





MUNICIPAL GOVERNMENT OF LIBONA

# **CITIZEN'S CHARTER**

2023 (1<sup>ST</sup> 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 sewerage, and flood control; traffic signals and road signs; and similar facilities;
- (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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# **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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Municipal Officials, Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order Form duly signed by the Human Resource Management Officer & the Municipal Budget Officer or its authorized representatives ( 3 original copies)		Requesting Employee		
Invitation Letter or Radio Message if Applicable ( 1 original copy)		Requesting Employee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit to the receiving section the Travel Order Form duly signed by the Head of Office, Municipal Human Resource and Management Officer and Municipal Budget Officer	1. Receive the Travel Order Form and check as to completeness and Log	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
	1.1 Forward to the Desk of the Municipal Mayor for final action	None	45 minutes	<i>Municipal Mayor or Executive Assistant IV</i> Office of the Mun. Mayor
2. Receive the Acted Travel Order Form	2. Release the Acted Travel Order Form	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
<b>TOTAL</b>		None	55 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Municipal Officials, Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly Filled out CSC Form No. 6 Revised 2020 duly signed by employee concerned, certified by the Human Resource Management Officer and recommended by the Head of Office, attached with complete documentary requirements ( 3 original copies)		Municipal Human Resource and Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the CSC Form NO. 6, revised 2020 ( Application for Leave ) to the receiving section	1. Receive the CSC Form NO. 6, revised 2020 ( Application for Leave ) and Log 1.1 Forward to the Desk of the Municipal Mayor for final action	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
		None	45 minutes	<i>Municipal Mayor or Executive Assistant IV</i> Office of the Mun. Mayor
2. Receive the acted CSC Form NO. 6, revised 2020 (Application for Leave )	2. Release the acted CSC Form NO. 6, revised 2020 (Application for Leave )	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
	<b>TOTAL</b>	None	55 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 .

<b>Office or Division:</b>		Office of the Municipal Mayor		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Employees & Local Officials who are separated, transferred retired from the service and on leave of absence for more than 30 days		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CSC Form No. 7, revised 2018 (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 Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the CSC Form No. 7, revised 2018 (Clearance Form) to the receiving section	1. Receive the CSC Form 7, revised 2018 (Clearance Form) and Log 1.1 Forward to the Desk of the Municipal Mayor for final action	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
		None	45 minutes	<i>Municipal Mayor or Executive Asst IV</i> Office of the Mun. Mayor
2. Receive the Acted CSC Form No. 7, revised 2018 (Clearance Form)	2. Release the CSC Form No. 7, revised 2018 (Clearance Form)	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
	<b>TOTAL</b>	None	55 minutes	





#### 4. REQUEST FOR SERVICE VEHICLE FOR OFFICIAL TRIPS OR 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.

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Government Employees and Local Officials		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Travel Order (1 original copy)		Requesting Employee		
Itinerary of Travel (1 original copy)		Requesting Employee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the Dispatcher and book for a vehicle	1. Checks availability of Vehicle/s	None	5 minutes	Vehicle Dispatcher
1.2 Prepare and process the Trip Ticket	1.2 Inform clients to prepare the Trip Ticket.	None	2 minutes	Vehicle Dispatcher
	1.3 Inform Vehicle Driver of the scheduled trip	None	5 minutes	Vehicle Dispatcher
				Office of the Mun. Mayor
2. Note the vehicle assigned and prepare for the trip	2. Inform employee of the assigned vehicle	None	3 minutes	Vehicle Dispatcher
				Office of the Mun. Mayor
	<b>TOTAL</b>	None	15 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Government Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copies of the Documents to be acted upon by the LCE with complete signatures and indorsement from the authorized signatories (Original Copies)		Requesting Personnel or Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit the documents to the receiving section	1. Receive the documents, verify and scan documents	None	5 minutes	<i>Receiving / Releasing Clerk</i> Office of the Mun. Mayor
	1.1 Forward the documents to the LCE for approval	None	1 day	<i>Municipal Mayor</i> Office of the Mun. Mayor
	1.2 Inform client to be notified when document/s is acted	None	2 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
2. Wait and proceed to pick up document/s at the Office of the Municipal Mayor when notified	2. Notify client to pick up the document	None	10 minutes	<i>Receiving / Releasing Clerk</i> Office of the Mun. Mayor
	<b>TOTAL</b>	None	1 day & 17 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Punong Barangays, Barangay Kagawad, SK Chair, SK Kagawad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Oath Office ( 3 original copies)		Respective Barangay		
Community Tax Certificate (1 original copy)		Municipal Treasury Office or Barangay Treasurer of Respective Barangay		
Personal Data Sheet ( 1 original copy)		Requesting Individual		
Barangay Clearance ( 1 original copy)		Barangay Hall- Barangay Secretary		
2x2 id picture ( 2 pcs)		Requesting Individual		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Call the Office of the Municipal Mayor for appointment	1. Receive Call and refer to the higher authority for schedule	None	5 minutes	<i>Administrative Aide VI</i>
	1.1 Inform the client on the scheduled date of appointment	None	3 minutes	<i>Administrative Aide VI Office of the Mun. Mayor</i>
2. Proceed to the Municipal Hall on the scheduled date , fill out Client's Log Book	2. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge  Office of the Mun. Mayor</i>
3. Approach the receiving clerk and submit the documents	3.Receive, evaluate and assess the documents	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	3.1 Forward the document to the Executive Assistant for review	None	10 minutes	<i>Executive Assistant IV</i>
	3.2 Guide the client to the Office of the Mayor for the Oath taking ceremony	None	10 minutes	<i>Executive Assistant IV Office of the Mun. Mayor</i>



4. Proceed to the Office of the Mayor	4. Conduct of the Oath Taking Ceremony	None	5 minutes	<i>Municipal Mayor</i> Office of the Municipal Mayor
5. Receives signed Oath of Office	5. Release the Oath of office	None	3 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
	Total	None	49 Minutes	



## 7. ATTENDING TO WALK-IN CLIENTS

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

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office Clerk and state the Purpose	2. Interview client and instruct to wait for his/her turn	None	1 hour	<i>Admin. Officer IV or Job Order Employees</i>  Office of the Mun. Mayor
3. Proceed to the Office of the Mayor	3. Guide client to the Office of the Mayor	None	5 minutes	<i>Job Order Employees</i>  Office of the Mun. Mayor
	<b>TOTAL</b>	None	1 hour & 10 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.

<b>Office or Division</b>	Office of the Municipal Mayor- Public Welfare Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizens			
<b>Who may avail</b>	Residents of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request ( 1 original copy) indicating the date and purpose of travel		Requesting Individual		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Receiving Clerk and submit the Letter Request	2. Receive the Letter Request , log and forward to the Mayor's Desk for Action	None	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
	2.1 Inform client to be notified when request is acted upon by the Municipal Mayor	None	10 minutes	<i>Job Order Employees</i> Office of the Municipal Mayor
	2.2 Acted Letter will be forwarded to the Vehicle Dispatcher for the availability of vehicle and scheduling	None	10 minutes	<i>Vehicle Dispatcher</i> Office of the Municipal Mayor
	2.2.1 If the request is denied	None	10 minutes	<i>Job Order Employees</i>



	due to unavailability of vehicle , notify the client immediately 2.2.1 When vehicle is available, notify the client for the confirmation and specific details of the trip.	None	10 minutes	Office of the Municipal Mayor  <i>Job Order Employees</i> Office of the Municipal Mayor
3. Guides Vehicle Driver	3. Confirm and instruct client to guide the vehicle driver	None	5 minutes	<i>Vehicle Dispatcher</i> Office of the Municipal Mayor
	<b>TOTAL</b>	None	55 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

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Original copy of the document		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the required documents to the Receiving Section	2. Receive and verify documents	None	5 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Forward documents to the Authorized Officer for certification	None	5 minutes	Office of the Mun. Mayor
	2.2 Issue Order of Payment Form and instruct client to pay the required fees at the Municipal Treasury	None	5 minutes	<i>Administrative Officer IV or Executive Assistant IV</i>  Office of the Mun. Mayor
3. Pay the required fees at the	3. Receive Payment and direct client to the OMM	₱50.00 per page per copy	5 minutes	<i>Admin Asst. II</i> Or



Municipal Treasury				<i>Revenue Coll. Clerk II Or Local Revenue Collection Officer II Mun. Treasury Office</i>
4.Receive copy of the certified document	4.Verify the Official Receipt and release the document	None	5 minutes	<i>Receiving/ Releasing Clerk Office of the Mun. Mayor</i>
	Total	₱50.00 per page per copy	30 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.

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen, Government to Government, Government to Business		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid Identification Card		Individual Availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office Clerk and state the Purpose	2. Interview client and instruct to wait for his/her turn	None	1 hour	<i>Admin. Officer or Job Order Employees</i>  Office of the Mun. Mayor
3. Proceed to the Office of the Mayor	3. Guide client to the Office of the Mayor	None	5 minutes	<i>Job Order Employees</i>  Office of the Mun. Mayor
	<b>TOTAL</b>	None	1 hour & 10 minutes	



## 11. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All Residents of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Community Tax Certificate (1 original copy)		Municipal Treasury or Barangay Treasurer		
Barangay Clearance (1 original copy)		Barangay Hall – Barangay Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office Clerk and submit requirements	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Issue Order of Payment Form and instruct client to pay the required fees at the Municipal Treasury	None	5 minutes	<i>Receiving/ Releasing Clerk</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	<i>Administrative Officer IV &amp; Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for signature	None	1 hour	<i>Municipal Mayor</i> Office of the Municipal Mayor



<p>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</p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>Clearance Fee ₱110.00</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Admin Assistant II</i> <i>Or</i> <i>Revenue Coll. Clerk II</i> <i>Or</i> <i>Revenue Collection Officer II</i></p> <p>Mun. Treasury Office</p>
<p>4. Return to the Office of the Municipal Mayor for the processing and release of the Clearance</p>	<p>4. Check the Official Receipt</p> <p>4.1 Log and release the document</p>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>3 minutes</p>	<p><i>Archives In-charge</i></p> <p>Office of the Mun. Mayor</p>
		<p>₱110.00</p>	<p>1 hour &amp; 46 minutes</p>	



## 12. 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.

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		All persons/individuals who are bonafide residents of the Municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance (1 original copy)		Barangay Hall- Barangay Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office Clerk and submit requirements	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury for payment	None	5 minutes	<i>Admin Officer IV or Clerks</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	<i>Clerks or Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor Office of the Municipal Mayor</i>
3. Pay the required fees at the Municipal Treasury Office by showing	3. Accept the payment based on the Order of Payment	Clearance Fee ₱55.00	3 minutes	<i>Admin Asst II or Revenue Coll. Clerk II</i>



the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3.1 Issue the Official Receipt		5 minutes	Or <i>Revenue Collection Officer II</i>  Mun. Treasury
4. Return to the Office of the Municipal Mayor for the processing and release of the Clearance	4. Check the Official Receipt	None	3 minutes	<i>Archives In-Charge</i>
	4.1 Log and release the Clearance		5 minutes	Office of the Mun. Mayor
	Total	₱ 55.00	56 minutes	



### 13. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance or Certification ( where to hold the activity ) (1 original copy)		Barangay Hall- Barangay Secretary		
Schedule/Flow of Activity (1 original copy)		Individual availing the service		
Letter request of person commissioning/contracted the construction works (1 original copy)		Individual availing the service		
Letter request of person of authority from the requesting group (1 original copy)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor





2.Submit complete documents to the Receiving Section	2.Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury	None	5 minutes	<i>Admin Officer IV or Clerk</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	<i>Clerk and Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor Office of the Municipal Mayor</i>
3.Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3.Accept the payment based on the Order of Payment	Permit Fee ₱1,000.00 for 7 days or less Additional ₱250.00 per week thereafter	5 minutes	<i>Admin Aide II Or Revenue Coll. Clerk II</i>
	3.1 Issue the Official Receipt		5 minutes	<i>Or Revenue Collection Officer II Mun. Treasury Office</i>
4. Return to the Office of the Municipal mayor for the processing and release of Permit	4.Check the Official Receipt	None	5 minutes	<i>Archives In- Charge</i>
	4.1 Log and Issue the Permit to the client	None	5 minutes	<i>Office of the Mun. Mayor</i>
	Total	₱1,000.00 for 7 days or less Additional ₱250.00 per week thereafter	1 hour	



#### 14. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance or Certification ( where to hold the activity ) (1 original copy)		Barangay Hall- Barangay Secretary		
Schedule/Flow of Activity (1 original copy)		Individual availing the service		
Letter request of person commissioning/contracted the construction works (1 original copy)		Individual availing the service		
Letter request of person of authority from the requesting group (1 original copy)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	5 minutes	<i>Administrative Officer IV Or Clerks</i>



	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	<i>Clerks And Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor Office of the Municipal Mayor</i>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment	Special Permit Fee ₱1000.00/ 7 days and additional ₱200.00 thereafter	5 minutes	<i>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II</i>
	3.1 Issue the Official Receipt	None	5 minutes	<i>Mun. Treasury</i>
4. Return to the Office of the Municipal Mayor for the processing and release of Permit	4. Check the Official Receipt	None	5 minutes	<i>Archives In- Charge Office of the Mun. Mayor</i>
	4.1 Issue the Permit to the client	None	5 minutes	
	TOTAL	₱1000.00/ 7 days and additional ₱200.00 thereafter	1 hour	



## 15. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance or Certification (where to hold the activity) (1 original copy)		Barangay Hall- Barangay Secretary		
Schedule/Flow of Activity (1 copy)		Individual availing the service		
Letter request of person commissioning/contracted the construction works (1 original copy)		Individual availing the service		
Letter request of person of authority from the requesting group (1 original copy)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury Office for payment	None	5 minutes	<i>Administrative Officer IV Or Clerks</i>
		None	10 minutes	<i>Clerks And</i>



	<p>2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials</p> <p>2.3 Forwards document to the desk of the Mun. Mayor for approval</p>	None	10 minutes	<p><i>Executive Assistant IV</i></p> <p><i>Municipal Mayor</i> Office of the Municipal Mayor</p>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>Special Permit Fee ₱ 300.00/ 7 days additional ₱100.00/ week thereafter</p> <p>None</p>	<p>3 minutes</p> <p>5 minutes</p>	<p><i>Admin Asst II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i> Mun. Treasury</p>
4. Return to the Office of the Municipal mayor for the processing and release of Permit	<p>4. Check the Official Receipt</p> <p>4.1 Issue the Permit to the client</p>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>5 minutes</p>	<p><i>Archives In-Charge</i></p> <p>Office of the Mun. Mayor</p>
	TOTAL	<p>Special Permit Fee ₱ 300.00/7 days additional ₱100.00/wee k thereafter</p>	56 minutes	



## 16. 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

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Community Tax Certificate (1 original copy)		Barangay Hall- Barangay Treasurer		
Barangay Clearance or Certification (where to hold the activity) (1 original copy)		Barangay Hall- Barangay Secretary		
Schedule/Flow of Activity (1 original copy)		Individual availing the service		
Letter request of person commissioning/ contracted the construction works (1 original copy)		Individual availing the service		
Letter request of person of authority from the requesting group (1 original copy)		Individual availing the service		
Environmental Compliance Certificate		Department of Environment and Natural Resources Environmental Management Bureau		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor



2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk Office of the Mun. Mayor</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury Office for payment	None	5 minutes	<i>Administrative Officer IV Or Clerks</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	10 minutes	<i>Clerks And Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor Office of the Municipal Mayor</i>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment	Permit Fee ₱300.00	5 minutes	<i>Admin Assistant II Or Revenue Collection Clerk II</i>
	3.1 Issue the Official Receipt	None	5 minutes	<i>Or Revenue Collection Officer II</i>  <i>Mun. Treasury Office</i>



4. Return to the Office of the Municipal mayor for the processing and release of Permit	4. Check the Official Receipt 4.1 Issue the Permit to the client	None	5 minutes	<i>Archives In-Charge</i>
		None	5 minutes	Office of the Mun. Mayor
	TOTAL	₱ 300.00	1 hour	





## 17. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance or Certification ( where to hold the activity ) (1 original copy)		Barangay Hall- Barangay Secretary		
Schedule/Flow of Activity (1 original copy)		Individual availing the service		
Letter request of person commissioning/ contracted the construction works (1 original copy)		Individual availing the service		
Letter request of person of authority from the requesting group (1 original copy)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor



2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury Office for payment	None	5 minutes	<i>Receiving/ Releasing Clerk</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	5 minutes	<i>Clerks And Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor Office of the Municipal Mayor</i>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment	Permit Fee ₱500.00	5 minutes	<i>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II</i>
	3.1 Issue the Official Receipt	None	5 minutes	<i>Mun. Treasury</i>
4. Return to the Office of the Municipal mayor for the processing and release of Permit	4. Check the Official Receipt	None	5 minutes	<i>Receiving/ Releasing Clerk</i>
	4.1 Issue the Permit to the client	None	5 minutes	<i>Office of the Mun. Mayor</i>
TOTAL		₱ 500.00	55 minutes	



## 18. 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written Request (1 original copy)		Requesting Individual		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess submitted documents	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
	2.1 Encode and print the document and forward to the Executive Assistant for review and affixing initials	None	5 minutes	<i>Clerks And Executive Assistant IV</i>
	2.2 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor</i> Office of the Municipal Mayor
3. Return to the Office of the Municipal Mayor for the processing and release of the Clearance	3. Issue the referral/ Endorsement and have the client signed the Log Book	none	5 minutes	<i>Receiving/ Releasing Clerk</i> Office of the Mun. Mayor
<b>Total</b>		None	35 minutes	



## 19. SCHEDULING OF 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.

<b>Office or Division</b>	Office of the Municipal Mayor			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	Couples of Legal Age			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Prepared unsigned Marriage Contract (1 set)		Municipal Civil Registration Office		
Marriage License (1 set) But Not applicable for couples living together for more than 5 years)		Municipal Civil Registration Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the required documents to the Receiving Section	2. Receive the required documents and check and verify as to completeness and forward the documents to the Personnel In-charge	None	10 minutes	<i>Receiving/ Releasing Clerk</i>
2.1 Suggest preferred time and date for the solemnization rites	2.1 Interview couple for the preferred date and time for the solemnization rites	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Office Clerks</i>
	2.2 Schedule the Solemnization Rites and orient client on the scheduled date , time and details of	None	5 minutes	Office of the Municipal Mayor



	the wedding ceremony			
3. Come back on the scheduled date of the Solemnization Rites	3. Solemnization Rites	None	1 hour	<i>Municipal Mayor</i>  Office of the Municipal Mayor
4. Sign the of Marriage Certificate	4. Solemnizing Officer and Sponsors signs the Marriage Certificate	None	10 minutes	<i>Municipal Mayor and Private Secretary II Employee</i>
4.1 Proceed to the Municipal Registration Office	4.1 Guide Couples to the Municipal Registration Office for registration		5 minutes	Office of the Municipal Mayor
	Total	None	1 hour & 45 Minutes	



## 20. SUBSCRIPTION OF STATEMENT OF ASSETS LIABILITIES & NETWORTH (SALN)

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

<b>Office or Division</b>		Office of the Municipal Mayor		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Punong Barangay, Barangay Kagawads, Public School Teachers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished SALN Form (3 original copies)		Requesting individual		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the documents	None	10 minutes	<i>Admin Officer IV</i> Or <i>Clerks</i>
2.1. Wait for the notification from the office of the Mayor when to get the SALN	2.1 Inform client to be notified when document is signed and available	None	5 minutes	<i>Executive Assistant IV</i>
	2.2 Forward to The Municipal Mayor for signature	None	2 days	Municipal Mayor Office of the Mun. Mayor
4. Receive the signed SALN	4. Release copy of the signed SALN	None	5 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i> Office of the Municipal Mayor
	<b>Total</b>	None	2 days and 25 minutes	



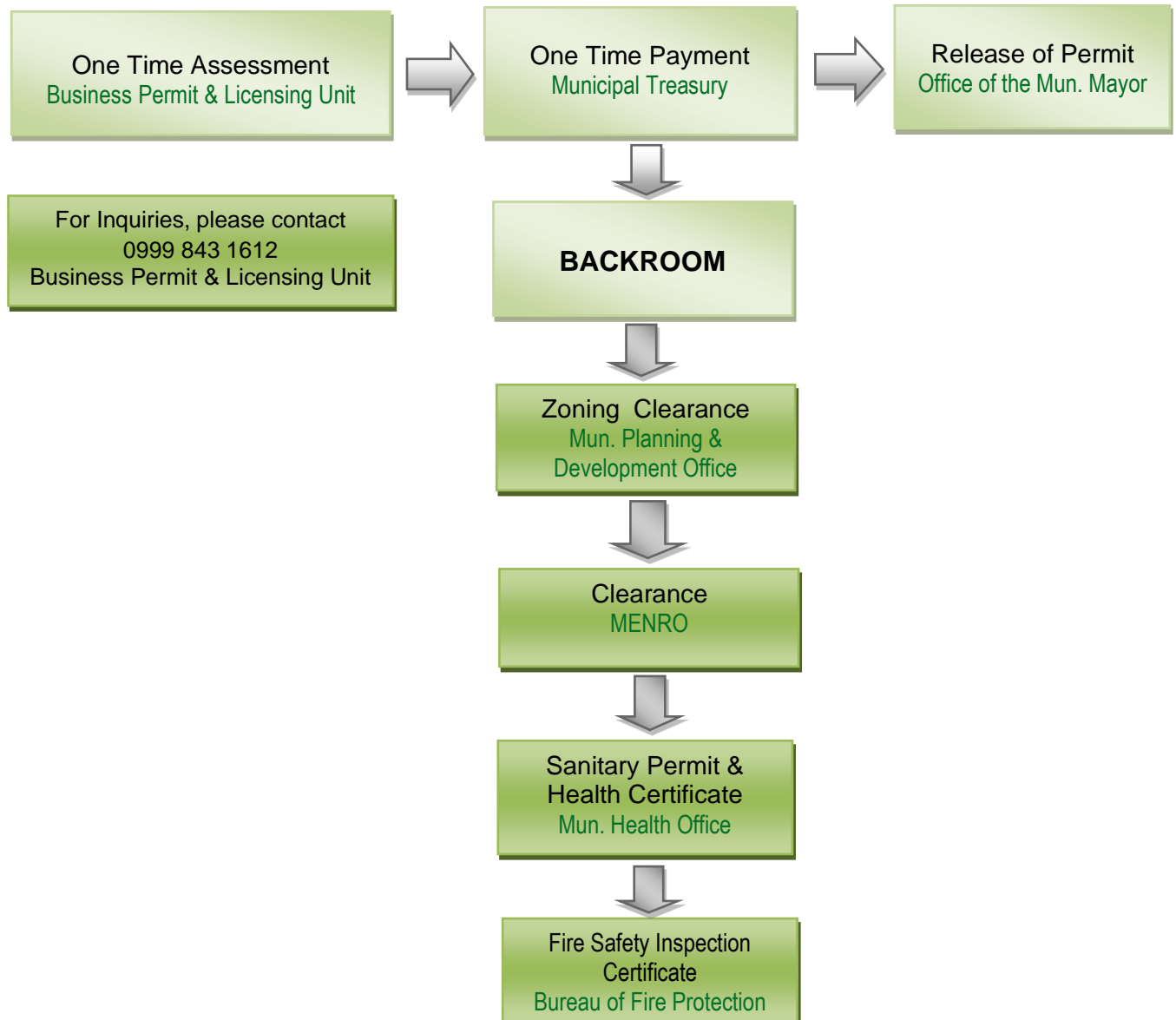
# **OFFICE OF THE MUNICIPAL MAYOR**

## **Business Permit, Licensing and Economic Affairs Division**

**External Services**



# Processing of Business Permit







## 21. 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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B Government to Business			
<b>Who may avail:</b>	All Business Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Basis for computing of taxes, fees, and charges like business capitalization (1 original copy)		Business Proprietor availing the service		
Barangay Clearance for business (1 original copy)		Barangay Hall, Barangay Captain		
CEDULA (1 original copy)		Barangay Hall - Barangay Treasurer		
Notarized Affidavit of Non-objection for Videoke, Karaoke, Computer Internet Shop, Vendo Wifi, Pesonet, Billiard Hall/Table (1 original copy)		Barangay Hall for Forms		
Building/Occupancy Permit (1 original copy)		Office of the Municipal Engineer		
OR, CR, Vehicle Insurance for PUV, PUJ, and Tricab, Mini Bus & Bus (1 photocopy)		LTO & Insurance Company		
MTO Registration for Tricab (1 original copy & 1 photocopy)		Sangguniang Bayan		
If space is rented: Contract of Lease (1 original copy & 1 photocopy)		Owner of the building rented		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person Responsible</b>
1. Fill out Client's Log Book	1. Guide the client to the Business Permit and Licensing Unit	None	3 Minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
1.1. Submit the required documents to the BPLO Personnel	1.1. Receive the required documents and check for completeness and	None	5 minutes	<i>Job Order Employee</i>



for assessment and verification	<p>issue Application Form</p> <p>1.2 If requirements are complete conduct one-time-assessment of taxes, fees and charges and issue the Order of Payment</p> <p>1.3 Start processing the request</p>	None	<p>2 minutes</p> <p>3 minutes</p>	<p>Business Permit and Licensing Unit</p> <p><i>License Inspector I</i> or <i>License Officer II</i></p> <p>Business Permit and Licensing Unit</p>
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	<p>2. Accept the payment based on the Order of Payment</p> <p>2.1 Issue the Official Receipt</p>	See Table Below	<p>5 minutes</p> <p>15 minutes</p>	<p><i>Administrative Assistant II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i></p> <p>Municipal Treasury Office</p>
3. Return to the Business Permit and Licensing Unit for the processing and release of Business Permit	<p>3. Check the Official Receipt</p> <p>3.1 Issue the Business Permit to the client</p>	None	<p>10 minutes</p> <p>10 minutes</p>	<p><i>License Officer II</i></p> <p>Business Permit and Licensing Unit Or <i>Municipal Mayor Office of the Municipal Mayor</i></p>
TOTAL		See table below	53 minutes	



<b>SCHEDULE OF FEES FOR NEWLY STARTED BUSINESS</b>	
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 Buses without Air Conditioning “Mini” Buses Jeepneys/Multicab/Vans Taxis	₱ 1,000.00/Unit ₱ 800.00/unit ₱ 500.00/unit ₱ 300.00/unit ₱ 300.00/unit
Tax on Ambulant and Itinerant Vendors and 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	₱ 1,000.00 for 7 days or less and additional ₱ 250.00 per week thereafter
C.Sports contest/exhibitions	₱ 1,000.00 for 7 days or less and additional ₱ 250.00 per week thereafter
D.Caravans(Products)	₱ 1,000.00 for 7 days or less and additional ₱ 300.00 per week thereafter
E. Ukay ukay displays and the like	₱ 1,000.00 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
G. Other Fees & Charges	
1. Refrigerators, Freezers, Fryers & Air Fryers	₱ 250.00 for 7 days
2. Blenders, Rice Cookers & Steamers	₱ 100.00 for 7 days
2.1 Business Size Definition Characteristics	Asset Size & No. Of Workers
Cottage	₱ 500,000.00 and below & 1-10 workers



Small Medium Large	Over ₱ 500,000.00 to ₱ 5M & 11-99 workers Over ₱ 5M to ₱ 20M & 100-199 workers Over ₱ 20M & 200 and above workers
For Piggery/Heads Cottage Medium Large	1 sow and 10 heads and below 2 sows and 11 to 20 heads More than 2 sows and more than 20 heads
For Poultry/Heads/Birds Cottage Small Medium Large	Max of 500 heads 501-5000 heads Over 5000 heads to less than 10,000 heads 10,000 heads and over
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 Small Medium Large	₱ 200.00 ₱ 400.00 ₱ 800.00 ₱ 1 000.00
Regulatory Fees for Business:	



Sanitary Permit	₱ 100.00
Sanitary permit for Poultry and Piggeries	₱ 700.00
Medical Certification	₱ 50.00
Weight And Measures	₱ 100.00-200.00
Occupational Fee	₱ 150.00/employee
Locational Fee	₱ 100.00
Tax Clearance	₱ 110.00



## 22. APPLICATION OF BUSINESS PERMIT RENEWAL OF REGISTRATION

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

<b>Office or Division:</b>	Office of the Municipal Mayor- Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	All Business Operators whose permit is due for renewal			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Basis for computing taxes, fees, and charges (e.g. Income Tax Returns/Financial Statement) - Gross income (1 original copy)		Business Proprietor availing the service		
Barangay Clearance for Business ( 1 original copy)		Barangay Hall, Barangay Captain		
CEDULA (1 original copy )		Barangay Hall - Barangay Treasurer		
Latest Issued Business Permit (1 original copy)		Business Proprietor availing the service		
Notarized Affidavit of Non-objection for Videoke, Karaoke, Computer Internet Shop, Vendo Wifi, Pesonet, Billiard Hall/Table (1 original copy & 1 photocopy)		Barangay Hall for forms		
OR, CR, Vehicle Insurance for PUV, PUJ, and Tricab, Bus & Mini Bus (1 photocopy)		LTO & Insurance Company		
MTO Registration for Tricab (1 original copy & 1 Photocopy)		Sangguniang Bayan		
If space is rented: Contract of Lease (1 original copy and 1 Photocopy)		Owner of the building rented		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out Client's Log Book	1. Guide the client to the Business Permit and Licensing Unit	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
1.2 Submit Application Form with the	1.2 Receive the required documents and check for	None	2 minutes	<i>Job Order Employee</i> or



required documents to the BPLO Personnel for assessment and verification	completeness and issue Application Form	None	5 minutes	<i>License Inspector I</i> or <i>License Officer II</i>
	1.3 If all the requirements are complete, conduct one-time-assessment of taxes, fees and charges and issue the Order of Payment		3 minutes	Business Permit and Licensing Unit
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	See table below	5 minutes	<i>Admin. Assistant II</i> Or <i>Revenue Coll. Clerk II</i>
	2.1, Issue the Official Receipt		15 minutes	Or Revenue Collection Officer II  Mun. Treasury Office
3. Return to the Business Permit and Licensing Unit for the processing and release of	3. Check the Official Receipt	None	10 minutes	<i>License Officer II</i>
	3.1 Issue the Business Permit to the client	None	10 minutes	Business Permit and Licensing Unit Or <i>Municipal Mayor</i>



Business Permit				Office of the Municipal Mayor
TOTAL		See table below	53 minutes	

<b>SCHEDULE OF FEES FOR THE RENEWAL OF BUSINESS</b>	
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:	
<b>AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR</b>	<b>TAX PER ANNUM</b>
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
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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:

<b>AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR</b>	<b>TAX PER ANNUM</b>
Less than ₱ 1000.00	₱ 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:	
<p>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;</p> <ol style="list-style-type: none"> <li>1. Rice and Corn;</li> <li>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;</li> <li>3. Cooking oil and cooking gas;</li> <li>4. Laundry soap, detergents, and medicine;</li> <li>5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;</li> <li>6. Poultry feeds and other animal feeds;</li> <li>7. School supplies and</li> <li>8. Cement</li> </ol> <p>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.</p>	
b. On retailers.	



<b>AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR</b>	<b>TAX RATE PER ANNUM</b>
₱ 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.

<b>AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR</b>	<b>TAX PER ANNUM</b>
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
<p>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.</p> <p>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.</p> <p>b. On the businesses hereunder enumerated:</p> <ol style="list-style-type: none"> <li>1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, carinderias or food caterers;</li> <li>2. 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;</li> <li>3. Lessors, dealers, brokers of real estate;</li> <li>4. On boarding houses and apartments;</li> <li>5. Subdivision owners/ Private Cemeteries and Memorial Parks;</li> <li>6. Privately-owned markets;</li> <li>7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;</li> </ol>	



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



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



## 23. 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:

<b>Office or Division:</b>	Office of the Municipal Mayor- Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	All Business Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Original Business Permit (1 original copy)		Business Proprietor availing the service		
Deed of Sale or transfer or rights for change of ownership (1 original copy & 1 photocopy)		Business Proprietor availing the service		
For change of Business Name- DTI Registration (1 original copy & 1 photocopy)		Business Proprietor availing the service		
For change of Address - Barangay Clearance & Contract of Lease (1 original copy & 1 photocopy)		Barangay Hall- Barangay. Secretary or Business Proprietor availing the service		
For change of Business Organization- SEC Registration (from single to Corp) (1 original copy & 1 photocopy)		Business Proprietor availing the service		
<b>Client Steps</b>	<b>Agency actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out Client's Log Book	1. Guide the client to the Business Permit and Licensing Unit	None	3 minutes	<i>Information Desk In-Charge</i>
1.2 Approach the Business Permit and Licensing Unit and submit the requirements	1.2. Accept documents and verify the records	None	5 minutes	Office of the Municipal Mayor
	1.3 Update / Encode necessary information to amend/change	None	5 minutes	<i>Job Order Employee or License Inspector I or License Officer I</i>
	1.4 Print Amended Business	None	5 minutes	<i>License Officer II</i>



	Permit/Mayor's Permit	None	5 minutes	<i>Municipal Mayor or Authorized Representative</i>
	1.5 Sign/Approval of Business/Mayors Permit	None	2 minutes	<i>Job Order Employee</i>
	1.6 Record of amended Business/Mayor's Permit			Business Permit and Licensing Unit
2.Receive the amended Business/Mayor's Permit	2. Release of amended Business/Mayor's Permit	None	5 minutes	<i>License Inspector Or License Officer II</i>  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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	All Business Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Business Permit (1 photocopy )		Business Proprietor availing the service		
Official Receipt representing payment of Business Permit (1 original copy)		Office of the Municipal Treasury Office		
Written request of the Business Proprietor (1 original copy)		Business Proprietor availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out Client's Log Book	1. Guide the client to the Business Permit and Licensing Unit	None	3 minutes	<i>Information Desk In-Charge</i>
1.1. Submit written request for the cessation of business	1.1. Receive the written request, evaluate and assess	None	5 minutes	<i>Job Order Employee</i>
	1.2 Issue Order of Payment	None	2 minutes	<i>License Inspector I</i>
	1.3. Start processing the request	None	3 minutes	<i>License Officer II</i>
2. Pay the required fees at the Municipal Treasury Office by showing the	2. Accept the payment based on the Order of Payment	Certification Fee ₱110.00	5 minutes	<i>Admin Assistant II</i> <i>Or</i> <i>Revenue Coll. Clerk II</i>



Order of Payment and make sure to secure Official Receipt that will be issued upon payment	2.1 Issue the Official Receipt		15 minutes	Or Revenue Collection Officer II  Mun. Treasury Office
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	None	10 minutes	<i>License Officer II</i>
	3.1 Issue the Certificate of Retirement of Business	None	10 minutes	Business Permit and Licensing Unit
TOTAL		₱110.00	53 minutes	



## 25. 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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Business Permit and Licensing Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	All Business Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
No Business Certificate from Barangay		Barangay Hall		
<b>Client Steps</b>	<b>Agency actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out Client's Log Book	1. Guide the client to the Business Permit and Licensing Unit	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Municipal Mayor
1.1 Approach the Business Permit and Licensing Unit and request for the certification	1.1 Interview client as to the need of certification	None	5 minutes	<i>Job Order Employee</i> or
	1.2 Issue the Order of Payment	None	2 minutes	<i>License Inspector I</i>
	1.3 Start processing the request	None	3 minutes	or <i>License Officer II</i> Business Permit and Licensing Unit
2. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to	2. Accept the payment based on the Order of Payment	Certification Fee ₱110.00	5 minutes	<i>Admin Assistant II</i> Or
	2.1 Issue the Official Receipt		15 minutes	<i>Revenue Collection Clerk II</i> Mun. Treasury



secure Official Receipt that will be issued upon payment				Or Revenue Collection 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	<i>License Officer II</i> Business Permit and Licensing Unit
<b>TOTAL</b>		<b>₱110.00</b>	<b>53 minutes</b>	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Community Affairs Division**

### **External Services**



## 26. 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

<b>Office or Division</b>	Office of the Municipal Mayor- Community Affairs Unit			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	All incoming freshmen College Students ,K2-12 Graduate of Libona National High School, Kinawe National High School, and Alternative Learning System Graduates			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification or Residency ( 1 original & 1 photocopy)		Barangay Hall- Barangay Captain		
Form 138 or Report Card with an average grade of 85 % and above (1 photocopy)		School- Registrar		
Certificate of Indigency (1 original & 1 photocopy)		Municipal Social Welfare and Development Office		
Certificate of Good Moral Character ( 1 copy & 1 photocopy)		School- Registrar		
Medical Certificate (1 original & photocopy)		Rural Health Physician – Municipal Health office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Take the Scholarship Qualifying Examination on the scheduled date.	1.1 Check and verify examination results & conduct panel interview to the passers	None	3 days	<i>MCEAP in Charge</i> Community Affairs Unit



2. Fill – out Client’s Logbook in the information Desk	2. Guide the client to the Community Affairs Unit Office	None	3 minutes	<i>Information Desk</i>  <i>In- Charge</i>  Office of the Municipal Mayor <i>MCEAP In-Charge</i> Community Affairs Unit
3. Approach the Office In-Charge and state the purpose	3. Provide Client the Application Form and list of requirements	None	5 minutes	
4. Fill – out and submit Application Form and requirements	4.1 Check the documents to establish eligibility of applicant	None	10 minutes	<i>MCEAP In-Charge</i> Community Affairs Unit
	4.2 Set schedule for the orientation and signing of contract ( between the LGU and the students	None	1 day	<i>MCEAP in Charge</i> Community Affairs Unit
5. Attend orientation and signing of contract with parents	5. Conduct the orientation and signing of contract	None	3 hours	<i>MCEAP In-Charge</i> Community Affairs Unit
	5.1 Prepare the endorsement letter to facilitate enrollment of scholars	None	3 hours	<i>MCEAP In-Charge</i> Community Affairs Unit
	Total	None	4 days 6 hours 28 minutes	



# **ENVIRONMENT & NATURAL RESOURCES DIVISION**

## **External Services**





## 27. DUMPING OF RESIDUAL/SPECIAL WASTE AT THE MUNICIPAL SANITARY LAND FILL

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

<b>Office or Division:</b>	Municipal Environmental and Natural Resources Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Business, Government			
<b>Who may avail:</b>	Individuals, Agricultural and Industrial establishments			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Segregated Wastes Residual and Special Wastes only			Requesting Party	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to Municipal Environment and Natural Resources Unit (MENRU) and discuss your intentions	1. Interview Client	None	5 minutes	<i>Garbage Collectors</i>  Municipal Environment and Natural Resources Unit
2. Bring the segregated waste in sacks for inspection	2. Inspect the garbage if segregated	None	10 minutes	<i>Office Staff</i>  Municipal Environment and Natural Resources Unit
	2.1 Determine the quantity of sacks and give the Order of Payment	None	3 minutes	<i>Garbage Collectors</i>  Municipal Environment and Natural Resources Unit
3. Pay the required fees at the Municipal	3. Accept the payment based	1 sack or less ₱30.00 per sack	5 minutes	<i>Admin Aide II</i>  <i>Or</i>



Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	on the Order of Payment  3.1 Issue the Official Receipt	Load of wastes carried by truck ₱500.00 per cubic		<i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i>  Municipal Treasury Office
4. Return to MENRU and present the Official receipt	4. Check Official Receipt	None	2 minutes	<i>Office Staff</i>  Municipal Environment and Natural Resources Unit
	4.1 Guide the client to the Dumpsite for disposal	None	43 minutes	<i>Garbage Collectors</i>  Municipal Environment and Natural Resources Unit
	Total	1 sack or less ₱30.00 per sack  Load of wastes carried by truck ₱500.00 per cubic	1 hour 8 minutes	



## 28. GARBAGE COLLECTION

Conduct Regular Garbage Collection (coordinate with the MENRU personnel for the scheduled garbage collection). Only segregated wastes at the Barangay Material Recovery Facility (MRF) and School establishment will be collected.

