			
Who may avail:		Job Seekers				
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	ECURE		
Name and Address	of the	Company	Requesting Pa	arty/Person		
Business Permit (1 p	hotoc	opy)	Requesting Pa	•		
Special Recruitment	Perm	it from POEA (Requesting Pa	arty/Person		
1 original, 1 photoco						
1 copy DOLE registr			Requesting Pa	arty/Person		
Employment (1 orig						
1 copy Deployment	Repor	t (1 original, 1	Requesting Pa	arty/Person		
photocopy)						
1 copy Job Order &	Contra	act (1 original, 1	Requesting Party/Person			
photocopy)						
Client Steps	Ag	ency Actions	Fees to be	Processing	Person	
Client Steps			Paid	Time	Responsible	
Client Steps 1.Sign the Client	1.Giv	e the Log Book		_	Responsible Information	
Client Steps 1.Sign the Client Log Book in the	1.Giv		Paid	Time	Responsible Information Desk Officer	
Client Steps 1.Sign the Client	1.Giv	re the Log Book e Client	Paid	Time	Responsible Information Desk Officer Office of the	
Client Steps 1.Sign the Client Log Book in the	1.Giv	re the Log Book e Client Direct client to	Paid	Time	Responsible Information Desk Officer	
Client Steps 1.Sign the Client Log Book in the	1.Giv to the 1.1. I the P	re the Log Book e Client Direct client to	Paid	Time	Responsible Information Desk Officer Office of the	
Client Steps 1.Sign the Client Log Book in the	1.Giv to the 1.1. I the P	re the Log Book e Client Direct client to Public Oyment Service	Paid	Time	Responsible Information Desk Officer Office of the	
Client Steps 1.Sign the Client Log Book in the	1.Giv to the 1.1. I the P Empl Office	re the Log Book e Client Direct client to Public Oyment Service	Paid	Time	Responsible Information Desk Officer Office of the	
Client Steps 1.Sign the Client Log Book in the Information Desk	1.Giv to the 1.1. I the P Empl Office 2.Rec	re the Log Book e Client Direct client to rublic oyment Service	Paid None	Time 5 minutes	Responsible Information Desk Officer Office of the Municipal Mayor	
Client Steps 1.Sign the Client Log Book in the Information Desk 2.Submit Letter of	1.Giv to the 1.1. I the P Empl Office 2.Red the L	re the Log Book e Client Direct client to Public Oyment Service e Ceive and verify	Paid None	Time 5 minutes	Responsible Information Desk Officer Office of the Municipal Mayor PESO Manager Or HRMO IV	
Client Steps 1.Sign the Client Log Book in the Information Desk 2.Submit Letter of intent to conduct	1.Giv to the 1.1. I the P Empl Office 2.Red the L	re the Log Book e Client Direct client to rublic oyment Service e ceive and verify etter of Intent he requirements	Paid None	Time 5 minutes	Responsible Information Desk Officer Office of the Municipal Mayor PESO Manager Or HRMO IV Or	
Client Steps 1.Sign the Client Log Book in the Information Desk 2.Submit Letter of intent to conduct IRA/ SRA and the	1.Giv to the 1.1. I the P Empl Office 2.Red the L and t	re the Log Book e Client Direct client to rublic oyment Service e ceive and verify etter of Intent he requirements	Paid None	Time 5 minutes	Responsible Information Desk Officer Office of the Municipal Mayor PESO Manager Or HRMO IV	



	2.1 Reply letter of intent accepting and citing no objection for the conduct of LRA/SRA including the date and the time	None	3 minutes	Human Resource and Management Office
	of the LRA/ SR 2.2 Announce the vacancies for that particular LRA/SRA, to different barangay	None	5 days	
3. Return to the Municipal Hall on the Scheduled Date of the actual LRA/SRA	3.Assist on the conduct of LRA/SRA	None	2 days	PESO Manager Or Job Order Employees Human Resource and Management Office
4.Submit the terminal report after the conduct of LRA/SRA	4.Receive copy of Terminal Report & issue Certificate of actual conduct of LRA/SRA	None	3 minutes	PESO Manager Or Job Order Employees Human Resource and Management Office
	Total	None	7 days 21 minutes	



244. PROVISION OF TESDA SCHOLARSHIP AND TRAINING

Facilitation of for technical skills trainings & skills enhancement

Office or Division	:	Public Employme	ent Service Offi	ce	
Classification:		Simple			
Type of Transacti	on:	Government to C	Citizen		
Who may avail:		Interested individ	dual 18 years o	ld and above (Hig	h School
		Graduate, Colleg	ge Level/Gradua	ate)	
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	ECURE	
Form 137 with an a	averag	e grade of 80%	School- Regis	trar	
(1 original 1 photod	сору)				
Community Tax Co	ertifica	te (1 original 1	Barangay Hall	- Brgy. Treasurer	
photocopy)					
Barangay Clearand	ce (1 o	original 1	Barangay Hall	- Brgy,. Secretary	/
photocopy)					
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office		None	5 minutes	Information Desk Officer
2. Approach CTEC Designate and provide the data and requirements	2.Conduct interview and collect data and requirements for assessment. Provide the Application Form		None	10 minutes	CTEC Designate HRMO
3. Fill-out Application Forms and submit to CTEC Designate	data	ceive & Review in the cation Form	None	5 minutes	CTEC Designate Human Resource and Management Office



3.1. Receive the endorsement	3.1.Endorse documents to the Mun. Mayor's Office for approval 3.2 Release endorsement to the client upon approval of the Mayor	None	15 minutes	CTEC Designate Human Resource and Management Office
	or and mayor			Municipal Mayor Office of the Municipal Mayor
	Total	None	35 minutes	