<b>Office or Division:</b>	Municipal Environmental and Natural Resources Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Business, Government			
<b>Who may avail:</b>	Barangays and Schools with Material Recovery Facility (MRF)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Segregated Wastes Residual and Special Wastes ONLY			Respective Barangays and School establishments	
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	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring segregated residual and special wastes to the Barangay MRF and School MRF on or before the day of collection	1. The Municipal Garbage Collectors will collect and load the segregated wastes from the MRFs on their scheduled day	None	30 minutes loading time	<i>Garbage Collectors</i>  Municipal Environment and Natural Resources Unit
	Total	None	30 minutes	



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

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

<b>Office or Division:</b>	Municipal Environmental and Natural Resources Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen, Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 original copy)		Requesting Party		
Attendance after the tree planting activity (1 original copy)		Requesting Party		
Pictures of the Tree Planting Activity Conducted ( 5 pictures or more )		Requesting Party		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit a Letter Request address to the office of the Municipal Mayor thru Municipal Environment and Natural Resources Unit (MENRU) indicating the area to be planted and the number of seedlings needed	1. Received the approved Letter Request. Verify the availability of seedlings. Orient the client on proper preparation of the area to be planted and Conduct area inspection.	None	2 days	Office In-Charge Or Office Staff  Municipal 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  Municipal Environment and Natural Resources Unit



3. Submit to MENRU proof of the activity conducted	3 After the activity request clients to provide attendance and photos of the activity conducted	None	1 day	Office In-Charge Or Office Staff  Municipal Environment and Natural Resources Unit
	Total	None	3 days, 4 hours,	



### 30. QUERIES ON AVAILMENT OF CERTIFICATE OF TREE PLANTATION OWNERSHIP (CTPO)

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

<b>Office or Division:</b>		Municipal Environmental and Natural Resources Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Land Owners in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	<i>Office In-Charge Or Office Staff</i>  Municipal Environment and Natural Resources Unit
2. Submit documents to Community Environment and Natural Resources Office (CENRO) - Department of Environment and Natural Resources (DENR) Talakag for processing	2. MENRU personnel will provide list of requirements	None	5 minutes	<i>Office In-Charge Or Office Staff</i>  Municipal Environment and Natural Resources Unit
	<b>Total</b>	None	15 minutes	



### 31. 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

<b>Office or Division:</b>		Municipal Environmental and Natural Resources Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All Chainsaw owners in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach personnel and state the purpose	1. Interview client and verify the purpose and provide client with the Registration Form and list of requirements	None	10 minutes	<i>Office In-Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit
2 Bring Chainsaw Unit and the requirements to Community Environment and Natural Resources Office (CENRO)-Department of Environment and Natural Resources (DENR) Talakag for processing	2. Instruct the client to bring the said requirements and the Chainsaw Unit to Community Environment and Natural Resources Office (CENRO)-Department of Environment and Natural Resources (DENR) Talakag for processing	None	5 minutes	<i>Office In-Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit
Total		None	15 minutes	



### 32. 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

<b>Office or Division:</b>		Municipal Environmental and Natural Resources Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
Complainant:  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	1. Verify the report and Proceed to the Location or Area for validation  2. Coordinate the Community Environment and Natural Resources Office (CENRO) thru its authorized representative	None  None	3 hours  15 minutes	Barangay Official Or Office In-Charge Or Office Staff  Municipal Environment and Natural Resources Unit
2. Show permits and other pertinent documents to support the tree cutting activity	2 Verify permits and other supporting documents. *Failure to comply and present cutting permit and other supporting documents is a violation to RA 9175 and PD 705 and	None	1 hour	Office In-Charge  Municipal Environment and Natural Resources Unit





	therefore subject for legal actions by the proper authority			And <i>Police Officer to Community Environment and Natural Resources Office - Personnel</i>  ( When Necessary)
	Total	None	4 Hours 15 Minutes	



### 33. 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.

<b>Office or Division:</b>	Municipal Environmental and Natural Resources Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Business			
<b>Who may avail:</b>	Person applying for charcoal/firewood (production and/or selling) Certificate			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Barangay Certification (original and 1 photocopy)			Respective Barangay	
Holder of Certificate & Cutting Permit (1 photocopy)			Requesting Party	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit requirements	1. Receive and verify documents and interview the client	None	15 minutes	<i>Office In- Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit
2. Guide Environment and Natural Resources Unit Personnel during ocular inspection	2. Conduct ocular inspection	None	2 day	<i>Office In- Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit
3. Receive Order of payment and proceed to the	3. Issue Order of Payment	None	5 minutes	<i>Office In- Charge</i> Or <i>Office Staff</i>



Municipal Treasury Office				Municipal 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	charcoal Fee ₱100.00/cubic  Certification Fee ₱ 50.00	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i>  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	<i>Office In- Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit  <i>Municipal Mayor or Authorized Representative</i>  Office of the Municipal Mayor
6. Receive the Certification	6. Log and release the certification (signed by the Municipal Mayor)  -if the mayor or its designated OIC is not around, the certification will be delivered to the	None	2 days	<i>Office In- Charge</i> Or <i>Office Staff</i>  Municipal Environment and Natural Resources Unit



	clients specified address/residence once signed.			
	Total	₱ 150.00	4 days ,1 hour, 10 minutes	



### 34. SECURING CUTTING CERTIFICATE OF PLANTED TREES AND /OR PLANTED FRUIT TREES

Services rendered to individual lot owners who wish to avail certification in support for cutting trees and fruit trees

<b>Office or Division:</b>	Environmental and Natural Resources Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen, Government, Business			
<b>Who may avail:</b>	Person applying for cutting permit of planted trees and permit to transport cut trees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification (original and 2 photocopy)		Respective Barangay- Barangay Secretary		
DENR Cutting Permit/CENRO Certificate		Community Environment and Natural Resources Office		
DA RFO 10/Municipal Agriculture Office Certificate of planted fruit trees (2 photocopy)		Municipal Agriculture Office		
PCA certificate for coconut		Philippine Coconut Authority		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit requirements	1. Receive and verify documents and interview the client	None	15 minutes	<i>Office In- Charge Or Office Staff</i>  Municipal Environment and Natural Resources Unit
2. Guide MENRU Personnel during ocular inspection	2. Conduct ocular inspection	None	1 day	<i>Office In- Charge Or Office Staff</i>  Municipal Environment and Natural Resources Unit



3. Receive Order of payment and proceed to the Municipal Treasury Office	3. Issue Order of Payment	None	10 minutes	Office In- Charge Or Office Staff  Municipal 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  Cutting fee ₱ 50.00  1-15 trees to be cut (provision of 30 endemic seedlings or pay an amount of ₱ 750.00)  More than 15 trees to be cut (provision of 100 endemic seedlings or pay an amount of ₱ 2,500.00)	5 minutes	Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II  Mun. Treasury Office
5. Return to the MENR Unit show the Official Receipt	5. Verify the Official Receipt, prepare and process the Certification and indorse to the Office of the	None	1 day	Office In- Charge Or Office Staff  Municipal Environment and Natural Resources Unit



	Municipal Mayor for final action			<i>Municipal Mayor or Authorized Representative</i>  Office of the Municipal Mayor
6. Receive the Certification	6. Log and release the certification (signed by the Municipal Mayor)  -if the mayor or its designated OIC is not around, the certification will be delivered to the clients specified address/residence once signed.	None	2 days	<i>Office In- Charge Or Office Staff</i>  Municipal Environment and Natural Resources Unit
	Total	₱ 750.00 (15 trees and below)  ₱ 2,650.00 (above 15 trees)  plus ₱ 50.00 per Tree, ₱ 100.00 certification fee and ₱ 50.00 verification fee	4 days, 23 minutes	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Information Technology Section**

### **Internal Services**





### 35. BOOKLET/HANDBOOK MAKING AND PRINTING

Process of making and printing booklets.

<b>Office or Division</b>	Office of the Municipal Mayor- Information Technology Unit			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G Government to Government			
<b>Who may avail</b>	Individual Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the IT personnel and request for booklets to make/print	1. Make/print the booklets	None	5 days (200 pcs)	<i>Admin. Asst II IT- In charge or IT Personnel Information Technology Unit</i>
<b>TOTAL</b>		None	5 days	



### 36. BORROW ELECTRONIC MATERIALS AND OTHER SUPPLIES

Electronic materials are important for technical activities.

<b>Office or Division</b>		Office of the Municipal Mayor- Information Technology Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government to Government		
<b>Who may avail</b>		Individual Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the IT personnel and state the electronic material to be borrowed	1. Check the availability and functionality of the material	None	5 minutes	<i>Admin. Asst II IT- In charge or IT Personnel Information Technology Unit</i>
1.2 Log and sign important details at Borrower's Log Book	1.2 Explain the responsibilities and conditions to the borrower	None	5 minutes	
	1.3 Release the borrowed electronic material			
2. Return the borrowed materials after use and log with date returned and signature at borrower's log book	2. Check the condition and functionality of the borrowed material	None	5 minutes	<i>Admin. Asst II IT- In charge or IT Personnel Information Technology Unit</i>
	2.1 Received the electronic material borrowed	None	2 minutes	
<b>TOTAL</b>		None	17 minutes	



### 37. 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.

<b>Office or Division</b>	Office of the Municipal Mayor- Information Technology Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G Government to Government			
<b>Who may avail</b>	Individual Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring Laptop to the IT Unit or ask the IT Personnel to personally check the Computer in their respective office/s	1. Check if the laptop /computer files have been backed-up and then reformat and install necessary software to the unit	None	1 day (Without error in hardware)  3 days (error in hardware and software and needs to back-up large size of files.)	<i>Admin. Asst II</i> <i>IT- In charge</i> <i>or</i> <i>IT Personnel</i> Information Technology Unit
<b>TOTAL</b>		None	3 days	



### 38. EVENTS/PROGRAM PHOTO AND VIDEO COVERAGE

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

<b>Office or Division</b>		Office of the Municipal Mayor- Information Technology Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government to Government		
<b>Who may avail</b>		Individual Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Inform the IT Personnel of the Scheduled of activity	1.Log/ Calendar the Scheduled Activity to be documented	None	2 minutes	<i>Admin. Asst II IT- In charge</i>
	1.1 Attendance to the event/ program	None	1 day	<i>IT Personnel Information Technology Unit</i>
Total		None	1 day & 2 minutes	



### 39. GRAPHIC DESIGNING

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

<b>Office or Division</b>		Office of the Municipal Mayor- Information Technology Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government to Government		
<b>Who may avail</b>		Individual Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the IT personnel and state/present the sample design to layout	1. Check and create the desired design and present to the client for approval	None	5 hours/ design	<i>Admin. Asst II</i> <i>IT- In charge</i> Information Technology Unit <i>or</i> <i>IT Personnel</i> Information Technology Unit
<b>TOTAL</b>		None	5 hours/ design	



## 40. IDENTIFICATION CARD MAKING

Process of Making Official ID Cards

<b>Office or Division</b>	Office of the Municipal Mayor- Information Technology Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G Government to Government			
<b>Who may avail</b>	Individual Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the IT Personnel and request for your ID card	1. Give Data Form to the client	None	5 minutes	<i>Admin. Asst II IT- In charge or IT Personnel Information Technology Unit</i>
2. Fill out the Data Form and submit to the in charge	2. Collect the Data Form and check as to completeness	None	10 minutes	<i>Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit</i>
	2.1 Take a photo and make the ID Card	None	5 hours/ card	
	2.2 Inform the client to pick up the ID Card when notified		3 minutes	
<b>TOTAL</b>		None	5 hours & 13 minutes	



## 41. IN-HOUSE PERSONAL COMPUTER REPAIR

Process of repairing failed computer processor to make it operational again.

<b>Office or Division</b>		Office of the Municipal Mayor- Information Technology Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government of Government		
<b>Who may avail</b>		Individual Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring the defective printer to the IT Unit or request IT personnel to check computer at their respective offices	1. Check the defective computer and assess & repair for minor defects and refer for major defects	None	2-3 hours (basic- no displays, power supply error, faulty RAM, reset BIOS on motherboard.)  1 day (major problem *no power, check power source & mainboard or motherboard)	<i>Admin. Asst II</i> <i>IT- In charge</i> Information Technology Unit <i>or</i> <i>IT Personnel</i> Information Technology Unit
<b>TOTAL</b>		None	1 day and 3 hours	



## 42. IN-HOUSE PRINTER REPAIR

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

<b>Office or Division</b>		Office of the Municipal Mayor- Information Technology Unit		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		G2G Government of Government		
<b>Who may avail</b>		Individual Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring the defective printer to the IT Unit or request IT personnel to check printer at their respective offices	1. Check the defective printer and assess & repair for minor defects and refer for major defects	None	3 hours (basic repair *reset, nozzle check, cleaning, etc.)  2 days (major repair *mechanical error, sensor & etc.)	<i>Admin. Asst II</i> <i>IT- In charge</i> Information Technology Unit <i>or</i> <i>IT Personnel</i> Information Technology Unit
<b>TOTAL</b>		None	2 days 3 hours	





### 43. 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

<b>Office or Division</b>	Office of the Municipal Mayor- Information Technology Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G Government to Government			
<b>Who may avail</b>	Individual Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the IT Personnel and state the kind of software to be installed	1.Action takes directly to the client's office and install the needed software	None	5 minutes/per application software  1 day (operating system)	<i>Admin. Asst II</i> <i>IT- In charge</i> Information Technology Unit <i>or</i> <i>IT Personnel</i> Information Technology Unit
TOTAL		None	1 day & 5 minutes	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Office for Senior Citizen Affairs**

### **(OSCA)**

## **External Services**



#### 44. 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.

<b>Office or Division</b>	Office of the Municipal Mayor- Office of the Senior Citizens Affair (OSCA)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government of Citizen			
<b>Who may avail</b>	60 Years old and Above, Filipino Citizen and those with dual citizenship			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Senior Citizen Application Form (1 original copy)		Office of the Senior Citizens Affair (OSCA)		
Birth Certificate or Baptismal Certificate (1 photocopy)		Phil. Statistics Authority or Municipal Civil Registration Office or Convent for Baptismal		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Senior Citizens Affair (OSCA)	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office of the Senior Citizens Affair Head or Senior Citizens Focal Person and state the purpose.	2. Provide the Application Form.	None	10 minutes	<i>Office of the Senior Citizens Affair Head</i> Office of the Senior citizens Affair or <i>Senior Citizens Focal Person</i> Public Welfare Unit
3. Fill-out and submit the Application Form.	3. Receive and review data .	None	15 minutes	<i>Office of the Senior Citizens Affair Head</i>
	3.1 Orient clients on benefits and	None	10 minutes	



	<p>privileges of senior citizens.</p> <p>3.2 Endorse the Application Form to the IT unit, for the ID preparation and record in the logbook.</p>	None	15 minutes	<p>Office of the Senior citizens Affair or <i>Senior Citizens Focal Person</i> Public Welfare Unit</p>
4. Receive the SC ID and sign the logbook.	<p>4.Prepare the ID Card, register in the logbook and release the ID.</p> <p>4.1 In case of lost, SC ID immediately report to concerning office</p>	None	10 minutes	<p><i>Admin. Asst II</i> <i>Information Technology Unit</i> <i>In charge</i> Office of the Municipal Mayor</p>
		None	5 minutes	
	Total	None	1 hour & 10 minutes	



## 45. 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.

<b>Office or Division</b>	Office of the Municipal Mayor- Office of the Senior Citizens Affair (OSCA)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2C Government to Citizen			
<b>Who may avail</b>	60 Years old and Above, Filipino Citizen and those with dual citizenship			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Senior Citizen ID (Original ID)		Office of the Senior Citizens Affair (OSCA)		
Authorization Letter signed by the Senior Citizen, if representative (1 original copy)		From the Senior Citizen availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Office of the Senior Citizens Affair (OSCA)	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office of the Senior Citizens Affair Head/Senior Citizens Focal Person and present the Senior Citizens ID Card and the Authorization Letter if representative	2. Receive and verify the documents	None	2 minutes	<i>Office of the Senior Citizens Affair Head</i> Office of the Senior citizens Affair or <i>Senior Citizens Focal Person</i> Public Welfare Unit
3. Receive the Purchase and Grocery Booklets	3. Release the Purchase / Grocery Booklets to the	None	5 minutes	<i>Office of the Senior Citizens Affair Head</i>



and sign the logbook .	Senior Citizen or representative			Office of the Senior citizens Affair or <i>Senior Citizens Focal Person</i> Public Welfare Unit
	Total	None	12 minutes	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Persons with Disabilities Affairs**

### **Section**

**External Services**



## 46. SECURING PERSONS WITH DISABILITY IDENTIFICATION CARD

The PWD ID is the standard identification card for persons with disability in the Philippines. Any Filipino with permanent disability can apply for a PWD ID. RA 10754 defines persons with Disability as those with long-term physical, mental, intellectual or sensory impairments that interfere with their interactions in society. Twenty percent (20%) discount and value added tax exemption on food medicines, medical supplies, dental services, professional fees, diagnostic and laboratory fees, fair for domestic air and sea travel, fares for land transportation (PUJs), funeral and burial services for the death of a PWD, Services in hotels, restaurants and recreation centers, and admission fees in theaters, cinemas, concert halls, etc. also a special five percent (5%) discount on Basic Necessities and Prime Commodities.

<b>Office or Division</b>	Office of the Municipal Mayor- Persons with Disabilities Affairs Office (PDAO)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	Persons with Disability			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disability Certificate (for non-apparent disability) (1 original copy)		Physician		
Barangay Certification (1 original copy)		Barangay Hall-Barangay Secretary		
2x2 ID Picture (2pcs)		Requesting Party		
PWD Profile Form (to be fill-out at the office) (1 original Copy)		Office of the Persons with Disability Affairs (PWD)		
Authorization letter (in absence of PWD) (1original copy)		From the Persons with Disability availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Persons with Disabilities Affairs Office (PDAO)	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Persons with	2.Provide the Application Form.	None	5 minutes	Persons With Disability- In Charge





Disability Focal Person and submit the requirements.				<i>Persons with Disability Focal Person</i> Public Welfare Unit
3. Fill-out and submit the Application Form.	3.Receive and review data.	None	10 minutes	Persons With Disability- In Charge
	3.1 Orient client on benefits and privileges of PWDs.	None	10 minutes	<i>Persons with Disability Focal Person</i> Public Welfare Unit
	3.2 Endorse the Application Form to the IT unit, for the ID preparation and record in the logbook.	None	15 minutes	
4. Receive the Persons With Disability ID and sign the logbook.	4. Prepare the ID Card, register in the logbook and release the ID.	None	5 minutes	<i>Admin. Asst II</i> <i>Information Technology Unit In charge</i> Office of the Municipal Mayor
	4.1. Incase of loss/damage immediately report to concerned office	None	5 minutes	
	Total	None	55 minutes	



## 47. SECURING PURCHASE BOOKLETS FOR PERSONS WITH DISABILITY (PWD)

The Republic Act (RA) 10754, otherwise known as “An Act Expanding the Benefits and Privileges of Persons with Disability” entitling PWDs to at least twenty percent (20%) discount and exemption from the value added tax (VAT) on the purchase of certain goods and services from all establishments for the exclusive use, enjoyment, or availment of the PWD. A purchase booklet shall be represented to the retailer every time a purchase of basic necessities and prime commodities is made.

<b>Office or Division</b>		Office of the Municipal Mayor- Persons with Disabilities Affairs Office (PDAO)		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		Members of Person with Disability		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Persons with Disability ID		Office of the Persons with Disability Affairs (PWD)		
Authorization Letter signed by the PWD, if representative (1 original copy)		From the Persons with Disability availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Persons with Disabilities Affairs Office (PDAO)	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Persons with Disability Focal Person and present the Persons with Disability ID and Authorization Letter if representative	2. Receive and verify the documents	None	2 minutes	Persons With Disability- In Charge Persons With Disability Unit  <i>Persons with Disability Focal Person</i> Public Welfare Unit
3. Receive the Purchase and Grocery Booklets	3. Prepare and release the Purchase /	None	5 minutes	Persons With Disability- In Charge



and sign the log book.	Grocery Booklets to the client			Persons With Disability Unit  <i>Persons with Disability Focal Person</i> Public Welfare Unit
	Total	None	12 Minutes	



## 48. SECURING ASSISTIVE DEVICES FOR PERSONS WITH DISABILITY (PWD)

R.A. No. 7277, an act providing for the Rehabilitation, Self-development & Self-Reliance of Disabled persons and their Integration into the Mainstream of Society and for other purposes. With this, PWD's barriers between PWDs and their environments.

<b>Office or Division</b>	Office of the Municipal Mayor- Persons with Disabilities Affairs Office (PDAO)			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	Members of Person with Disability			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Persons with Disability ID		Office of the Persons with Disability Affairs (PWD)		
Authorization Letter signed by the PWD, if representative (1 original copy)		From the Persons with Disability availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Persons with Disabilities Affairs Office (PDAO)	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Persons with Disability Focal Person and present the Persons with Disability ID and Authorization Letter if representative	2. Provide Agreement Form	None	3 minutes	Persons With Disability- In Charge Persons With Disability Unit  <i>Persons with Disability Focal Person</i> Public Welfare Unit Unit



3.Fill out and submit the Agreement Form	3.Receive and review data  3.1. Orient client on the agreement terms		5 minutes  5 minutes	Persons With Disability- In Charge Persons With Disability Unit  <i>Persons with Disability Focal Person</i> Public Welfare Unit
4. Receive the Assistive devices and record the log book.	4. Prepare Assistive device, register in the logbook and released the item.	None	5 minutes	Persons With Disability- In Charge Persons With Disability Unit  <i>Persons with Disability Focal Person</i> Public Welfare Unit
	Total	None	23 Minutes	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Public Welfare Section**

### **External Services**



## 49. AVAILING OF ASSISTANCE IN CRISIS SITUATION

Assistance given to indigent residents of Libona who wants to avail for Medical, Non-food, Transportation , Educational and Burial Assistance

<b>Office or Division</b>	Office of the Municipal Mayor- Public Welfare Unit
<b>Classification</b>	Simple & Complex
<b>Type of Transaction</b>	Government to Citizens
<b>Who may avail</b>	Indigent Residents of Libona
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>FOR MEDICAL ASSISTANCE</b>	
Barangay Certificate of Indigency (1 original & 1 photocopy)	Barangay Hall- Barangay Secretary
Recent Medical Certificate/clinical Abstract (1 original & 1 photocopy)	Hospital- Records Section
Latest Hospital Bill (1 original & 1 photocopy)	Hospital- Billing Section
Discharge Summary (1 original & 1 photocopy)	Hospital- Records Section
Doctor's Prescription (1 original & 1 photocopy)	Hospital- Physician
Valid ID (1 card)	Person availing the services
<b>FOR NON-FOOD ASSISTANCE</b>	
Barangay Certificate of Indigency (1 original & 1 photocopy)	Barangay Hall- Barangay Secretary
Valid ID (1 card)	Person availing the services
<b>FOR TRANSPORTATION ASSISTANCE</b>	
Barangay Certificate of Indigency (1 original & 1 photocopy)	Barangay Hall- Barangay Secretary
Police Blotter (for victims of pick pockets) (2 photocopies)	Police Station
Passport Employment or Job Order (OFW) (2 photocopies)	Person availing the services
<b>FOR EDUCATIONAL ASSISTANCE</b>	
Barangay Certificate of Indigency (1 original & 1 photocopy)	Barangay Hall- Barangay Secretary
Certificate of Enrollment or registration/assessment (1original & 1 photocopy)	School - Registrar
Latest School ID (1 ID)	School - Registrar
<b>FOR BURIAL ASSISTANCE</b>	
Barangay Certificate of Indigency ( 1 original & 1 photocopy)	Barangay Hall- Barangay Secretary



Funeral Contract (1 photocopy)		Concerned Funeral Parlor		
Death Certificate (1 photocopy)		Municipal Civil Registration Office		
Valid ID (1 photocopy)		Claimant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	<i>Information Desk In-Charge</i>  Office of the Municipal Mayor
2. Submit the required documents to the Clerk for initial assessment and verification (except for medical assistance specifically prescription, will refer & coordinate with MHO)	2. Receive the required documents and check for completeness	None	5 minutes	<i>Office In Charge Or Job Order Employees</i>  Public Welfare Unit
	2.1 The doctor conduct assessment and check the availability of drugs prescribed	None	30 minutes	
	2.2 Conduct assessment / and reviewed the prescription validated from MHO case study to the client.	None	10 minutes	
2.3 Prepare and process claims				
3. Proceed to Disbursement window and receive the assistance.	3. Guide Client to the Disbursement window for the release of assistance for 5,000.00 and	None	2 minutes	<i>Disbursing Officer II</i> Mun. Treasury Office





<p>3.1 Wait for text or call from the in charge for the release of cheque (For 5,001.00 up)</p>	<p>below financial assistance 3.1 Text or Call client if cheque is available and ready for release at the Municipal Treasury Office</p>	<p>None</p>	<p>6 days</p>	<p>Revenue Collection Clerk II Mun. Treasury Office</p>
	<p>Total</p>	<p>None</p>	<p>52 minutes for simple transaction 6 days and 52 minutes for complex</p>	



## 50. AVAILING OF EMERGENCY SHELTER ASSISTANCE

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

<b>Office or Division</b>	Office of the Municipal Mayor- Public Welfare Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	Indigent Residents of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certificate of Indigency ( 1 original & 1 photocopy)		Barangay Hall- Barangay Secretary		
Certification from the Bureau of Fire Protection( 1 original copy & 1 photocopy)		Bureau of Fire Protection		
Project Proposal ( 1 original copy)		Requesting Party		
Zoning Certification (not in the hazard prone area) ( 1 original copy & photocopy)		Mun. Planning and Development Office		
Actual Inspection Report from MPDO (1 original copy)		Mun. Planning and Development Office		
Individual Program of Work (1 original copy)		Mun. Engineering Office		
Valid ID (1 photocopy)				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the information Desk	1.Give the Log Book to the client	None	3 minutes	<i>Information Desk In- Charge Office of the Municipal Mayor</i>
	1.1 Guide the client to the Public Welfare Unit	None	2 minutes	
2.Approach Office in Charge and state the purpose	2. interview the Client	None	3 minutes	Office Clerk Public Welfare Unit
	2.1 Give list of requirements to comply. And give instructions when to comply and submit the requirements	None	2 minutes	



3. Comply all the requirements and submit	3. Receive the required documents and check for completeness  3.1 Refer the client to Municipal Disaster Risk Reduction Management Office or Bureau of Fire Protection for their Assessment  3.2 Conduct assessment (proposal) to the client  3.2 Prepare and process claims	None  None  None  None	2 minutes  20 minutes  10 minutes  10 minutes	<i>Disbursing Officer II</i> Mun. Treasury Office  Municipal Disaster Risk Reduction Management Office or Bureau of Fire Protection  <i>Public Welfare Unit- In charge</i> Or <i>Job Order Employees</i> MMO- Public Welfare Unit
4. Claim Assistance at Disbursing Officer- Municipal Treasury	4. Assistance for release at the Disbursing Office- Municipal Treasury	None	3 minutes	<i>Disbursing Officer</i> Mun. Treasury Office
Total		None	55 minutes	



## 51. 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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Public Welfare Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen	
<b>Who may avail:</b>	<p>Any bonafide citizen of Libona, Bukidnon who falls to any of the following categories:</p> <ol style="list-style-type: none"> <li>1. A woman who gave birth as a result of rape and other crimes against chastity. Provided, that the mother keeps and raises the child;</li> <li>2. Parent left solo due to death of spouse;</li> <li>3. Parent left solo while the spouse is detained or serving a sentence for a criminal conviction for at least one (1) year;</li> <li>4. Parent left solo due to spouse physical/mental incapacity as certified by a public medical practitioner;</li> <li>5. Parent left solo due to legal separation wherein he/she entrusted with custody of the child/children;</li> <li>6. Parent left solo due to annulment of marriage as he/she is entrusted with the custody of the child/children;</li> <li>7. Parent left solo due to abandonment of spouse at least one (1) year;</li> <li>8. Unmarried mother/father who has preferred to keep &amp; rear her/his child/children;</li> <li>9. Any other person who solely provides parental care and support to child/children; and</li> <li>10. Any family member who assumes the responsibility of head of family</li> </ol>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Birth Certificate/s of child/children (1 photocopy)	Phil. Statistics Authority or Mun. Civil Registration Office	



Certification from barangay (proving that you are a solo parent and resident of the said barangay) (1 original copy, 1 photocopy)	Barangay Hall- Brgy. Secretary
Valid ID (1 photocopy)	Requesting person
1x1 ID Picture of the Applicant (1 pc)	Requesting person
Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of execution of affidavit (only sworn affidavit shall be submitted every year)	Requesting person/ Attorney
Other pertinent document depending on case such as;	
Complaint Affidavit (for Rape) (1 original copy, 1 photocopy)	Police Station
Medical Record on the incident of Rape (1 original copy, 1 photocopy)	Doctor/Medico Legal Officer
Death Certificate (for death of spouse) (1 original, 1 photocopy)	Phil. Statistics Authority or Mun. Civil Registration Office
Marriage Certificate (if married) (1 original, 1 photocopy)	Phil. Statistics Authority or Mun. Civil Registration Office
Certificate of Detention that the spouse is serving sentence for at least three (3) months (for whose spouse is detained or convicted for criminal reason) (1 original copy, 1 photocopy)	Bureau of Jail Management & Penology
Medical Record (for mental incapacity of spouse) (1 original copy, 1 photocopy)	Doctor/Neurologist/psychiatrist
Judicial Decree of Legal Separation (1 original copy, 1 photocopy)	Court
Judicial Decree of Nullity or Annulment of Marriage or Judicial Recognition of foreign divorce (1 original copy, 1 photocopy)	Court
Affidavit of two disinterested persons attesting to the abandonment of the spouse (in cases of abandonment) (1 original, 1 photocopy)	Municipal Social Welfare and Development Office/Public Attorney's Office
Police or Barangay Record of the fact of abandonment (1 original, 1 photocopy)	Police Station/ Barangay Hall-Brgy. Secretary
Proof of Guardianship, Foster Care or Adoption (1 original copy, 1 photocopy)	Court



Death Certificates of Parents or Legal Guardian, or police or barangay records (1 original, 1 photocopy)		Phil. Statistics Authority or Mun. Civil Registration Office/ Barangay Hall-/Philippine National Police		
Affidavit of a barangay official attesting that the children are under parental care and support of the applicant (1 original copy, 1 photocopy)		Barangay Hall-Brgy. Secretary		
Medical Record of Pregnancy (for pregnant) (1 original copy, 1 photocopy)		Hospital/Lying-in- Records Section		
Affidavit of No employment (1 original copy, 1 photocopy)		Barangay Hall-Brgy. Secretary		
Income Tax Return (ITR) (1 original copy, 1 photocopy)		Bureau of Internal Revenue		
Social Case Study (1 original copy, 1 photocopy)		Municipal Social Welfare and Development Office		
Or any verifiable proof of income (1 original copy, 1 photocopy)		Requesting person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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 Welfare Unit or to the Solo Parent Focal Person	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Solo Parent Focal Persons	2. Provide application Form	None	5 minutes	<i>Solo Parent Focal Person</i>
3. Fill out and submit the application form	3. Receive and review data	None	10 minutes	<i>Solo Parent Focal Person</i>
	3.1 Orient client on benefits and privileges of Solo Parent	None	10 minutes	
	3.2 Endorse the Application Form to the IT unit for ID preparation and record in the logbook	None	15 minutes	



4.Receives the Solo Parent ID and signs logbook	4.Prepare ID Card, register in Logbook and release the ID	None	5 minutes	<i>Solo Parent Focal Person</i>
	Total	None	50 minutes	



# **OFFICE OF THE MUNICIPAL MAYOR**

## **Tourism Operations Section**

### **External Services**





## 52. SECURING MUNICIPAL TOURISM DATA

This service facilitates individuals who are requesting municipal tourism data.

<b>Office or Division</b>	Office of the Municipal Mayor- Municipal Tourism Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen, Entities & Government			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request indicating the data needed approved by the Municipal Mayor		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Tourism Unit	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Go to the Municipal Tourism Unit and present the approved Letter Request	2. Receive and verify the letter	None	2 minutes	<i>Office Clerk</i>
	2.1 Generate and Print Data or Document	None	15 minutes	Municipal Tourism Unit
	2.2 Approve, sign and release the documents	None	2 minutes	<i>Municipal Tourism Coordinator</i>  Municipal Tourism Unit
3. Log in the record book	3. Release of the clients needed data	None	2 minutes	<i>Office Clerk Or Municipal Tourism Coordinator</i>  Municipal Tourism Unit
Total		None	26 minutes	



### 53. PROVIDING TECHNICAL ASSISTANCE ON TOURISM TRAININGS AND SEMINARS TO LOCAL STAKEHOLDERS

This service provides interested local stakeholders the technical assistance on tourism trainings and seminars to the requesting party/organization.