245. REQUEST FOR CAREER COACHING & GUIDANCE COUNSELLING

Provide career coaching & guidance counselling to students and job seekers focuses on current labor market information

Office or Division:		Public Employment Service Office			
Classification:		Simple			
Type of Transaction: Government to C			itizen		
Who may avail:		Educational Insti-	tution		
CHECKLIST OF RE	QUIR	EMENTS	WHERE TO S	ECURE	
Letter Request (1 o	riginal	copy)	Requesting Pa	arty/Person	
Client Steps	Αç	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office		None	5 minutes	Information Desk Officer
1.Submit written request address to the PESO Manager to conduct Career Coaching & Guidance Counselling indicating date & time & location	1.Receive and reply letter of confirmation to conduct & facilitate Career Coaching & Guidance Counselling		None	10 minutes	PESO Manager Human Resource and Management Office
	Tota		None	15 minutes	



246. REQUEST FOR ASSISTANCE FOR DISTRESSED OFW

Facilitate labor & welfare case to OFW/ Next of kin and on emergency situation for repatriation

Office or Division:	Public Employm	Public Employment Service Office				
Classification:	Highly Technica	I				
Type of Transaction	n: Government to	Citizen	Citizen			
Who may avail:	Distressed OFV	/ & Dependents				
CHECKLIST OF RE	QUIREMENTS	WHERE TO S	ECURE			
Verbal Request		Requesting Pa	arty/Person			
Phone Call/Text		Requesting Pa	arty/Person			
Marriage Contract (1 original copy)	Phil Statistics	Authority or Mun.	Civil		
		Registration of	ffice			
Contract if any (1 p		Requesting Pa				
Birth Certificate (1 p	photocopy)		Authority or Mun.	Civil		
		Registration of				
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1.Sign the Client	1. Give the Log Book	None	5 minutes	Information		
Log Book in the Information Desk	to the Client			Desk Officer		
Information Desk	1.1. Direct client to					
	the Public					
	Employment Service					
	Office					
2.Approach the	2.Conduct interview,	None	10 minutes	PESO Manager		
PESO Manager	verify documents			Human		
and State the	contract, birth			Resource and		
Purpose	certificate marriage			Management		
	contract, input data			Office		
	request to Assistance					
	Form					
3. Keep updated	3. Refer to OWWA,	None	30 minutes	PESO Manager		
with the PESO	POEA & Placement			Human		
Manager on the	Agency concerned			Resource and		



Development of	3.1 Notify client for	None	7 days	Management Office
the request	any development of the request	None	7 days	Office
		None	7 days 45	
			minutes	



247. SECURING OF PESO CERTIFICATION/CLEARANCE

Requisite for Employment, used as referral tool for a Job placement

Office or Division:		Public Employme	nt Service Off	ice	
Classification:		Simple			
Type of Transaction:		Government to C	itizen		
Who may avail:		General Public			
CHECKLIST OF REQU	IREM	ENTS	WHERE TO	SECURE	
Latest Community Tax (Certific	ate	Barangay Ha	ıll- Brgy. Treası	urer Or
(1 original copy)			Municipal Tre	easury Office	
Police Clearance (1 original	ginal c	ору)	Police Station	n	
Official Receipt (original	I copy		Municipal Tre	easury Office	
Client Steps	Ą	gency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client Log Book in the Information Desk	to the	e the Log Book c Client Direct client to the c Employment ce Office	None	5 minutes	Information Desk Officer
2.Approach the Office Clerk and Submit required documents	verify 2.1. If payment client Municular 2.2. F	cord, check and documents ssue Order of the and direct to pay at the cipal Treasury Prepare the cication/Clearance	None	5 minutes	PESO Manager Or Job Order Employees MHRMO
3.Pay the required fees at the Municipal Treasury by showing the Order of Payment	and In Rece	cept payment ssue Official ipt Direct client back e HRMO/PESO	Certification ₱ 50.00	3 minutes	Local Revenue Collection Officer-II or Administrative



				Assistant-II or Revenue Collection Clerk-II
				Mun. Treasury Office
4.Present the Official Receipt	4. Check & Record O.R. Number 4.1 Re-check & sign the Certification/ Clearance	none	5 minutes	PESO Manager Or Job Order Employees MHRMO
5. Receive Certification/Clearance and sign the logbook	5. Record and release the Certification/Clearance	none	2 minutes	PESO Manager Or Job Order Employees MHRMO
	Total	₱ 50.00	20 minutes	



248. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS

Office or Division:

Special employment during summer or vacation to Out of School Youth (OSY), In School Youth (ISY) and dependent of displaced workers for a minimum of 20 working days

Public Employment Service Office

Classification:	Simple	Simple				
Type of Transaction	: Government to 0	Citizen				
Who may avail:	Out of School Yo	outh , In School	Youth 15-30 yea	rs old and		
	Dependent of Di					
CHECKLIST OF REG	QUIREMENTS	WHERE TO S				
Birth Certificate		Philippine Sta	itistics Authority (F	PSA)		
(1 PSA Copy, 1 Phot						
For Students :Form 1		School				
Form 137 for Basic ed						
(1 Original Copy, 1 p						
For Out of School Yo		Barangay Hall	•			
OSY in letter Head iss	•	MSWDO Mun	ıcıpal Hall			
Barangay Chairman o						
For dependents of Dis	•	Frankovan				
Notice of Termination	• •	Employer				
Certification of displace	•	Municipal Casial Walfara and Davalanment				
Barangay, Municipal, Welfare and Develop	•	Municipal Social Welfare and Development Office				
(1 original copy and		Office				
Client Steps	Agency Actions	Fees to be Processing Person				
	rigolog rioliono	Paid	Time	Responsible		
1.Sign the Client	1.Give the Log Book	None	5 minutes	Information		
- 3	to the Client			Desk Officer		
Information Desk	A.A. D'anni al'anni					
	1.1. Direct client to					
	the Public					
	Employment Service Office					
	2. Issues Application	None	10 minutes	PESO Manager		
	z. issues Application Form	INOHE	10 minutes	MHRMO		