<b>Office or Division</b>	Office of the Municipal Mayor- Municipal Tourism Unit			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen, Entities & Government			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request indicating the specific training or seminars needed.		Requesting Party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON/S RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Tourism Unit	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Go to the Municipal Tourism Unit then present approved ( by the Office of the Municipal Mayor) Request Letter	2. Receives and facilitates Letter Request	None	10 minutes	<i>Office Clerk</i>  Municipal Tourism Unit
	2.1 Send Letter Request to the Concerned Agency for the schedule of the requested training or seminar subject to its approval	None	1 day	<i>Municipal Tourism Coordinator</i>  Municipal Tourism Unit



3. Leave contact details for the update of the requested assistance	3. Coordinate with the requesting party on the update of the request	None	10 minutes	<i>Office Clerk Or Municipal Tourism Coordinator</i>
	3.1 Ask for the contact details of the client for the updates of the request	None	2 minutes	Municipal Tourism Unit
	3.2 Inform the client to be notified when request is granted	None	3 minutes	
	Total	None	1 day & 30 minutes	



# **OFFICE OF THE SANGGUNIANG BAYAN**

**Internal Services**



## 54. 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.

<b>Office or Division</b>	Office of the Sangguniang Bayan			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Municipal Officials , Employees of the Sangguniang Bayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order Form ( 2 copies)		Office of the Sangguniang Bayan		
Invitation Letter or Radio Communication if Applicable ( 1 original copy)		Requesting / Host Agencies		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Travel Order Form duly signed by the Head of Office, Human Resource Management Officer and Municipal Budget Officer	1. Receives Travel Order Form check as to completeness and Log	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1 Forward to the Desk of Municipal Vice Mayor for final action	None	10 minutes	<i>Municipal Vice Mayor</i> Office of the Sangguniang Bayan
2. Receives Acted Travel Order Form	2. Releases acted Travel Order to employee concerned	None	15 minutes	<i>Sanggunian</i> Office of the Sangguniang Bayan <i>Municipal Vice Mayor</i> Office of the Sangguniang Bayan
	<b>TOTAL</b>	None	30 minutes	



## 55. 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.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees of the Sangguniang Bayan			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>WHICHEVER IS APPLICABLE</b>				
Daily Time Record (3 copies)		Mun. Human Resource & Mngt. Office		
Time Book Payroll (1 set)		Office of the Sangguniang Bayan		
Accomplishment Report (2 copies)		Concerned Employee		
Individual Performance Commitment and Review (2 copies)		Office of the Sangguniang Bayan		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Prepares documents and submit to the Secretary to the Sanggunian	1. Receives, verifies data and forward to the Desk of the Mun. Vice Mayor	None	5 minutes	<i>Secretary to the Sanggunian and Municipal. Vice Mayor</i> 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	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	<b>Total</b>	None	10 minutes	



## 56. 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

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials , Employees of the Sangguniang Bayan		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Leave Application Form duly signed by the Head of Office & Human Resource and Management Office (2 copies)		Office of the Sangguniang Bayan		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Application for Leave Form duly signed by the employee and the MHRMO	1. Receives Application for Leave Form, check as to completeness and Log  1.1 Forward to the Desk of Municipal Vice Mayor for final action	None  None	5 minutes  10 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan  <i>Municipal Vice Mayor</i> Office of the Sangguniang Bayan
2. Receives Acted Leave Application Form	2. Releases acted leave application to employee concerned	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	<b>TOTAL</b>	None	20 minutes	



## 57. LEGISLATIVE ENACTMENT SERVICES ON ENDORSEMENT OF THE MUNICIPAL MAYOR

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

<b>Office or Division</b>		Office of the Sangguniang Bayan			
<b>Classification</b>		Highly Technical			
<b>Type of Transaction</b>		Government to Citizen, Government to Government			
<b>Who may avail</b>		All (thru the Office of the Municipal Mayor)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Endorsement from the Office of the Municipal Mayor ( 2 copies )		Petitioners or complainant or other affected public			
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>	
1. Submit endorsement of the request from the Office of the Municipal Mayor with complete documents	1. Receive and review the document	None	10 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	10 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	None	5 days	Secretary to the Sanggunian  Office of the Sangguniang Bayan	





	budgets for review in the Order of Business for referral to the proper committee			
	3.1 The concerned committee evaluates submitted documents	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for second reading	None	1 day	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	20 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.4 The Committee Concerned finalizes Committee Report	None	2 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.5 The measure is presented on Second, Third and Final Reading (if there is a need for	None	15 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan



	revision/amendment, debate is presented)			
	4.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Sangguniang Bayan Members</i>  Office of the Sangguniang Bayan
	4.7 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	<i>Computer Operator II or Administrative Aide VI</i>  Office of the Sangguniang Bayan  <i>Municipal Mayor</i>  Office of the Municipal Mayor
	4.8 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	<i>Computer Operator II or Administrative Aide VI</i>  Office of the Sangguniang Bayan
5. Get a copy of approved resolution or ordinance	5. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II or Administrative Aide VI</i>



				Office of the Sangguniang Bayan
	Total	None	68 days 20 minutes	



## 58. 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.

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Government of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Proposed Annual/Supplemental budgets with supporting documents as prescribed by law ( 5 original copies)		Municipal Budget Office		
Annual/ Supplemental Investment Plan as approved by the Municipal Development Council ( 5 photocopies)		Municipal Planning and Development Office		
Proper endorsement by concerned authorities or officers ( 2 original copies & 3 photocopies)		Office of the Municipal Mayor/ Municipal Budget Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	1. Receive and review the documents	None	10 minutes	<i>Secretary to the Sanggunian</i>  Office of the Sangguniang Bayan 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	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>



				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 Committee concerned finalizes Committee Report	None	2 days	Sangguniang Bayan 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 Accounts and Appropriations



	revision/amendment, debate is presented)			Office of the Sangguniang Bayan
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Sangguniang Bayan Members</i>  Office of the Sangguniang Bayan
	3.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	<i>Computer Operator II</i> <i>or</i> <i>Administrative Aide VI</i>  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	<i>Computer Operator II</i> <i>or</i> <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
4. Get a copy of approved resolution or ordinance	4. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II</i> <i>or</i> <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
	Total	None	53 days 15 minutes	



## 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.

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Barangay Government Units		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Barangay Budgets: Appropriation Ordinance enacting the Barangay Budget/Supplemental Budget ( 3 Original Copies )		Barangay Government Unit Concerned		
Resolution adopting the Annual Development an Investment Plan of the Barangay ( 3 original copies)		Barangay Government Unit Concerned		
For Sangguniang Kabataan: Resolution from the Sangguniang Kabataan on the utilization of their 10% share from the barangay budget ( 3 original copies)		Barangay Government Unit Concerned		
Indorsement from the Barangay (1 original copy)		Barangay Government Unit Concerned		
For Barangay Ordinances: Barangay Ordinance (1 original copy) Minutes of Public Hearing (1 original copy) Attendance of Public Hearing (1 original copy)		Barangay Government Unit Concerned		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	1. Receive and review the document	None	10 minutes	<i>Secretary to the Sanggunian</i>  <i>Office of the Sangguniang Bayan</i>
2. Waits for the result of the review	2. If documents are complete request is entered in the log for legislative actions	None	5 minutes	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  <i>Office of the Sangguniang Bayan</i>
3. Wait for Legislative Actions	3.The Secretary to the Sanggunian places requests, in the Order of Business for referral to the proper committee	None	5 days	<i>Secretary to the Sanggunian</i>  <i>Office of the Sangguniang Bayan</i>
	3.1 The concerned committee evaluates submitted documents	None	5 days	<i>Committee Concerned</i> <i>Office of the Sangguniang Bayan</i>
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for second reading	None	1 day	<i>Committee Concerned</i> <i>Office of the Sangguniang Bayan</i>
	3.3 The concerned committee holds public hearing	None	5 days	<i>Committee Concerned</i>





	whenever applicable and renders report to SB session			<i>Office of the Sangguniang Bayan</i>
	3.4 The committee concerned finalizes Committee Report	None	2 days	<i>SB member Office of the Sangguniang Bayan</i>
	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	<i>Committee Concerned  Office of the Sangguniang Bayan</i>
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Sangguniang Bayan Member  Office of the Sangguniang Bayan</i>
	3.7 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	<i>Computer Operator II or Administrative Aide VI  Office of the Sangguniang Bayan  Municipal Mayor  Office of the Municipal Mayor</i>
	3.9 The secretariat enrolls the approved measure in the	None	3 days	<i>Computer Operator II or</i>



	journals then forwards it to SP for review and posts it for publication if required			<i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
4. Get a copy of approved resolution or ordinance	4. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
	Total	None	53 days 15 minutes	



# **OFFICE OF THE SANGGUNIANG BAYAN**

## **External Services**



## 60. FILING OF ADMINISTRATIVE CASE

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

<b>Office or Division</b>		Office of the Sangguniang Bayan			
<b>Classification</b>		Highly Technical			
<b>Type of Transaction</b>		Government to Citizen, Government to Government			
<b>Who may avail</b>		All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<p>A verified complaint that consist of the following</p> <ul style="list-style-type: none"> <li>• Full name and address of the complainant;</li> <li>• Full name and address of the person complained of as well as his positions and office employment;</li> <li>• A narration of relevant and material facts of omissions and/or violations allegedly committed by the barangay official concerned;</li> <li>• Certified true copies of documentary evidence and affidavits of his witnesses, if any, and;</li> <li>• Certification of non-forum shopping;</li> <li>• Submit in twelve (12) legible copies.</li> <li>• Official Receipts of the Filing Fee</li> </ul>		Petitioners or complainant or other affected public			
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>	
1. Submit a verified complaint with complete requirements for review	1. Receive and Review the documents	None	10 minutes	Secretary to the Sanggunian  Computer Operator	



				Administrative Aide
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	₱200.00	15 minutes	<i>Admin Aide II</i> Or <i>Rev Collection Clerk II</i> Or <i>Revenue Collection Officer II</i>  Mun. Treasury
3. Waits for the result of the review	3. If documents are complete, complaint is received and entered in the log for legislative actions	None	5 minutes	Computer Operator  Administrative Aide
4. Wait for Legislative Actions	4. The SS places all requests, petitions, or complaints in the Order of Business for referral to proper committee	None	5 days	Secretary to the Sanggunian
	4.1 Require the respondent a verified answer within 15 days from receipt thereof	None	15 days	Concerned Committee
	4.2 The concerned committee evaluates the submitted documents during	None	1 day	Concerned Committee



	Preliminary Investigation			
	4.3 The concerned committee conducts evaluation of there is a Prima Facie Case	None	10 days	Concerned Committee
	4.4 If no Prima Facie, the same shall outright be dismissed, jump to Rendition of Decision	None	1 day	Concerned Committee
	4.5 If there is Prima Facie, conduct Preliminary Conference whether the parties desire a formal investigation or are willing to submit the case for resolution on the basis of the evidence on record	None	10 days	Concerned Committee
	46 If Formal Investigation:  Submit Notice of Hearing to concerned parties  4.7 Hearings are to be conducted following procedural due process and then	None	7 days  10 days	Concerned Committee or Committee en banc



	jump to Rendition of Decision			
	4.8 Failure of the respondent to appear for three consecutive scheduled hearings despite due notice, the investigation shall proceed <i>ex parte</i> and the respondent if deemed to have waived his right to be present and to submit evidence in his favor.	None	14 days	Concerned Committee or Committee en banc
	4.9 Rendition of Decision through a Resolution	None	10 days	Concerned Committee or Committee en banc
5. Receive the resolution	5. Releases the resolution	None	1 day	ADA, CO & SS
	TOTAL	₱200.00	84 days and 30 minutes	



## 61. 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.

<b>Office or Division</b>	Office of the Sangguniang Bayan			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written request stating the type of document needed and its purpose (1 original copy)		Requesting Party		
Proper endorsement by concerned authorities or officers if needed (1 original copy)		Concerned Authorities or officers		
Justification for request (1 original copy)		Requesting Party		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Written Request stating the type of document needed and its purpose	1 Receives written request & record in the logbook	None	5 minutes	<i>Admin. Aide VI</i> or <i>Computer Operator II</i>
	1.1 Retrieves documents from files and photocopy or search from tracking system & print	None	15 minutes	<i>Secretary to the Sanggunian</i>  <i>Office of the Sangguniang Bayan</i>
2. Receive document/s and sign the logbook	2. Release the document/s	None	5 minutes	<i>Administrative Aide VI</i> or <i>Computer Operator II</i> <i>Office of the Sangguniang Bayan</i>
	<b>Total</b>	None	25 minutes	





## 62. 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

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		Motorcycle Owners / Operators		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Business Clearance (1 original and 1 photocopy)		Barangay Hall- Barangay Secretary		
Barangay Clearance of the Operator and Driver (1 original copy & 1 photocopy)		Barangay Hall- Barangay Secretary		
LTO issued Official Receipt & Certificate of Registration of tricycle, If newly purchased, Sales Invoice (1 Original Copy & 1 Photocopy)		Land Transportation Office Company of the Distributor of the tricycle		
Policy of Insurance - covered 6 passengers (1 original copy & 1 photocopy)		Insurance Company		
Picture of garage with unit (1 copy)		Motorcycle Operator		
Driver's License- with code A1 of the authorized driver (1 photocopy)		Land Transportation Office (LTO)		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Secures Application Form from the Office of the Sangguniang bayan	1.Provides Application Form	None	3 minutes	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  Office of the 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	10 minutes	<i>Computer Operator II</i> or <i>Administrative Aide VI</i> Or <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
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 Tricycle Operator's permit fee ₱500.00	15 minutes	<i>Admin Aide II</i> or <i>Revenue Collection Clerks II</i> or <i>Revenue Collection Officer II</i> Mun. Treasury Office
4.Return to the Office of the Sangguniang Bayan and present the Official receipt for the preparation of Motorized Tricycle Operator's Permit	4. Checks the Official Receipt 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  None	5 minutes  2 days	<i>Computer Operator II</i> or <i>Secretary to the Sanggunian</i>  Office of the Sangguniang Bayan
	Total	₱500.00	2 days & 33 minutes	



### 63. 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

<b>Office or Division</b>	Office of the Sangguniang Bayan			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Citizen			
<b>Who may avail</b>	Civic Society Organizations (CSOs), Non- Government Organizations (NGOs) & Peoples Organizations (POs)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Form for Accreditation (1 original copy and 1 Photo copy)		Office of the Sangguniang Bayan or DILG		
Board Resolution signifying intension for accreditation (1 original copy and 1 Photo copy)		From the organization availing the service		
Certificate of Registration from Securities and Exchange Commission Department of Labor and Employment, Cooperative Development Authority (1 original copy and 1 Photo copy)		Securities & Exchange Commission (SEC) or Department of Labor and Employment or Cooperative Development Authority (CDA)		
List of current officers and members (1 original copy and 1 Photo copy)		From the Organization availing the services		
Annual Accomplishment Report (1 original copy and 1 Photo copy)		From the Organization availing the services		
Financial Statement (1 original copy and 1 Photo copy)		From the Organization availing the services		
Profile indicating the purposes and objectives of the organization (1 original copy and 1 Photo copy)		From the Organization availing the services		
Copy of the Minutes of the meeting of the organization (1 original copy and 1 Photo copy)		From the Organization availing the services		
Copy of the Constitution and By-Laws (1 original copy and 1 Photo copy)		From the Organization availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



<p>1. Secures Application Form from the Sangguniang Bayan Personnel</p>	<p>1. Provides Application Form</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Admin. Aide VI or Comp. Operator II or Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p>
<p>2. Submits duly accomplished Application Form and other requirements.</p>	<p>2.Receives, verifies and records documents submitted</p> <p>2.1 Forward the application to the committee Chairman on NGOs thru regular session</p> <p>2.2 If the application is approved, the Committee Concerned prepares the Certificate of Accreditation. If disapproved, the Committee concerned issues the notice to the NGO/PO stipulating therein</p>	<p>None</p> <p>None</p> <p>None</p>	<p>10 minutes</p> <p>5 days</p> <p>2 days</p>	<p><i>Admin. Aide VI or Computer Operator II or Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p> <p><i>Special Committee on Peoples Participation</i></p> <p>Office of the Sangguniang Bayan</p>



	the reason/s for disapproval			
3. Proceed to the Office of the Sangguniang Bayan when notified and claim the requested document	3. Notify the Client of the result of the application.  Record and Release the document	None	5 minutes	<i>Special Committee on Peoples Participation</i>  <i>Admin. Aide VI or Comp. Operator II or Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
TOTAL		None	7 days 18 minutes	



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

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

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		Government to Citizen, Government to Government		
<b>Who may avail</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of petition or complaint on subjects mentioned duly signed by petitioners or complainant and other affected public (1 original copy)		Petitioners or complainant or other affected public		
Sworn Statement of Affidavits (1 original copy)		Officer administering the Oath		
Proper endorsement by concerned authorities or officers ( 1 original copy)		Concerned Authorities or officers		
Justification for filing petition or complaint ( 1 original copy)		Petitioners or complainant or other affected public		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure proper endorsement from the Office of the Municipal Mayor regarding a request, petition on certain issues or occurrences together with the pertinent documents	1. Receive and review the document	None	2 hours	<i>Secretary to the Sanggunian</i>  Office of the Sangguniang Bayan



2. Submit request with requirements for review	2. Receive and review the documents	None	10 minutes	<i>Secretary to the Sanggunian</i>  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	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  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	<i>Secretary to the Sanggunian</i>  Office of the Sangguniang Bayan
	4.1 The concerned committee evaluates submitted documents	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.2 The concerned committee endorses for filing of draft resolution or ordinances for first reading	None	1 day	<i>Committee Concerned</i> Office of the Sangguniang Bayan



	4.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.4 The secretariat finalizes Committee Report	None	2 days	<i>SB member</i> 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	<i>Committee on Rules and Laws</i> Office of the Sangguniang Bayan
	4.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Computer Operator II</i> or <i>Administrative Aide VI</i> Office of the Sangguniang Bayan
	4.7 Finalizes adopted measure	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	4.8 SB Office provides the facilitation of the	None	15 days	<i>Computer Operator II</i> or





	signature of concerned officials in the resolution or ordinance			<i>Administrative Aide VI</i>  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	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
5. Get a copy of approved resolution or ordinance	5. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
	Total	None	54 days 2 hours, 15 minutes	



## 65. 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.

<b>Office or Division</b>		Office of the Sangguniang Bayan		
<b>Classification</b>		Highly Technical		
<b>Type of Transaction</b>		Government to Citizen		
<b>Who may avail</b>		Residents		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Land Title or Tax Declaration of the property ( 1 original. 1 photocopy)		Municipal Assessment Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	1. Receive and review the document	None	10 minutes	<i>Secretary to the Sanggunian</i>  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	<i>Computer Operator II</i> or <i>Administrative Aide VI</i>  Office of the Sangguniang Bayan
3. Wait for Legislative Actions	3. The Secretary to the Sanggunian places requests, in the Order of Business for referral	None	5 days	<i>Secretary to the Sanggunian</i>  <i>Office of the Sangguniang Bayan</i>



	to the proper committee			
	3.1 The concerned committee evaluates submitted documents	None	5 days	<i>Committee Concerned Office of the Sangguniang Bayan</i>
	3.2 The concerned committee endorses for filing of draft resolution or ordinances for second reading	None	1 day	<i>Committee Concerned Office of the Sangguniang Bayan</i>
	3.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	<i>Committee Concerned Office of the Sangguniang Bayan</i>
	3.4 The committee concerned finalizes Committee Report	None	2 days	<i>SB member Office of the Sangguniang Bayan</i>
	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	<i>Committee Concerned  Office of the Sangguniang Bayan</i>
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Sangguniang Bayan Members</i>



				Office of the Sangguniang Bayan
	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  Municipal Mayor Office of the Municipal Mayor
	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	53 days 15 minutes	



# **MUNICIPAL ACCOUNTING AND INTERNAL AUDIT OFFICE (MAIAO)**

## **Internal Services**



## 66. APPROVAL OF CLEARANCE FORM FINANCIAL ACCOUNTABILITIES OF THE MUNICIPAL OFFICIALS AND EMPLOYEES

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 .

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CS Form No. 7, s. 2018 (Clearance Form) duly signed by the Applicant, Immediate Supervisor Head of Office, General Services Officer, Municipal Human Resource and Management Officer, Libona Municipal Rank and File Employees Association (LIMURFEA) President (4 original copies)		Municipal Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring CS Form No. 7, s. 2018 (Clearance Form ) to the Municipal Accounting and Internal Audit Office	1. Receive Clearance Form , check and verify records	None	1 hour	<i>Municipal Accountant</i>
1.1 If no money accountability, receive the Clearance Form	1.1 If cleared from money accountability sign and release the Clearance and direct client to proceed to the Municipal Treasury	None	5 minutes	Municipal Accounting and Internal Audit Office
		None	5 minutes	



1.2 Settle Money accountabilities if any	1.2 if record shows unsettled money accountabilities inform client to settle			<i>Municipal Accountant</i>  Municipal Accounting and Internal Audit Office
	Total	None	1 hour 10 minutes	



## 67. 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

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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Services Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Municipal Employees and Local Officials		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
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		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the DVs or Payrolls	None	1 minute	<i>Accounting Clerk</i> Municipal Accounting





<p>Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the MACCO</p>	<p>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</p>	<p>None</p>	<p>20 minutes/ transaction</p>	<p>Internal Audit Office <i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office</p>
<p>2. Receives the signed documents</p>	<p>2. Re-checks and sign the claims per DV's or payroll and release</p>	<p>None</p>	<p>5 minutes/ transaction</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>26 minutes</p>	



## 68. 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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Service		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Municipal Employees and Local Officials		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Presents Check and Disbursing Vouchers to the Accounting Clerk	1. Receives Check and verify as to order of check Issuance	None	2 minutes/ check	<i>Accounting Clerk</i>
	1.1 Enters the individual check into the system	None	5 minutes/ check	<i>Accounting Clerk</i>
	1.2. Generates Journal of Entry Voucher	None	2 minutes/ check	<i>Accounting Clerk</i>
	1.3 Prints the advice of check issued	None	3 minutes	<i>Accounting Clerk</i>
	1.4 Signs and releases advice	None	3 minutes/ check	<i>Accounting Clerk</i>
	Total	None	15 minutes	Municipal Accounting Internal Audit Office



## 69. ISSUANCE OF CERTIFICATE OF INCOME TAX WITHELD OR BIR FORM 2316 and CERTIFICATE OF NET TAKE HOME

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

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Mun. Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Claims BIR Form 2316 at the Personnel In Charge	1. Releases BIR Form 2316 to client. 1.1. Succeeding request if lost is charged	None ₱100.00	5 minutes	<i>Administrative Assistant II</i> Municipal Accounting Internal Audit Office
2. Claims certification at the Personnel In-charge	2. Forward client to MTO for the payment of Certification.	None	2 minutes	<i>Administrative Assistant II</i> Municipal Accounting Internal Audit Office
	2.1 Payment of Certification	₱100.00	3 minutes	<i>Admin Assistant II</i> Or <i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Clerk II</i>



				<i>Municipal Treasury Office</i>
	2.2 Receive Receipt from client and encoding of certification	None	10 minutes	<i>Administrative Assistant II Municipal Accounting Internal Audit Office</i>
	2.3 Sign Certification	None	1 minute	<i>Municipal Accountant Municipal Accounting Internal Audit Office</i>
	2.4 Release Certification	None	1 minute	<i>Administrative Assistant II Municipal Accounting Internal Audit Office</i>
	Total	Payment is due only for succeeding request if lost ₱100.00  Payment of Certification ₱100.00	22 minutes	



## 70. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Service			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Mun. Officials and Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Invitation/Radio Message if any ( 1 original copy)		Host/Sponsoring Agency		
Approved Travel Order ( 2 original copies)		Employee Concerned		
Approved Itinerary of Travel (1 original copy )		Employee Concerned		
Disbursement Voucher or Payroll and Obligation Request ( 4 copies )		Employee Concerned		
For Field/ Activity Current Operating Expenses ( 1 original copy)		Employee Concerned		
Approved Budget for the Field/Activity (1 Original Copy)		Employee Concerned		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Accounting and Internal audit Office	1. Receives/logs the Voucher	None	3 minutes/ transaction	<i>Municipal Accountant Municipal Accountant</i>



	<p>1.1 Reviews/ checks /indexes as to the completeness of supporting evidence</p> <p>1.2 Signs the Disbursement Voucher &amp; releases to Municipal Treasury</p>	<p>None</p> <p>None</p>	<p>12 minutes/ transaction</p> <p>3 minutes/ transaction</p>	<p><i>Municipal Accountant</i></p> <p>Municipal Accounting Internal Audit Office</p>
2. Proceed to the Municipal Treasury Office	<p>2. Receive, verify and Sign the Voucher</p> <p>2.1 Forward document to the Office of the Municipal Mayor</p>	<p>None</p> <p>None</p>	<p>5 minutes/ transaction</p> <p>3 minutes/ transaction</p>	<p><i>Municipal Treasurer Mun. Treasury Office</i></p> <p><i>Clerk Mun. Treasury Office</i></p>
3. Proceed to the Office of the Municipal Mayor	<p>3. Receive , verify and has it signed by the Municipal Mayor</p> <p>3.1 Returns Documents to the Mun. Treasury Office</p>	<p>None</p> <p>None</p>	<p>10 minutes/ transaction</p>	<p><i>Receiving Clerk Municipal Mayor Office of the Municipal Mayor</i></p> <p><i>Clerk Office of the Municipal Mayor</i></p>
4. Return to the Municipal Treasury Office	<p>4. Receives and checks Documents</p> <p>4.1 Preparation of Check and has it signed by the Municipal Treasurer and Municipal Mayor</p>	<p>None</p> <p>None</p>	<p>5 minutes transaction</p> <p>10 minutes/ transaction</p>	<p><i>Clerk Municipal Treasury Office</i></p> <p><i>Clerk Municipal Treasury Office</i></p>



	4.2 Forward Documents to the Municipal Accounting Office	None	3 minutes/ transaction	<i>Clerk Municipal Treasury Office</i>
5. Return to the Municipal Accounting and Internal Audit Office	5 Prepares the Accountant's advice 5.1 Signed the Advice 5.2 Release the Advice and Disbursement Voucher to Municipal Treasury	None	5 minutes/ check	<i>Admin Officer IV  Municipal Accountant  Mun. Accounting &amp; Internal Audit Office</i>
	Total	None	59 minutes per transaction	



## 71. 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

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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Services Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Employee/Payee		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
Appointment ( 1 original copy) Statement of Assets Liabilities and Networth (SALN) (1 original copy) Certificate on Date of Assumption to Office ( 1 original copy) Properly accomplished DTR ( 2 original copies) Oath of Office (1 original copy)		Mun. Human Resource Management Office Mun. Human Resource Management Office Mun. Human Resource Management Office  Concerned Employee  Mun. Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Submits Disbursement	1.Receives and stamps the DVs or Payrolls	None	3 minutes/ transaction	<i>Accounting Clerk</i>





<p>Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office</p>	<p>1.1. Reviews claim per Disbursement Voucher or payroll and 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</p>	<p>None</p>	<p>10 minutes/ transaction</p>	<p>Municipal Accounting Internal Audit Office  <i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office</p>
<p>2. Receives the signed documents</p>	<p>2. Signs claims per Disbursement Vouchers or payroll and release</p>	<p>None</p>	<p>5 minutes/ transaction</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes/ transaction</p>	



## 72. 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

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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Services Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Employee/Payee		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
<b>Other supporting documents</b> <b>2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust</b>  Appointment Accomplishment report Duly accomplished Daily Time Record		Requesting Party HRMO/MEO/MMO General Services Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Submits Disbursement	1.Receives and stamps the DVs or Payrolls	None	3 minutes/ transaction	<i>Accounting Clerk</i>



<p>Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal accounting Office</p>	<p>1.1. Reviews claim per Disbursement Voucher or payroll and 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</p>	<p>None</p>	<p>10 minutes/ transaction</p>	<p>Municipal Accounting Internal Audit Office  <i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office</p>
<p>2. Receives the signed documents</p>	<p>2. Signs claims per Disbursement Vouchers or payroll and release</p>	<p>None</p>	<p>5 minutes/ transaction</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes/ transaction</p>	



### 73. 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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Services Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Employee/Payee		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
Certification of Total Years in Service ( 3 copies )		Mun. Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Submits Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the	1.Receives and stamps the DVs or Payrolls	None	3 minutes/ transaction	<i>Accounting Clerk</i> Municipal Accounting Internal Audit Office



Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll and 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/transaction	<i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs claims per Disbursement Vouchers or payroll and release	None	5 minutes/transaction	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



## 74. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
<b>Other supporting documents</b> <b>2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust</b>	
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	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 Disbursement voucher/ Payrolls to the Municipal Accounting Office	1. Receives and stamps the DVs or Payrolls	None	3 minutes/ transaction	<i>Accounting Clerk</i> Municipal Accounting Internal Audit Office
	1.1. Reviews claim per Disbursement Voucher or payroll and 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/ transaction	<i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs claims per Disbursement Vouchers or payroll and release	None	5 minutes/ transaction	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	<b>Total</b>	None	18 minutes/ transaction	



## 75. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
<b>Other supporting documents 2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust</b>	
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 Statement of Assets, Liabilities and Net Worth Appointment Service Record GSIS Clearance Notice of Salary adjustment (NOSA)	Mun. Human Resource Management Office Mun. Human Resource Management Office Mun. Human Resource Management Office Ombudsman Lawyer Lawyer Mun. Human Resource Management Office Mun. Human Resource Management Office





		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 Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.Receives and stamps the DVs or Payrolls 1.1. Reviews claim per Disbursement Voucher or payroll and 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  None	3 minutes/ transaction  10 minutes / transaction	<i>Accounting Clerk</i> Municipal Accounting Internal Audit Office  <i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs claims per Disbursement Vouchers or payroll and release	None	5 minutes/ transaction	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	Total	None	18 minutes/ transaction	



## 76. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employee/Payee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
<b>Other supporting documents</b> <b>2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust</b>				
Certificate of Appearance Plane/bus tickets (if applicable) Official Receipts, if applicable Appendix B (Certificate of travel completed) Appendix A (Itinerary of Travel) Travel Order		Facilitator of the activity attended Issuing Party/requesting Party Facilitator of the activity attended Concerned Employee Concerned Employee Concerned Employee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Submits Disbursement	1.Receives and stamps the DVs or Payrolls	None	3 minutes/ transaction	<i>Accounting Clerk</i>



<p>Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Muni</p>	<p>1.1. Reviews claim per Disbursement Voucher or payroll and 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</p>	<p>None</p>	<p>10 minutes/ transaction</p>	<p>Municipal Accounting Internal Audit Office  <i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office  <i>Internal Audit Assistant</i> Municipal Accounting Internal Audit Office</p>
<p>2. Receives the signed documents</p>	<p>2. Signs claims per Disbursement Vouchers or payroll and release</p>	<p>None</p>	<p>5 minutes/ transaction</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes/ transaction</p>	



## 77. 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.

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Service		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Mun. Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Tickets , Boarding Pass, Terminal Fee (1 original copy)		Bus, Airport, Terminal, Pier		
Certificate of Appearance (1 original copy)		Host/Sponsoring Agency		
Copy of previously approved itinerary of Travel ( 2 original copies)		Accountable Personnel		
Official Receipt in case of refund of excess cash Advance ( 1 original copy)		Accountable Personnel		
Certificate of Travel Completed (2 original copies)		Accountable Personnel		
Accommodation Receipts in case of official travel to places beyond 50 kilometers radius from the office ( 1 original copy)		Accountable Personnel		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Prepare Liquidation Report Form and sign by the accountable personnel ,attach the requirements and have it signed by the Municipal Mayor and forward to the Municipal Accounting and Internal Audit Office	1.Receives documents and logs the Disbursement Voucher/Payrolls with supporting documents 1.2 Checks supporting documents and record Financial Management information System 1.3 Signs the Liquidation report and prepares Journal Entry Voucher	None	3 minutes/ transaction	<i>Municipal Accountant</i>
		None	10 minutes/ transaction	Municipal Accounting Internal Audit Office
		None	5 minutes/ transaction	
	<b>Total</b>	None	18 minutes	



# **MUNICIPAL ACCOUNTING & INTERNAL AUDIT OFFICE (MAIAO)**

## **External Services**



## 78. 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

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Service		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		All Barangay Treasurer		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Disbursement Voucher/Payroll (3 original copies)		Barangay Concerned		
Registry of Collection & Deposit ( 3 copies)		Barangay Concerned		
Registry Appropriation & Obligations Cash Book		Barangay Concerned		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2.Submits Disbursement Voucher/Payroll and other supporting's documents to the in-charge	2.Receives and stamps the DVs or Payrolls	None	1 minute	<i>Internal Auditing Assistant</i>
	2.1. Check as to completeness of	None	15 minutes	



	supporting documents			Municipal Accounting Internal Audit Office
	2.2. Prepare Journal Entry Voucher	None	5 minutes/ voucher	
	2.3. Post to Journal Cash Transaction	None	1 hour	
	2.4. Post to Subsidiary Ledger	None	3 hours	
	2.5. Post to General Journal	None	2 hours	
	2.6. Post to General Ledger	None	2 days	
	2.7. Prepare Pre-Closing Trial Balance	None	2 days	
	2.8. Prepare Income Statement & expenditures	None	1 hour	
	2.9. Prepare Balance Sheet	None	1 hour	
	2.10 Prepare Post Closing Trial Balance	None	30 minutes	
	2.11 Prepare Cash Flows	None	20 minutes	



	2.12 Prepare Bank Reconciliation	None	20 minutes	
	Total	None	5 days 2 hours 41 minutes	





## 79. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Barangay Government Units			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Obligation Request (3 original copies)		Department Head of the Requesting Party		
Disbursement Voucher/Payroll (3 original copies)		Department Head of the Requesting Party		
Barangay Resolution Requesting Assistance ( 3 copies )		Barangay Government Unit		
Program of Work (If pertains to a project) (3 copies)		Barangay Government Unit		
Activity design (if activities of the barangay) (3 copies)		Barangay Government Unit		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>



				Office of the Municipal Mayor
2.Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2.Receives and stamps the DVs or Payrolls  2.1. 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  2.2 Signs Disbursement Voucher/Payroll Indexes and release to Municipal Treasury	None  None  None	3 minutes  10 minutes/ transaction  5 minutes/ transaction	Accounting Clerk  Municipal Accounting Internal Audit Office  Admin. Officer IV  Municipal Accounting Internal Audit Office  Internal Audit Assistant  Municipal Accounting Internal Audit Office
	Total	None	23 minutes/ transaction	



## 80. 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

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.

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



Purchase Order Abstract of Bids Request for Quotation, if needed Certificate of sole distributorship, if needed Purchase Request POW, if applicable Certificate of Tax withheld		Requesting Party Bids & Awards Secretariat Bids & Awards Secretariat Supplier Requesting party Municipal Engineering Office Requesting Party		
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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2. Receives and stamps the DVs or Payrolls  2.1. 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  None	3 minutes/ transaction  10 minutes/ transaction	<i>Accounting Clerk</i>  <i>Admin. Officer IV or Internal Audit Assistant</i>  Municipal Accounting Internal Audit Office



3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes/ transaction	<i>Municipal. Accountant</i>  Municipal Accounting Internal Audit Office
	Total	None	23 minutes/ transaction	



## 81. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Business
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
Other supporting documents (2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust  <b>Communication services</b> Original copy of bills Copy of the message sent (if applicable)  <b>Light and Water Expenses</b> Statement of Account Detailed Billing statement	Supplier Supplier  Supplier Supplier



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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. 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	3 minutes/transaction  10 minutes/transaction	<i>Accounting Clerk</i>  <i>Admin. Officer IV or Internal Audit Assistant</i>  Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes/transaction	Mun. Accountant  Municipal Accounting



				Internal Audit Office
	<b>Total</b>	<b>None</b>	<b>25 minutes</b>	





## 82. 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

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.

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



Notice of Award BAC resolution declaring LCRB and Recommending Approval Notice of Post Qualification Post Qualification Evaluation Report BID Evaluation and POST QUA Report Abstract of Bids as Calculated Abstract of Bids as Read Bidding Documents with ITB (Technical and Financial documents) Minutes of Meeting (Pre-bid/Opening of bids) Purchase Request Program of Work (POW) Approved Budget for the Contract Philgeps Registration Certificate of Posting DOLE-Const. safety & health program Certificate of availability of funds Certificate of Tax Withheld Letter invitation to CSO/COA sent Property Acknowledgement Receipt (Equipment) Surety Bond 30% As Built Plan		Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat Bids and Awards Secretariat  Bids and Awards Secretariat  Requesting Party Mun. Engineering Office Mun. Budget Office Supplier Bids and Awards Secretariat Supplier/contractor Mun. Budget Office/Mun. Accounting/Treasury Bids and Awards Secretariat Bids and Awards Secretariat General Services Office Supplier Municipal Engineering Office		
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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. Reviews claim per Disbursement	None	3 minutes/ transaction	<i>Accounting Clerk</i>  Or <i>Municipal Accountant</i>



Payrolls to the Municipal Accounting Office	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	25 minutes/ transaction	Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes/ transaction	<i>Municipal Accountant</i>  Municipal Accounting Internal Audit Office
	<b>Total</b>	<b>None</b>	<b>38 minutes</b>	



### 83. 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

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.

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



		Concerned Claimant		
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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. 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  None	3 minutes/ transaction  10 minutes/ transaction	<i>Accounting Clerk</i>  <i>Admin. Officer IV or Internal Audit Assistant</i>  Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes / transaction	<i>Municipal Accountant</i>  Municipal Accounting Internal Audit Office
	Total	None	23 minutes / transaction	



## 84. 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

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.

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



Performance Bond Notice of Award BAC Resolution declaring LCRB and Recommending approval Notice of POST Qualification of the result of evaluation Post Qualification Evaluation Report Post Qualification Evaluation Summary Report Abstract of Bids as Calculated Abstract of Bids as Read Bidding Documents with ITB (Technical and Financial documents) Minutes of Meeting (Pre-bid/Opening of bids) Certificate of Posting Purchase Request POW, if necessary Approved Budget for the Contract PHILGEPS Registration Tax Certificate Invitation letter to CSO/COA sent		Requesting Office Requesting Party Bids and Awards Secretariat Bids and Awards Secretariat Requesting Party Bids and Awards Secretariat  Bids and Awards TWG Bids and Awards TWG  Bids and Awards TWG Bids and Awards TWG Bids and Awards Secretariat  Bids and Awards Secretariat  Bids and Awards Secretariat Requesting Party Mun. Engineering Office Requesting Party PHILGEPS BIR Bids and Awards Secretaria		
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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. Reviews claim per Disbursement Voucher or payroll	None  None	3 minutes / transaction  10 minutes / transaction	<i>Accounting Clerk</i>  or <i>Municipal Accountant</i>



	<p>Checks as to completeness of supporting documents and forward to the Municipal Accountant</p> <p>Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents</p>			Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes/transaction	<i>Municipal Accountant</i>  Municipal Accounting Internal Audit Office
	Total	None	23 minutes/transaction	





## 85. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen Government to Business, Government to Government
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
Other supporting documents (2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust  Certificate of availability of funds Certification by the LCE (claim is not within the original ROW of a converted local road) Certification by the LCE (no previous pending claim and previous payment on subject property) Appraisal Report (Prov'l Appraisal Committee) Resolution to Purchase Land Deed of Absolute Sale Tax Clearance Applicable BIR Zonal valuation	   Mun. Budget Office/ Mun. Treasury/MAIAO Office of the Municipal Mayor  Office of the Municipal Mayor  Provincial Government  Sangguniang Bayan



Certified Certificate of Title Of Land Ownership (TCT) Certified copy of the Tax Declaration Other technical documents (project parcellary survey plan, structural mapping)		Concerned Parties BIR BIR Land Owner Assessor's Office Agency Concerned		
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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. 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  None	3 minutes/ transaction  10 minutes/ transaction	<i>Accounting Clerk</i>  <i>Admin. Officer IV or Internal Audit Assistant</i>  Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement	None	5 minutes / transaction	<i>Municipal Accountant</i>



	Voucher or payroll and release			Municipal Accounting Internal Audit Office
	Total	None	23 minutes / transaction	



## 86. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen, Government to Business, Government to Government
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
Other supporting documents (2 copies each document for COA and Accounting file and add 1 copy for special 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 Party HRMO/MEO/MMO General Services Office



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 Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge  Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls  2.1. 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	3 minutes/ transaction  10 minutes/ transaction	<i>Accounting Clerk</i>  Or <i>Municipal Accountant</i>  Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes/ transaction	<i>Municipal Accountant</i>  Municipal Accounting



				Internal Audit Office
	Total	None	23 minutes/ transaction	



## 87. 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

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.

<b>Office or Division:</b>	Municipal Accounting & Internal Audit Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen, Government to Business, Government to Business
<b>Who may avail:</b>	Employee/Payee
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Obligation Request (3 original copies)	Department Head of the Requesting Party
Disbursement Voucher/Payroll (3 original copies)	Department Head of the Requesting Party
Other supporting documents (2 copies each document for COA and Accounting file and add 1 copy for special projects under Trust  <b>On claims for retention/bonds</b> Proof of deduction (retention) Copy of the Certificate of complete delivery Copy of Inspection and acceptance report Copy of the Official receipt Issued (bonds)  <b>On remittances to various government agency/institution</b>	Bids and Awards Secretariat Requesting Party Requesting Party Supplier



Remittance list Downloaded statement (HDMF/PHIC/GSIS)		Mun. Accounting Office Mun. Accounting Office		
<b>On Cash advances</b> Activity design (if applicable) Travel Order (if travel) Appendix A (if travel)		Requesting Party Requesting Party Requesting Party		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	2. Receives and stamps the Disbursement Vouchers or Payrolls 2.1. 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  None	3 minutes / transaction  10 minutes / transaction	<i>Accounting Clerk</i>  <i>Admin. Officer IV or Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
3. Receives the signed documents	3. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes / transaction	<i>Municipal Accountant</i> Municipal Accounting Internal Audit Office
	<b>Total</b>	None	23 minutes / transaction	





## 88. REMITTANCES TO GOVERNMENT AGENCIES /FINANCIAL INSTITUTIONS

A monthly financial obligations of the Local Government Unit

<b>Office or Division:</b>		Municipal Accounting & Internal Audit Service		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Mun. Officials and Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Billing Statement (1 copy)		Financial Institutions		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Provides Billing	1. Prints the downloaded Billing Statement of the various Government Institutions 1.1 Checks/reconciles with the actual payroll 1.2 Prepares a list of remittance & Disbursement Voucher Form and Check issuance	None  None  None	10 minutes/ transaction  20 minutes  3 days	<i>Accounting Clerk II</i> Municipal Accounting Internal Audit Office
3.Receives Payment and Issue Official Receipts	2. Releases the Disbursement Voucher and the supporting documents to the Municipal Treasury	None	5 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Administrative Assistant-II</i> or <i>Revenue Collection Clerk-II</i>  <i>Mun. Treasury</i>
	Total	None	3 days, 35 minutes	



# **MUNICIPAL AGRICULTURE OFFICE**

## **External Services**



## 89. 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.

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		N/A		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client and provide Monitoring Booklet	None	5 minutes	<i>Veterinarian</i> <i>or</i> <i>Agricultural Technician</i> <i>or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
3. Approach the Livestock Coordinator	3. Check and assess the condition of the animal	None	5 minutes	<i>Veterinarian</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i>
	3.1 Perform vaccination	None	10 minutes	



				Municipal Agriculture Office
4. Sign the Accomplishment Report	4. Prepare Accomplishment Report and have it signed by the client	None	5 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	35 minutes	



## 90. 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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Libona Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute; if necessary		Individual availing the service		
Veterinary Medicines (for treatment on second time onwards) -If necessary		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
	2.2 Issue Order of Payment and direct Client to the Municipal Treasury to pay the required fees	None	10 minutes	



3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon payment	3. Accepts payment based on the Order of Payment  3.1 Issue the Official Receipt	₱150.00	2 minutes  3 minutes	<i>Admin Aide II Or Revenue Coll. Clerk II Or Revenue Collection Officer II Mun. Treasury Office</i>
4. Approach personally or Contact Livestock Coordinator and show the Official Receipt  4.1 Set time Schedule for castration  4.2 Provide Veterinary Medicines for treatment (Anti-Tetanus)	4. Gather needed information for assessment  4.1. Set time schedule  4.2. Conduct Castration	None  None	5 minutes  5 minutes  1 day	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
5. Sign the Livestock Accomplishment Report Form	5. Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	₱150.00	1 day & 50 minutes	



## 91. ANIMAL HEALTH CARE – CASTRATION OF COMPANION ANIMALS

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Veterinary Medicines (for treatment on second time onwards) -If Necessary		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
	2.2 Direct Client to the Municipal Treasury and pay the required fees	None	1 minute	



3. Pay the required fees at the Municipal Treasury Office by showing the order of payment and make sure to secure Official Receipt	3 accept payment based on the order of payment	₱ 500.00 (1 year above)	2 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
	3.1 Issue Official Receipt	₱ 150.00 (1 year below)	3 minutes	
4. Approach personally or Contact Livestock Coordinator and show the Official Receipt 4.1 Set time Schedule for castration 4.2 Provide Veterinary Medicines for treatment (Anti-Tetanus)	4. Gather needed information for assessment	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	4.1. Set time schedule	None	5 minutes	
	4.2. Conduct Castration		1 day	
5. Sign the Livestock Accomplishment Report Form	5. Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	<i>Veterinarian or Agricultural Technician or Agricultural Technologists</i> Municipal Agriculture Office
Total		₱ 500.00 (1 year above) ₱ 150.00 (1 year below)	1 day & 41 minutes	





## 92. 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.

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client and provide Monitoring Booklet	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i>
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	<i>Municipal Agriculture Office</i>
3. Approach the Livestock Coordinator	3. Gather needed information for assessment animal	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or
	3.1 set time schedule	None	5 minutes	



	<p>3.2 Conduct Beheading</p> <p>3.3 deliver sample to RA-DDL DA RFO X For Rabies identification</p> <p>3.4 retrieval of results of sample submitted</p>	<p>None</p> <p>None</p>	<p>1 day</p> <p>(The release of the result will depend on the processing time of RADDL)</p>	<p><i>Agricultural Technologists</i></p> <p><i>Veterinarian</i></p> <p><i>Or</i></p> <p><i>Agricultural Technician</i></p> <p><i>Or</i></p> <p><i>Agricultural Technologists</i></p> <p><i>Municipal Agriculture Office</i></p>
4. Sign the Accomplishment Report	4. Prepare Accomplishment Report and have it signed by the client	None	10 minutes	<p><i>Veterinarian</i></p> <p><i>Or</i></p> <p><i>Agricultural Technician</i></p> <p><i>Or</i></p> <p><i>Agricultural Technologists</i></p> <p><i>Municipal Agriculture Office</i></p>
	Total	None	1 day & 35 minutes	



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

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Livestock Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute; if necessary		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer Office of the Municipal Mayor</i>
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information for assessment	None	5 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	3.1. Set time schedule	None	5 minutes	
	3.2. Diagnose and Deworm	None	1 day	



4. Sign the Livestock Accomplishment Report Form	4. Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	1 day & 35 minutes	



## 94. ANIMAL HEALTH CARE – MASSIVE DOG AND CAT RABIES VACCINATION

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

<b>Office or Division:</b>		Municipal Agriculture Office			
<b>Classification:</b>		Simple			
<b>Type of Transaction:</b>		Government to Citizen, Government to Business			
<b>Who may avail:</b>		All			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
None					
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>	
1. Approach assigned Agricultural Technologist of the barangay for the scheduled Massive Rabies Vaccination	1. Schedule Massive Rabies Vaccination and Inform the respective Barangay	None	5 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>	
2. Attend and properly hold animal during the massive Vaccination	2. Conduct massive Rabies Vaccination (Duration: 2-3 days per Barangay)	None	3 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>	



3. Sign the livestock Accomplishment Report Form	3 Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	18 minutes	



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

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Livestock Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute; if necessary		Individual availing the service		
Veterinary Medicines (for treatment on second time onwards) – <i>If Necessary</i>		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	



<p>3. Approach personally or Contact Live Stock Coordinator</p> <p>Provide Veterinary Medicines for treatment on second time onwards (Duration, 1 day-1 month depending on the disease)</p>	<p>3. Gather needed information for assessment</p> <p>3.1. Set time schedule</p> <p>3.2. Diagnose and provide actual treatment</p> <p>3.3. Schedule follow up treatment</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p> <p>1 day</p> <p>5 minutes</p>	<p><i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office</p>
<p>4. Sign the Livestock Accomplishment Report Form</p>	<p>4. Prepare Livestock Accomplishment Report and have it signed by the client</p> <p>4.1 Follow-up treatment as scheduled</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>2 days</p>	<p><i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office</p>
	<p>Total</p>	<p>None</p>	<p>3 days &amp; 40 minutes</p>	





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

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Livestock Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute; if necessary		Individual Availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information for assessment	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i>
	3.1. Set time schedule	None	5 minutes	
	3.2. Diagnose and provide vitamin supplementation	None	1 day	



				Municipal Agriculture Office
4. Sign the Livestock Accomplishment Report Form	4. Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	<i>Veterinarian Or Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	1 day & 35 minutes	



## 97. ANIMAL HEALTH CARE- SPAYING OF DOGS AND CATS

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen, G2B Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cage Elizabethan Collar/e-collar cone No food intake for 12 hours		Individual Availing services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client  2.1 Refer the client to the veterinarian / livestock coordinator	None	5 minutes	<i>Veterinarian</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Approach personally or contact the veterinarian or livestock coordinator	3. Gather needed information for assessment	None	5 minutes	<i>Veterinarian</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office



4. Pay the required fees at the Municipal Treasury Office by showing the order of payment and make sure to secure Official Receipt	4 accept payment based on the order of payment  4.1 Issue Official Receipt	₱800.00	5 minutes  3 minutes	<i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Mun. Treasury</i> <i>Or</i> <i>Revenue Collection Officer II</i> <i>Mun. Treasury</i>
5. Return to the Municipal Agriculture office and show the official receipt of payment	5. Set schedule  5.1 Conduct Spaying  5.2 Post-surgical operation and removal of suture	None  None  None	5 minutes  3 hours  After 1 week	<i>Veterinarian</i>    <i>Municipal Agriculture Office</i>
6. Sign the livestock Accomplishment Form	6. Prepare the livestock accomplishment report form and have it signed	None	10 minutes	<i>Veterinarian</i>  <i>Municipal Agriculture Office</i>
	Total	₱800.00	1 week 1 hour 33 minutes	



## 98. ASSISTANCE TO RURAL BASED ORGANIZATION (RBO's) REGISTRATION AND ACCREDITATION TO GAP, ATI, DOLE, SEC, CDA

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.

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Libona Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client and provide list of requirements and procedure in organizing Rural Base Organizations	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Comply all the requirements and submit to the in charge	3. Receive, check and verify documents	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	3.1. If complete, endorse documents to DOLE/SEC/CDA	None	1 day	<i>Agricultural Technologists</i> Municipal Agriculture Office



	Office for Registration 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	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	1 day 21 minutes	



## 99. 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 on a first come first serve basis.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Libona Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt (Original Copy)		Municipal Treasurer's Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Agricultural Technologist on duty	2. Conduct interview and set schedule of the services.  2.1 Compute and Issue the Order of Payment after the setting the schedule  2.1.1 For tractor services, payment shall be made after the services rendered	None	5 minutes	<i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office



	2.1.2 Payment shall be made before using the facility			
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	<p><b>HARROWING</b> Within Poblacion 2,200.00/hectare Outside Poblacion 2,200.00/ha plus mobilization rate of 100.00/kilometer</p> <p><b>MINI TRACTOR</b> Rotavator- 2,200.00/hectare Furrowing- 800.00/hectare</p> <p><b>MOLDBOARD PLOW</b> 6,000.00/hectare</p> <p><b>DISK PLOW</b> 5,000.00/Hectare</p> <p><b>SOLAR DRYER WITH UV CELLOPHANE</b> 20.00/Sack</p> <p><b>SOLAR DRYER W/O UV CELLOPHANE</b> 15.00/Sack</p>	2 minutes  3 minutes	<p><i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Mun. Treasury</i> <i>Or</i> <i>Revenue Collection Officer II</i> <i>Mun. Treasury</i></p>
4. Return to the Municipal Agriculture Office for the final schedule	4. Check the Official Receipt  4.1 Inform client of the final schedule	None  None	5 minutes  5 minutes	<p><i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologist</i></p>





				Municipal Agriculture Office
	Total	<b>HARROWING</b> Within Poblacion 2,200.00/hectare Outside Poblacion 2,200.00/ha plus mobilization rate of 100.00/kilometer <b>MINI TRACTOR</b> Rotavator- 2,200.00/hectare Furrowing- 800.00/hectare <b>MOLDBOARD            PLOW</b> 6,000.00/hectare <b>DISK PLOW</b> 5,000.00/Hectare <b>SOLAR DRYER            WITH UV            CELLOPHANE</b> 20.00/Sack <b>SOLAR DRYER            W/O UV            CELLOPHANE</b> 15.00/Sack	25 minutes	



## 100. ASSISTANCE ON AGRICULTURAL TECHNOLOGY

The Municipal Agriculture Office provides assistance on agricultural technology to farmers through technology transfer, advocacy promotion, information dissemination and consultations, trainings and seminars especially on;

- Organic Agriculture Crops and Livestock
- Nature Farming Technology System (NFTS)
- Sloping Agricultural Land Technology (SALT)
- Bio-intensive Gardening &G4
- Crop Diversification and Intercropping
- Crops and Animal Production
- Identification of Pest and Diseases on Crops and Livestock

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Bonafide Farmers of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client and give the of the required documents	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Comply and Submit requirements to the in charge	3. Recieve requirements and verify 3.1 Refer Client to assigned Agriculture Technologist and/or	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i>
		None	3 minutes	



	Program coordinator 3.2 Set the date for ocular inspection 3.3 Conduct Ocular Inspection and instruct/suggest probable solutions 3.4 Provide prescribed forms to be filled out by the client (if necessary)	None  None  None	5 days  1 hour  5 minutes	Municipal Agriculture Office
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	<i>Agricultural Technician Or Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



## 101. 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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Libona Fisher Folks and other interested individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Established Fishpond/s		Requesting Party/Person		
Good Source of Water Supply		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Fill out prescribed form and submit to the in charge	3. Receive and verify data	None	5 minutes	<i>Agricultural Technician</i> Or
	3.1 Schedule Area Assessment	None	2 days	<i>Agricultural Technologists</i>
	3.2 Coordinate with BFAR Kisolon, Sumilao, Bukidnon and schedule date to		4 months	Municipal Agriculture Office



	pick up the fingerlings			
4. Receive the fingerlings and sign the logbook	4. Deliver fingerlings to clients 4.1 Conduct regular monitoring	₱50.00 for the Plastic Container	20 minutes	<i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	₱50.00	4 months 2 days & 35 minutes	



## 102. 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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Livestock Farmers of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute; if necessary		Individual availing the service		
Animal Credentials (For Large Animals)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	5 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the Livestock Coordinator	None	5 minutes	
3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information	None	10 minutes	<i>Veterinarian</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologists</i>
	3.1. Conduct Blood Collection procedure 3.2 Submit Blood Samples to DA Regional Office X	Blood sample analysis payment	1 month	



	Regional Animal Disease Diagnostic Laboratory for analysis	per sample is ₱150.00 to be paid at the laboratory		Municipal Agriculture Office
4. Sign the Livestock Accomplishment Report Form	4. Prepare Livestock Accomplishment Report and have it signed by the client	None	10 minutes	<i>Veterinarian</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	₱150.00 to be paid at the laboratory	1 month 35 minutes	



## 103. CROPS AND LIVESTOCK GAWAD SAKA AWARDEE APPLICATION ASSISTANCE

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Comply and submit requirements to the in charge	3. receive requirements and verify	None	5 minutes	<i>Agricultural Technician</i> Or
	3.1 refer client to assigned Agricultural technologist/ Program Coordinator	None	3 minutes	<i>Agricultural Technologist</i> Municipal Agriculture Office
	3.2 Set the date for ocular inspection	None	5 minutes	
	3.3 Conduct Ocular Inspection and instruct	None	1 day	





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



## 104. 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.

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Comply and submit requirements to the in charge	3. receive requirements and verify	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	3.1 refer client to assigned Agricultural technologist/ Program Coordinator inspection	None	3 minutes	
	3.2 Endorse the submitted	None	5 minutes	



	documents to the Awarding Body			
	Total	None	23 minutes	



## 105. ENROLLMENT TO THE PHILIPPINE CROP INSURANCE CORP.

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Libona Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 valid ID (printed)		Individual availing the service		
RSBSA number		Municipal Agriculture Office		
For livestock (picture on the animal)		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
4. Sign documents for the application for crop insurance	4. Record and submit Form to the Philippine Crop Insurance Corporation	None	1 day	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	<b>Total</b>	None	1 day 12 minutes	



## 106. INSECTICIDE ASSISTANCE FOR PEST AND DISEASES OUTBREAK ON CROPS

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview the client	None	3 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	2.1 refer Client to Agricultural technologist assigned/Program Coordinator	None	2 minutes	
3. Approach the Agricultural Technologist assigned/Program Coordinator	3. Interview the client	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	3.1 Set schedule of ocular inspection	None	5 minutes	
	3.2 Inspect the allegedly affected area	None	1 day	
	3.3 Prescribe the suitable insecticide to the client	None	5 minutes	



4. Sign documents for the received insecticide	4. Record and release insecticide	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	Total	None	1 day 30 minutes	



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

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Pet owners and Poultry Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Proof of ownership ( 1 original copy)		Person availing the service		
Animal Inspection Certificate		Barangay Hall, Barangay Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
3. Comply and Submit the requirements	3. Conduct interview and check the records 3.1 Issue the Order of Payment after the verification of the required documents 3.2 Prepare the Certification	None	5 minutes	<i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office



<p>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 payment</p>	<p>4. Accept the payment based on the Order of Payment</p> <p>4.1, Issue the Official Receipt</p>	<p>Certification Fee ₱50.00</p>	<p>2 minutes</p> <p>3 minutes</p>	<p><i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury</p>
<p>5. Return to the Municipal Agriculture Office for the processing and release of the Certification</p>	<p>5. Check the Official Receipt</p> <p>5.1 Issue the Certification and have the client signed the Log Book</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office</p>
	<p>Total</p>	<p>₱50.00</p>	<p>27 minutes</p>	





## 108. ISSUANCE OF CERTIFICATE OF ACTUAL TILLAGE, FRUIT TREES/COCONUT AND FARM OWNERSHIP

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Farm owners / Farm managers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Land Title / Tax Declaration of farm (1 Photocopy)		Municipal Assessment Office		
Barangay Certificate (1 photocopy)		Barangay Hall-Barangay Treasurer		
Official receipt (Original Copy)		Municipal Treasurer's Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents	None	2 minutes	<i>Admin Aide VI</i> <i>Or</i> <i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologist</i> Municipal Agriculture Office



<p>2. Comply and Submit the requirements</p>	<p>2.1 Conduct interview/briefing for verification</p> <p>2.2 Issue the Order of Payment after the verification of the required documents</p> <p>2.3 Prepare the Certification</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office</p>
<p>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</p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1, Issue the Official Receipt</p>	<p>Certification Fee ₱ 50.00</p>	<p>2 minutes</p> <p>3 minutes</p>	<p><i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury</p>
<p>4. Return to the Municipal Agriculture Office for the processing and release of the Clearance</p>	<p>4. Check the Official Receipt</p> <p>4.1 Issue the Certification and have the client signed the Log Book</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office</p>
	<p>Total</p>	<p>₱50.00</p>	<p>27 minutes</p>	



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

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach any Municipal Agriculture Personnel and state the purpose	2. Conduct interview and gather data	None	5 minutes	<i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> 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	<i>Admin Aide VI</i> Or <i>Agricultural Technician</i> or <i>Agricultural Technologist</i> Municipal Agriculture Office
	Total	None	20 minutes	



## 110. ISSUANCE OF OTHER COMPUTER-GENERATED DATA

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

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business, Government to Government			
<b>Who may avail:</b>	Private agencies / companies and other government agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certificate (if necessary)- 1 photocopy		Barangay Hall-Barangay certificate		
Official Receipt (original copy)		Municipal Treasurer's Office		
(For Private Agencies) Letter Request duly approved by the Municipal Mayor ( original copy)		Requesting Party/Person		
(For Private Agencies) Valid/Company ID ( 1 Photocopy )		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents	None	5 minutes	<i>Admin Aide VI</i> Or <i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office



<p>3. Comply and Submit the requirements</p>	<p>3. Conduct interview/briefing for verification            3.1 Issue the Order of Payment after the verification of the required documents            3.2 Prepare the Certification</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Admin Aide VI            Or            Agricultural Technician            Or            Agricultural Technologist            Municipal Agriculture Office</i></p>
<p>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 payment</p>	<p>4. Accept the payment based on the Order of Payment            4.1, Issue the Official Receipt</p>	<p>Certification Fee ₱50.00</p>	<p>2 minutes  3 minutes</p>	<p><i>Admin Aide II            Or            Revenue Collection Clerk II            Mun. Treasury            Or            Revenue Collection Officer II            Mun. Treasury</i></p>
<p>5. Return to the Municipal Agriculture Office for the processing and release of the Clearance</p>	<p>5. Check the Official Receipt            5.1 Issue the Clearance and have the client signed the Log Book</p>	<p>None  None</p>	<p>5 minutes  5 minutes</p>	<p><i>Admin Aide VI            Or            Agricultural Technician            Or            Agricultural Technologist            Municipal Agriculture Office</i></p>
	<p>Total</p>	<p>₱50.00</p>	<p>30 minutes</p>	



## 111. 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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Business			
<b>Who may avail:</b>	Libona Livestock Farmers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Animal Credentials, if necessary		Individual availing the service		
2x2 ID picture, 1 valid ID		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
3. Comply and Submit the requirements	3. Receive requirements and verify	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	3.1 Refer client to assign Agricultural Technologist and or Program coordinator	None	3 minutes	
	3.2 Set the date for ocular inspection	None	1 day	



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



## 112. 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.

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Livestock Farmers of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Chute for Cattle and Carabao		Farmer / owner availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client to gather information for the assessment	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	2.1 Refer client to the Artificial Insemination Technician	None	5 minutes	
	2.2 Direct Client to the Municipal Treasury and pay the required fees	None	2 minutes	
3. Pay the required fees at the Municipal Treasury Office by showing the order of payment and make	3 accept payment based on the order of payment	₱ 200.00	1 minutes	Admin Aide II Or Revenue Collection Clerk II
	3.1 Issue Official Receipt		2 minutes	Mun. Treasury Or





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



### 113. 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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen, Government to Government			
<b>Who may avail:</b>	Interested Farmers/Land Owners with Land Area to be planted			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 Valid ID (for Corn and Rice seeds)		Individual Availing the service		
For Barangay Government Units and Civil Society Organizations- Letter Request addressed to Municipal Mayor and/or Municipal Agriculture Office (1 original copy)		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> 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	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> 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 Agriculturist	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office



4. Sign documents for received seeds and/or inputs	4. Record and Release seeds and inputs	None	10 minutes	Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office
	Total	None	22 minutes	



## 114. SOIL SAMPLING

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

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



	3.5 Retrieve Analysis results		10 days from submission	
	Total	None	17 days 25 minutes	



## 115. TECHNICAL ASSISTANCE ON CROPS, LIVESTOCK AND FISHERY

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.

<b>Office or Division:</b>	Municipal Agriculture Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Bonafide Farmers of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client and give the of the required documents	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
3. Comply and Submit requirements to the in charge	3. Receive requirements and verify 3.1 Refer Client to assigned Agriculture Technologist and/or	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
		None	3 minutes	



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



## 116.UPDATING AND ENROLLMENT TO RSBSA, NCFRS, FISH-R

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

<b>Office or Division:</b>		Municipal Agriculture Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen, Government to Business		
<b>Who may avail:</b>		Libona Livestock Farmers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Agriculture Office	None	5 minutes	<i>Information Desk Officer Office of the Municipal Mayor</i>
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client 2.1 Enroll the client to RSBSA /NCFRS /FISH-R	None	15 minutes	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	20 minutes	





# **MUNICIPAL ASSESSMENT OFFICE**

## **External Services**



## 117. ISSUANCE OF ASSESSMENT-RELATED CERTIFICATIONS AND EXTRACTION COPY OF TAX MAP

**Certificate of Landholdings & Certificate of No Landholdings  
 Certificate of Encumbrance; Certificate of Non-Encumbrance  
 Certificate of Improvement & certificate of No Improvement  
 Certificate of Latest and Existing; Certificate of Real Property holdings;  
 & other Assessment Related Certification.  
 Extraction copy: Section map, Barangay Map, Municipal Map, Vicinity  
 Map**

Various assessment-related certifications and extraction of tax maps are issued to individuals needing these documents which will be verified based on our records.

<b>Office or Division:</b>		Municipal Assessment Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Client, Government to Business, Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter Request</li> <li>• ID</li> <li>• For representative:               <ul style="list-style-type: none"> <li>• SPA or authorization letter from the declared owner or from the Heirs-for deceased owner</li> <li>• Deed of conveyance (if applicable)</li> <li>• ID</li> </ul> </li> <li>• Court Order (If applicable)</li> <li>• Certification (whichever is applicable)</li> <li>• Documentary Stamps (3 pcs)</li> </ul>		Client/Owner Client/Owner  Notary Public/Owner  Notary Public  Client RTC Responsible Agency  Bureau of Internal Revenue		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the front office clerk	2. Conduct Interview	None	5 minutes	<i>Assessment Clerk II</i> Or <i>Admin. Aide IV</i> Or <i>Job Order Employees</i> Or <i>Tax Mapper I</i>  Mun. Assessment Office
	2.1 Retrieve and verify records	None	30 minutes	
	2.2 Issue the Order of Payment after verification of records	None	5 minutes	
	2.3. Prepare the Certification/Section Map/Brgy. Map/Vicinity Map/Municipal Map	None	30 minutes	
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	₱110.00 Assmt.-related Cert. ₱ 30.00 Doc Stamps ₱100.00- Section Map ₱110.00- Vicinity Map ₱250.00- Brgy. Map ₱350.00- Mun. Map	5 minutes	<i>Admin Aide II</i> Or <i>Rev Collection Clerk II</i> Or <i>Revenue Collection Officer II</i>  Mun. Treasury Office
	3.1 Issue the Official Receipt			
4. Return to the Municipal Assessment Office	4. Check the Official Receipt	None	1 minute	<i>Assessment Clerk II</i> Or <i>Admin. Aide IV</i> Or <i>Job Order Employees</i>
	4.1 Review the prepared	None	10 minutes	



	Certification/ Section Map/Brgy. Map/Vicinity Map/Municipal Map  4.2 Sign the Certification/ Section Map/Brgy. Map/Vicinity Map/Municipal Map	None	1 minute	Or <i>Tax Mapper I</i>  <i>Mun. Assessor</i>  Mun. Assessment Office
5. Received the Document	5. Control and Release the Certification/ Section Map/Brgy. Map/Vicinity Map/Municipal Map  <b>NOTE:          CERTIFICATIONS REQUESTED AS SUPPORTING DOCUMENT FOR COURT PROCEEDINGS WILL BE SIGNED BY THE MUNICIPAL ASSESSOR. THUS, IF HE/SHE IS ON OFFICIAL TRAVEL, SIGNING OF THE CERTIFICATION WILL BE DONE AS SOON AS HE/SHE WILL RETURN TO OFFICE</b>	None	3 Minutes	<i>Assessment Clerk II</i> Or Admin. Aide IV Or <i>Job Order Employees</i> Or <i>Tax Mapper I</i> <i>Mun. Assessor</i>  Mun. Assessment Office
	Total	₱110.00 Assmt.-	1 hour 35 minutes	



		related Cert. ₱ 30.00 Doc Stamps ₱100.00- Section Map ₱110.00- Vicinity Map ₱250.00- Brgy. Map ₱350.00- Mun. Map		
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## 118. INSPECTION/FIELD AREA VERIFICATION

A request for Inspection/Field area verification for reclassification and appraisal of real property assessments and evaluation as to actual use

<b>Office or Division:</b>		Municipal Assessment Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen Government to Business Government to Government		
<b>Who may avail:</b>		Land Owners in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Letter request from declared owner or his authorized representative</li> <li>ID</li> <li>Tax Clearance</li> </ul>		Client/Owner  Client/Owner MTO		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the front office clerk	2. Conduct Interview	None	5 minutes	<i>Assessment Clerk II</i> Or Admin. Aide IV
	2.1. Retrieve and verify records	None	30 minutes	Or <i>Job Order Employees</i> Or <i>Tax Mapper</i> <i>Mun. assessor</i>
	2.2. Issue the Order of Payment after verification of records			Mun. Assessment Office



<p>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</p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>₱300.00-Comm'l lot ₱300.00-Industrial lot ₱200.00-Agr'l. lot ₱100.00-Res. Lot ₱50.00-Res. House ₱100.00-Agri-related bldg. ₱100.00-Comml. Bldg. ₱50.00-Cancellation of bldg. ₱100.00-Tax clearance</p>	<p>5 minutes</p>	<p><i>Admin Aide II Or Revenue Collection Clerk II Or Revenue Collection Officer II</i></p> <p>Mun. Treasury Office</p>
<p>4. Return to the Municipal Assessment Office for the scheduling of the request Inspection/Area field verification</p>	<p>4. Check the Official Receipt</p> <p>4.1 Give schedule for the inspection/field area verification (Schedule may depend upon as to the availability of personnel: approximately 1 to</p>	<p>None</p> <p>None</p>	<p>1 minute</p> <p>10 minutes</p>	<p><i>Assessment Clerk II Or Admin. Aide IV Or Job Order Employees Or Tax Mapper Mun. assessor</i></p> <p>Mun. Assessment Office</p>



	10 days after the client's visit)	None	3 hours	
	4.2 Conduct inspection/Area field verification	None	30 min.	
	4.3 Prepare the Inspection Report			
5. Verify for specific assessment transaction relative to the inspection conducted	5. Review and sign the inspection report	None	10 minutes	Municipal Assessor
	5.1 Prepare assessment related transaction as a result of the inspection/field area verification	None	30 minutes	<i>Assessment Clerk II</i> Or Admin. Aide IV Or <i>Job Order Employees</i> Or <i>Tax Mapper</i> <i>Mun. assessor</i>
	5.2 Explain to the client the prepared assessment transaction as a result of the inspection conducted	None	30 minutes	
	5.2 Review the prepared assessment transaction	None	10 minutes	Mun. Assessment Office
	5.3 Transmit the prepared assessment transaction to the PASSO for evaluation, examination and approval.	None		





	<p><b>NOTE:</b></p> <p><b>* Clients will be notified as soon as the transaction is approved thru text, call, messenger or email</b></p> <p><b>*FOR JOINT INSPECTION WITH PASSO, IT MAY DEPEND UPON THE AVAILABLE OR GIVEN SCHEDULE BY THE PASSO INSPECTION TEAM</b></p>			
	<p>Total</p>	<p>₱300.00-Comm'l lot          ₱300.00-Industrial lot          ₱200.00-Agr'l. lot          ₱100.00-Res. Lot          ₱50.00-Res. House          ₱100.00-Agri-related bldg.          ₱100.00-Comml. Bldg.          ₱50.00-Cancellation of bldg.          ₱100.00-Tax clearance</p>	<p>5 hours and 46 minutes (with 1 to 10 days estimated time allowance for the schedule of actual inspection)</p>	



## 119. 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)

For Loan Purposes

<b>Office or Division:</b>		Municipal Assessment Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen Government to Business Government to Government		
<b>Who may avail:</b>		Land Owners in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter Request</li> <li>• ID</li> <li>• For representative: <ul style="list-style-type: none"> <li>• SPA or authorization letter from the declared owner or from the Heirs-for deceased owner</li> <li>• Deed of conveyance (if applicable)</li> <li>• ID</li> </ul> </li> <li>• Court Order (If applicable)</li> <li>• Certification (whichever is applicable)</li> <li>• Documentary Stamps (3 pcs)</li> </ul>		Client/Owner Client/Owner  Notary Public/Owner  Notary Public  Client RTC Responsible Agency  Bureau of Internal Revenue		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the front office clerk	2. Conduct Interview	None	5 minutes	<i>Assessment Clerk II</i> Or



	<p>2.1. Retrieve and verify records</p> <p>2.2. Issue the Order of Payment after verification of records</p>	None	30 minutes	<p>Admin. Aide IV Or <i>Job Order Employees</i> Or <i>Tax Mapper</i> <i>Mun. assessor</i></p> <p>Mun. Assessment Office</p>
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	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>₱110.00 Certified True Copy ₱30.00 Doc Stamps</p>	5 minutes	<p><i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i></p> <p>Mun. Treasury Office</p>
4. Return to the Municipal Assessment Office for the processing and release of the Certified True Copy	4. Check the Official Receipt	None	1 minute	<p><i>Assessment Clerk II</i> Or Admin. Aide IV Or <i>Job Order Employees</i> Or <i>Tax Mapper</i> <i>Mun. assessor</i></p> <p>Mun. Assessor</p>
	4.1 Review and sign the certificate	None	21 minutes	<p>Mun. Assessment Office</p>
5. Received the Document		None	3 minutes	<p><i>Assessment Clerk II</i> Or Admin. Aide IV Or <i>Job Order Employees</i> Or</p>



				<i>Tax Mapper</i> <i>Mun. assessor</i>  Mun. Assessment Office
	Total	₱140.00	1 hour and 10 minutes	



**120. 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.

<b>Office or Division:</b>	Municipal Assessment Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Land Owners in Libona
<b>A. Transfer of Real Property</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Municipal Agrarian Reform Office (MARO) Certification (1 original copy)	Municipal Agrarian Reform Office (MARO)
Deed of Conveyance duly registered at the Register of Deeds (ROD) for titled and untitled property	Client/ Owner
Deed of Conveyance (Notarized) for transfer with Original Certificate of Title	Notary Public
Affidavit of Confirmation duly notarized: if client cannot present Deed of Conveyance (1 original, 1 photocopy)	Client/ Owner
Latest Tax Clearance (1 original copy)	Municipal Treasury
Transfer tax Receipt (1 original copy)	Municipal Treasury
Electronic copy of Title (1 original copy)	Register of Deeds (ROD)
Approved Subdivision Plan-if applicable (2 blue prints)	DENR Region X
Electronic Certificate Authorizing Registration(eCAR) from BIR (1 photocopy)	Bureau of Internal Revenue
Finality of Judgment from Court: In case of conflict of ownership (1 photocopy)	Regional Trial Court
Barangay Certification (If available)	BGU
Letter Request (If applicable) 1 original copy	Client/Owner
<b>B. Revision of Assessment</b>	
Approved Subdivision or Consolidation Plan-if applicable (2 blueprints)	DENR Region X



Approved Survey Plan (2 blueprints)	DENR Region X
V-37 form or CENRO Certification (If applicable) 1 Original Copy	DENR Region X/CENRO Talakag
Electronic copy of Title (1 original copy)	Register of Deeds (ROD)
Latest Tax Clearance (1 original copy)	Municipal Treasury
Assessor's Inspection report with pictures in) case in change in kind/classification of land or additional improvement (1 original, 1 photocopy)	Mun. Assessment Office
Affidavit (Notarized) whichever transaction is applicable (1 original copy)	Notary Public
Letter request of owner-if applicable (1 original copy)	Client /Owner
Land Use Certification from MPDO-if applicable (1 original, 1 photocopy)	Mun. Planning & Development Office
Certification (whichever is applicable) (1 original copy)	Barangay/DMPI/ etc.
Land Usage or Land Sketch (As to arable or rented area)	DMPI/ADCI
<b>C. New Assessment</b>	
Approved Survey Plan/V-37 or CENRO's Certification ( Land Disposition Status with Boundaries) ( 2 blueprints)	DENR Region X
CENRO Certification (1 original, 1 photocopy)	CENRO Talakag, Bukidnon
ORDER: Approval of Application and Issuance of Patent (1 photocopy)	CENRO Talakag, Bukidnon
Certified Photocopy of Judicial Form (JF)	DENR Region X /PENRO
Land Sketch (1 original copy)	DENR/Geodetic Engr.
Barangay Certification of actual occupancy of lot (1 original, 1 photocopy)	Barangay Hall- Brgy. Secretary
Electronic copy of Title-if applicable (1 original copy)	Register of Deeds (ROD)
Assessor's Inspection report with pictures for buildings (1 original, 1 photocopy)	Municipal Assessment Office
Building Permit or Certificate of Occupancy (1 photocopy)	Municipal Engineering Office
Sworn Statement of the True Current and Fair Market Value duly notarized (1 original, 1 photocopy)	Client/ Owner
Notarized Affidavit whichever transaction is applicable (1 original copy)	Notary Public



Certification whichever is applicable (1 original copy)		Barangay/DMPI/etc		
Letter Request (If applicable) 1 original copy		Client/Owner		
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 Assessment Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the front Desk Clerk and submit the documents	2. Conduct Interview	None	5 minutes	<i>Tax Mapper</i> Or <i>Assessment Clerks II</i> Or <i>Casual Employee</i> Or <i>Job Order Employees</i>
	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 client	None	10 minutes	     Municipal Assessment Office
3. Pay the required fees at the Municipal Treasurer's Office by showing the order of payment and make sure to secure Official Receipts issued upon payment	3. Accept the payment based on the Order of Payment  3.1 Issue the Official Receipt	₱50.00 Processing fee of assessment Transaction -Transfer, Revision, and New Tax Declaration  ₱100.00 Processing fee of Segregation /Consolidation of Tax Declaration	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i>  Mun. Treasury Office



4. Register at the office logbook	4. In case of new surveys /subdivision/consolidation, plot on the tax map and assign new PIN	None	30 minutes	Assessment Clerk II Or Casual Employee Or Job Order Employees
	4.1 Prepare draft FAAS for land and buildings	None	20 minutes	Tax Mapper Or Tax Mapper
	4.2 Scan and name the documents submitted	None	3 minutes/ Document	Tax Mapper
	4.3 Capture data/entry via ETRACS	None	20 minutes	Mun. Assessment Office
	4.4 Print draft Field Appraisal and Assessment Sheet (FAAS) and Tax Declaration	None	6 minutes	Mun. Assessment Office  Mun. Assessor
	4.5 Review draft FAAS and Tax Declaration	None	5 minutes	Assessment Clerk II Or Casual Employee Or Job Order Employees
	4.6 Transmit prepared tax declaration to Provincial Assessor's Office via on-line (email)	None	10 minutes	Mun. Assessment Office
	4.7 Instruct client to be back when notified thru text, call, messenger or email	None	6 minutes	Mun. Assessment Office
	<p>Note :</p> <ul style="list-style-type: none"> <li>Appraisal and Recommending approval of tax declaration will be done by a</li> </ul>			





	<p>license Real Estate Appraiser. If the signatories is on official travel, the transaction will done as soon as he/she will return to office.</p> <ul style="list-style-type: none"> <li>• Prepared Tax Declaration is subject for validation and approval at the Provincial Assessor's Office (PASSO)</li> </ul>			
	Total	None	2 hours and 5 minutes	



## 121. PROVIDE TECHNICAL ASSISTANCE FOR VERIFICATION OF ASSESSMENT RECORDS

Research/verification for retrieval of Assessment Records is rendered to clients based on our office records