state the purpose				
3. Fill up the SPES Application Form and submit		None	10 minutes	PESO Manager MHRMO
4. Sign Oath of undertaking if qualified	4. Check and review the documents	None	10 minutes	PESO Manager MHRMO
5. Sign Employment Contract, GSIS Insurance	5. Check & review documents	None	10 minutes	PESO Manager MHRMO
	Total	None	45 minutes	



249. TULONG PANGKABUHAYAN PARA SA DISPLACES WORKERS (TUPAD)

Emergency employment package for displaced workers, under employment and seasonal workers for a minimum period of 10 days not to exceed 20 days

Office or Division:		Public Employment Service Office			
Classification:		Simple			
Type of Transaction	n:	Government to 0	Citizen		
Who may avail:		18-63 years old	displaced work	ers, underemploy	ed & seasonal
		workers			
CHECKLIST OF RE			WHERE TO S		
Barangay Clearance			Barangay Hall	 Secretary 	
off, underemployed	& disp	laced (1 original			
copy)					
1x1 I,D. picture 2 cc	·		Requesting Pa	•	
Cedula (1 original co			Barangay Hall		
Client Steps	Ag	ency Actions	Fees to be	Processing	Person
			Paid	Time	Responsible
1.Sign the Client		e the Log Book	None	5 minutes	Information
Log Book in the Information Desk	to the	e Client			Desk Officer
inionnation best	1.1. [Direct client to			
	the F	Public	None		
	Emp	loyment Service			
	Offic				
2. Approach the	2. Re	eceives verify	None	3 minutes	PESO Manager
PESO Officer and	and r	eview			MHRMO
submit the	docu	ments			
requirements	0.4 5		None	1 minutes	
		Provide applicant			
		the Application & GSIS			
Insurance Coverage					
3. Fill up the	3. Re	eceives and	None	3 minutes	PESO Manager
Application Form	revie	w Application			MHRMO
& GSIS Insurance	Form	and if found			
	<u> </u>		l		



Coverage and	complete submit to			
submit	Department of Labor			
	and Employment			
	Provincial Office	None	2 minutes	
3.1 Wait for the notification from the PESO Manager	3.1. Inform client to be notified once approved by Department of Labor and Employment			
	Total	None	14 minutes	



SIGMATAN WATER WORKS

External Services



250. APPLICATION FOR MEMBERSHIP- NEW SERVICE CONNECTION

Service connection refers to water service which will be installed after submission of all requirements and payment of charges.

Office or Division:	Office or Division:		Municipal Engineering Office - Sigmatan Waterworks			
Classification:		Simple				
Type of Transaction:		Government t	o Citizen Gove	rnment to		
		Business, Gov	vernment to Go	overnment		
Who may avail:		Any resident v Waterworks	vithin the servi	ce area of Libona		
CHECKLIST OF	V	VHERE TO SE	CURE			
Fully accomplished New Service connection Form (1 set)		Sigmatan Wat	terworks			
Sketch of Location (1	copy)	Individual ava	iling the service	Э		
Attendance to a Seminar for New Applicants			Sigmatan Wate Friday of the r			
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer Or Municipal Treasury Office				
Barangay Clearance (1 original copy)		Barangay Hall- Brgy, Secretary				
Material Estimate (1 original copy)		Sigmatan Waterworks Unit				
Client Steps	Agency Actions	Fees to be	Processing	Person		
		Paid	Time	Responsible		
1. Approach Office In charge and state the Purpose	1.Conduct Interview. Provide and explain Application checklist /requirements. Explain the content of the form and concessionaire's obligations	None	30 minutes	Billing Clerk And Sigmatan Supervisor Sigmatan Waterworks		
2.Pay the application fee	2. Accept payment and & Issue Official Receipt	Application Fee 350.00	5 minutes	Billing Clerk And Sigmatan Supervisor Sigmatan Waterworks		



3. Attend the 1 hour Orientation on the scheduled date	3. Instruct client to attend to a 1 hour Orientation for new applicants scheduled every 1 st and 3 rd Friday of the month	None	1 hour	OIC-Sigmatan Waterworks
4. Guide the plumber during the inspection of location	4. Inspect location where the water service connection will be installed4.1 Set schedule for water service installation	None	1 day	Supervisor and Plumbers Sigmatan Waterworks
5. Wait for the plumber for the installation	5. Install water service connection	None	1 day	Plumbers Sigmatan Waterworks
	Total	350.00	2 days, 1 hour, 35 minutes	