<b>Office or Division:</b>	Municipal Assessment Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Land Owners in Libona			
<b>A. Transfer of Real Property</b>				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• ID</li> <li>• Letter request</li> </ul>			Client/Owner Client/Owner	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the front Desk Clerk	2. Conduct Interview	None	5 minutes	<i>Tax Mapper I</i> Or
	2.1. Retrieve and verify assessment records	None	45 minutes	<i>Assessment Clerks II</i> Or
	2.2. Explain to the client as to the status of the real property base on the office assessment records	None	45 Minutes	<i>Casual Employee</i> Or <i>Job Order Employees</i> <i>Municipal Assessor</i>
	Issue the Order of Payment after verification of records	None	1 Minute	Municipal Assessment Office
3. Pay the required fees at the Municipal Treasurer's Office	3. Accept the payment based on the Order of Payment	₱50.00- Current year	5 minutes	<i>Admin Aide II</i> Or



by showing the order of payment and make sure to secure Official Receipts issued upon payment	3.1 Issue the Official Receipt	₱100.00- Previous year		<p style="text-align: center;"><i>Revenue Collection Clerk II Or Revenue Collection Officer II</i></p> <p>Mun. Treasury Office</p>
4. Present the Official Receipt	4. Check the Official Receipt and log the transaction	None	2 minutes	<p style="text-align: center;"><i>Assessment Clerk II Or Admin. Aide IV Or Job Order Employees Or Tax Mapper Mun. assessor</i></p> <p>Mun. Assessor</p> <p style="text-align: center;">Mun. Assessment Office</p>
	Total	₱50.00- Current year ₱100.00- Previous year	1 hour and 48 minutes	



## 122. 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

For Reference use

<b>Office or Division:</b>		Municipal Assessment Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Client, Government to Business, Government to Government		
<b>Who may avail:</b>		All Land Owners in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Letter Request</li> <li>• ID</li> <li>• For representative: <ul style="list-style-type: none"> <li>• SPA or authorization letter from the declared owner or from the Heirs-for deceased owner</li> <li>• Deed of conveyance (if applicable)</li> <li>• ID</li> </ul> </li> <li>• Court Order (If applicable)</li> <li>• Certification (whichever is applicable)</li> <li>• Documentary Stamps (3 pcs)</li> </ul>		Client/Owner Client/Owner  Notary Public/Owner  Notary Public  Client RTC Responsible Agency  Bureau of Internal Revenue		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the front office clerk	2. Conduct Interview	None	5 minutes	<i>Assessment Clerk II</i> Or <i>Casual Employee</i>
	2.1 Retrieve and verify records	None	2 Hours	Or <i>Job Order Employees</i>



	2.2 Issue the Order of Payment after verification of records	None	1 minute	Or Tax Mapper Municipal Assessor  Mun. Assessment Office
	2.3 Prepare the History of the Real Property	none	40 minutes	
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  2.1 Issue the Official Receipt	₱150.00 Certified True Copy ₱30.00 Doc Stamps	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i>  Or <i>Revenue Collection Officer II</i>  Mun. Treasury
3. Return to the Municipal Assessment Office	3. Check the Official Receipt  3.1 Review the prepared History of Assessment  3.2 Sign the History of Real Property	None  None  None	1 minute  15 minutes  1 minute	<i>Assessment Clerk II</i> Or <i>Casual Employee</i> Or Tax Mapper or <i>Mun. Assessor</i>  Mun. Assessment Office
4. Received the Document	4. Control and Release the History of Real Property Assessment  <b>NOTE: HISTORY OF REAL PROPERTY TAX ASSESSMENT REQUESTED AS</b>	None	3 Minutes	<i>Assessment Clerk II</i> Or <i>Casual Employee</i> Or <i>Job Order Employees</i> Or <i>Tax Mapper</i>  Mun. Assessment Office



	<p><b>SUPPORTING DOCUMENT FOR COURT PROCEEDINGS WILL BE SIGNED BY THE MUNICIPAL ASSESSOR. THUS, IF HE/SHE IS ON OFFICIAL TRAVEL, SIGNING OF THE CERTIFICATION WILL BE DONE AS SOON AS HE/SHE WILL RETURN TO OFFICE</b></p>			
	Total	₱150.00 Certified True Copy ₱30.00 Doc Stamps	3 hours 16 minutes	



# **MUNICIPAL BUDGET OFFICE**

## **Internal Services**



## 123. 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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials & Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Activity Design (3 original Copies)		From the requesting office		
Approved Letter/Communication (1 original copy)		Office of the Municipal Mayor Records Section		
Job Order and Pre-Repair Inspection ( 2 original copies)		HRMO/Mun. Engineering Office/Dispatcher		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	<i>Budgeting Aide</i> Municipal Budget Office
	1.1 Approval of PR as to appropriations	None	10 minutes	<i>Mun. Budget Officer</i> Municipal Budget Office
	1.2 Forward PR to The General Services Office	None	10 minutes	<i>Budgeting Aide</i> Municipal Budget Office
	<b>Total</b>	None	25 minutes	





## 124. CHECKING THE AVAILABILITY OF APPROPRIATIONS FOR TRAVEL ORDER/WITHDRAWAL

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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials & Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order duly signed by the Head of Office and Numbered by the HRMO (2 original copies) Letter of Invitation for Conference/trainings signed / approved by the Local Chief executive ( 1 original copy)		Concerned Employee  Concerned Employee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	None	5 minutes	<i>Job Order Employee</i> Municipal Budget Office
	1.1 Approval of Travel Order as to appropriations	None	10 minutes	<i>Mun. Budget Officer</i> Municipal Budget Office
	1.2 Forward Travel Order to the Office of the Municipal Mayor	None	10 minutes	<i>Job Order Employee</i> Municipal Budget Office
	<b>Total</b>	None	25 minutes	



## 125. 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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Complex		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials & Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Public Financial Management Assessment Tool ( 3 original copies)		Municipal Budget Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Prepares and submits Public Financial Management Assessment Tool	1. Inputs and consolidates the data in the PFMAT System	None	3 days per office's assessment tool	<i>Budgeting Assistant and Mun. Budget Officer</i> Municipal Budget Office
	1.1 Prepares Public Financial Management Assessment Report, Public Financial Improvement Plan (PFMIP) and Tracking Table	None	2 days	<i>Mun. Budget Officer</i> Municipal Budget Office
	1.2 Submits report to the Department of Budget and Management (DBM)	None	1 day	<i>Budget Assistant and Mun. Budget Officer</i> Municipal Budget Office
	<b>Total</b>	None	6 days	



**126. 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

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials & Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Invitation for Conference/trainings signed / approved by the Local Chief executive ( 1 original copy)		Requesting Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lobby for the Municipal Mayor's approval for the attendance of Local Finance Committee Chairperson in meetings and sessions	1.Attendance to meetings and sessions upon the approval of the LCE  1.1. Gives technical advice and budgetary updates	None	1 hour depending on the topics presented	<i>Budgeting Assistant</i>
		None	4 hours or depending upon the topics presented	<i>Mun. Budget Officer</i>  Municipal Budget Office
	Total	None	5 hours	



**127. CONDUCTS LECTURES , SPEAKING ENGAGEMENTS, TRAININGS AND WORKSHOPS 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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Municipal Officials & Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written Request approved by the Local Chief Executive (1 original copy) or Verbal request		Requesting Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Lobby for the Municipal Mayor’s approval for the designation of Lecturer to Trainings and Workshops	1.Receives approval by the LCE to the invitation to conduct lectures on Trainings and Workshops	None	10 minutes	<i>Budgeting Assistant/ Budget Aide</i>
	1.2 Prepares necessary presentation and handouts	None	2 hours or depending upon the topics presented	<i>Mun. Budget Officer</i>
	1.3. Conducts lectures, speaking engagements and workshops at designated time and place	None	2 hours or upon the topics presented	<i>Municipal Budget Officer</i>
	<b>Total</b>	None	4 hours 10 minutes	<b>Municipal Budget Office</b>



## 128. ISSUANCE OF FUEL WITHDRAWAL 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

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Trip Ticket (2 original copies)		Vehicle Dispatcher- Office of the Municipal Mayor		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Present the approved Trip Ticket with complete data as to date, type of vehicle, name of driver and destination	1. Issues withdrawal slip with corresponding number of liters based on matrix for fuel allocation	None	10 minutes	<i>Job Order Employee</i>
	2. Approval of withdrawal slip as to appropriations	None	5 minutes	<i>Municipal Budget Officer/Budget Officer II</i>  Municipal Budget Office
	<b>Total</b>	None	15 minutes	



## 129. 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.

<b>Office or Division</b>	Municipal Budget Office			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government to Citizen, G2G Government to Government			
<b>Who may avail</b>	Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request duly signed by the requesting Officer and approved by the Municipal Mayor with appropriation and corresponding number from GSO (4 sets)		Requesting office , employee or payee		
Purchase Order, Notice to Proceed duly signed, numbered ,and approved (4 sets)		Requesting Office , Employee or Payee		
Quotations and Abstract of Canvass ( 3 sets)		Requesting Office , Employee or Payee		
Inspection and Acceptance (2 sets)		Requesting Office , Employee or Payee		
Approved Travel Order, Itinerary of Travel, Official Receipts, Certificate of Appearance ( for travel claims) (2 copies)		Requesting Office , Employee or Payee		
Payroll, DTR and Summary of Payroll ( for salaries & wages) ( 3 copies original)		Requesting Office , Employee or Payee		
Disbursement Voucher ( 3 copies)		Requesting Office , Employee or Payee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Submit the 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	<i>Administrative Officer I</i> Municipal Budget Office
	2.Record Voucher with corresponding name of payee, description and OBSR number	None	5 Minutes	<i>Administrative Officer I</i> Municipal Budget Office
	2.1 Encoding and Inputting of Data to ECPAC system	None	10 minutes	<i>Budgeting Assistant</i> Municipal Budget Office
	2.1 Approval as to availability of appropriations	None	5 minutes	<i>Municipal Budget Officer</i> Municipal Budget Office
	2.2 Forward the Disbursement Voucher to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Administrative Officer I</i> Municipal Budget Office
	Total	None	45 minutes	



# **MUNICIPAL BUDGET OFFICE**

## **External Services**





### 130. 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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen ,Government to Government		
<b>Who may avail</b>		Payees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Request duly signed by the requesting Officer and approved by the Municipal Mayor with appropriation and corresponding number from GSO (4 sets)		Requesting Office , Employee or Payee		
Purchase Order, Notice to Proceed duly signed, numbered ,and approved (4 sets)		Requesting Office , Employee or Payee		
Quotations and Abstract of Canvass ( 3 sets)		Requesting Office , Employee or Payee		
Inspection and Acceptance (2 sets)		Requesting Office , Employee or Payee		
Approved Travel Order, Itinerary of Travel, Official Receipts, Certificate of Appearance ( for travel claims) (2 copies)		Requesting Office , Employee or Payee		
Payroll,DTR and Summary of Payroll ( for salaries & wages) ( 3 copies original)		Requesting Office , Employee or Payee		
Disbursement Voucher ( 3 copies)		Requesting Office , Employee or Payee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Budget Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits the Disbursement Voucher with	2.Receives and Posts to RAO and writes the OBCR	None	20 Minutes	<i>Admin Officer I</i> Municipal Budget Office



complete requirements to the Officer In charge	number in the voucher, and affixes signature			
	2.1 Records Voucher with corresponding name of payee, description and OBSR number	None	5 Minutes	<i>Admin Officer I/ Budget Aide Municipal Budget Office</i>
	2.2 Encoding and Inputting of Data to ECPAC system	None	10 minutes	<i>Municipal Budget Office</i>
	2.3 Approval as to availability of appropriations	None	10 minutes	<i>Budget Assistant</i>
	2.4 Forward the Disbursement Voucher to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Municipal Budget Officer</i>  <i>Admin Officer I Municipal Budget Office</i>
	Total	None	50 minutes	



### 131. 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

<b>Office or Division</b>	Municipal Budget Office
<b>Classification</b>	Simple
<b>Type of Transaction</b>	Government to Government
<b>Who may avail</b>	Barangay Government Units of Libona
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 photocopy)	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 (2 original copies, 5 sets photocopy)	Respective Barangay Government Unit
GAD Plan reviewed by DILG ( 1 original copy, 5 sets photocopy)	Respective Barangay Government Unit



BNAP (1 original, 5 sets photocopy)		Respective Barangay Government Unit		
DTP (1 original, 5 sets photocopy)		Respective Barangay Government Unit		
DRRM Plan reviewed by MDDRMO (1 original copy, 5 sets photocopy )		Respective Barangay Government Unit		
Barangay Council Resolution approving DTP, BNAP, GAD Plan and DRRM Plan (1 photocopy, 5 sets photocopy)		Respective Barangay Government Unit		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Budget Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Drafts of Barangay Annual/ Supplemental Budget to the Officer In charge	2. Receive initial drafts and conducts preliminary review as to provisions of Mandatory obligations and compliance of PS limitations. Return immediately.	None	15 minutes	<i>Management Audit Analyst</i> Municipal Budget Office  <i>Or</i> <i>Mun. Budget Officer</i> Municipal Budget Office
	2.1 Receive final draft and instruct the barangay treasurer or secretary to follow-up the draft on a scheduled date	None	5 minutes	
	2.2. Conduct review on the supporting documents; as to compliance of budget rules and regulations	None	1 day	
3. On the scheduled date, retrieve drafts of Barangay Annual / Supplemental	3. Release the drafts of Barangay Annual/ Supplemental Budgets with corrections	None	5 minutes	<i>Management Audit Analyst</i> Municipal Budget Office



Budgets and effect the corrections				<p>Or</p> <p><i>Municipal Budget Officer</i> Municipal Budget Office</p>
4.Submits the final Annual / Supplemental Budget	4.Re-check the final Budget	None	30 minutes	<p><i>Management Audit Analyst</i> <i>Municipal Budget Office</i></p> <p>Or</p> <p><i>Municipal Budget Officer</i> <i>Municipal Budget Office</i></p>
4.1, Wait for the release of the approved budget	<p>4.1 If found in order, forward to LFC for signature</p> <p>4.2 Submit a copy to SB for final review</p>	None	<p>1 day</p> <p>20 minutes</p>	
	Total	None	<p>2 days</p> <p>2 hour &amp; 20 minutes</p>	



## 132. PROVISION OF TECHNICAL ASSISTANCE IN THE PREPARATION AND REVIEW OF BARANGAY SK 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 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.

<b>Office or Division</b>		Municipal Budget Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Government		
<b>Who may avail</b>		Sangguniang Kabataan of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 set of Barangay Youth Investment Plan (ABYIP)		Respective Barangay		
1 set Sangguninag Barangay Appropriation Ordinance		Respective Barangay		
1 set Sangguninag Kabataan Resolution Approving Barangay Youth Investment Plan		Respective Barangay		
1 set Certificate of Income signed by the Municipal Accountant		Municipal Planning and Internal Audit Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Budget Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submits Drafts of Barangay SK Annual/Supplemental Budget	2. Receive drafts and conducts preliminary review on the supporting documents	None	10 minutes	<i>Budget Assistant</i> <i>Municipal Budget Office</i>  Or
	2.1 Instruct the Barangay SK Chairman to follow	None	5 minutes	<i>Municipal Budget Officer</i> <i>Municipal Budget Office</i>



	up the draft on scheduled date  2.2 Conduct review as to compliance of budgetary rules and regulations	None	4 hours	<i>Municipal Budget Officer Municipal Budget Office</i>
3. On the Scheduled date retrieve drafts of Barangay SK Annual /Supplemental Budgets and effect the corrections	3. Release the drafts of Barangay Annual/ Supplemental Budgets with corrections	None	3 minutes	<i>Budget Assistant Municipal Budget Office or Municipal Budget Officer Municipal Budget Office</i>
4. Submits final SK Annual/Supplemental Budget  4.1. Wait for the release of the approved budget	4. Re-check the final SK Budget  4.1 Release the same to the Barangay Sannguniang Kabataan Chairman	None  None	30 minutes  3 minutes	<i>Budget Assistant Municipal Budget Office or Municipal Budget Officer Municipal Budget Office</i>
	5.Prepare Technical Review analysis sheet	None	3 minutes	<i>Budget Assistant Municipal Budget Office or Municipal Budget Officer Municipal Budget Office</i>
	6.Submits final SK annual budget to	None	10 minutes	



	Sangguniang Bayan for session			
	Total	None	5 hours 9 minutes	





# **MUNICIPAL CIVIL REGISTRATION OFFICE**

## **External Service**



### 133. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Clients whose Certificate of Live Birth, Marriage and Death is registered in Libona, Bukidnon			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Order from the Court (2 Copies of the Original)		Respective Court Filed		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit all the approved document from the court	2. Receive & Review the document submitted	None	3 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	2.1 Issue Order of Payment	None	5 Minutes	
3. Pay the required fees at the Municipal Treasury by showing Order of Payment	3. Accept the payment based on the order of Payment	₱3,500.00 (Annulment of Marriage and Cancellation)	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i>



	3.1 Issue Official Receipt	of Birth) Mailing including Postal Money Order		Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
		₱1000.00 (Correction of Births, Marriages and Deaths		
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Officials Receipt  4.1 Prepare the Certificate of Finality and other Documents to be submitted to PSA	None	3 minutes  25 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office  Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office



<p>5. Receive the Certification (Owner's Copy)</p>	<p>5.MCR check/review the correctness of the entries in the certification, sign the documents and release to the client</p> <p>5.1 Advice Client to follow-up their paper at PSA <b>after 3 months</b></p>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>5 minutes</p> <p>3 months</p>	<p><i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office</p>
	<p>Total</p>	<p>₱3,500.00 (Annulment of Marriage and Cancellation of Birth)</p> <p>₱1,000.00 (Correction of Births, Marriages and Deaths,)</p>	<p>3 months 54 minutes</p>	



### 134. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All who's Civil Registry Registered in Libona, Bukidnon (Electronic Endorsement & Advanced Copy) All – BREQS			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach In Charge and submit duly accomplished Data Sheet Form	2. Receive & Review the Data Sheet  2.1 Prepare Order of Payment	None	5 minutes	<i>Assistant Registration Officer</i> 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	BREQS Fee ₱95.00	3 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i>



				Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Official Receipt	None	3 minutes	<i>Job Order Employee Or Assistant Registration Officer</i> Mun. Civil Registration Office
	4.1 Encode information from the data sheet to the database and print to the BREQS form	None	15 minutes	
5. Pay the necessary Payment for PSA Birth, Marriages, Death, CENOMAR	5. Receive the payment from the Client for PSA	PSA Birth, Marriage, Death ₱250.00	5 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	5.1 Advise the clients to come back after 15 working days to get their request.	₱305.00 CENOMAR	5 minutes	
			10 days	
	Total	Birth, Marriage & Death 250.00 CENOMAR 305.00	46 minutes 10 days at PSA	



### 135. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Clients who are born in Libona, Bukidnon All - Out of Town Delayed Registration			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Negative Certification from PSA (1original copy)		Philippine Statistics Authority		
Affidavit of two disinterested person ( 2 original Copies)		Any Lawyer or Municipal Civil Registration Office		
Affidavit of out of town delayed Registration (2 original copies)		Any Lawyer or Municipal Civil Registration Office		
Baptismal Certificate ( 1 original, 1 photocopy)		Convent		
Cedula (1original copy)		Barangay Hall Barangay Treasurer or Municipal Treasury Office		
Barangay Certification of Birth (1 original copy)		Respective Barangay Hall Barangay Secretary		
If married, Certificate Marriage ( 1 photocopy)		Philippine Statistics Authority		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor



2. Approach the in charge and submit the duly accomplished Certificate together with requirements	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 Registration Office
	2.1. Interview the client and evaluate supporting documents	None	5 minutes	
	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 required fees at the Municipal treasury office showing order of payment	3. Accept the payment based on the Order of Payment  3.1 Issue Official Receipt	Affidavit Fee ₱100.00 Local Php ₱150.00	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	3 minutes	<i>Assistant Registration Officer</i>  <i>Mun. Civil Registrar</i> Mun. Civil Registration Office
5. Receive registered Certificates	5. Review & Sign the document	None	3 minutes	<i>Mun. Civil Registrar</i> Mun. Civil Registration Office
Out of Town Client Options:	5.1. Register at the Registry Book of and file the same	None	4 minutes	
Option 1: MCR Personnel will Mail the Documents	Out of Town Client Options:  Option 1: MCR will Mail the Documents  Expected day of arrival of documents		1 day	<i>Assistant Registration Officer</i>
Option 2: Client will hand carry the documents	Option 2: Client will hand carry the documents		6 months	<i>Mun. Civil Registrar</i> Mun. Civil Registration Office
	Total	Affidavit Fee ₱100.00 Local Php ₱150.00	6 months 1 day 40 minutes	



### 136. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Citizen
<b>Who may avail:</b>	Individual availing the service Note: Correction on Gender is to be corrected in the Place of Occurrence
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
PSA – Security Paper to be Corrected (1 Original Copy)	Philippines Statistics Authority
Document to be corrected ( 1 Original or Certified copy )	Municipal Civil Registry Office
If married, PSA Marriage Certificate (3 Photocopies and 1 Original)	Philippines Statistics Authority
Baptismal Certificate (3 Photocopies and 1 Original)	Church/ Convent
Voter’s Affidavit (3 Photocopies and 1 Original)	COMELEC
School Records Form 137 & Form 138 (3 Photocopies and 1 Original)	Respective School Attended (Form 137 – Elementary) (Form 138 – High School)
Employment Record (3 Photocopies and 1 Original)	Respective Work Place -HR office
SSS/GSIS (3 Photocopies and 1 Original)	SSS/GSIS Office
Civil Registry Records of Ascendants (3 Photocopies and 1 Original)	Philippines Statistics Authority
Cedula (3Photocopies and 1 Original)	Respective Barangay Hall to the Barangay Treasurer or Municipal Treasury Office
Police Clearance (3 Photocopies and 1 Original)	Local Police Station



NBI clearance (3 Photocopies and 1 Original)		NBI Office		
Barangay Clearance (3 Photocopies and 1 Original)		Respective Barangay Hall to the Barangay Secretary		
Medical Records (Public & Private) (3 Photocopies and 1 Original)		Any Hospital		
Publisher's Certification (RA 10172 & CFN) (3 Photocopies and 1 Original)		Any Publishing Office		
If not employed – Affidavit of Non-employment (3 Photocopies and 1 Original)		To an Attorney or Court		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Present the problem document to the in charge	2. Receive and examine the documents	None	7 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	2.1 Advise petitioner to submit supporting documents before filing a petition	None	5 Minutes	Or
	2.2 Hand over list of supporting documents being required in filing the petition	None	1 minutes	<i>Municipal Civil Registrar</i> Mun. Civil Registration Office



3. Submit all the listed supporting documents to the in-charge	3. Receive and examine if documents are authentic, complete and duly certified	None	15 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	3.1 Issue Order of Payment	None	5 minutes	Or <i>Municipal Civil Registrar</i> Mun. Civil Registration Office
4. Pay the required fees at the Municipal Treasury by showing the Order of Payment	4. Accept the payment based on the Order of Payment	CFN & Correction of Gender ₱3,000.00	15 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
	4.1. Issue Official Receipt	CFN Migrant Petitioner ₱ 1,000.00		
		Correction on Clerical Error ₱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	<i>Assistant Registration Officer</i> Mun. Civil Registration Office



	5.2 Municipal Civil Registration Officer review the petition and administer Oath of the petitioner	None	5 Minutes	<i>Municipal Civil Registrar Mun. Civil Registration Office</i>
	5.3 Prepare Publication for Correction on Gender and Change of first Name for 10-15 days	Publication ₱2,000.00	10 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	5.4 Prepare the documents for the petition file for mailing to PSA Manila		10 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	5.5 Mail said petition to Philippine Statistics Authority Legal Office for affirmation	For Migrant Petitioner ₱ 500.00	1 hour	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	5.6. Advice client to call or follow up his/her petition after 4 months	None	4 months	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	<b>Total</b>	<b>See table below</b>	<b>4 months 2 hours &amp; 43 minutes</b>	



<b>Schedule of Payment</b>	
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 Fee	₱ 500.00
Publication	₱ 2,000.00



### 137. 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.

<b>Office or Division:</b>		Municipal Civil Registration Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Clients whose Certificate of Live Birth, Marriage and Death Registered in Libona, Bukidnon		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Personal Appearance				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the In-charge and Request and Ask the In-charge for the certification	2. Verify the Civil Registry Information System or hard copy as to availability of records	None	3 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	2.1. Issue Order of payment	None	1 minutes	Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office
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	₱100.00 per request	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or



				<i>Revenue Collection Officer II Mun. Treasury</i>
4. Return to the Municipal Civil Registration Office and present the Official Receipt	4. Check the Official Receipt, prepare the Certification	None	5 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office  Or  Municipal Civil Registration Officer Mun. Civil Registration Office</i>
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	<i>Assistant Registration Officer Mun. Civil Registration Office  Or  Municipal Civil Registration Officer Mun. Civil Registration Office</i>
	Total	₱100.00	24 minutes	





### 138. LEGITIMATION and ACKNOWLEDGEMENT

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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All who are born in Libona, Bukidnon			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA-Certificate of Live Birth of the Child (1 Original and 3 Photocopies)		Philippines Statistics Authority		
PSA-Certificate of Marriage (If Married) (1 Original and 3 Photocopies)		Philippines Statistics Authority		
CENOMAR of both parents (1 Original and 3 Photocopies)		Philippines Statistics Authority		
Joint Affidavit of Parents (1 Original and 3 Photocopies)		Attorney or Court		
PSA-Certificate of Live Birth of Father (1 Original and 3 Photocopies)		Philippines Statistics Authority		
Affidavit to Use the Father's Surname (1 Original and 3 Photocopies)		Attorney or Court or MCR Office		
Affidavit of Legitimation from Court (1 Original and 3 Photocopies)		Attorney or Court or MCR office		
Admission to Paternity (1 Original and 3 Photocopies)		Attorney or Court or MCR office		
Personal Appearance of both Parents				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the requirements for Legitimation	2. Receive and examine the submitted documents	None	15 minutes	<i>Assistant Registration Officer</i>



	2.1 Issue Order of Payment			Mun. Civil Registration Office
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 150.00 Legitimation  ₱ 100.00 per Affidavit	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Office Or <i>Revenue Collection Officer II</i> 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	None	5 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office  Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office
5. Receive the Document	5. MCR make the annotation and release the document	None	5 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office



	5.1 Advice Client to wait for the call for the SECPA (PSA – Security Paper)	None	4 months	Or Municipal Civil Registration Officer Mun. Civil Registration Office
	Total	Php 150.00 Legitimation ₱ 100.00 per Affidavit	4 months 35 minutes	



## 139. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Unmarried Couple and Residence of Libona, Bukidnon			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For applicants between the age of 18-21 parental consent is needed (2 copies)		Office of the Municipal Civil Registration		
For applicants between 21-25 parental advice ( 2 copies)		Office of the Municipal Civil Registration		
Birth Certificate of each Couple (1 Original and 1 Photocopy)		Phil. Statistics Authority Office		
Barangay Clearance – of each couple (Couple 1 Photocopy)		Barangay Hall to the Barangay Secretary		
Tree Planting Certificate of each (1 Photocopy)		Barangay Hall to the Barangay Secretary		
Cedula of each Couple (1 photocopy)		Barangay Hall to the Barangay Treasurer or Municipal Treasury Office		
Certificate of Pre-marriage Counseling (1 original, 1 photocopy)		Population Development Office		
CENOMAR of each couple (1 original copy, 1 photocopy)		Phil. Statistics Authority Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office In-charge,	2. Receive the requirements and	None	10 minutes	<i>Assistant Registration Officer</i>



state the purpose and submit the required documents	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	None	1 minute	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	<i>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</i>
4. Return to the Municipal Civil Registration Office	4. Check and record the number of the Official Receipt	None	5 minutes	<i>Assistant Registration Officer  Mun. Civil Registrar Mun. Civil Registration Office</i>
5. Review and check the data on the Application Form for Marriage License	5. Fill-out the Application Form for Marriage License	None	15 minutes	<i>Assistant Registration Officer  Mun. Civil Registrar</i>



				Mun. Civil Registration Office
6. Applicants sign the application form and parents signs the Consent/Advice form	6. Advise client to review and re-check the information on the filled out application form and advice the client to sign the form	None	5 minutes	Assistant Registration Officer Municipal Civil Registration Office
	6.1 MCR subscribes the application and advises the clients to come back after 10 days to get the Marriage License	None	10 days	Mun. Civil Registrar Municipal Civil Registration Office
	6.2. Inform client to the attend Pre-Marriage Counseling	None	3 minutes	
7. Attend a <b>1 day</b> Pre-Marriage Counseling on the scheduled date	7. Conduct Pre-Marriage Counseling  Every 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday of the month 8:00 A.M. to 5:00 P.M.	None	1 day	PRE MARRIAGE COUNSELING TEAM  Pop Dev Officer Pop Dev Office  MSWDO IV or SWOII MSWDO  Midwife MHO
8. After 10 Days: Ask for the Marriage License at the MCR and	8. Upon receipt and verification, issue Order of Payment and advise client to	None	5 minutes	Assistant Registration Officer



Present the Certificate from the Pre-Marriage Counseling	proceed to the Municipal Treasury to pay for the license			Municipal Civil Registration Office
9. Proceed to MTO and pay the required fees	9. Receive payment and Issue Official Receipt	₱350.00 Marriage License	5 minutes	<i>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</i>
10. Present the Marriage License to MCR	10. Record the License number in the Logbook	None	5 minutes	<i>Job Order Employees Or Assistant Registration Officer Municipal Civil Registration Office</i>
11. Receive the Marriage License	11. For Church Wedding: MCR sign and release the document  13.1.For Civil Wedding: Marriage License and Applicaton is retained for record keeping and processing	None	6 minutes	<i>Assistant Registration Officer Municipal Civil Registration Office  Or  Mun. Civil Registrar Municipal Civil Registration Office</i>



12. Proceed to the Office of the Municipal Mayor	12. Advise client to proceed to Mayor's Office for the Wedding Schedule	None	5 minutes	<i>Admin Officer IV</i> Office of the Municipal Mayor Or <i>Office Clerk</i> Office of the Municipal Mayor
	Total	₱ 850.00	11 days 1 hour 15 Minutes	





## 140. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All who are born in Libona, Bukidnon			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Live of Birth (COLB) duly filled-up by the Barangay Secretary and the Attending Midwife (4 copies)		Barangay Hall -Barangay Secretary or Municipal Health Office or Municipal Civil Registration Office		
If not married - Personal appearance of parents		Individual availing the service		
If not married, Affidavit to Use the Father's Surname and Admission to Paternity (4 copies)		Municipal Civil Registration Office		
Community Tax Certificate or Cedula (1 original copy)		Barangay Hall -Barangay Treasurer or Municipal Treasurer's Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit duly accomplished Data Sheet Form together with Certificate of Live Birth (COLB)	2. Interview the client/attendant at birth	None	7 minutes	<i>Job Order Employees Or</i>
	2.1. Encode information from the data sheet to the database and print to the COLB form	None	10 minutes	<i>Assistant Registration Officer</i>  Mun. Civil Registrar
	2.2. Review and verify the documents	None	5 minutes	<i>Job Order Employees Or</i>
	2.3. For Unmarried Parents: (R.A. 9255)	None	10 minutes	<i>Assistant Registration Officer</i>



	Issue Order of payment and instruct client to proceed to the MTO for payment			Or <i>Mun. Civil Registrar</i>  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 ₱150.00	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
4. Return to the Municipal Civil Registration Office	4. Check the Official Receipt  4.1 Review and Sign the Certificate of Live of Birth	None  None	5 minutes  5 minutes	<i>Assistant Registration Officer</i> <i>Mun. Civil Registrar</i> 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	<i>Job Order Employees</i> Or <i>Assistant Registration Officer</i> Or Mun. Civil Registration Office
	Total	₱ 150.00	57 minutes	



## 141. 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.

<b>Office or Division:</b>		Municipal Civil Registration Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All who died in Libona, Bukidnon		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification of Death (1 original 1 photocopy)		Barangay Hall -Barangay Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office In charge and present the Barangay Death Certificate	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	None	15 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
3. Proceed to the Municipal Health Office	3. Review and examine and then sign the document as to the cause of death  3.1 Advises client to go back to MCR with	None	20 minutes  20 minutes	<i>Rural Health Physician</i>  Or <i>Medical Officer IV</i>



	the signed documents for registration			Municipal Health Office
4. Present the signed Document Mun. Form No. 103 to the Mun. Civil Registrar In-charge	4. Receive the document and issue Order of Payment	None	5 minutes	<i>Assistant Registration Officer</i> 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	₱ 100.00 (Certification of Death)  ₱100.00 (Burial Fee)	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> 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 owner's copy	None	5 minutes	<i>Mun. Civil Registration Officer</i> Mun. Civil Registration Office
7. Receive the Death Certificate	7. Register at the Registry Book of Death and file the same	None	5 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office



				Or <i>Municipal Civil Registrar</i> Mun. Civil Registration Office
	Total	₱200.00	1 hour 20 minutes	



## 142. 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.

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Unmarried Couples (Place of Occurrence)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Marriage signed by the Couples, Solemnizing Officer and the Sponsors (4 copies)		Church or the Place of Occurrence		
If Living Together for 5 years above – Form of Article 34 (4 copies)		Office of the Municipal Civil Registrar		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office In-charge and state the purpose	2. Interview Client and collect the requirements  2.1 For Civil Wedding:  Encode the data and/or information to the database and print the information to the Mun. Form no. 97  2.2. For Church Wedding:	None	10 minutes	<i>Job Order Employee Or Assistant Registration Officer Or Mun. Civil Registrar Mun. Civil Registration Office</i>



	<p>Receive and review the Certificate of Marriage, Encode the data and/or information to the database</p> <p>2.3 For Civil Wedding conducted by the Municipal Mayor</p> <p>Receive and verify the document</p> <p>2.4 Issue Order of payment and instruct client to proceed to the MTO for payment</p>			
<p>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</p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>₱500.00 Solemnization</p> <p>₱100.00 per Sponsors</p> <p>₱500.00 Marriage Application</p> <p>₱350.00 Marriage License</p>	<p>5 minutes</p>	<p><i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Mun. Treasury</i> <i>Or</i> <i>Revenue Collection Officer II</i> <i>Mun. Treasury</i></p>



4. Return to the Municipal Civil Registration Office	4. Check and record the number of the Official Receipt	None	5 minutes	<i>Assistant Registration Officer</i>  <i>Mun. Civil Registrar</i> 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	<i>Registration Officer</i>  <i>Mun. Civil Registrar</i> Mun. Civil Registration Office
	Total	Php 500.00 Solemnization Php 100.00 per Sponsor Php 500.00 Marriage Application Php 350.00 Marriage License	30 minutes	





### 143. SUPPLEMENTAL REPORT

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

<b>Office or Division:</b>	Municipal Civil Registration Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All who are born in Libona, Bukidnon			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PSA -Certificate of Live Birth of the Child (1 Original and 2 Photocopies)		Philippines Statistics Authority		
PSA -Certificate of Marriage (If Married) (1 Original and 2 Photocopies)		Philippines Statistics Authority		
Supplemental Affidavit from Court (3 Original Copy)		Court		
Baptismal Certificate (1 Original and 2 Photocopies)		Church		
Police Clearance (1 Original and 2 Photocopies)		Respective Police Station		
Medical Records (1 Original and 2 Photocopies)		Any Hospital		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach In charge and submit the requirements for Supplemental Report	2. Receive and examine the submitted documents	None	5 minutes	<i>Assistant Registration Officer</i>
	2.1. Issue Order of Payment	None	5 Minutes	Mun. Civil Registration Office  Or <i>Municipal Civil Registration Officer</i>



				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	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> 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	None	20 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office  Or <i>Municipal Civil Registration Officer</i> 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	<i>Assistant Registration Officer</i> Mun. Civil Registration Office



	SECPA (PSA Security Paper) –			Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office
	Total	₱ 200.00	58 minutes	



# **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE**

## **External Services**



## 144. BORROW RESCUE EQUIPMENT AND OTHER SUPPLIES

Rescue equipment is very vital in operations.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	Government to Citizen				
<b>Who may avail:</b>	All				
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>		
Valid ID Card (1 original)			Requesting Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>	
1. Proceed to the MDRRM Office and state the purpose	1. Interview client and check the availability of the equipment	None	3 minutes	<i>Clerk and Local Disaster Risk Reduction and Management Officer III and I</i>	
1.2 Fill out the Borrower's Slip	1.2. If available, Issue Borrower's Slip and let the client fill out the form	None	5 minutes	Municipal Disaster Risk Reduction and Management Office	
1.3 Submit the Borrower's Slip to the In charge	1.3. Forward the Borrower's Slip to the In charge for verification and approval	None	2 minutes		
1.4 Take note of the responsibilities and conditions	1.4 Explain the responsibilities and conditions to the Borrower	None	5 minutes		
2. Leave a valid I.D	2. Secure the I.D of the Client/Borrower	None	2 minutes	<i>Clerk</i> Municipal Disaster Risk Reduction and Management Office	



3. Check the functionality of the borrowed equipment	3. Check the functionality of the borrowed equipment	None	5 minutes	<i>Clerk</i>  Municipal Disaster Risk Reduction and Management Office
4. Handle with care & return the borrowed equipment after use.	4. Release the borrowed equipment	None	2 minutes	<i>Clerk</i>  Municipal Disaster Risk Reduction and Management Office
	Total	None	24 minutes	



## 145. 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

<b>Office or Division:</b>		Municipal Disaster Risk Reduction and Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Gathers pertinent information and request for disaster response and management operation thru phone and radio call :  MDRRM Hotline No. 0933-609-0125 Or through handheld radio at London Base	1. Receives request and verify	None	5 minutes	<i>Radio Communication Operator and Local Disaster Risk Reduction and Management Officer III and I</i>
	1.1 Coordinate with the other concerned agencies	None	10 minutes	
	1.3 Conduct short Orientation Search and rescue Team and proceed to the scene	None	10 minutes	
	1.4 Proceed to the scene	None	25 minutes	
	<b>Total</b>	None	50 minutes	<i>Search and Rescue Team</i>  Municipal Disaster Risk Reduction and Management Office



## 146.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

<b>Office or Division:</b>		Municipal Disaster Risk Reduction and Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Gathers pertinent information and summon medical responders or rescue team  MDRRM Hotline No. 0933-609-0125 Or through handheld radio at London Base	1.Receive an emergency call, Gather the following information and log in to logbook: 1. Type of Incident 2. Place of Incident 3. Number of Casualties 4. Name of Contact 5. Number of caller	None	5 minutes	Radio Communication Operator
	1.1. Determine the appropriate level of personnel to accompany the drivers for response	None	2 minutes	Radio Communication Operator
	1.2 Gives instruction to Search and Rescue Team or medical responder for the status of patient	None	5 minutes	Search and Rescue Team or medical responder
	1.3 Deploy and response proper	None	40 minutes	Municipal Disaster Risk Reduction and Management Office
	<b>Total</b>	None	52 minutes	





## 147. 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

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government, Government to Business			
<b>Who may avail:</b>	Schools, Barangay Government Units, Business Proprietors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request address to the Mayor attention MDRRMO (2 copies)		Concerned Agency/Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	<i>Information Desk Officer Office of the Municipal Mayor</i>
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	<i>Admin. Officer IV Or Receiving Clerk Office of the Mun. Mayor</i>
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 concerned personnel	None	4 hours	<i>Local Disaster Risk Reduction and Management Officer III and I  Municipal Disaster Risk Reduction and Management Office</i>
	Total	None	2 days, 4 hours 10 minutes	



## 148. REQUEST INFORMATION AND EDUCATION MATERIALS

A continuing effort to create a disaster resilient community.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government , Government to Business			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request identifying the IEC materials being requested ( 1 original copy)		Concerned Agency/Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Proceed to MDRRM Office and Submit the Letter Request	1.Receipt of the Letter Request  1.1 Provide Client with the requested Materials if available if not, inform client to be notified when Information and Education Materials are available	None  None	5 minutes  15 minutes	<i>Local Disaster Risk Reduction and Management Officer III and I</i>  Municipal Disaster Risk Reduction and Management Office
	<b>Total</b>	None	20 minutes	



## 149. 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

<b>Office or Division:</b>		Municipal Disaster Risk Reduction and Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Business ,Government to Business		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request ( 1 original copy)		Concerned Agency/Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2.Secure a copy of the approved written request	2. Release copy of the approved Letter Request 2.1 Direct client to the MDRRMO	None	5 minutes	<i>Admin. Officer IV</i> Or <i>Receiving Clerk</i> Office of the Municipal 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 concerned personnel	None	2 days	<i>Local Disaster Risk Reduction and Management Officer III and I</i> Municipal Disaster Risk Reduction and Management Office
Total		None	2 days ,10 minutes	



## 150. WEATHER MONITORING AND ADVISORY

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

<b>Office or Division:</b>		Municipal Disaster Risk Reduction and Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Call MDRRM Hotline No. 0933-609-0125 Or through handheld radio at London Base to monitor weather advisory	1.Receipt of client call and Text	None	1 minute	<i>Local Disaster Risk Reduction and Management Officer III and I</i>  Municipal Disaster Risk Reduction and Management Office
	1.1 Provide accurate weather advisory to the client	None	2 minutes	
	<b>Total</b>	None	3 minutes	



# **MUNICIPAL ENGINEERING OFFICE**

## **External Services**



## 151. 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.

<b>Office or Division:</b>		Municipal Engineering Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Citizen, Business, Government		
<b>Who may avail:</b>		Any Municipal and Barangay Officials, Government Offices/ Departments and Private Citizens		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter - Request specifying the services needed (1 original copy)		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Engineering Office and approach the Service Provider and submit the letter-request	1. Record and endorse request to the Municipal Engineer	None	3 minutes	<i>Draftsman III or Engineering Assistant I or Draftsman II Mun. Engineering Office</i>
2. Wait for notification from the In charge	2. Instruct client to wait for the site inspection	None	3 Minutes	<i>Draftsman III or Engineering Assistant I or Draftsman II Mun. Engineering Office</i>
	2.1 Evaluate and Assess the scope of the project	None	3 minutes	<i>Mun. Engineer/Building Official Mun. Engineering Office</i>
	2.2. Assign Personnel to conduct	None	3 minutes	<i>Mun. Engineer/ Building Official</i>



	site inspection and preparation of the POW			Mun. Engineering Office
	2.3 Visit Project Site together with the Barangay Officials/Requesting Party	None	1 day	<i>Draftsman III</i> <i>Engineering Assistance I</i> Or <i>Draftsman II</i> Mun. Engineering Office
	2.4 Proceed to survey work, if necessary	None	1 day	Mun. <i>Engineer/Building Official</i> Or <i>Draftsman III</i>  <i>Engineering Assistant I</i> <i>Draftsman II</i> Mun. Engineering Office
	2.5.Prepare Program of Work and detailed plans/bill of materials 3.5.1 500,000 below 3.5.2 501,000 – 1,000,000 3.5.3 1.1M and above	None	5 days 15 days  30 days	Mun. <i>Engineer/Building Official</i> Or <i>Draftsman III</i>  <i>Engineering Assistant I</i> <i>Draftsman II</i> Mun. Engineering Office
	2.6.Submit the completed POW to MPDC for review and	None	10 minutes	<i>Draftsman III</i> Or <i>Engineering Assistance I</i> Or <i>Draftsman II</i>



	Mayor's Office for signature			Or Clerk Mun. Engineering Office
3. Follows-up POW	3. Issue Order of Payment and Instruct client to pay the required fees at Municipal Treasury	None	10 Minutes	<i>Draftsman III</i> Or <i>Engineering Assistance I</i> Or <i>Draftsman II</i> Or Clerk Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasury	5. Receive payment and issue Official Receipt	Below ₱100,000.00 = ₱ 50.00 per Program of Work Above ₱100,000.00 = ₱100.00 Program of Work	5 Minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i> Mun. Treasury
5. Receive the copy of the POW	5. Release a copy of the POW	None	3 minutes	<i>Draftsman III</i> Or <i>Engineering Assistance I</i> Or <i>Draftsman II</i> Mun. Engineering Office
	Total	See table below	30 days 40 minutes	





## 152. SECURING BUILDING PERMIT

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.

<b>Office or Division:</b>	Municipal Engineering Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Client, Government to Business, Government to Government
<b>Who may avail:</b>	Any Person, Firm/ Corporation, Agency or Instrumentality of the Government
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Zoning Clearance <ul style="list-style-type: none"> <li>- Title of Property (Transfer Certificate of Title) or Deed of Sale/Lease Contract to sell if the TCT is not in the name of the owner/applicant (5 photocopies)</li> <li>- Tax Declaration</li> <li>- Current Tax Receipt</li> </ul>	MPDO
Application Forms <ul style="list-style-type: none"> <li>- Application of Building Permit Form</li> <li>- Sanitary/Plumbing Permit Form</li> <li>- Electrical Permit Form</li> <li>- Structural Permit Form</li> <li>- Mechanical Permit Form</li> </ul>	Municipal Engineering Office
Building Plans (6 sets) <ul style="list-style-type: none"> <li>- Vicinity Map &amp; Site Development Plan</li> <li>- Architectural Plan</li> <li>- Structural Plan</li> <li>- Sanitary &amp; Plumbing Plan</li> <li>- Electrical Plan</li> <li>- Mechanical Plan</li> </ul> Bill of Materials and Cost Estimates Specifications (6 copies)	Requesting Party/Person
Structural design Computation with seismic analysis which conform to the latest NSCP (5 copies)	Requesting Party/Person
Construction of logbook, previous approved plan or permit in case of addition, alteration and renovation (5 copies)	Municipal Engineering Office
Certifications regarding structural stability of existing foundation in case of addition (5 copies)	Municipal Engineering Office
Fire Safety Evaluation Certificate	Bureau of Fire Department



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
<p>1. Proceed to the Municipal Engineering Office and approach the Service Provider and secure Building Permit Application Form and list of requirements</p> <p>1.1. Fill-out Form/s and comply all the requirements</p>	<p>1. Provide Application Forms &amp; list of requirements. Elaborate each of the listed requirements to the client/s</p>	<p>₱ 50.00/ 5 copies</p>	<p>15 minutes</p> <p>1 hour</p>	<p><i>Mun. Engineer/Building Official</i></p> <p><i>Draftsman III</i> <i>Engineer II</i> <i>Draftsman II</i> <i>Clerk</i></p> <p>Mun. Engineering Office</p>
<p>2. Submit Forms and the required supporting documents</p>	<p>2. Receive, evaluate and assess the documents</p>	<p>None</p>	<p>1 hour</p>	<p><i>Engineering Assistant</i> Mun. Engineering Office</p>
	<p>2.1. Evaluate the plans and structural analysis design</p> <ul style="list-style-type: none"> <li>- Architectural Design</li> <li>- Structural Design</li> <li>- Electrical Lay-out</li> <li>- Sanitary &amp; Plumbing Lay-out</li> <li>- Mechanical Lay-out</li> </ul>	<p>None</p>	<p>4 days</p> <p>1 day</p>	<p><i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> Mun. Engineering Office</p>
	<p>2.2 Record/log the documents</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Engineering Assistant</i> Mun. Engineering Office</p>
	<p>2.3. Conduct Inspection for Building Permit Application (by schedule)</p>	<p>₱150.00/ Inspection</p>	<p>1 day</p>	<p><i>Draftsman II (Building Official)</i> Mun. Engineering Office</p>



	2.4. Assessment prior to inspection and endorsement letter to the Bureau of Fire Protection.	None	4 hours	<i>Engineering Assistant</i>  Mun. Engineering Office
3. Pay the necessary fees at the Bureau of Fire Protection and to the Municipal Treasurer's Office	3. Pay all the necessary building permit assessment including the zoning fee, building permit fees and BFP fees  Accept payment and issue Official Receipt	Residential Lot ₱ 2.00 per square meter  Single attach/detached/detached building privately owned ₱3.00 per square meter  Commercial, agricultural & industrial Building ₱23.00 per square meter		<i>BFP Personnel</i>  Bureau of Fire Protection-Libona Fire Station  <i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
	4.1 Approval by the Building Official and segregation of the documents	None	4 Hours	<i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> and Job Order Employees Mun. Engineering Office



5. Receive Building Permit	5. Re-check, log and release the Building Permit Plans and Certificates	None	30 Minutes	Mun. <i>Engineer/Building Official</i> or <i>Engineering Assistant</i> Mun. Engineering Office
	Total	₱ 50.00/ 5 copies  ₱150.00/ Inspection  Residential Lot ₱ 2.00 per square meter  Single attach/detach ed/detache d building privately owned ₱3.00 per square meter  Commercial, agricultural & industrial Building ₱23.00 per square meter	5 days 3 hours and 25 minutes	



## 153.SECURING OCCUPANCY PERMIT

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

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client, Government to Business, Government to Government			
<b>Who may avail:</b>	Any Person, Firm/ Corporation, Agency or Instrumentality of the Government			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Building Permit ( 1 set )		Requesting Party/Person		
Building plans (Architecture, structures, sanitary/plumbing, electrical and mechanical (1 set)		Requesting Party/Person		
Bill of Materials and Cost Estimates ( 1 set )		Requesting Party/Person		
General Specification (1 copy)		Requesting Party/Person		
Application Forms - Application of Occupancy Form - Certificate of Completion		Municipal Engineering Office		
Picture of Building - Front view - Right/left side view - Back view		Requesting Party/Person		
Completion Report Form (for Commercial establishment only)		Requesting Party/Person		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Engineering Office and approach the Service Provider and secure Application of occupancy permit & certificate of completion form	1. Provide Application Forms & list of requirements. Elaborate each of the listed requirements to the client/s	₱ 50.00 per 5 copies	15 minutes	Mun. Engineer/Buildin g Official Draftsman III Engineer II Draftsman II  Mun. Engineering Office



1.1. Fill-out Form/s and comply all the requirements			1 hour	
2. Submit Forms and the required supporting documents	<p>2. Receive, evaluate and assess the documents</p> <p>2.1. Inspection Project Site (by schedule)</p> <p>2.2. Assessments prior to inspection and endorsement letter to the Bureau of Fire Protection</p>	<p>None</p> <p>₱150.00/ Inspection</p> <p>None</p>	<p>4 hours</p> <p>1 day</p> <p>30 minutes</p>	<p><i>Engineering Assistant Mun. Engineering Office Mun. Engineer/Building Official Draftsman III Office Engineer II Draftsman II Engineering Assistant</i></p> <p>Mun. Engineering Office</p>
3. Pay the necessary fees at the Bureau of Fire Protection and to the Municipal Treasurer's Office	3. Accept payment and issue Official Receipt	See Table below		<p><i>BFP Personnel</i></p> <p>Bureau of Fire Protection-Libona Fire Station</p> <p><i>Admin Aide II Or Revenue Collection Clerk II</i></p> <p>Mun. Treasury Or <i>Revenue Collection Officer II</i></p> <p>Mun. Treasury</p>
	3.1 Process the Permit and pertinent	None	1 hour	<i>Draftsman III Engineer I</i>



	documents for final approval of the Building Official			<i>Draftsman II Engineering Assistant and Job Order Employees</i>  Mun. Engineering Office
4. Receive Occupancy Permit	4. Re-check, log and release the Occupancy Permit	None	20 Minutes	Mun. Engineer/Building Official or Engineering Assistant Mun. Engineering Office
	Total	See table below	2 days 5 minutes	

### SCHEDULE OF PAYMENT FOR OCCUPANCY PERMIT

<b>Residential</b>	
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
<b>Commercial</b>	
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
<b>Agricultural</b>	
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





## 154. 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.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client, Government to Business, Government to Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Building Plan/ Sketch Plan (3 sets)		Municipal Engineering Office		
Title of property (Transfer Certificate of Title) or Deed of Sale/Lease Contract/Contract to sell, if the TCT is not in the name of the owner/applicant (3 sets photocopy)		Mun. Assessment Office		
Photocopy of Current Tax Receipt (3 sets)		Municipal Treasurer Office		
Electrical Plan (3 sets)		Professional Electrical Engineer		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Engineering Office and approach the Service Provider and state the purpose	1. Provide the Electrical Requirements and advise the client to comply the required documents with the MZA Certification	None	15 minutes	Mun. Engineer/Building Official Draftsman III Engineer I Draftsman II Engineering Assistant  Draftsman II  Mun. Engineering Office
	1.1 Conduct Ocular Inspection	₱150.00/ Inspection (by schedule)	1 day	
2. Comply and Submit the Requirements	2. Receive Requirements and verify as to completeness	none	30 minutes	Mun. Engineer/Building Official Draftsman III Engineer I Draftsman II



	3.1 Instruct client to pay at the Municipal Treasury Office			<i>Engineering Assistant</i> Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasurer's Office	4. Accept payment and issue Official Receipt	₱ 50.00/5 copies		<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
5. Submit the Official Receipt to MEO	5. ME/BO Counter sign the Electrical Permit for the approval of the Municipal Mayor	None	30 Minutes	<i>Mun. Engineer/Building Official Office</i> <i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> Mun. Engineering Office
5.1 Wait at the Mun. Engineering office	5.1 Forward documents to the Office of the Municipal Mayor for approval	None	3 hours	
	5.2 Approve Electrical Permit	None	20 minutes	<i>Municipal Mayor and or Authorized Representative</i>
6. Receive document and sign the logbook	6. Record and release Electrical Permit	None	10 Minutes	<i>Mun. Engineer/Building Official</i> or <i>Draftsman III</i> or



				<i>Engineering Assistant I</i> <i>or</i> <i>Draftsman II</i> Mun. Engineering Office
	Total	₱150.00/ inspection  ₱50.00/ 5 copies	1 day 4 hours 45 minutes	



## 155. 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.

<b>Office or Division:</b>	Municipal Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client, Business, Government			
<b>Who may avail:</b>	General Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Tax Declaration of Land (1 original, 1 photocopy)		Mun. Assessment Office		
Community tax certificate ( 1 original 1 photocopy)		Mun. Treasury Office or Barangay Treasurer		
Fencing Plans - Vicinity Map & Site Development Plan (4 sets) - Structural Plan (4 sets) - Specification and estimated cost (4 sets)		Geodetic Engineer  Architect or Civil Engineer		
V-37		DENR		
Duly accomplished Building Permit Forms - Fencing Permit Form		Municipal Engineering Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Engineering Office and approach the Service Provider and state the purpose	1. Conduct interview	None	15 minutes	<i>Mun. Engineer/Building Official Draftsman III Engineer I Draftsman II Engineering Assistant  Draftsman II</i>



				Mun. Engineering Office
2. Comply and Submit the Requirements	<p>2. Receive, evaluate the plans and assess the documents</p> <p>2.1. Recording/log the documents. Prepare Assessment Fee</p> <p>2.2. Conduct Inspection for Fencing Permit Application (by Schedule)</p> <p>2.3 Instruct client to pay at the Municipal Treasury Office</p>	none	<p>1 hour</p> <p>30 minutes</p> <p>20 minutes</p> <p>1 day</p>	<p>Mun. Engineer/Building Official Draftsman III Engineer I Draftsman II Engineering Assistant</p> <p>Mun. Engineering Office</p>
3. Pay the necessary fees at the Municipal Treasurer's Office	3. Accept payment and issue Official Receipt	<p>Made of masonry, metal, concrete up to 1.80 meters in height per linear m or fraction thereof of 3.00</p> <p>Made of indigenous materials, barbed chicken or hog wires, per linear m 2.40</p>		<p>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</p>



4. Submit the Official Receipt to MEO	4.Process the plans and pertinent documents for final approval of the Building Official	None	1 hour	Mun. Engineer/Building Official Office Draftsman III Engineer I Draftsman II Engineering Assistant Mun. Engineering Office  Municipal Mayor and or Authorized Representative
5. Receive document and sign the logbook	5.Re-check, log and release Fencing Permit	None	20 Minutes	Mun. Engineer / Building Official or Draftsman III or Engineering Assistant I or Draftsman II Mun. Engineering Office
Total		See Table below	1 day, 3 hours 25 minutes	

<b>SCHEDULE OF PAYMENT FOR FENCING PERMIT</b>	
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 meter	₱ 2.40



# **MUNICIPAL ENGINEERING OFFICE**

## **MOTORPOOL SERVICES**

### **External Services**



## 156. HEAVY EQUIPMENT SERVICES (PUBLIC SERVICE)

Heavy Equipment Service intended for all citizens of LIBONA and other Institutions provided that the service is for the greater public and not for the few individuals of groups. Request must be approved by the Local Chief Executive.

Ordinance No. 22-51

### ARTICLE XLIV. CHARGES ON HEAVY EQUIPMENT

#### Section 173. Administrative Provisions

- a. No heavy equipment except Mini Dump Truck shall be used for hauling people for safety purposes.
- b. Barangay Government Units (**BGU**) will pay for the fuel of the equipment upon approval of Chief Executive on regular days including Saturday and Sunday and will shoulder payment for operators during weekend.

<b>Office or Division:</b>		MOTORPOOL		
<b>Classification:</b>		SIMPLE		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		All Constituents of Libona Government Offices		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Letter Request		Mayor's Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client request Heavy Equipment usage. Submit Approve Letter Request to Mayor's Office.	1. Accept approved request letter and Assessed the area. Check availability of Equipment and schedule. Dispatch and Mobilize Equipment.	None	1 day	<i>Municipal Engineer/ Motorpool Supervisor</i>  Motorpool Mun. Engineering Office
	Total	None	1 day	





## 157. HEAVY EQUIPMENT SERVICE (RENTAL)

Heavy Equipment Service Rental pay through Equipment Utilization Billings from implementing division. The Heavy Equipment Service Rental at MOTORPOOL is applicable if and only have availability of equipment.

<b>Office or Division:</b>		MOTORPOOL		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All Citizens of LIBONA		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request		Mayor's Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client request Heavy Equipment usage. Submit Approve Letter Request to Mayor's Office.	1. Accept approved request letter and assessed the area. Check availability of Equipment and schedule the operation. Dispatch and Mobilize Equipment.	None	1 day	<i>Municipal Engineer/ Motorpool Supervisor</i>  Motorpool Mun. Engineering Office
	1.1 Operator record number of hours of operation	None	5 minutes	<i>Motorpool Supervisor/ Heavy Equipment Operator</i>  Motorpool Mun. Engineering Office
2. Client make a letter or inquire with the operating hours of equipment	2. Assist and Compute the number of hours used by client for equipment rental	none	20 minutes	<i>Motorpool Supervisor</i> Motorpool Mun. Engineering Office



3. The client pay rental of equipment to Treasurer Office	3.Treasurer's Office reviewed the payment	See table below	20 minutes	<i>Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer-II  Municipal Treasury Office</i>
	Total	See table below	1 day and 45 minutes	

<b>Schedule of Payment</b>		
Backhoe Excavator	1,500.00 per hour	excluding fuel plus mobilization
Grader	1,500.00 per hour	excluding fuel plus mobilization
Old grader	1,500.00 per hour	excluding fuel plus mobilization
Self-Loader	2,500.00 per hour	
10-Wheeler Dump Truck	800.00 per hour	excluding fuel plus mobilization
Road Roller	1,000.00 per hour	excluding fuel plus mobilization
Backhoe Loader	800.00 per hour	excluding fuel plus mobilization
Backhoe Small	600.00 per hour	excluding fuel plus mobilization



## 158. HEAVY EQUIPMENT SERVICE TO FLOODS, EARTHQUAKES, ACCIDENTS AND OTHER CALAMITIES

An Emergency Heavy Equipment Service implemented during Floods, Earthquakes, Accidents, Landslides, and other Earth Damaging Calamity.

<b>Office or Division:</b>		MOTORPOOL		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Client make a phone call of a calamity that need heavy equipment response	1. Gather all the details of the calamity (locations, status, etc..) Prepare Heavy Equipment Units necessary for the response, Manpower, Trip tickets, Fuel and tools. Dispatch and Mobilize Heavy Equipment's.	None	30 minutes	<i>Municipal Engineer/ Motorpool Supervisor</i>  Motorpool Mun. Engineering Office
	<b>Total</b>	None	30 minutes	



# **MUNICIPAL HEALTH OFFICE**

## **External Services**







2. Approaches Rural Health Midwife & submits herself for the procedure	2. Performs procedure	None	30 minutes/ client	<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/ client	<i>Midwife</i> Mun. Health Office
	Total	None	1 hour & 35 minutes / client	







	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		30 minutes/ client  5 minutes / client	
	Total	None	1 hour & 35 minutes/ client	



## 162. 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. Discontinuation or change of the Family Planning method depends on the client's decision

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Women Acceptors of Pills		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1.Retrieves Individual Treatment Record for old clients and makes new record for new clients.Takes client's data, vital signs and fills-up Individual Treatment Record and Form 1.1 Interviews client and takes past medical and family health history 1.2 Gives information about the Family Planning method 1.3 Assesses client and does physical examination 1.4 Dispenses pills and instructs client how to take it 1.5 Instructs client of return visit	None	30 minutes/ client          30 minutes/ client  10 minutes/ client	<i>Midwives</i> Municipal Health Office
	Total	None	1 hour & 10 minutes	



## 163. 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.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Pregnant Women in Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Home Based Maternal Record (HBMR) ( 1 original copy)		Main Mun Health Office and Brgy Health Center		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1.Retrieves client's Individual Treatment Record, takes data and vital signs and records in the Individual Treatment Record 1.1Takes history and performs physical examination 1.2 Prepares Home Based Maternal Record (HBMR) and Birth Plan 1.3 Explains the Pre-natal procedure to the client 1.4 Conducts the following: a. Leopolds maneuver b. Fundal Height measurement	None	30 minutes / client  30 minutes / client	<i>Midwives</i> Mun. Health Office



	<p>c. Auscultation of fetal heart beat</p> <p>1.5 Informs mothers of findings</p> <p>1.6 gives instructions on danger signs, do's and don'ts during pregnancy</p> <p>1.7 Gives Tetanus toxoid injection and Iron supplementation</p> <p>1.8 Counsels on Nutrition &amp; Hygiene</p> <p>1.9 Takes complete history and performs physical examination on the client</p> <p>1.10 Refers client to the Doctor if there are danger signs of pregnancy or medical problems</p>		20 minutes / client	
2. Approaches the Medical Doctor	<p>2.Gives advices to the client and prescribes medicines if needed</p> <p>2.1 Directs to the nurse for medicine dispensing</p>	None	30 minutes / client	<p><i>Nurse II</i></p> <p><i>Medical Officer III</i></p> <p><i>Rural Health Physician</i></p> <p>Municipal Health Office</p>
3.Receives the medicines and next schedule of visit	3.Dispenses prescribed medicines and directs client back to Midwife for the next schedule	None	10 minutes / client	<p><i>Nurse II</i></p> <p><i>Midwife</i></p> <p>Municipal Health Office</p>
	Total	None	2 hours	



## 164. 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.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Pregnant women who are about to give birth			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Home Based Maternal Record (1 original copy) Ultra Sound or any laboratory results if any ( 1 original copy) Official Receipt for Non Philhealth Member (1 Photocopy)		Main Mun Health Office and Brgy Health Center Hospital  Municipal Treasury		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsi ble</b>
1. Approaches RHM on duty and states purpose	1.Retrieves old chart or makes a new chart for a new client	None	20 minutes / client	<i>Midwife Mun. Health Office</i>
2. Gives Home Based Maternal Record (HBMR), ultrasound and other laboratory results if any	2.Reviews Home Based Maternal Record (HBMR), ultrasound and other laboratory results if any	None	10 minutes / client	<i>Midwives Mun. Health Office</i>
3. Submits to internal examination	3.Asks client's medical history, takes vital signs and records in the chart	None	20 minutes / client	<i>Midwives or Rural Health Physician</i>



	3.1 Client is instructed to do personal hygiene prior to internal examination	None	10 minutes/ Client	<i>or Med. Officer III</i>
	3.2 Directs client to the ward while still in labor	None	10 minutes/ Client	Mun. Health Office
	3.3 Does the labor watch	None	12 hours / Client	<i>Midwives</i>
	3.4 Brings client to delivery room if cervix is 10 cm	None	15 minutes / Client	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.5 Handles the delivery of the baby and the placenta, does cord care, gives medications and does after care; records all the events in the client's chart	None	1 hour and 30 minutes / Client	
	3.6 While another Midwife is drying the baby and gives to mother's arms to breastfeed and for warmth	None	35 minutes/ Client	<i>Midwives</i>
	3.7 If mother has lacerations during delivery of the baby, repair and suturing is done	None	30 minutes / Client	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.8 Monitoring of client's vital signs is done	None	15 minutes / Client	<i>Midwives</i>
	3.9 Transfers client from the delivery room to ward	None	1 hour / Client	<i>Midwives or Rural Health</i>



	<p>3.10 If client has complications during or after delivery, she is then referred to the hospital</p> <p>3.11 Does newborn screening to the newborn baby 24 – hours after delivery</p> <p>3.12 After 24 hours of confinement in the health facility and the client is doing well, she is given take-home medications and health teachings and can be discharged with the baby</p> <p>3.13 Instructs client when to come back for post-natal visit, Family Planning and immunization of baby</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 hour / Client</p> <p>30 minutes / Client</p> <p>30 minutes / Client</p> <p>20 minutes / Client</p>	<p><i>Physician or Med. Officer III</i> Mun. Health Office</p> <p><i>Medical Technologist</i> Municipal Health Office</p> <p><i>Midwives or Rural Health Physician or Med. Officer III</i> Mun. Health Office</p> <p><i>Midwives or Rural Health Physician or Med. Officer II</i> Mun. Health Office</p>
<p>4. Client signs Philhealth documents if she is a member or beneficiary</p> <p>4.1 If non Philhealth Member proceed to the MTO and pay the prescribed fees.</p>	<p>4. Let the client sign Philhealth documents if member.</p> <p>4.1 Direct client's watcher/s to pay the prescribed fees at the Municipal Treasury for Non Philhealth members.</p>	<p>None</p> <p>Php 2,500.00</p>	<p>5 minutes / Client</p>	<p><i>Midwife</i> Mun. Health Office</p>



4.2. Photocopy the OR and submit to the Midwife	4.2 Instruct client to submit a photocopy of the Official Receipt.			
	Total	Php 2,500.00/ Birth Delivery for Non Phil health member	2 days 3 hours & 40 minutes / client	





## 165. AVAILING OF LABORATORY SERVICES FOR EMPLOYMENT PURPOSES

Pre-employment medical examination is often part of the employment process. The result is primarily used to ensure that the potential employee will be able to meet the physical demands of the job.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Doctor's Request (1 original copy)		Attending Physicians		
Official Receipt (1 original copy)		Municipal Treasury		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Proceeds to the laboratory and presents Request Form	1.Evaluates Request Form	None	10 minutes / Client	<i>Medical Technologist</i>  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.	None	15 minutes / Client	<i>Medical Technologist</i>  Mun. Health Office
	2.1 Advises client to proceed to the Municipal Treasury and issue Order Of payment	None	5 minutes / Client	
3. Pay the required fees at the Municipal Treasury by showing the Order of Payment	3. Accept the payment based on order of payment	See table below	15 minutes / Client	<i>Local Revenue</i>



	and issue Official Receipt.  3.1 Direct client to be back at Municipal Health Office			<i>Collection Officer-II</i> or <i>Revenue Collection Clerk-II</i>  <i>Mun. Treasury Office</i>
4. Return to the Municipal Health Office and present the Official Receipt	4. Check the Official Receipt and advise client to wait for the result	None	15 minutes / Client	<i>Medical Technologist</i>  Mun. Health Office
5. Wait for the result at the waiting area	5. Examines the submitted specimen	None	20 minutes / Client	<i>Medical Technologist</i>  Mun. Health Office
	5.1 Releases the result to the client & advised to return to the doctor	None	10 minutes / Client	
6. Do fasting for 8-10 hours and returns the following morning or on the scheduled date for blood extraction	6. 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 / Client	<i>Medical Technologist</i> Mun. Health Office
6.1. Submits for blood extraction	6.1 Extracts blood from the client for analysis	None	20 minutes / Client	<i>Medical Technologist</i> Mun. Health Office
6.2 Wait for the result at the waiting area	6.2 Advices client to proceed to the	None	25 minutes for Complete Blood Count (CBC)	



	waiting area for the result			
	6.3 Does the Blood examination	None	10 minutes / Client for Blood Typing	<i>Medical Technologist</i> Mun. Health Office
			45 minutes / Client For Blood Chemistry	
6.3. Receives result	6.4 Releases result to client	None	10 minutes / Client	
	Total	See table below	1 day 3 hours and 20 minutes	

<b>Schedule of Payment</b>	
ECG	₱100.00
CBC	₱100.00
Urinalysis	₱30.00
Fecalysis	₱30.00
Blood Typing	₱30.00
Lipid Profile	₱300.00



## 166. AVAILING OF LABORATORY SERVICES FOR MEDICAL PURPOSES

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.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Doctor's Request (1 original copy)		Attending Physicians		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Proceeds to the laboratory and presents Doctor's Request Form	1.Evaluates Doctor's Request Form	None	10 minutes / Client	<i>Medical Technologist</i>  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.	None	15 minutes / Client	<i>Medical Technologist</i>  Mun. Health Office
2.1 Wait for the result at the waiting area	2.1 Advices client to proceed to the waiting area & wait for the result	None	5 minutes / Client	
	2.2 Examines the submitted specimen	None	20 minutes/ Client	
	2.3 Releases the result to the client & advised to	None	10 minutes / Client	



	return to the doctor			
3. Do fasting for 8-10 hours and returns the following morning or on the scheduled date 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 / Client	<i>Medical Technologist</i> Mun. Health Office
3.1. Submits for blood extraction	3.1 Extracts blood from the client for analysis	None	20 minutes / Client	<i>Technologist</i> Mun. Health office
3.2 Wait for the result at the waiting area	3.2 Advices client to proceed to the waiting area for the result	None	25 minutes for Complete Blood Count (CBC)	<i>Medical Technologist</i> Mun. Health office
	3.2 Does the Blood examination	None	10 Minutes for Blood Typing / Client	<i>Medical Technologist</i> Mun. Health office
3.3. Receives result			45 minutes for Blood Chemistry / Client	
	3.3 Gives result to client		5 minutes / Client	
	Total	None	1 day 2 hours & 50 minutes / Client	



## 167. DENTAL SERVICES

Dental Care is one of the responsibilities of the government to its citizens. At present, while waiting for the newly hired dentist, Dental Services are provided by a DOH-hired Dentist on a scheduled basis, every 2<sup>nd</sup> & 4<sup>th</sup> Mondays of every month.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Residents who need the service		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1. Takes client's vital signs and records in the Individual Treatment Record	None	20 minutes/ Client	<i>Barangay Health Workers or Midwife</i> Mun. Health Office
	1.1. Directs client to the Dentist 1.2 Retrieves Dental ITR by the Dental Aide and copies the Vital signs	None	10 minutes/ Client	<i>Dental Aide</i> Mun. Health Office
2. Approaches the Dentist	2. Dentist examines client	None	20 minutes/ Client	<i>Dentist</i> Mun. Health Office
	2.1 Inform client of findings 2.3 If the client needs tooth extraction, Dentist gives anesthesia & performs the tooth extraction	None	45 minutes/ Client	<i>Dentist</i>
	2.4 Does post extraction care and prescribes medicines 2.5 Directs client back to Dental Aide	None	10 minutes/ Client	<i>Dental Aide</i> Mun. Health Office



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/ Client  10 minutes/ Client	<i>Dental Aide</i> Mun. Health Office
4. Proceed to the MTO and pay the prescribed fees.	4. Direct clients to pay the prescribed fees at the Municipal Treasury	Extraction ₱100.00 for Anterior ₱400.00 for Posterior  ₱250.00 for Dental Cleaning/ Prophylaxis  Restorative Filling ₱400.00- ₱600.00 for Permanent ₱200.00- ₱400.00 for Temporary	15 minutes / Client	
	Total	Extraction ₱100.00 for Anterior ₱400.00 for Posterior  ₱250.00 for Dental Cleaning/ Prophylaxis  Restorative Filling ₱400.00- ₱600.00 for Permanent ₱200.00- ₱400.00 for Temporary	2 hours & 15 minutes/ client	



## 168. EXHUMATION

Exhumation of already buried cadaver is sometimes requested by the family of the dead for the purpose of transfer to another cemetery or for confirmation of the cause of death.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Relative/s of the Deceased			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Official Receipt (1 original copy)				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states the purpose	1. Interviews the client & directs to the Doctor & sanitary inspector	None	10 minutes / Client	<i>Barangay Health Workers</i>
	1.1 Interviews client & asks to the purpose of exhumation	None	20 minutes / Client	<i>Sanitation Inspector Rural Health Physician or Med. Officer III</i>
	1.2 Directs client to PNP for issuance of request for exhumation to NBI	None	10 minutes / Client	<i>Mun. Health Office</i>
2. Returns after request was submitted to NBI	2. Interviews clients of the schedule of exhumation	None	10 minutes / Client	<i>Rural Health Physician or Med. Officer III</i>
	2.1. Issues permit for exhumation	None	15 minutes / Client	<i>Mun. Health Office</i>
	2.2. Direct RSI to prepare the needs for disinfection			
	2.3. Instructed to pay at the MTO	None	5 minutes / Client	





3. Pays required fees at the Municipal Treasury	3. Accepts payment and Issues Official Receipt  3.1. Directs client back to the Mun. Health office	Exhumation fee ₱ 500.00  None	3 minutes / Client  10 minutes/ Client	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II</i>  <i>Mun. Treasury Office</i>
3. Returns to Municipal Health and present Official Receipt	3. Checks Official Receipt  3.1 Actual exhumation done by NBI  3.2. Instructed of the schedule of the release of the NBI report in CDO	None  None  None	5 minutes / Client  3 hours/ Client  5 minutes/ Client	<i>Rural Health Physician or Med. Officer III</i> <i>Municipal Health Office</i>
	Total	Exhumation fee ₱ 500.00	4 hours & 15 minutes	



## 169. 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.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Food Handler Clients (Company Workers, Business Owners/workers & Food Vendors)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Medical Certificate</b>		Sanitation Inspector - Municipal Health Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1. Interviews client and directs client to the Sanitation Room/Office	None	10 minutes / client	<i>Barangay Health Workers or Midwife Mun. Health Office  Sanitation Inspector Mun. Health Office</i>
2. Proceeds to Sanitation Room/Office and Approaches RSI	2. Gives the Application Form and let them fill up the form.	None	10 minutes/ Client	
3. Fill up Application Form and submit	3. Collects the forms if done	None	5 minutes/ Client	
4. Attends Food Handler's Seminar	4. Facilitates Food Handler Seminar  4.1 Seminar proper	None  None	20 minutes/ Client  1 hour & 30 minutes / Client	
5. After the Seminar, proceeds to the Laboratory & submits Specimen (urine, stool, and Sputum) examination	5. Examines the specimen submitted	None	30 minutes / Client	<i>Medical Technologist</i>



6. Waits in the laboratory result in the waiting area	6. Releases the laboratory exam result to client	None	10 minutes / Client	
	6.1 Direct client to pay at the Municipal Treasury and issue Order of Payment	None	10 minutes/ Client	
7. Pay the required fees at the Municipal Treasury by showing the Order of Payment	7. Accepts the payment based on the Order of Payment & issue Official Receipt.  7.1 Direct client back to the Sanitation Office	Food Handlers Certificate ₱100.00	15 minutes/ Client	<i>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</i>
8. Return to Sanitation Office and present the Official Receipt	8. Check the Official Receipt	None	10 minutes/ Client	<i>Sanitation Inspector Mun. Health Office Sanitation Inspector Mun. Health Office</i>
	8.1 Receives & analysis the laboratory exam result	None	20 minutes/ Client	
8.1 Receive the of Food Handler's Certificate	8.2 Releases Food Handler's Certificate	None	10 minutes/ Client	
	Total	Food Handlers Certificate ₱100.00	4 hours/ Client	