251. DISCONNECTION OF WATER SERVICE

Disconnected due to the request of the concessionaire

Office or Division:	Municipal Eng Waterworks	gineering Office	- Sigmatan	
Classification:		Simple		
Type of Transaction:		Government t	o Citizen	
Who may avail:		Any concession	onaire	
CHECKLIST OF	REQUIREMENTS	\	WHERE TO SE	CURE
Letter Request to disconnect water service from registered concessionaire		Individual ava	iling the service	9
Official receipt reflecting full payment of all necessary bills/fee		Individual availing the service		
Authorization Letter in case the registered concessionaires is not available to make request		Individual ava	iling the service	Э
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Go to the Sigmatan Waterworks Office and submit your letter 2. Pay the unpaid water bill if any	1.accept the letter submitted 1.2 Compute cost of unbilled consumption if any 1.3 accept payment and issue official receipt	None None	10 minutes 3 minutes	Billing Clerk And Sigmatan Supervisor Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks
3. Wait within 48 hours for the disconnection of Service Connection	1.4 Forward letter and Official receipt to Simatan Supervisor or OIC	None	5 minutes	
	1.5 Supervisor Verify the documents and gives instructions to field personnel for disconnection	None	1 day	
		None	30 minutes	



Total None 1 day 48				
minutes	Total	None	1 day , 48	



252. PAYMENT OF WATER BILL

Water bill is the amount that the concessionaire has to pay every month for water consumed on indicated due date. A 10 % surcharge will be collected if payment is made after the due date

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks Unit			
Classification:		Simple			
Type of Transaction	n:	Government to C	itizen		
Who may avail:	Who may avail:		es of Sigmatan W	/aterworks	
CHECKLIST OF REQUIREMENTS		WHERE TO SEC	URE		
Statement of Accou	nt	Sigmatan Waterv	vorks		
Client Steps			Processing Time	Person Responsible	
1.Approach the collection in charge and pay the amount in the Billing Statement	1. Accept payment based on the Billing Statement	First 20 cu m water cons. X 5 Excess 21 cu m and above x 6 for residential,Con sumer type. First 30 cu m water cons. X 10 Excess x 15 for industrial and Agricultural consumer type	2 minutes	Billing Clerk Sigmatan Waterworks	
2. Receive the Official Receipt	2. Issue Official Receipt	None	3 minutes	Billing Clerk Sigmatan Waterworks	
	Total	First 20 cu m water cons. X 5 Excess 21 cu m and above x 6 for residential,Con sumer type.	5 minutes		



	water cons. X	
	10 Excess x 15	
	for industrial	
	and Agricultural	
	consumer type	



253. RECEIVING REQUEST/COMPLAINTS

No water, high consumption, leakages, dirty water

Office or Division:		Municipal Engineering Office - Sigmatan		
01'('('		Waterworks		
Classification:		Simple	0	
Type of Transaction:		Government t		
Who may avail:		Any concession concerned put		er representative,
CHECKLIST OF	V	WHERE TO SE	CURE	
Account Name & Acco	unt Number		iling the service	9
Client Steps	Agency Actions	Fees to be	Processing	Person
		Paid	Time	Responsible
1.Go to the Sigmatan Waterworks Office or Call sigmatan Contact Number	1.Conduct Interview get details of complaints and evaluate.	None	10 minutes	Billing Clerk And Sigmatan Supervisor
2. Wait within one day or depend upon the situation to resolve the complaint	1.2 Refer client's concern to the Sigmatan Supervisor or to the Officer In charge	None	3 minutes	Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks
	1.3 Supervisor immediately gives instructions to field personnel	None	5 minutes	
	1.4 Field personnel proceeds to area and conduct inspection and repair	None	1 day	
	1.5 Reports back to station after the repair	None	30 minutes	
	Total	None	1 day , 48 minutes	



254. RECONNECTION OF WATER SERVICE

Disconnected due to request or non-payment of bills

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks		
Classification:		Simple		
Type of Transaction:		Government t	o Citizen	
Who may avail:		Residents witl	hin Sigmatan a	rea of jurisdiction
·		whose connec	ction is disconn	ected due to
		request and n	on-payment of	bills
CHECKLIST OF REQUIREMENTS		1	WHERE TO SE	CURE
Letter Request for reconnection of water Service		Individual ava	iling the service	Э
Official receipt		Municipal Tre	asury	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.File a request for reconnection to the Office in charge2. Pay the unpaid water bill if any and the reconnection fee	1.accept the letter submitted and prepare statement for reconnection fee and compute the cost of unpaid consumption for payment. 1.2 Issue water bill and Official receipt	None None	10 minutes 3 minutes	Billing Clerk And Sigmatan Supervisor Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks
3. Wait within 24 hours for the reconnection of water service	1.4 Forward request to Simatan Supervisor or OIC 1.5 Supervisor Verify the documents and gives instructions to field personnel for reconnection	None None None	5 minutes 1 day 30 minutes	
	Total	None	1 day , 48 minutes	



PHILIPPINE NATIONAL POLICE

External Services



255. EXTRACT COPY OF POLICE BLOTTER

Desk officer or Duty Investigator will prepare an extract copy of Police Blotter as attachment for case filing.

Office or Division	1 :	Investigation Section- Philippine National Police Libona			
Classification:		Simple	· ·		
Type of Transact	ion:	Government to	Citizen, Gove	rnment to Busine	ss , Government to
		Government			
Who may avail:	Complainant or	any Authorize	ed Representative	Э	
CHECKLIST OF F	REQU	IREMENTS	WHERE TO	SECURE	
Official Receipt fro	m M7	ТО	Municipal Tre	easury Office	
CLIENT STEPS		AGENCY	FEES TO	PROCESSING	PERSON
		ACTIONS	BE PAID	TIME	RESPONSIBLE
1.Approach the Desk Officer on duty	1.Refer complainant to the Investigation Section		None	1 Minute	
2.Proceed to the Investigation or WCPD Section	2.Retrieve record and prepare extracted police blotter 2.1 Instruct Client to Pay at the Municipal Treasury Office		None	30 Minutes	Duty Desk Officer PNP Libona
3. Pay the required fees at the Municipal Treasury Office and make sure to secure Official Receipt that will be issued upon payment	3.Accept the payment 3.1, Issue the Official Receipt 3.2 Direct client to the Police Station		₱100.00	5 minutes	Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury
4. Read the content and check the basic information	4.Approve and Countersign documents		None	5 Minutes	Duty Officer PNP Libona
	Tota	l	₱ 100.00	41 minutes	



256. ISSUANCE OF TRAVEL AUTHORITY

Issued to Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs) stranded in Libona and wished to return home.

Office or Division	Investigation S	ection- Philipp	ine National Polic	e Libona	
Classification:	Simple				
Type of Transact	ion: Government to	Citizen			
Who may avail:	Returning Ove	rseas Filipinos	(ROFs) and Loca	ally Stranded	
	Individuals (LS	ls)			
CHECKLIST OF F	REQUIREMENTS	WHERE TO	SECURE		
Barangay Certifica	ntion	Barangay Ha	all- Barangay Cap	tain	
(1 original copy)					
Medical Clearance	e Certificate	Municipal He	Municipal Health Office- Rural Health Physician		
(1 original Copy)					
CLIENT STEPS	AGENCY	FEES TO	PROCESSING	PERSON	
	ACTIONS	BE PAID	TIME	RESPONSIBLE	
1. Approach the Desk Officer, state the purpose and submit the requirements	Receipt requirements, verify the data Receipt requirements, verify the data Authority and have it signed by the	None None	5 minutes 5 minutes	Non Uniform Personnel PNP Chief Philippine National Police	
	PNP Chief Total	None	10 minutes		



257. PROVISION FOR POLICE CLEARANCE

Police Clearance is a documentation that certifies that you have no record criminal activity on the PNP database.

Office or Division	า :	Investigatio	n Section- Philippi	ne National Police	Libona	
Classification:		Simple				
Type of Transact	ion:	Governmen	t to Client			
Who may avail:		All residents	s of the Municipalit	y of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SEC	URE			
Recent Barangay Clearance (1 original copy)		Barangay Hall – I	Brgy. Secretary			
Recent Community Tax Certificate (1 Original Copy)		Baranagy Hall- B	rgy. Treasurer			
Documentary Star	np (2 po	cs)	Bureau of Interna	l Revenue		
Official Receipt (o	riginal c	ору)	Municipal Treasu	ry Office		
Court order for client with derogatory records (1 photocopy)		Requesting Party	/Person/Court			
CLIENT STEPS		GENCY CTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Pay the required fees at the Municipal Treasury Office and make sure to secure Official Receipt that will be issued upon payment	Officia 1.2 Dir	•	Employment / Scholarship / Study Grants & other purposes not hereunder specified ₱110.00 Change of Name ₱200.00 Application for Filipino Citizenship ₱300.00	5 minutes	Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury	



		₱200.00 PLEB Clearance From CB ₱ 100.00		
2. Proceed to the Police Station and approach the In- charge	2.Check all the requirements 2.1 Verify derogatory records 2.2 Encode	None None	1 minute 1 minute	None Uniform Personnel PNP- Libona
	Client's Basic information and Photo Capture	None	5 minutes	
3. Check the accuracy of the encoded basic	3. Print Clearance	None	1 minute	None Uniform Personnel
information				PNP- Libona
4.Sign and thumb mark on the printed Police	4.Approve and Sign the Clearance	None	1 minute	Duty Officer PNP Libona
Clearance				
5. Wait and receive Police Clearance	5.Photocopy and Release the Police Clearance	None	1 minute	Duty Officer
e.ca.aec	Greataries			PNP Libona
	Total	Employment / Scholarship / Study Grants & other purposes not hereunder specified ₱110.00 Change of Name ₱200.00	15 minutes	
		Application for		



Filipino Citizenship ₱300.00		
Firearms Per Application P200.00 PLEB Clearance From CB P100.00	rmit	



258. SECURING AFFIDAVIT OF COMPLAINT

Investigators will take statement (affidavit) of the complainant as a basic requirement to file a complaint to Prosecutor's Office and so with the statement of the witnesses.

Office or Division	າ:	Investigation	Section- Philippi	ne National Police	e Libona	
Classification:		Simple				
Type of Transaction: Government to			to Client			
Who may avail: Complainant I			Itself			
CHECKLIST OF F	REQUIR	EMENTS	WHERE TO SECURE			
Barangay Certifica	ate to File	Action	Barangay Hall-	Barangay Secret	ary	
(1 copy)						
Medico-legal Repo	ort (1 orig	jinal copy, 7	Government H	ospitals/ Health C	enter	
authenticated copi	ies)					
Marriage Contract	(1 authe	nticated	Philippine Stati	stics Authority		
copy, 7 photocopie	es copies	s)				
Birth Certificate of	Children		Philippine Stati	stics Authority		
(1 original copy, 7	authenti	cated copies)				
Witnesses and pie	eces of ev	vidence	Requesting Party/Person			
(if available)	(if available)					
CLIENT	AGENC	Y ACTIONS	FEES TO BE	PROCESSING	PERSON	
STEPS			PAID	TIME	RESPONSIBLE	
1.Approach the 1	1.Refer complainant		None	1 minute	Desk Officer	
		estigation			on Duty	
,	Section				PNP Libona	
		w/Investigate	None	1 hour	Duty	
	complain witness	ani anu			Duty Investigator	
_	2.1 Print	eiaht (8)			mvestigator	
		affidavit of			PNP Libona	
	complain	t				
documents						
3.Read the	3.Guide t	he	None	5 minutes	_	
	complainant to affix		140110	o minatoo	Duty	
	•				Investigator	
basic					PNP Libona	
information					Libona	