## 170. 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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Children 0-1 year old		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Early Childhood Care and Development Card ( ECCD Card)		Municipal Health Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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 to the child	None	20 minutes / Client	<i>Barangay Health Workers or Midwife</i> Mun. Health Office
2. Proceeds to the treatment room for immunization of the child	2.1 Gives immunization to the child 2.2 Gives mother post immunization instructions and informs of the next schedule	None	40 minutes/ Client	<i>Midwife</i> Mun. Health Office
	<b>Total</b>	None	1 hour/ Client	



## 171. 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.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Work Purposes : Chest Xray, CBC, Fecalysis,Urinalysis, Drug Test		RHU		
For Work Purposes : Chest Xray, Fecalysis, Urinalysis ( original copies)		Hospital or Diagnostic Center		
For Teachers :Chest X-Ray CBC,Fecalysis,Urinalysis,Drugtest and Neurological Examination And Medical Certificate Form ( Original copies)		Hospital or Diagnostic Center		
Receipt of payment (original copy)		Municipal Treasury Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Approaches health personnel and states purpose	1.Interview client ,takes vital signs and fills- up the ITR  1.2 Refers client to the Doctor	None	20 minutes / Client	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
2.Approaches the Doctor	2. Assesses and examines the client  2.1 Issue Order of Payment	None	25 minutes / Client	<i>Rural Health Physician Municipal Health Office Or Medical Officer III</i>



				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 / Client	<i>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</i>
4. Returns to the Municipal Health Office for the processing and release of Certification	4. Checks Official Receipt 4.1 Makes & releases the medical certificate	None	15 minutes / Client	<i>Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office</i>
	Total	₱ 50.00	1 hour & 15 minutes / Client	



## 172. 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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Anybody who needs Medico –Legal Certification		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Police Request ( 1 original copy)		Police Station		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1. Interviews client, gets vital signs and fills-up Individual Treatment Record 1.2 Refers to Medical Doctor	None	20 minutes / Client	<i>Barangay Health Workers or Midwife</i> Mun. Health Office
2. Approaches Medical Doctor	2. Interviews, & examines assesses client and records physical findings in the logbook 2.1 If client is a victim of sexual abuse, seeks consent for genital examination from her or guardian in case the client is a minor 2.2 Directs client with her guardian to the examination room and do the examination	None	30 minutes / Client	<i>Rural Health Physician or Med. Officer III</i> Mun. Health Office
		None	30 minutes / Client	<i>Medical Officer III</i> Mun. Health Office  <i>Rural Health Physician</i>



	<p>2.3 Records the findings in the logbook</p> <p>2.4 Advises client to pay in the Municipal Treasury</p>	None	10 minutes/ Client	<p>or Medical Officer III Mun. Health Office</p> <p>Rural Health Physician or Med. Officer III Mun. Health Office</p>
3. Pays required fees at the Municipal Treasury	<p>3. Accepts payment and Issues Official Receipt</p> <p>3.1 Directs client back to the Mun. Health office</p> <p>*VAW-C cases no fees</p>	<p>Certification ₱ 50.00</p> <p>None</p>	<p>15 minutes / Client</p> <p>10 minutes/ Cleint</p>	<p>Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II</p> <p>Mun. Treasury Office</p>
4. Client waits in the medical certificate	4. Makes and release certificate to the client and directs back to the Police Station or MSWD Office	None	20 minutes / Client	Rural Health Physician or Med. Officer III Mun. Health Office
	Total	Php 50.00	1 hour & 50 minutes/ Client	





## 173. ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE

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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Business		
<b>Who may avail:</b>		Business Proprietors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Negative results of Sputum ,Urine and Stool examinations (1 original copy & 1 photocopy)		Mun. Health Office- Laboratory		
Receipts of payment (original copy)		Municipal Treasury Office		
Foodhandler's cert.of attendance (for Clients engaged in food business (1 Photocopy)		Municipal Health Office- Sanitation Inspector		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1.Directs client to the Sanitation Room	None	5 minutes/ Client	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
2. Presents the required documents	2. Interviews client about the business and asks necessary documents	None	20 minutes / Client	<i>Sanitation Inspector</i>
	2.1 Direct Client to Municipal Treasury and issue Order of Payment		10 minutes/ Client	<i>Sanitation Inspector</i>
3. Pay the requires fees by showing the order of payment	3. Accept the payment based on the Order of Payment  3.1 Direct client back at Municipal Health Office- Sanitation Office	See table below	15 minutes / Client	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or</i>



				<i>Revenue Collection Clerk-II</i>  <i>Mun. Treasury Office</i>
4. Returns to the Municipal Health Office-Sanitation Office and present the Official Receipt	4. Check the Official Receipt	None	10 minutes/ Client	<i>Sanitation Inspector</i>
	4.1 Prepares and fills-up Sanitary Permit and Health Certificate	None	20 minutes / Client	<i>Sanitation Inspector</i>
	4.2 Directs client to MHO for signature	None	15 minutes / Client	<i>Rural Health Physician or Med. Officer III</i>
	4.2 Reviews and signs certificates	None	5 minutes / Client	
	4.3 Directs back to Sanitary Inspector	None		
4.1. Receives Documents	4.4 Records data in logbook and release	None	5 minutes/ Client	<i>Sanitation Inspector</i>
	<b>Total</b>	See table below	1 hour 40 minutes / Client	

<b>Schedule of Payment</b>	
For house for rent	₱100.00
For each business, industrial, or agricultural establishment	
• With an area of 25 sq.m. or more but less than 50 sq.m.	₱100.00
• With an area of 50 sq.m. or more but less than 100 sq.m.	₱140.00
• With an area of 100 sq.m. or more but less than 200 sq.m.	₱200.00
• With an area of 200 sq.m. or more but less than 500 sq.m.	₱250.00
• With an area of 500 sq.m or more but less than 1000 sq.m.	₱300.00
• With an area of 1,000 sq.m. or more	₱350.00
For Poultry and Piggeries	₱700.00



## 174. 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.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	20 minutes / Client	<i>Barangay Health Workers Or Rural Health Midwife Municipal Health Office</i>
2. Approaches Doctor	2. Performs history taking and assesses complaints 2.1 Performs physical examination and refers to the laboratory if needed	None	30 minutes / Client	<i>Rural Health Physician Or Medical Officer III Municipal Health Office</i>
3. Approaches the Medical Technologist and gives ITR	3. Performs the laboratory examination as requested 3.1 Directs back to the Doctor with the ITR 3.2 Reads the laboratory results and prescribes	None	45 minutes / Client  20 minutes / Client	<i>Medical Technologist Municipal Health Office  Rural Health Physician Municipal Health Office</i>



	<p>appropriate medicines</p> <p>3.3 Gives medical advice and health education</p> <p>3.4 If hospitalization is required, fills- up the Referral form</p> <p>3.5 Prepares patient for referral</p> <p>3.6 Calls the ambulance driver to bring client to the hospital</p> <p>3.7 Ambulance driver brings client to the hospital</p> <p>3.8 If hospitalization is not needed, refers the client to the assigned personnel for issuance of medicines</p>		<p>15 minutes/ Client</p> <p>30 minutes/ Client</p>	<p>Or</p> <p><i>Medical Officer III</i> Municipal Health Office</p>
<p>4. Approaches assigned personnel dispensing medicines</p> <p>4.1 Signs the logbook after receiving the medicines</p>	<p>4. Assigned personnel dispenses prescribed medicines and gives instructions to the client</p>	<p>None</p>	<p>15 minutes / Client</p>	<p><i>Nurse II</i> Municipal Health Office</p>
	<p>Total</p>	<p>None</p>	<p>2 hours &amp; 35 minutes if referred to hospital</p> <p>2 hours &amp; 10 minutes if not referred</p>	



## 175. OPERATION TULI

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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Young Boys		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose	1. Enlist client in the logbook, takes data and vital signs 1.2 Directs client to the waiting area and waits for his turn 1.3. Calls client and directs to the doctor	None	20 minutes/ Client	<i>Barangay Health Workers</i>
			5 minutes/ Client	<i>Barangay Health Workers</i>  <i>Rural Health Midwife Mun. Health Office</i>
2. Approaches Doctor	2. Prepares client & performs the surgical procedure	None	45 minutes/ Client	<i>Rural Health Physician or Med. Officer III Mun. Health Office</i>
3. Approaches nurse with accompanying	3. Nurse dispenses prescribed medicines and gives instruction to the client and to accompanying	None	15 minutes/ Client	<i>Public Health Nurse Mun. Health Office</i>
4. Accompanying signs the logbook after receiving the medicines			5 minutes / Client	
	<b>Total</b>	None	1 hour & 30 minutes	



## 176. 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.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Relatives of the Deceased or Police Officer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Police Officer informs the Medico-Legal Officer of violent death that occurred in the municipality	1.1. Medico-legal officer Goes to the place of occurrence, the morgue or where the dead body was brought	None	3 hours / Client	<i>Rural Health Physician or Medical Officer</i> Municipal Health Office
	1.2. Medico-legal officer examines the cadaver of the victim	None	2 hours / Client	<i>Rural Health Physician Or the Medico-legal Officer</i> Municipal Health Office
	1.3. Medico-legal officer finalizes the post-mortem examination report	None	1 hour / Client	<i>Rural Health Physician Or the Medico-legal Officer</i> Municipal Health Office
	1.4. In event that the case is brought to court, the medico-legal officer testifies bringing with her the	₱ 250.00	1 day / Client  Going to court	<i>Rural Health Physician Or the Medico-legal Officer</i>



	post-mortem examination report			Municipal Health Office
	Total	₱ 250.00	1 day and 6 hours	



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

Cervical Cancer is the 2<sup>nd</sup> 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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Women 30 years and older who desire to be examined			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	20 minutes / Client	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
2. Approaches Medical Doctor or Nurse	2. Takes client 's history  2.1 Gives client information about the procedure	None	20 minutes / Client	<i>Rural Health Physician or Nurse II Municipal Health Office Or Medical Officer III</i>





	2.3 Assesses client and does physical examination 2.4 Performs the procedure	None None	45 minutes / Client	Municipal Health Office Nurse II Mun. Health Office
3.Receives Services & instruction	3.Gives health teaching & schedules return visits	None	15 minutes / Client	<i>Midwife</i> Mun. Health Office
	Total	None	1 hour & 40 minutes	



## 178. PROVIDER-INITIATED COUNSELLING AND TESTING (PICT)

Tuberculosis is one of the leading causes of death among people living with HIV. They are more likely to get sick with TB compared to healthy individuals. In order to increase case-finding for HIV-AIDS, those who have already contracted Tuberculosis, are encouraged to undergo HIV screening at the RHU.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		TB patients who consented to submit for PICT		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose  1.1 During TB treatment, the patient are informed to report on the scheduled PICT	1. Retrieves individual Treatment Record (ITR) get vital signs and records it. Directs the client to the Counselling Room	None	20 minutes / Client	<i>Rural Health Midwife Mun. Health Office</i>
2. Client signs TB registration form	2. Interview the client using the PICT Form  2.1 Conduct lecture all about TB and its relation to HIV-AIDs  2.3 Conducts open forum	None  None  None	20 minutes / Client  1 hour / Client  30 minutes / Client	<i>Rural Health Physician or Nurse II Municipal Health Office</i>
3. Client submits to HIV testing after	3. Conduct HIV testing	None	30 minutes / Client	<i>Rural Health Physician or Nurse II</i>



signing the informed consent				Municipal Health Office
4. Clients wait for the result	<p>4. Sent home after the client is informed of the “non-reactive” result</p> <p>4.1. If the result is “reactive” conducts counselling after the client is informed</p> <p>4.2. A “reactive” result is sent to NMMC HIV-Hub for confirmatory test</p> <p>4.3. Instructs client that he/she will be contacted through phone when the result from NMMC is available</p> <p>4.4 Client is sent Home</p>	<p>None</p> <p>None</p>	<p>10 minutes / client</p> <p>30 minutes / Client</p> <p>2 weeks / Client</p> <p>10 minutes / Client</p>	<p><i>Rural Health Physician or Nurse II</i> Municipal Health Office</p>
5. Client returns as instructed	5. Client is informed of the confirmed result and referred to NMMC for further management, otherwise is sent home		30 minutes / Client	<p><i>Rural Health Physician or Nurse II</i> Municipal Health Office</p>
	Total	None	2 weeks 4 hours	



## 179. 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.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Referral of Suspect, Probable or Confirmed COVID-19 cases			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
NONE		NONE		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches Health Worker	1.1. Interviews gets history and assesses client for signs and symptoms of COVID-19	None	30 minutes / Client	<i>Rural Health Physician Or Medical Officer III</i>
	1.2. Examines clients	None	20 minutes / Client	<i>Rural Health Physician</i>
	1.3. Fills-up referral form & refer client to nearest Health Facility	None	45 minutes / Client	<i>Rural Health Physician</i>
	<b>TOTAL</b>	None	1 hour and 35 minutes	Municipal Health Office



## 180. SANITATION RELATED COMPLAINTS

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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint or personal appearance of complainant at the health Unit ( 1 original copy)		Complainant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. File complaint at the Municipal health Office	1. Receives complaint and registers at RSI's log book, Interview complainant for more details of complaint	None	30 minutes / Client	<i>Sanitation Inspector</i> 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  None	3 days / Client	<i>Sanitation Inspector</i> Mun. Health Office  <i>Municipal Health Officer</i>



	<p>2.2 Notice of Hearing based on Sanitary Order</p> <p>2.3 Results of Hearing will be recommended to the Local Chief Executive</p>	None		Municipal Health Office
	Total	None	3 days 30 minutes	



## 181. 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.

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Relatives of the Deceased		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certification from the barangay official to establish the truthfulness of death and place of occurrence ( 1 original copy)		Respective Barangay		
Accomplished death certificate form (1 set)		Municipal Civil Registration Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Approaches health personnel and states purpose	1.Interview client 1.2 Refers client to doctor	None	5 minutes / Client	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
2. Approaches Doctor	2.1 Reviews the accomplished Death certificate form and asks for the certification from the Barangay 2.2 Interviews relatives to determine the probable cause of death 2.3 Fills- up the cause of death ,attaches the code and signs the death certificate form 2.4 Accomplishes the permit to transfer of cadaver form if necessary 2.5 attaches the duly signed permit to transfer of	None	30 minutes / Client	<i>Rural Health Physician Municipal Health Office  Or  Medical Officer III Municipal Health Office</i>



	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	35 minutes	





## 182. 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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Tuberculosis (TB) Symptomatic Patients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
National Tuberculosis Program Laboratory (1 original copy)			Municipal Health Office	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and states purpose  1.2 Presents sputum request from the Doctor or Midwife	1. Interviews client & direct to Medical Technologist	None	10 minutes / Client	<i>Barangay Health Workers or Midwife</i> Mun. Health Office
	1.1 Gives sputum cup and instructions on how to produce quality of sputum	None	15 minutes / Client	<i>Medical Technologist</i> Mun. Health Office
2. Submits sputum to the Medical Technologist	2. Fills-out pertinent data in the request form and gives additional 2 cups to be used for use the following day.	None	10 minutes / Client	<i>Medical Technologist</i> Mun. Health Office
	2.1 Gives instructions on how	None	5 minutes / Client	<i>Medical Technologist</i>



	to fill the 2 cups with sputum for submission the next day			Mun. Health Office
3. Returns the next day and submits the 2 <sup>nd</sup> sputum	3. Records the 2nd specimen and informs the client to come back for the result after 1 week	None	2 minutes / Client	<i>Medical Technologist</i> Mun. Health Office
	3.1 Prepares & performs sputum microscopy	None	2 days/ Client	
	3.2. Releases result to the midwife assigned	None	5 minutes / Client	
	3.3. Instructs BHW to direct the client to the BHS	None	10 minutes / Client	<i>RHM</i>
	3.4. Explains client the sputum result	None	20 minutes/ Client	<i>RHM</i>
	3.5. Refers client for follow-up at the BHW	None		<i>RHM</i>
4 Returns to Barangay Health Station for the sputum result		None		
	Total	None	2 days, 1 hour & 17 minutes	



### 183. TRANSFER OF CADAVER PERMIT

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

<b>Office or Division:</b>		Municipal Health Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Relative/s of the Deceased		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Registered Death Certificate ( 2 photocopies)		Municipal Civil Registration Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approaches health personnel and submits requirement	1. Receives Requirement verify & record in the logbook	None	20 minutes / Client	<i>Rural Health Physician or Med. Officer III Municipal Health Office</i>
	1.1 Directs client to pay at the Municipal Treasury	None	10 minutes / Client	
	1.2 Prepares Transfer Permit	None	15 minutes / Client	
2. Pays required fees at the Municipal Treasury	2. Accepts payment and Issues Official Receipt	Certification ₱ 50.00	3 minutes / Client	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II  Mun. Treasury Office</i>
	2.1. Directs client back to the Mun. Health office	None	10 minutes / Client	



3. Returns to Municipal Health and present Official Receipt	3. Checks Official Receipt	None	5 minutes / Client	<i>Rural Health Physician or Med. Officer III</i>
3.1 Receives Transfer Permit	3.1 Releases Transfer Permit	None		<i>Municipal Health Office</i>
	Total	₱ 50.00	1 hour & 3 minutes	



# **MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE**

## **Internal Services**



## 184. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail?</b>	Employees & Local Officials who are separated, transferred, retired from the service and on leave of absence for more than 30 days			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Clearance Form ( CS Form No. 7 Revised 2018) signed by the Client, Head of Office and General Services Officer ) 4 original copies		Municipal Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Municipal Human Resource and Management Office have it signed by the Authorized Officer	1. Receive Clearance Form , check and verify records , sign and release Clearance if cleared from accountability	None	30 minutes	<i>Administrative Aide III</i> Or <i>MGDH I (HRMO)</i>
1.1. settle accountabilities if any	1.1 if any, inform client to settle accountabilities	None	5 minutes	Mun. Human Resource and Management Office
1.2 Proceed to LEMURFEA President and to the Municipal Accounting and Internal Audit Office	1.2 Direct client to the LIMURFEA President and to the Municipal Accounting and Internal Audit Office	None	2 minutes	
	<b>Total</b>	None	37 minutes	



## 185. 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 :

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

<b>Office or Division:</b>		Municipal Human Resource and Management Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Active GSIS Member Employees and Municipal Officials		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Apply GSIS loans using eCard through the GWAPS Kiosk or may apply over-the counter at any GSIS office and notify or inform the Agency Authorized Officer	1. Verify loan application and its eligibility and Certify loan application if eligible.	None	25 minutes	Agency Authorized Officer (AAO)  Municipal Human Resource Management Office or Alternate Agency Authorized Officer



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





## 186. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees & Municipal Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
SALN Form 3 original copies		Mun. Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. 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	<i>Admin. Aide VI (Clerk III) and MGDH I (HRMO)</i>  Municipal Human Resource Management Office
<b>TOTAL</b>		None	25 minutes	



## 187. 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

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint if any 1 copy		Complainant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



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



## 188. 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

<b>Office or Division:</b>		Municipal Human Resource and Management Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Municipal Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint if any		Complainant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. If not satisfied with the verbal decision of the	1. Takes Action and Renders decision	None	5 days	Heads of Offices



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



## 189. 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

<b>Office or Division:</b>		Municipal Human Resource and Management Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Municipal Employees		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint if any		Complainant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



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



## 190. 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

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of Complaint if any		Complainant		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>





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



## 191. LEAVE APPLICATION- VACATION LEAVE

Refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service.

It shall be applied 5 days in advance, whenever possible of the effective date of such leave. Vacation leave within the Philippines or abroad shall be indicated in their form for purposes of securing travel authority and completing clearance from money and work accountabilities.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies)		Municipal Human Resource & Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form , 5 days in advance whenever possible of the effective date of such leave	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office Management Office
<b>TOTAL</b>		None	35 minutes	



## 192. LEAVE APPLICATION- SICK LEAVE

Refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of immediate family.

It shall be filed immediately upon employee's return from such leave. If applied in advance or exceeding 5 days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant Notice of Absence, however, is sent to your immediate supervisor.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies )		Municipal Human Resource & Management Office		
If more that 5 days submit Medical Certificate 1 original copy		Attending Physician		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Fill out and submit Application for Leave Form together with the medical certificate	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor	None	30 minutes	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	35 minutes	



### 193. LEAVE APPLICATION- MATERNITY LEAVE

Refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. 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.

Every woman, married or unmarried, may be granted maternity leave more than once a year. When an employee wants to report back to duty before the expiration of her maternity leave, she may be allowed provided she presents a medical certificate that she is physically fit to assume the duties of her position. The commuted money value of the unexpired portion of the leave need not be refunded and that when the employee returns to work before the expiration of her maternity leave, she may receive both the benefits granted under the maternity leave law and the actual salary for actual service rendered effective the day she return to work.

RA No. 11210 AN ACT INCREASING THE MATERNITY LEAVE PERIOD TO 105 DAYS FOR FEMALE WORKERS WITH AN OPTION TO EXTEND FOR AN ADDITIONAL 30 DAYS WITHOUT PAY AND GRANTING AN ADDITIONAL 15 DAYS FOR SOLO MOTHERS, AND FOR OTHER PURPOSES.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies )		Municipal Human Resource & Management Office		
Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery		Attending Physician		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Give prior notice to the Agency Head of your pregnancy and your availment of maternity leave	1. Record all data provided by the client	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>



at least 30 days in advance whenever possible specifying the effective date of the leave				Municipal Human Resource and Management Office
2. Fill out Leave Application Form attached with Medical Certificate and submit	2. Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor		30 minutes	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
3. Secure a copy of the acted Leave Application	3. Copy furnish employee of the Acted Leave application	None	5 minutes	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	1 hour & 5 minutes	



## 194. LEAVE APPLICATION- PATERNITY LEAVE

Refers to the privilege granted to a married male employee allowing him not to report for work for 7 days 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 newborn child. Shall be non cumulative and strictly non convertible to cash.

**RA 8187 – Granting PATERNITY LEAVE with full pay to all married male employees of 7 working days for the first 4 deliveries of his legitimate spouse with whom he is cohabiting.**

Married male employee with more than one legal spouse shall be entitled to avail of paternity leave for an absolute maximum of four deliveries regardless of whichever spouse give birth. ( Provided under CSC MC No. 41, s 1998). Non-cumulative/non commutative/ non convertible to cash. Shall be availed of not later than 60 days after the date of the child’s delivery. May be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before during and after the childbirth or miscarriage of his legitimate spouse.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies )		Municipal Human Resource & Management Office		
Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract.		Employee applying the leave		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form	1.Receive Application for Leave Form , compute and indicate leave balances , record,	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>



	sign and forward to the office of the Municipal Mayor			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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	35 minutes	



## 195. LEAVE APPLICATION- SPECIAL LEAVE

Refer to leave of absence which officials and employees may avail of for a maximum of 3 days annually over and above vacation, sick, maternity and paternity leaves to mark personal milestones and/or attend filial and domestic responsibilities.

It shall be filed/ approved at least 1 week prior to availment, except on emergency cases. Special leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

- a. Personal milestones such as birthdays /wedding/ wedding anniversary celebrations, graduation and other similar milestones, including death anniversaries.
- b. Parental obligations such as attendance in school programs, PTA meetings, graduations, first communion, medical needs, among others, where a child of the government employee is involved.
- c. Filial obligations to cover the employee's moral obligation toward his parents and siblings for their medical and social needs.
- d. Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of yaya or maid, and the like
- e. Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying taxes, court appearance, arranging a housing loan, etc.
- f. Calamity, accident, hospitalization leave pertains to *force majeure* events that affect the life, limb and property of the employee or his immediate family.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies )		Municipal Human Resource & Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human





	the office of the Municipal Mayor			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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	35 minutes	



## 196. LEAVE APPLICATION- REHABILITATION LEAVE UP TO 6 MONTHS ( CSC-DBM JC 01, 2005)

FOR WOUNDS/INJURIES SUSTAINED WHILE IN THE PERFORMANCE OF OFFICIAL DUTIES. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of medical authority. Hence, availing may be for less than 6 months or may be half-time basis or an intermittent schedule as determined by medical authorities provided that the cumulative total period of availing of the privilege will not exceed 6 months.

REHABILITATION LEAVE JOB RELATED INJURIES- Applications of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty.

Application shall be made within 1 week from the time of the accident except when a longer period is warranted

<b>Office or Division:</b>	Municipal Human Resource and Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Letter request supported by relevant reports such as police report if any	Employee applying for Leave of Absence	
Medical certificate on the nature of the injuries, the course of treatment involved and the need to undergo rest, recuperation and rehabilitation, as the case may be	Attending Physician	
Written concurrence of a government physician should be obtained relative to the commendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation	Government Physician	
Application for Leave Form No.6 (3 original copies )	Municipal Human Resource & Management Office	



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and submit Application for Leave Form and Medical Certificate	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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	35 minutes	



## 197. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies )		Municipal Human Resource & Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	35 minutes	



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

All Officials and employees with 10 days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of 5 working days annually under the following conditions:

- (a) The head of the agency shall upon prior consultation with the employees, prepare a staggered schedule of the mandatory 5-day vacation leave of officials and employees, provided that he may in the exigency of the service, cancel any previously scheduled leave.
- (b) The mandatory annual 5-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of the agency, it shall no longer be deducted from the accumulated vacation leave.
- (c) Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required 5-day mandatory vacation leave.

Those with accumulated vacation leave of less than 10 days shall have the option to go on forced leave or not. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days under section 22 hereof shall still be required to go on forced leave.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 3 original copies		Municipal Human Resource & Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Accomplish and submit Application for Leave Form	1. Receive Application for Leave Form, compute and indicate leave	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>



	balances , record, sign and forward to the office of the Municipal Mayor			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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	35 minutes	



## 199. LEAVE APPLICATION- STUDY LEAVE

Time off from work not exceeding 6 months with pay for qualified officials and employees to help them prepare for their bar or board examinations or complete their Master's degree. For completion of master's degree, study leave shall not exceed 4 months.

Covered by contract between the agency head and the employee concerned. No extension shall be allowed if the employee availed the maximum period. If needs more time to complete their studies, they may file leave of absence chargeable against vacation

Shall inform their respective agency head in writing through the personnel office of their failure to take the bar/board examination or to complete their master's degree for which they were granted the study leave they shall also refund to the agency all the salaries and benefits received during the study leave.

<b>Office or Division:</b>	Municipal Human Resource and Management Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>Study Leave</b>	
The employee must have a bachelor's degree that requires the passing of the bar or board exam for the practice of profession.	N/A
The profession or field of study to be pursued must be relevant to the agency's mandate or to the duties and responsibilities of the concerned employee , as determined by the agency head.	N/A
The employee must have rendered at least 2 years of service w/ at least very satisfactory performance for the last 2 rating periods immediately preceding the application	N/A
The employee must have no pending administrative and/or criminal case	N/A



The employee must not have any current foreign or local scholarship grant		N/A		
The employee must have fulfilled the service obligation of any previous training/scholarship/study grant		N/A		
The employee must have a permanent appointment. Including coterminous provided they meet the requirements on item 11.1 to 11.6		N/A		
Application for Leave Form No.6 (3 copies )		Municipal Human Resource & Management Office		
Memorandum of Agreement		Employee availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Fill out and submit Application for Leave Form and Memorandum of Agreement	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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	1 hour & 25 minutes	





## 200. LEAVE APPLICATION- SPECIAL LEAVE FOR WOMEN UNDER RA 9710

The application may be filed in advance, at least 5 days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the it shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.

The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery, the histopathological report, the operative technique used for the surgery; the duration of the surgery including the perioperative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 copies )		Municipal Human Resource & Management Office		
Medical Certificate accompanied by clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery,		Hospital- Attending Physician		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form and attach with requirements	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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	1 hour & 25 minutes	



## 201. LEAVE APPLICATION- PARENTAL 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, to wit :

1. A woman who gives birth as a result of rape & other crimes against chastity, even without final conviction of the offender
2. Parent left solo or alone w/ the responsibility of parenthood due to any of the following circumstances
3. Death of spouse
4. Detention of the spouse or serving sentence for a parenthood for a criminal conviction for at least 1 year
5. Physical/mental incapacity of spouse as certified by a public medical practitioner
6. Legal separation or de facto separation from spouse for at least 1 year provided he/she has custody of the children
7. Declaration of nullity or annulment of marriage as decreed by a court or by a church, provided he/she ha custody of the children
8. Abandonment of spouse for at least 1 year
9. Unmarried person who has preferred to keep and rear the children
10. Any other person who solely provides parental care and support to a child provided said person is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court
11. Any family member who assumes the responsibility of head of family as result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent; provided, that such abandonment disappearance or absence lasts for at least 1 year
13. Refers to leave benefits granted to a solo parent (men or women) to enable said parent to perform parental duties and responsibilities where physical presence is required . It can only availed after the issuance of Solo Parent ID
  - ▶ Attend personal milestones of child, bday, 1<sup>st</sup> communion, graduation & other similar events
  - ▶ Enrollment, attendance to school programs, PTA meetings and the like
  - ▶ Medical, social spiritual and recreational needs of the child
  - ▶ Other similar circumstances necessary in the performance of parental duties & responsibilities



- Children/dependents leaving with and dependent upon the solo parent for support who are unmarried, unemployed, and 18 yrs old below or those over 18 but who are unable to fully take care or protect themselves

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (2 copies )		Municipal Human Resource & Management Office		
Solo Parent ID		MSWDO		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Fill out and submit Application for Leave Form and attach with requirements	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor	None	30 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	35 minutes	



## 202. LEAVE APPLICATION- TERMINAL LEAVE

Refers to money value of the total accumulated leave credits of an employee based on the highest salary rate received prior to or upon retirement date/voluntary separation. Applied for by an employee or official who intends to cut off his connection with his employer. Application for terminal leave requires

Request for payment of terminal leave benefits must be brought within 10 years

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Application for Leave Form No.6 ( 3 original copies )		Municipal Human Resource & Management Office		
Statement of Earned Leave Credits ( 3 original copies)		Municipal Human Resource & Management Office		
Duly approved Certificate of Clearance ( 3 original copies)		Employee Applying for Leave		
Ombudsman Clearance ( 1 original copy)		Office of the Ombudsman- Cagayan de Oro City		
Affidavit of No pending Case ( 1 original copy)		Lawyer		
Affidavit Authorizing Deduction of Financial Obligations ( 1 original copy)		Lawyer		
Statement of Assets, Liabilities and Networth (3 original copies)		Employee Applying the Leave		
Appointment		Employee Applying the Leave		
Service Record ( 3 original copies)		Municipal Human Resource & Management Office		
GSIS Clearance (1 original copy)		GSIS Malaybaly		
Notice of Salary Adjustment (NOSA)		Employee Applying for Leave		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Leave Application Form	1.Receive Application for Leave Form , compute and indicate leave balances , record, sign and forward to	None	1 hour and 20 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and



	the office of the Municipal Mayor			Management Office
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application	None	5 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	1 hour and 25 minutes	



### 203. VAWC LEAVE- 10 DAYS

#### RA 9262- ANTI VIOLENCE AGAINST WOMEN AND THEIR CHILDREN LAW

Extended to female employees who have been the victim of violence under RA 9262  
Any woman employee in the government service who is a victim of violence as defined under section 3 of the Act.

Any women employee whose child is a victim of violence as defined therein and whose age is below 18 or above 18 but unable to take care of him/herself

It shall be filed in advance or immediately upon the women employee's return from such leave. May avail in continuous or intermittent manner to cover the day that she has to attend medical and legal concerns.

<b>Office or Division:</b>	Municipal Human Resource and Management Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Application for Leave Form No.6 (3 original copies )	Municipal Human Resource & Management Office	
Barangay Protection Order obtained from the barangay ( 1 original copy)	Punong Barangay- Barangay Hall	
Temporary/permanent Protection Order obtained from the court (1 original Copy)	Court	
If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Persecutor or Clerk of Court that the application for the BPO TPO or PPO has been filed with the said office shall be sufficient to support the application for the 10 day leave or In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be	Punong Brangay/ Kagawad or Prosecutor or clerk of Court	



considered, at the direction of the immediate supervisor of the women employee concerned (1 original copy)				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out and submit Application for Leave Form	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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	1 hour and 25 minutes	





## 204. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Registration Form 2 copies		Municipal Human Resource Management Office and/or respective Agencies		
Birth Certificate 2 copies		Philippine Statistics Authority		
Marriage Contract 1 copy		Philippines Statistics Authority		
Birth Certificate of Dependents 1 PSA copy		Philippine Statistics Authority		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Comply all the requirements and submit to the Municipal Human Resource and Management Office	1. Receive the documents, verify data, prepare and process transmittal and forward documents to the concerned agencies. 1.1. Notify client when application is approved	None	1 day	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
<b>TOTAL</b>		None	1 day	



## 205. MONETIZATION OF LEAVE CREDITS

Payment in advance of the money value of your vacation leave credits without actually going on leave. Officials and employees in career and non career service whether permanent, temporary, casual or coterminous, who have accumulated 15 days of vacation leave credits shall be allowed to monetize a minimum of 10 days; Provided, that at least 5 days is retained after monetization and provided further that a maximum of 30 days may be monetized in a given year.