4.Filing of formal complaint to the prosecution services	4.Filing of formal complaint to the prosecution services	Filing fee for Summary procedure cases (i.e. Physical Injuries, Malicious Mischief, Crimes Against Honor, Simple Theft) F 600.00	Depending on the availability of the prosecutor	Handling Prosecutor Court
	Total	₱ 600.00	1 hour & 6 minutes excluding time spent with the prosecutor	



259. EMERGENCY CALL ASSISTANCE SERVICES

Desk officer or any other Police Personnel will receive and act for any call for Police Assistance from any individual within the locality of Libona

Office or Division	1:	Investigation				
Classification: Simple						
Type of Transaction: Governmen		t to Citizen				
Who may avail: All						
CHECKLIST OF R	REQUIRE	MENTS	WHERE TO SECURE			
Proper Identification of the caller			N/A			
Coordinate with Ba	arangay of	ficials for	N/A			
confirmation						
CLIENT STEPS AGENCY ACTION		Y ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1.Call Hotline No. 09462708796 Radio	1.Receive and verify the emergency call		None None	1 Minute 2 minutes	Duty Desk Officer	
Frequency- 14.772mhz and	1.1. Relay message/ call to officer in charge		None	2 minutes	PNP Libona	
provide vital information regarding the incident	1.2. Organize responding team for immediate assistance		None	5 minutes		
	1.3. Proceed to the crime scene/source of call assistance		None	Upon received of call	Alert PNP Personnel	
2.Assist the responding police team upon arrival in the subject area	2.Conduct applicable police operations		None None	5 minutes	Duty Investigator PNP Libona	
	Total			Upon received of call		



POPULATION DEVELOPMENT OFFICE

External Services



260. CONDUCT OF MARRIAGE COUNSELING SESSION

An orientation/session for couples applying for Marriage License, Designed to provide pre-marriage couple with realistic overview of what marriage is all about

Office or Division	:	Investigation Section- Philippine National Police Libona				
Classification:		Simple				
Type of Transaction: Government to		Government to 0	Citizen			
Who may avail: Would be Couple		e , ages 18 yea	ars old and above			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE		
Schedule of PMC	every	1 st Tuesday &				
3 rd Thursday of the	Mont	th 8:00 a.m				
Birth Certificate or	Baptis	smal	Municipal Tre	asury		
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Fill out	1. F	Provide /Explain	None	10 minutes	Office Clerk	
Marriage	the	questionnaire to			Denulation	
Inventory Form	the v	vould be couple			Population	
					Development Office	
					Office	
2. Submit filled	2. Evaluate/ review		None	5 minutes	Office Clerk	
up forms	the documents					
					Population	
					Development	
					Office	
3. Attend	3. C	onduct Marriage	None	1 hour	Office In	
Marriage		nseling Session			Charge-	
Counseling		_			Population	
Session					Development	
	3.1 Prepare /process PMC Certificate				Office	
			None	15 minutes		
					Municipal	
				Social Welfare		
				and		
				Development		
					Officer	
					Municipal	



				Social Welfare
				and Delopment
				Office
				Rural Health
				Physician
				Municipal
				Health Office
4. Receive PMC	4. Release duly	None	2 minutes	Office Clerk
Certificate	signed PMC			Donulation
	Certification			Population
				Development
				Office
	Total	None	1 hour and 32	
			minutes	



MUNICIPAL COMMITTEE ON REPATRIATION OF LOCALLY STRANDED INDIVIDUALS (LSIs) and RETURNING OVERSEAS FILIPINOS

External Services



261. FACILITATING THE RETURN OF THE LOCALLY STRANDED INDIVIDUALS (LSIs) AND RETURNING OVERSEAS FILIPINOS (ROFs) STRANDED OUTSIDE LIBONA, BUKIDNON.

Assistance rendered to Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs) who wished to return to Libona.

Office or Division:		Municipal Committee on Repatriation of Locally Stranded				
		Individuals (LSIs) and Returning Overseas Filipinos (ROFs)				
Classification: Simple						
Type of Transacti	on:	Government to 0	Citizen			
Who may avail:		Locally Stranded	d Individuals (L	SIs) and Returning	g Overseas	
		Filipinos (ROFs)				
CHECKLIST OF R	EQUI	REMENTS	WHERE TO	SECURE		
None			None			
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO	PROCESSING	PERSON	
			BE PAID	TIME	RESPONSIBLE	
1. Call Hotline Numbers 09126035444 or 09511959698 1.1. Secure the necessary documents	1. Answers call 1.1 Interview client and verify information 1.2 Instruct client to secure Medical Clearance Certificate from Municipal Health Office and Travel Authority from the Philippine National Police where he/she is currently stranded 1.3. Asks travel details to facilitate their arrival		None	10 minutes	LSI In Charge Municipal Committee on Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)	



transport of the LSIs and ROFs to the Municipal Isolation Facility where he/she will undergo 14-day quarantine			
Total	None	23 minutes	



262. ISSUANCE OF ENDORSEMENT FOR OUTGOING LOCALLY STRANDED INDIVIDUALS (LSIs) RETURNING OVERSEAS FILIPINOS (ROFs) STRANDED IN LIBONA, BUKIDNON.

The Municipal Committee on Repatriation of LSI and ROF is tasked to cater Individuals who wished to return home from and to Libona. In order to monitor, verify and facilitate this process the committee will issue an endorsement to this individuals prior to the issuance of Medical Clearance Certificate.

Office or Division:		Municipal Committee on Repatriation of Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)			
Classification:		Simple	,	<u> </u>	,
Type of Transacti	on:	Government to 0	Citizen		
Who may avail:		Locally Stranded	d Individuals (L	SIs) and Returning	g Overseas
		Filipinos (ROFs)			
CHECKLIST OF R	EQUI	REMENTS	WHERE TO S	SECURE	
Certification from the			<u> </u>	II- Barangay Capta	l .
CLIENT STEPS	AGE	NCY ACTIONS	FEES TO	PROCESSING	PERSON
			BE PAID	TIME	RESPONSIBLE
1. Approach the		nterview Client	None	3 minutes	Information
Officer of the	and	Call the in			Desk In-Charge
Day, state the	char	ge			Office of the
purpose and Fill					Municipal
out Client's Log					Mayor
					may or
2. Submit	2.	Receive	None	5 minutes	LSI In Charge
Barangay	Docu	ument and verify			Municipal
Certificate	data				Committee on
2.1 Receive	2.1	conduct	None	5 minutes	Locally Stranded
Endorsement	inter				Individuals (LSIs)
and proceed to	IIICI	VICVV			and Returning
the Municipal	2.2	Prepare	None	10 minutes	Overseas
Health Office	Endo	rsement Letter			Filipinos (ROFs)
	and ı	release			
	Total		None	23 minutes	
	Total		None	23 minutes	



MUNICIPAL PLANNING & DEVELOPMENT OFFICE and MUNICIPAL ENGINEERING OFFICE

External Services



263. SECURING LOCATIONAL CLEARANCE AND BUILDING PERMIT FOR TELECOMMUNICATION SERVICES (TOWERS AND INTERCONNECTIVITY FIBER-COM LINES)

Services rendered to clients who want to secure Zoning Decision (Locational Clearance) and for the Building Permit for Telecommunications Towers and Interconnectivity (Cell Towers and Fiber-Com Lines).

Office or Division:	Municipal Planr	ning and Development Office/Zoning Administrator	
	(MPDO/ZA)		
	Municipal Engineering Office/Official of the Building Official		
	(MEO/OBO)		
Classification:	Complex		
Type of	Government to	Citizen/ Telecommunication Service Providers	
Transaction:			
Who may avail:	All Enterprises	and Private Persons constructing/Establishing a	
	Telecommunica	ation Services (Cell Towers and Fiber-Com Lines).	
CHECKLIST OF REQU	JIREMENTS	WHERE TO SECURE	
1. Application Forms:		Mun. Planning & Development Office/Zoning	
- Zoning Clearand	ce (5-copies):	Admin.	
Notarized			
- Building Permit Fo	orm (5-copies):		
Notarized		Municipal Engineering Office/Official of the	
- Electrical Form (5-c	copies)	Building Official	
- Electronics Form (5	5-copies)		
2. Lot and Building Pl	,	Contractor/Requesting Applicant	
- Site Development	•		
. , ,	by Geodetic		
Engineer)			
- Structural and arc			
(Signed by Civil/Structural			
Engineer and or Architect)			
- Electrical Plans (Signed by			
Professional Electrical Engineer)			
	(Signed by		
Electronics &/or	Communication		
Engineer)			



- Specifications and Bill of Materials		
(Signed by Civil/Structural		
Engineer and or Architect)		
3. Basic Documentary		
Requirements (5-copies):		
- Proof of Ownership:	Register of Deeds (ROD) and or Mun. Assessor	
 Lot Title and or Tax Declaration 	Applicant	
- Deed of Absolute Sale or Deed of		
Donation and or Contract of		
lease/Agreement	Municipal Treasurer's Office	
- Proof of Real Property Tax		
Payment (Latest Tax Receipt)	Department of Public Works & Highways (DPWH)	
- Waiver on Road-Right of Way		
(RROW) Certificate (e.g. along		
National Road)	Barangay Government Concern	
- Barangay Construction Clearance		
4. Compliance to National Agency		
Requirements and or Compliance		
to the following Documents (5-		
Copies), if applicable:		
- Affidavit of Non-Objection	Barangay Government Concern	
(Community's Direct Impact)	Environmental Management Bureau (EMB-DENR)	
- Environmental Compliance	Ziviioimioikai wanagomoni zaroaa (Ziviz Zzivi)	
Certificate and or Certificate of		
Non-Coverage (ECC/CNC):	National Telecommunication Company (NTC)	
- Certificate from the National Tele-	, , ,	
Communication (NTC)	Department of Health (DOH)	
- Certificate on Radio Health	CAAP	
Compliance		
- Certificate from CAAP	National Agencies	
- And other National Agencies Pre-		
requisite documents/certifications		
CLIENT CTEDS ACENCY		

CLIENT STEPS	AGENCY	FEES TO BE	PROCESSING	PERSON
	ACTIONS	PAID	TIME	RESPONSIBLE
1. Sign the	1. Client signs the	None	5 minutes	Information
Client Log Book	Logbook;			Desk In-Charge
in the	Information Desk			
Information	Officer advice to			Office of the



Desk	Proceed to the Office of the MPDC/ZA			Municipal Mayor
2. Approach the Zoning Officer/ Inspector and present the required documents	2. Verify the submitted documents and the location of the Telecommunication Facility/s in conformity with the Land Use using the MPDO Zoning Map & Assessors Tax Map	None	30 minutes	Municipal Planning & Dev't. Coordinator and or Planning Assistant (Zoning Inspector)
	2.1 Schedule and Conduct Joint Ocular Site Inspection with MDPO & MEO 2.2 Prepare Zoning Decision (Signed by Zoning Inspector and MPDC/ZA) and its Order of Payment for Zoning Fees	None None	3 working days	MPDC, Planning Asst./Zoning Inspector, MEO & Building Inspector
	2.3 Re-check, Log and release & Endorse the Zoning Decision to the MEO-Building Official	None		
3. Documents endorsed to the Municipal	3. Endorsement to Mun. Engineering Office and its Order	None		Mun. Engineer and or MEO- Building



Engineering Office (MEO- OBO)	of Payment for Building Permit Fees 3.1 Endorsement to Bureau of Fire Protection (BFP) for	None		Inspector
	the Issuance of Fire Safety Inspection Certificate			
4. Documents endorsed to BFP-Libona	4. Issuance of Fire Safety Inspection Certificate by the Bureau of Fire Protection (BFP) and its Order of Payment for FSIC	BFP Accounts		BFP-Libona
5. Documents returned from BFP-Libona to the Office of the Municipal Engineer (MEO-OBO)	 5. The client advises to Pay the Obligations (Zoning and Building Permit Fees) Order of Payment received by the MTO 	Zoning Decision: ₱ 6,380.00 + (1/10 of 1% in excess of ₱.2,000,000.00 Building Permit: Commercial, Agricultural & Industrial Building ₱23.00 per square meter	10 minutes	MTO: Revenue Collection Clerk II or Revenue Collection Officer II
6. Return to the Office of the Mun. Engineer for Processing and Release of	6. Check the Official Receipt6.1. Process the plans and pertinent	None	2 hours &15 minutes	Mun. Engineer/ Building Official and Building Inspector-MEO



				OF
Building Permit	documents for final approval of the Building Official 6.2. Segregations of File Copies for, MPDO, MEO, MASSO & Owner's Copy 6.3. Re-check, Log, and release the Building Permit together with the Owner's Copy of the Plan			Staff
	Total	Zoning Decision: ₱ 6,380.00 + (1/10 of 1% in excess of ₱.2,000,000.00 Building Permit: Commercial, Agricultural & Industrial Building ₱23.00 per square meter	3 days & 3 hours	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM			
How to send feedback?	Answer the client feedback form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk (PACD) Contact Number: 0923 082 3151 or munlibona@gmail.com		
How feedback is processed?	Every Friday, the Public Assistance and Complaints Desk In charge opens the drop box and compiles and records all feedback submitted Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen For inquiries and follow-ups, clients may contact the following Number 0923 082 3151		
How to file a complaint	Answer the client Complaint Form and Drop it at the designated drop box in front of the Public Assistance and Complaints Desk Complaints can also be filed via Cell phone. Make sure to provide the following		



	information:
	Name of person being complained
	Incident
	Evidence
	For inquiries and follow-ups clients may
	contact the following Cellphone Number
How complaints are processed?	The Public Assistance and Complaints
	Desk In charge opens the complaints
	drop box on a daily basis and evaluate
	each complaint
	Upon evaluation, the Complaints Officer
	shall start the investigation and forward
	the complaints to the relevant office for
	their explanation.
	The Complaints Officer will create a report
	after the investigation and shall submit it
	to the Head of Agency for appropriate
	action
	The Complaint Officer will give the
	feedback to the client.
	For inquiries and follow-ups clients may
	contact the following cellphone no. 0923
	082 3151
Contact Information of CCB,	ARTA: complaint@arta.gov.ph
PCC,ARTA	1-ARTA (2782)
	PCC: 8888
	CCB: 0908-881-6565



VII. LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0918 900 0707
Office of the Municipal Mayor- Public Welfare and Development Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0947 496 2450
Office of the Municipal Mayor- Information and Technology Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0930 899 1245
Office of the Municipal Mayor- Municipal Sports Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0947 887 9136
Office of the Municipal Mayor- Municipal Tourism Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0933 989 2808
Office of the Sangguniang Bayan	Legislative Building, Poblacion Libona, Bukidnon	0933 810 9848
Municipal Planning and Development Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0929 622 3536
Municipal Human Resource & Management Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0933 989 2908
Business Permit and Licensing Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0930 079 1839
Municipal Health Office	Purok 1A Poblacion,	0919 993 7603



		of Ot Bo
	Libona, Bukidnon	
General Services Office	GSO Building , Poblacion, Libona, Bukidnon	0921 340 7202
Municipal Assessment Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0912 636 2046
Municipal Treasury	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0920 873 6988
Municipal Disaster Risk Reduction and Management Office	Poblacion, Libona, Bukidnon	0933 609 0125
Municipal Budget Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0948 863 6180
Municipal Engineering Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0923 913 2971
Municipal Social Welfare and Development Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0920 973 1528
Municipal Accounting and Internal Audit Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0905 804 8229
Municipal Agriculture Office	Libo1 st Floor Executive Building , Poblacion, Libona, Bukidnon a, Bukidnon	0921 657 5543
Philippine National Police- Libona	PNP Station, Poblacion, Libona,	0946 270 8796



	Bukidnon	
Bureau of Fire Protection- Libona	Poblacion, Libona, Bukidnon	0932 584 672
DILG Libona	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0928 428 9771
COMELEC- Libona	Legislative Compound , Poblacion, Libona, Bukidnon	0920 830 9533
Bureau of Internal Revenue- Libona	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0927 881 8918
MENRO	Legislative Compound , Poblacion, Libona, Bukidnon	0929 622 3536
DAR	Legislative Compound , Poblacion, Libona, Bukidnon	0922 863 7394
POST OFFICE	Legislative Compound , Poblacion, Libona, Bukidnon	0923 905 5466