Application for monetization of 50% or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons such as:

- a. Health, Medical and hospitalization needs of the employee and the immediate family
- b. Financial Aid and assistance ( calamities, typhoons, fire, earthquake and accidents)
- c. Educational needs
- d. Payment of mortgages and loans
- e. Extreme financial needs
- f. Other analogous cases

Upon favorable recommendation of the agency head and subject to availability of funds

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application for Leave Form No.6 (3 original copies)		Municipal Human Resource & Management Office		
Letter of Intent for the availment of 50% of the Leave Credits 1 copy		Requesting employee		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Accomplish and submit Application for Leave Form and Letter of Intent when availing 50 % of the total Leave Credits	1. Receipt of the Leave Application Form and supporting document, verify data, compute and provide leave balances	None	20 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	25 minutes	



## 206. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Employees & Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Approach the Office Clerk and state the purpose	1.Check and verify records  1.1 Issue Order of Payment and direct the employee to pay at the Municipal Treasury  1.2 Start processing the request	None	10 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
2.Pay the required Fees at the Municipal Treasury by showing the Order of Payment	2.Accept the payment based on the Order of Payment  2.1 Issue the Official receipt	Certification ₱55.00	5 minutes	<i>Admin Assistant II or Revenue Collection Clerks II or Revenue Collection Officer II</i>  Mun. Treasury Office
6. Return to the Mun. Human Resource Management Office for the	3. Print , Record and submit to the HRMO for signature  3.1 Issue of Record	None	5 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and



processing and release of clearance or certification				Management Office
TOTAL		₱55.00	20 minutes	



## 207. VERIFICATION OF TRAVEL ORDERS

Verification as to the necessity of Employee's Official Travels and providing recommendations when necessary.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Travel Order Form signed by the Head of Office 2 original copies		Requesting Employee		
Radio Communication or Invitation letter 1 copy		Radio Room		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Fill out Travel Order Form, attach requirements have it signed by the Head of Office and submit to the Human Resource Management Office	1. Receive Travel Order Form, verify the purpose of travel , provide control number  1.1 Return TO and direct Client to proceed to the Municipal Budget Office	None	15 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
	TOTAL	None	15 minutes	



# **MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE**

## **External Services**



## 208. 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.

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Open to everyone provided that they meet the qualifications required for the job opening			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Application Letter 1 copy		Individual availing the services		
Duly accomplished Personal Data Sheet with recent passport sized picture 3 copies		Municipal Human Resource Management Office		
Performance Rating in the present position for 1 year ( If applicable) 1 photocopy		Individual availing the service		
Certificate of Eligibility rating/license 1 photocopy		Professional regulation Commission and/or Civil Service Commission		
Transcript of Records 1 photocopy		School		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the Bulletin of vacant positions for any available positions	1. Publish and post vacancies in 3 conspicuous places in the LGU for 15 days	None	1 day	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
2. Submit application letter specifying the position desired together with the requirements	2. Receipt Letter of Application and evaluate the credentials and conducts preliminary	None	1 day	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office





	interview to the applicant  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	
3. Receive notice of screening and attend	3. Conduct screening and deliberation of applicants	None	2 days	<i>Human Resource Merit Promotion and Selection Board (HRMPSB)</i>
7. 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	<i>Admin. Aide VI (Clerk III)</i> <i>MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
TOTAL		None	9 days	



## 209. 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

<b>Office or Division:</b>	Municipal Human Resource and Management Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Former Municipal Employees & Officials			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Written request stating its purpose (1 copy)		Former Municipal Employees & Officials availing the services		
Authorization Letter if representative (1 copy)		Former Municipal Employees & Officials availing the services		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit the written request	2. Receipt written request, check and verify records, if records are available issue Order of Payment and start processing the document. If no records found, process ends here.	none	1 hour 20 minutes	<i>Admin. Aide VI (Clerk III) MGDH I (HRMO)</i>  Municipal Human Resource and Management Office
3. Pay the required Fees at the Municipal Treasury Office	3. Accept the payment based on the Order of Payment and issue the Official receipt	Certification Fee ₱55.00	5 minutes	<i>Administrative Assistant II</i> <b>or</b> <i>Revenue Collection Clerks II</i> <b>or</b>



				Revenue Collection Officer II Mun. Treasury Office
4. Return to the Mun. Human Resource Management Office for the release of clearance or certification	4. Issue the Certification or Clearance to the client	None	5 minutes	Admin. Aide VI (Clerk III) MGDH I (HRMO)  Municipal Human Resource and Management Office
	TOTAL	₱55.00	1 hour 35 minutes	



# **MUNICIPAL NUTRITION ACTION OFFICE (MNAO)**

## **External Services**



## 210. ESTABLISHMENT OF 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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Municipal Nutrition Unit			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	Pregnant and Lactating Women,			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Coordinate with the Mun. Nutrition Action Officer or Midwife or Barangay Nutrition Scholar in your barangay and ask about the program	1.Identification of target group for the program	None	4 hours	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay, Nutrition Scholars</i>
	1.1. List the target group for the program	None	4 hours	
	1.2 Schedule the Pabasa Sa Nutrisyon with a group of at least 15 women	None	1 day	
	1.3 Gather the women in groups of at least 15 in the scheduled dates	None	4 hours	
	1.4 Start the Pabasa Sa Nutrisyon	None	3 hours	Municipal Nutrition Committee And Municipal Health Office



	session (10 days duration)			
2. Attend Graduation Ceremony	2. Graduation Ceremony after completing the Pabasa Sa Nutrisyon Program	None	2 hours	<p><i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay , Nutrition Scholars</i></p> <p>Municipal Nutrition Committee And Municipal Health Office</p>
	Total	None	3 days & 1 hour	



## 211. 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.

<b>Office or Division:</b>	Office of the Municipal Mayor- Municipal Nutrition Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Nutritionally at-risk pregnant women			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Barangay Nutrition Scholar in your barangay and ask about the program	1. Identification of target beneficiaries for the program	None	1 day	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay Nutrition Scholars</i>
	1.1 List the target beneficiaries for the program	None	1 day	
	1.2 Orientation of the nutritionally at risk pregnant women at the assigned venue	None	1 hour	Municipal Nutrition Committee And Municipal Health Office



	1.3 Weighing of nutritionally at risk pregnant women at the start of the program and a monthly weighing thereafter	None	15 minutes	
	1.5 Actual milk supplement distribution	None	15 minutes	
2. Report to the Mun. Nutrition Action Officer or Midwife or Barangay Nutrition Scholar as scheduled for the distribution of milk until completion of the feeding program	2 Instruct pregnant women to come back during the scheduled distribution of milk until the completion of the feeding program (90 days)	None	5 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay Nutrition Scholars</i>  Municipal Nutrition Committee And Municipal Health Office
	Total	None	2 day, 1 hour & 35 minutes	





## 212. 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

<b>Office or Division:</b>	Office of the Municipal Mayor- Municipal Nutrition Unit			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Preschoolers who need the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Barangay Nutrition Scholar in your barangay and ask about the program	1. Post the schedule (time, date and venue of the OPT Plus)	None	15 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay Nutrition Scholars</i>
	1.2. Prepare supplies and materials to be used	None	10 minutes	
	1.3 Prepare the master list of PS in the barangay, listed by purok/sitio	None	2 days	
	1.4 Prepare a copy of the spot map for updating	None	1 day	
2.Participation in the Operation Timbang Plus	2.Measure the preschooler's weight and assist the RHM in taking the length/height of the child and have	None	5 minutes	<i>Rural Health Midwives And Barangay Health Workers Barangay Nutrition Scholars</i>



	someone record the measurement	None	3 minutes	Municipal Nutrition Committee And Municipal Health Office
	2.1 Record the child's name, age, date of birth and measurements	None	3 minutes	
	2.2 Refer the mother/caregiver to the Municipal Health Office or Barangay Health Station (BHS) if the child is obviously underweight, stunted, wasted or overweight	None	5 days	
	2.3 Encode and Compute the weighed PS for their nutritional status (automated)	None	1 hour	
	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	2 hours	
	2.6 Prepare /update the master list of			



	<p>underweight, wasted, stunted and overweight children</p> <p>2.7 Preparation/ update the spot map</p> <p>2.8 Present the Barangay Nutrition Situation to Barangay Nutrition Committee</p> <p>2.9 Identify the priority families with malnourished children</p> <p>2.10 Furnish the Municipal Nutrition Committee copy of the OPT Plus results and planned actions</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>1 day</p> <p>1 day</p> <p>3 hours</p> <p>1 day</p>	
	Total	None	11 days 7 hours 36 minutes	



## 213. 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

<b>Office or Division:</b>	Office of the Municipal Mayor- Municipal Nutrition Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Underweight and severely underweight preschooler 6-23 months			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Wait to be notified by the Barangay Nutrition Committee	1. Identification of target beneficiaries for the program	None	1 day	<i>Rural Health Midwives And Barangay Nutrition Scholars</i>
	1.1 List the target beneficiaries for the program	None	1 day	Municipal Nutrition Committee And Municipal Health Office
	1.2 Orientation of the parents and caregivers of the target beneficiaries at the assigned venue	None	1 day	



	1.3 Weighing of the children at the start of the feeding and a monthly weighing thereafter	None	15 minutes	
	1.4 Conduct of Actual feeding sessions	None	30 minutes	
2. Report daily for the entire duration of feeding program	2. Instruct parents to come back daily for the entire duration of feeding program (90 days)	None	10 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Barangay Nutrition Scholars</i>  Municipal Nutrition Committee And Municipal Health Office
	Total	None	3 days 55 minutes	



# **MUNICIPAL PLANNING & DEVELOPMENT OFFICE**

## **External Services**



## 214. 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.

<b>Office or Division</b>		Municipal Planning and Development Office		
<b>Classification</b>		Simple		
<b>Type of Transaction</b>		Government to Citizen, Government to Business & Government to Government		
<b>Who may avail</b>		All individuals, business establishments and government offices needing technical information and assistance		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
A Letter- Request stating the purpose of the statistical data or it can be availed through Personal Request (1original copy)		Requesting party		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Officer submit the Letter- Request and sign the logbook with essential information.	2. Interview and inquire what particular data is needed	None	5 Minutes	<i>Mun. Planning &amp; Development Coordinator</i> Or <i>Planning Officer II</i> Or <i>Administrative Assistant II</i> Or <i>Zoning Inspector</i>
	2.1 Verify if the information required is available otherwise, directs client to other probable information providers	None	10 minutes	
	2.2 Issue Order of Payment & direct client to pay required fees at the MTO	None	5 minutes	Mun. Planning & Development Office



<p>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</p>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>₱30.00/page for Statistical Data</p> <p>₱100.00 for Certification</p>	<p>5 minutes</p>	<p><i>Admin Assist II</i> Or <i>Revenue Coll Clerk II</i> Or <i>Revenue Coll Officer II</i> Mun. Treasury Office</p>
<p>4. Show the Official Receipt to the Officer In charge</p> <p>4.1 Receive the Data needed</p>	<p>4. Check Official Receipt</p> <p>4.1 Provide client with the data needed.</p>	<p>None</p>	<p>30 minutes</p>	<p><i>Administrative Assistant II</i></p> <p>or</p> <p><i>Job Order Employees</i> Mun. Planning &amp; Development Office</p>
	<p>Total</p>	<p>₱30.00 per page for Statistical Data</p> <p>₱100.00 for Certification</p>	<p>1 hour</p>	





## 215. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION

Services rendered to clients who wants to secure Zone Classification of their individual lots.

<b>Office or Division</b>		Municipal Planning and Development Office		
<b>Classification</b>		Simple, Complex		
<b>Type of Transaction</b>		Government to Citizen, Government to Business & Government to Government		
<b>Who may avail</b>		Land Owners		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request addressed to the Municipal Planning and Development Coordinator (1 original copy)		Personal letter from the requesting party		
Blue Print copy Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer (2 Original)		From a Geodetic Engineer		
Transfer Certificate of Title (TCT) or Deed of Sale (2 photocopies)		Register of Deeds and or Requesting Applicant Municipal Assessment office		
of Real Property Tax Declaration (2 photocopies)				
Certificate of Real Property Tax Payment ( 2 original & 1 photocopy)		Municipal Treasury Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal 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 Or Zoning Inspector Mun. Planning & Development Office
	2.2 Schedule site inspection if necessary	None	5 minutes	
	2.3 Conduct ocular inspection if necessary	None	2 hours	
	2.4 Issue Order of Payment and direct client to pay required fees at the MTO	None	3 minutes	
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	Residential: ₱ 100.00 Commercial/ Agricultural/ Industrial/ Institutional: ₱600.00/ Hectare	5 minutes	Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury
			10 minutes	
4. Return to the Office of the Municipal Planning and development Office for processing and release of the Certification	4. Check the Official Receipt	None	5 minutes	Mun. Planning & Development Coordinator Or Planning Officer II Or Administrative Assistant II Or Zoning Inspector
	4.1 Process & prepare the Certificate of Site Zoning Classification	None	5 minutes	



				Mun. Planning & Development Office
5. Receive the Certificate of Site Zoning Classification and sign the logbook	5. Log and release the Certificate of Site Zoning Classification	None	5 minutes	<i>Administrative Assistant II</i> Or <i>Job Order Employees</i>  Mun. Planning & Development Office
	Total	Residential: ₱100.00 Commercial/ Agricultural/ Industrial/  Institutional: ₱600.00 per Hectare	1 hour & 13 minutes	



## 216. 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.

<b>Office or Division</b>	Municipal Planning and Development Office
<b>Classification</b>	Complex
<b>Type of Transaction</b>	Government to Citizen
<b>Who may avail</b>	All Enterprises and Private Persons constructing a new building or applying for expansion/ renovation
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Application Form for Zoning Clearance, duly notarized (3 original copies)	Municipal Planning & Development Office- Zoning Administrator
Building Plan duly signed by a Civil Engineer ( 2 original sets)	Contractor and or Requesting Applicant
Perspective duly signed by a Civil Engineer (2 original sets)	
Lot Plan duly signed by a Geodetic Engineer (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 ( 1 original 1 photocopy)	Register of Deeds and or Requesting Applicant Municipal Assessment Office
Real Property Tax Declaration (1 original 1 photocopy)	
Real Property Tax Payment 1 original 1 photocopy)	Municipal Treasury Office
Barangay Clearance (1 original 1 photocopy)	Barangay Hall- Barangay Secretary
Environmental Clearance Certificate (ECC/CNC) , when applicable (1 original 1 photocopy)	DENR, and or Required NGA
If lot is not owned: Contract of Lease- Authorization to occupy Lot or Deed of Sale (1 original 1 photocopy)	From the lot owner



<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Officer and present the required documents	2. Verify documents as to the location of the building in conformity with the land use plan using MPDO & Assessor's Map.	None	30 Minutes	<i>Mun. Planning &amp; Development Coordinator</i> Or <i>Planning Officer II Or Administrative Assistant II</i> Or <i>Zoning Inspector</i>
	2.1, Schedule & conduct ocular site inspection	None	5 days	
	2.2, Issue Order of Payment and direct client to pay required fees at the MTO	None		Mun. Planning & Development 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	See table below	5 minutes	<i>Admin Assistant II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i> Mun. Treasury
4. Return to the Office of the Municipal Planning and development Office for	4. Check the Official Receipt	None	15 minutes	<i>Mun. Planning &amp; Development Coordinator</i> Or <i>Planning Officer II Or</i>
	4.1 Process & prepare the			



processing and release of the Clearance	Certificate of Site Zoning Classification  4.2 Review & approve Certificate of Site Zoning Classification	None	5 minutes	<i>Administrative Assistant II</i> Or <i>Zoning Inspector</i>  Mun. Planning & Development Office
5. Receive the Certificate of Site Zoning Classification and sign the logbook	5.Log and release the Certificate of Site Zoning Classification	None	5 minutes	<i>Administrative Assistant II</i> Or <i>Job Order Employees MPDO</i>
	Total	See table below	5 days & 1 hour & 5 minutes	

<b>Schedule of Payment</b>	
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)





<p><b>Certificate on Non-Coverage (CNC)</b>, whenever is applicable, duly issued by the EMB-DENR.          Certified true copy of <b>Hazard Assessment Report</b>, duly issued by the MGB-DENR          Certified true copy of DAR Conversion Order/Certificate/ Clearance          Application for permit to Drill from National Water Resources Board (NWRB)          Road-Right-of-Way Agreement          DPWH Certification/Clearance          NPC/NGCP/NTC          Certification/Clearance          Drainage Plan/Lay-out          Water Pipeline Lay-out          Power Line Lay-out          Partnership/Corporation Type</p>				
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2. Approach the Officer and present the required documents	2. Verify documents as to the location of the business in conformity with the land use plan using MPDO & Assessor's Map	None	45 Minutes	<i>Mun. Planning &amp; Development Coordinator</i> Or <i>Planning Officer II Or Administrative Assistant II</i> Or <i>Zoning Inspector</i>
	2.1, Prepare and endorse to Sangguniang Bayan - Committee on Town and Planning	None	19 days (including 2-SB Sessions Hearing)	Mun. Planning & Development Office
	2.2, Schedule & conduct ocular site inspection	None	1 day	





	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 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	See table below	5 minutes	<i>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury</i>
4. Show the Official Receipt to the Officer In charge  4.1 Receive the Data needed	4. Check Official Receipt  4.1 Review data in the PSDP	None	10 minutes	<i>Mun. Planning &amp; Development Coordinator Or Planning Officer II Or Administrative Assistant II Or Zoning Inspector  Mun. Planning &amp; Development Office</i>
5. Receive the Data needed	5. Log and release the PSDP	None	10 minutes	<i>Job Order Employees</i>



				Mun. Planning & Development Office
	Total	See table below	20 days, 1 hour & 55 minutes	

Schedule of Payment	
<ul style="list-style-type: none"> <li>● PD 957 – Subdivision Projects:               <ul style="list-style-type: none"> <li>-Processing Fee: ₱2,400.00 per hectare</li> <li>-PSDP: ₱300.00 per hectare</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-DP: ₱2,400.00 per hectare</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-Cert. of Completion: ₱2,400.00 per hectare</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● BP 220 Subdivision Projects:               <ul style="list-style-type: none"> <li>-Processing Fee: ₱2,400.00 per hectare</li> <li>-PSDP: ₱180.00 per hectare</li> <li>-Inspection Fee: ₱600.00 per hectare</li> <li>-DP: 1,200.00 per hectare</li> <li>-Inspection Fee: ₱600.00 per hectare</li> <li>-Cert. of Completion: ₱600.00 per hectare</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Industrial/ Commercial Subdivision Projects:               <ul style="list-style-type: none"> <li>-Processing Fee: ₱2,400.00 per hectare</li> <li>-PSDP: ₱360.00 per hectare</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-DP: ₱6,000.00 per hectare</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-Cert. of Completion: ₱600.00 per hectare</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Memorial Park/Cemetery Projects:               <ul style="list-style-type: none"> <li>-Processing Fee: ₱2,400.00 per hectare</li> <li>-PSDP: ₱600.00 per hectare</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-DP: ₱2.40 per square meter</li> <li>-Inspection Fee: ₱1,200.00 per hectare</li> <li>-Certificate of Completion: ₱1,200.00 per hectare</li> </ul> </li> </ul>	



# **MUNICIPAL PLANNING & DEVELOPMENT OFFICE and MUNICIPAL ENGINEERING OFFICE**

## **External Services**



## 218. 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).

<b>Office or Division:</b>	Municipal Planning and Development Office/Zoning Administrator (MPDO/ZA) Municipal Engineering Office/Official of the Building Official (MEO/OBO)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Government to Citizen/ Telecommunication Service Providers
<b>Who may avail:</b>	All Enterprises and Private Persons constructing/Establishing a Telecommunication Services (Cell Towers and Fiber-Com Lines).
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Application Forms: - Zoning Clearance (5-copies): Notarized - Building Permit Form (5-copies): Notarized - Electrical Form (5-copies) - Electronics Form (5-copies)	Mun. Planning & Development Office/Zoning Admin.  Municipal Engineering Office/Official of the Building Official
2. Lot and Building Plans (5-Sets): - Site Development plan & Location Map (Signed by Geodetic Engineer) - Structural and architectural Plan (Signed by Civil/Structural Engineer and or Architect) - Electrical Plans (Signed by Professional Electrical Engineer) - Electronics Plan (Signed by Electronics &/or Communication Engineer)	Contractor/Requesting Applicant



<ul style="list-style-type: none"> <li>- Specifications and Bill of Materials (Signed by Civil/Structural Engineer and or Architect)</li> </ul>				
<p>3. Basic Documentary Requirements (5-copies):</p> <ul style="list-style-type: none"> <li>- Proof of Ownership:               <ul style="list-style-type: none"> <li>- Lot Title and or Tax Declaration</li> </ul> </li> <li>- Deed of Absolute Sale or Deed of Donation and or Contract of lease/Agreement</li> <li>- Proof of Real Property Tax Payment (Latest Tax Receipt)</li> <li>- Waiver on Road-Right of Way (RROW) Certificate (e.g. along National Road)</li> <li>- Barangay Construction Clearance</li> </ul>		<p>Register of Deeds (ROD) and or Mun. Assessor Applicant</p> <p>Municipal Treasurer's Office</p> <p>Department of Public Works &amp; Highways (DPWH)</p> <p>Barangay Government Concern</p>		
<p>4. Compliance to National Agency Requirements and or Compliance to the following Documents (5-Copies), if applicable:</p> <ul style="list-style-type: none"> <li>- Affidavit of Non-Objection (Community's Direct Impact)</li> <li>- Environmental Compliance Certificate and or Certificate of Non-Coverage (ECC/CNC):</li> <li>- Certificate from the National Telecommunication Company (NTC)</li> <li>- Certificate on Radio Health Compliance</li> <li>- Certificate from CAAP</li> <li>- And other National Agencies Pre-requisite documents/certifications</li> </ul>		<p>Barangay Government Concern</p> <p>Environmental Management Bureau (EMB-DENR)</p> <p>National Telecommunication Company (NTC)</p> <p>Department of Health (DOH)</p> <p>CAAP</p> <p>National Agencies</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Log Book in the Information Desk	1. Client signs the Logbook; Information Desk Officer advice to	None	5 minutes	<i>Information Desk In-Charge</i>



	Proceed to the Office of the MPDC/ZA			Office of the 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	<i>Municipal Planning &amp; Dev't. Coordinator and or Planning Assistant (Zoning Inspector)</i>
	2.1 Schedule and Conduct Joint Ocular Site Inspection with MDPO & MEO	None	3 working days	<i>MPDC, Planning Asst./Zoning Inspector, MEO &amp; Building Inspector</i>
	2.2 Prepare Zoning Decision (Signed by Zoning Inspector and MPDC/ZA) and its Order of Payment for Zoning Fees	None		
	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		<i>Mun. Engineer and or MEO-</i>



Engineering Office (MEO-OBO)	of Payment for Building Permit Fees  3.1 Endorsement to Bureau of Fire Protection (BFP) for the Issuance of Fire Safety Inspection Certificate	None		<i>Building Inspector</i>
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		<i>BFP-Libona</i>
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	<i>MTO: Revenue Collection Clerk II or Revenue Collection Officer II</i>
6. Return to the Office of the Mun. Engineer for Processing and	6. Check the Official Receipt	None	2 hours & 15 minutes	<i>Mun. Engineer/ Building Official and Building</i>



<p>Release of Building Permit</p>	<p>6.1. Process the plans and pertinent documents for final approval of the Building Official</p> <p>6.2. Segregations of File Copies for, MPDO, MEO, MASSO &amp; Owner's Copy</p> <p>6.3. Re-check, Log, and release the Building Permit together with the Owner's Copy of the Plan</p>			<p>Inspector-MEO Staff</p>
	<p>Total</p>	<p>Zoning Decision: ₱ 6,380.00 + (1/10 of 1% in excess of ₱.2,000,000.00</p> <p>Building Permit: Commercial, Agricultural &amp; Industrial Building ₱23.00 per square meter</p>	<p>3 days &amp; 3 hours</p>	





# **MUNICIPAL TREASURY OFFICE**

## **Internal Services**



**219. 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 .

<b>Office or Division:</b>	Office of the Municipal Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees & Local Officials who are separated, transferred retired from the service and on leave of absence for more than 30 days			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CS Form No. 7, s. 2018 (Clearance Form) duly signed by the Applicant, Immediate Supervisor, Head of Office, General Services Officer, Municipal Human Resource and Management Officer, LIMURFEA President & Municipal Accountant, ( 4 original copies )		Municipal Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Bring CS Form No. 7, s. 2018 (Clearance Form ) to the Municipal Treasury	1. Receive Clearance Form , check and verify records	None	1 hour	<i>Municipal Treasurer</i> Municipal Treasury Office
1.1 If no money accountability, receive the Clearance Form	1.1 If cleared from money accountability sign and release the Clearance and direct client to proceed to the Municipal Disbursing Officer	None	5 minutes	<i>Municipal Treasurer</i> Municipal Treasury Office
1.2 Settle Money accountabilities if any		None	5 minutes	<i>Municipal Treasurer</i>



	1.2 if record shows unsettled money accountabilities inform client to settle			Municipal Treasury Office
	Total	None	1 hour and 10 minutes	



## 220. CASH DISBURSEMENT

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.

<b>Office or Division:</b>	Municipal Treasury - Disbursing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Employee/Payee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Payrolls :Duly signed payrolls, Disbursement Vouchers, appointments, Daily Time Records ( 2 original copies 2 photo copies)		Concerned Employee		
Travelling: Duly signed Obligation Request, Disbursement Vouchers, Itinerary of Travel, Travel Order, Certificate of Appearance ( 2 original copies 2 photo copies)		Concerned Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Approach the Disbursing Officer and present the collection of labor payrolls, travelling expenses, honorariums and other cash payments	1. Re-check completeness of supporting documents before cash payments check the authenticity of signatures and claimant thru proper identification.	None	10 minutes/ client	<i>Disbursing Officer II</i>  Municipal Treasury Office
	Total	None	10 minutes/ client	



## 221. CERTIFICATON AS TO THE AVAILABILITY OF FUNDS

The Municipal Treasurer certifies all Disbursement Vouchers, Payrolls and other claims as to the availability of funds.

<b>Office or Division:</b>		Municipal Treasury Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government, Government to Citizen, Government to Business		
<b>Who may avail:</b>		Employee/Payee		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents to be certified (1 set)		Requesting Employee		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Claimants present Disbursement Vouchers, payrolls and other claims to the accountable personnel	1. Receive documents and verify data as to the availability of funds sign , record and release the document.	None	10 minutes	<i>Municipal Treasurer</i> Municipal Treasury Office
	Total	None	10 minutes	



## 222. DAILY COLLECTION REMITTANCES AND DEPOSITS

The Revenue Collectors are mandated to remit/deposit collections to the liquidating officer & Municipal Treasurer on a daily basis

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Revenue Collections Clerks, Liquidating Officer & Municipal Treasurer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Report of Collections and Deposits ( 9 original copies)		Accountable Personnel		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. The Revenue Collector Prepares and submit Report of Collections and Deposits (RCD) to the Liquidating Officer	1. The Liquidating Officer Receive and verify RCD and generate Liquidation Report using ETRACS	None	30 minutes	<i>Revenue Collectors, &amp; Liquidating Officer</i>  Municipal Treasury Office
	1.1 Manually verify all remitted receipts and the actual cash and check remitted	None	1 hour	
2. The Liquidating Officer Forward Report of Liquidation to the Municipal Treasurer	2. The Municipal Treasurer verify and receives the Liquidation Report	None	45 minutes	<i>Liquidating Officer &amp;</i>  <i>Municipal Treasurer</i>
	2.1 The Municipal Treasurer deposit all collections to designated Depository Banks	None	1 day	



	<p>2.2 Municipal Treasurer, Liquidation Officer, &amp; Revenue Collectors post all remitted, liquidated and deposited collections in their Official Cash Books</p> <p>2.3 Submits Report of Collections and Deposits to the Municipal Accountant</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>10 minutes</p>	<p><i>Municipal Treasurer</i> <i>Liquidating Officer</i> <i>Revenue Collectors</i></p> <p>Municipal Treasury Office</p> <p><i>Municipal Accountant</i> Municipal Accounting and Internal Audit Office</p>
	Total	None	1 day , 2 hours, 55 minutes	



**223. 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 & REMITTANCE OF BARANGAY COMMUNITY TAX COLLECTION OTHER DIRECT TO CASH BOOK COLLECTIONS**

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees & Loan Recipients, Barangay Treasurer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach the Revenue Collection Clerk and pay the corresponding amount.	1. Receive payment and issue Official Receipt as proof of payment	Depends on the amount that needs to be paid	30 minutes <i>depending on the number of collections remitted by the barangay treasurer</i>	<i>Revenue Collector</i>  Municipal Treasury Office
	Total	None	30 minutes	





# **MUNICIPAL TREASURY OFFICE**

## **External Services**



## 224. 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 1<sup>st</sup> to 20<sup>th</sup> 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.

<b>Office or Division:</b>		Municipal Treasury Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Business Operators		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Business Permit Application Form (1set)		Business Permit and Licensing Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Revenue Collection Personnel and submit the requirements	2. Receive and verify Documents and re-compute the tax due based on the Financial Statement and Order of Payment presented	None	10 minutes	<i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Officer-II</i>  Municipal Treasury Office



2. Pay the corresponding amount and receive fees for business taxes and license	2. Receive payment and issue Official Receipt	See table below	15 minutes/client	<i>Rev. Coll. Clerk II Or Local Revenue Collection Officer-II Municipal Treasury Office</i>
	Total	See table below	30 minutes	

### Schedule of Payment

<b>Tax on Newly-Started Business:</b>	
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 article 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
<b>Tax on Ambulant and itinerant vendors and amusement operators</b>	
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	
<b>4.1 Mayor's Permit</b>	
<b>A . Manufacturers/Importers/Producers</b>	
Cottage	₱ 500.00
Small	₱ 2 000.00
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	₱ 2 000.00
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
Medical Certification	₱ 50.00
Weight And Measures	₱ 100.00 -₱ 200.00
Occupational fee	₱ 150.00 per employee
Locational fee	₱ 100.00
Tax Clearance	₱ 110.00



## 225. COLLECTION OF REAL PROPERTY TAXES

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.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Real Property Tax Payers/Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Proof of last payment (official receipt) (1 original & 1 photocopy)		Owners Original Copy		
Notice of Assessment & Tax Bill (1 original copy)		Owners Copy		
Tax Declaration (1 original or photocopy)		Municipal Assessment Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the client Logbook in the Information Desk	1. Give the Logbook to the client  1.1. Direct Client to the Municipal Treasury office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Present either one of the requirements stated	2. Verification 1.1 Takes out Real Property Tax Account Register 1.2 Compute Tax due	None	5 minutes/ copy	<i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Officer-II</i>  Municipal Treasury Office
3. Pay the tax due	3. Issue official receipt & accept payment	Formula: Assessed Value x Discounts/	5 minutes/ copy	<i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Officer-II</i>



		Penalties = value x 2 (basic & SEF) = total tax due For updated payments: discounts to avail from Dec. 1-30 =20% From Jan. 1-Mar. 31 = 10% Interest of unpaid RPT 2% per month after March 31		Municipal Treasury Office
	Total	Formula: Assessed Value x Discounts/ Penalties = value x 2 (basic & SEF) = total tax due For updated payments: discounts to avail	35 minutes	



		from Dec. 1-30 =20% From Jan. 1-Mar. 31 = 10% Interest of unpaid RPT 2% per month after March 31		
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## 226. COLLECTION OF CERTIFICATION/CLEARANCES 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.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Any individual availing the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Previous Official Receipt (1 original copy )		Requesting Person		
Barangay Clearance (1 original copy)		Barangay Hall- Brgy Secretary		
Community Tax Certificate (1 original copy)		Barangay Hall – Brgy. Treasurer or Mun. Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Approach the Revenue Collection Personnel and submits the requirements	1. Verify the documents and compute the applicable fees	None	10 minutes	Rev. Coll. Clerk II Or Local Revenue Collection Officer-II  Municipal Treasury Office
2. Pay the corresponding fees	2. Receive payment and issue Official Receipt	See table below	10 minutes	Rev. Coll. Clerk II Or Local Revenue Collection Officer-II

Schedule of Payment		
Weight and Measures		
a. For sealing linear metric measures: <ul style="list-style-type: none"> <li>• Not over one (1) meter</li> <li>• Measure over one (1) meter</li> </ul>	<p style="text-align: right;">₱20.00</p> <p style="text-align: right;">₱30.00</p>	
b. For sealing metric measures of capacity: <ul style="list-style-type: none"> <li>• Not over ten (10) liters</li> <li>• Over ten (10) liters</li> </ul>	<p style="text-align: right;">₱50.00</p> <p style="text-align: right;">₱100.00</p>	
c. For sealing metric instruments of weights: <ul style="list-style-type: none"> <li>• With capacity of not more than 30 kg.</li> <li>• With capacity of more than 30 kg. But more than 300 kg.</li> </ul>	<p style="text-align: right;">₱100.00</p> <p style="text-align: right;">₱150.00</p> <p style="text-align: right;">₱175.00</p> <p style="text-align: right;">₱200.00</p>	



<ul style="list-style-type: none"> <li>• With capacity of more than 300 kg. But more than 3,000 kg.</li> <li>• With capacity of more than 3,000 kg.</li> </ul>	
d. For sealing pharmacy balances of precision	₱200.00
e. For sealing scale or balance with complete set of weights For each scale or balances or other Balances with complete set of weights for use therewith	₱175.00 ₱ 150.00
f. or each and every re-testing and re-sealing of weights and 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	₱50.00
g. For sealing of weights and measures for minerals	₱500.00
1. Building Permit Fees - For computation of the municipal building official	
2. Zoning / Location Permit Fees - In accordance with the applicable rules and regulations prescribed by the Housing and Land Use Regulatory Board (HLURB)	
3. Cattle/Animal Registration Fees	
a. For certificate of ownership	₱ 300.00
b. For certificate of transfer	₱ 200.00
c. For Registration of Private Brand	₱ 100.00
4. Civil Registration Fees	
a. Marriage Fees <ul style="list-style-type: none"> <li>• Application for marriage license</li> <li>• Marriage license fee</li> <li>• Marriage solemnization fee</li> <li>• Civil Registry Certificate (form 1A, 1B, 1C, 2A, 2B, 2C, 3A, 3B, 3C)</li> <li>• Sponsor fee</li> </ul>	₱ 500.00 ₱ 350.00 ₱ 500.00 ₱ 100.00 ₱ 100.00
b. For registration of the following: <ul style="list-style-type: none"> <li>• Legitimation/ RA 9255</li> <li>• Adoption</li> <li>• Annulment of marriage</li> <li>• Legal separation</li> <li>• Naturalization</li> <li>• Change of name (first name)</li> <li>• Other legal documentation for record purposes</li> </ul>	₱ 150.00 ₱ 150.00 ₱3,500.00 ₱3,500.00 ₱200.00 ₱3,000.00 ₱3,500.00 ₱500.00



<ul style="list-style-type: none"> <li>• Migrant petitioner additional service fee for correction of clerical or typographical error</li> </ul>	
<ul style="list-style-type: none"> <li>• Migrant petitioner additional service fee for change first name</li> </ul>	₱1,000.00
<ul style="list-style-type: none"> <li>• Late Birth Registration Fees</li> <li>• Correction of Gender/RA 10172</li> <li>• Correction of clerical error</li> <li>• Registration of Deaths</li> </ul> <p>Burial fees:</p> <ul style="list-style-type: none"> <li>• Burial Permit Fee</li> </ul>	₱ 150.00 ₱ 300.00 ₱ 1,000.00 ₱100.00  ₱100.00
<b>5. Police Clearance Fee</b>	
a. For employment, scholarship, study grant, and other purposes not hereunder specified	₱110.00
b. For change of name	₱200.00
c. For application for Filipino citizenship	₱300.00
d. For firearms permit application	₱200.00
e. For PLEB clearance from Sangguniang Bayan	₱100.00
f. Extract of Police Blotter	₱100.00
<b>6. Secretary's Fees</b>	
<b>a. MAYOR'S FEES &amp; CHARGES</b>	
<b>Certifications:</b>	
Certification of leave of credits (loan purposes)	₱55.00
Certification of services records (loan purposes)	₱55.00
Public Employment Service Office (PESO Cert.)	₱55.00
Certificate of Employment (Mayor's Office & HRMO)	₱55.00
Certificate of Transport of Large Cattle outside the Municipality	₱150.00
Certified True Copy	₱110.00
Another related Certifications	₱55.00
<b>Clearances:</b>	
<ul style="list-style-type: none"> <li>• Public employment services office (PESO Cert.)</li> <li>• Mayor's Clearance</li> </ul>	₱55.00 ₱55.00
<b>Permits:</b>	
<ul style="list-style-type: none"> <li>• Permit to Hold Fiesta and special activities</li> </ul>	₱500.00
<b>Recommendations</b>	
<ul style="list-style-type: none"> <li>• Recommendation for Employment</li> <li>• And others related recommendations</li> </ul>	₱110.00 ₱110.00
<b>ASSESSOR'S FEES &amp; CHARGES</b>	



<p>* Research fee/Verification Fee Retrieval of Assessment Records</p> <ul style="list-style-type: none"> <li>i. Current Year ₱55.00</li> <li>ii. Previous Year ₱110.00</li> </ul> <p>Inspection Fee (Area Field Verification for purposes of reclassification and appraisal of real property assessment and evaluation as to actual use</p> <ul style="list-style-type: none"> <li>i. Commercial lots ₱300.00</li> <li>ii. Industrial lots ₱300.00</li> <li>iii. Agricultural Lots ₱200.00</li> <li>iv. Residential Lots ₱100.00</li> <li>v. Residential House ₱50.00</li> <li>vi. Agri-related building ₱100.00</li> <li>vii. Commercial building ₱100.00</li> <li>viii. Cancellation of building ₱50.00</li> </ul>	
<ul style="list-style-type: none"> <li>• Certification Fee <ul style="list-style-type: none"> <li>i. Certified true copy of tax declaration ₱110.00</li> <li>ii. Certification of NO. Property ₱110.00</li> <li>iii. Certification of Total landholdings/ No. Landholding ₱110.00</li> <li>iv. Certificate of Non-Encumbrance or with Encumbrance ₱110.00</li> <li>v. Certificate of No Improvement/ With Improvement Certificate on Records Verification (History of Tax Declaration) ₱110.00</li> <li>vi. Certificates on records verification (History of Tax Declaration) ₱150.00</li> <li>vii. Authentication Fee/Other Fees ₱110.00</li> <li>viii. Certificate of latest &amp; existing ₱110.00</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>Annotation of Bail bonds, Mortgages, etc.</li> <li>i. ₱ 75,000.00 below ₱50.00</li> <li>ii. Above ₱75,000.00 to ₱ 150,000.00 ₱100.00</li> <li>iii. Above ₱150,000.00 to ₱ 300,000.00 ₱150.00</li> <li>iv. Above ₱300,000.00 to ₱500,000.00 ₱250.00</li> <li>v. Above ₱500,000.00 to ₱1,000,000.00 ₱350.00</li> <li>vi. Above 1,000,000.00 ₱550.00</li> </ul> <p>Extraction Copy of:</p> <ul style="list-style-type: none"> <li>i. Section Map ₱100.00</li> <li>ii. Barangay Map ₱250.00</li> <li>iii. Municipal Map ₱350.00</li> <li>vi. Tax/Vicinity Map ₱110.00</li> </ul>	



<ul style="list-style-type: none"> <li>• 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</li> <li>• Segregation or subdivision of Tax Declaration</li> <li>• Consolidation of Tax Declaration</li> </ul>	<p style="text-align: right;">₱110.00</p> <p style="text-align: right;">₱110.00</p>
<p>c. Treasurer's FEES &amp; CHARGES</p> <ul style="list-style-type: none"> <li>• MTO Certification <ul style="list-style-type: none"> <li>i. Certification of Full Payment</li> <li>ii. Certification of payment history</li> <li>iii. Other MTO Certification</li> </ul> </li> <li>• Certification on Records Verification <ul style="list-style-type: none"> <li>i. Photocopy of Original Receipts</li> </ul> </li> </ul> <p>d. Tax Clearance Certificate</p> <p>e. Certificate as to No Business Application Retirement/Closure</p>	<p style="text-align: right;">₱110.00</p> <p style="text-align: right;">₱110.00</p> <p style="text-align: right;">₱110.00</p> <p style="text-align: right;">₱100.00/receipt</p> <p style="text-align: right;">₱110.00</p> <p style="text-align: right;">₱110.00</p>
<p>d. DEPARTMENT OF AGRICULTURE</p> <ul style="list-style-type: none"> <li>• Certification of Rainfall Data</li> <li>• Certification for Loan Requirement</li> <li>• Tilapia Fingerlings</li> <li>• pH Soil Analysis</li> <li>• Certificate of A.I. &amp; Non-A.I. Large Animals</li> <li>• Castration of Adult Animals (small &amp; large)</li> <li>• Operation Hernia (small animal)</li> <li>• Artificial insemination (A.I.)</li> </ul> <p>1. Tractor</p> <ul style="list-style-type: none"> <li>i. Within Poblacion</li> <li>ii. Outside Poblacion</li> <li>iii. Disc Plowing</li> <li>iv. Moldboard Plow</li> </ul> <ul style="list-style-type: none"> <li>• Solar Drier</li> <li>• Solar Dryer with cellophane</li> </ul> <p>2. Mini Tractor</p> <ul style="list-style-type: none"> <li>i. Rotavator</li> <li>ii. Furrowing</li> </ul>	<p style="text-align: right;">₱500.00</p> <p style="text-align: right;">₱50.00</p> <p style="text-align: right;">₱50.00/bag</p> <p style="text-align: right;">₱75.00/Sample</p> <p style="text-align: right;">₱50.00</p> <p style="text-align: right;">₱50.00</p> <p style="text-align: right;">₱150.00</p> <p style="text-align: right;">₱200.00</p> <p style="text-align: right;">₱2,200.00/ha</p> <p style="text-align: right;">₱2,200.00/ha plus mobilization rate of ₱100.00/kilometer</p> <p style="text-align: right;">₱5,000.00/ha</p> <p style="text-align: right;">₱ 6,000.00/ha</p> <p style="text-align: right;">₱15.00/sack</p> <p style="text-align: right;">₱20.00/sack</p> <p style="text-align: right;">₱2,200.00/ha</p> <p style="text-align: right;">₱800.00/ha</p>



<p>3. Castration of Animals</p> <ul style="list-style-type: none"> <li>• One year above</li> <li>• One year below</li> <li>• Horse/cattle/carabao</li> <li>• Boar</li> <li>• Goat/sheep</li> </ul> <p>4. Cutting of Fruits Trees Certification (less than 9 hills)</p> <p>5. Certification on bonafide farmers</p>	<p style="text-align: right;">           ₱500.00            ₱150.00            ₱150.00            ₱20.00            ₱50.00         </p> <p style="text-align: right;">₱50.00/hill</p> <p style="text-align: right;">₱50.00</p>
<p>e. MUNICIPAL HEALTH OFFICE (MHO) FEES</p> <p>Medical Certificate</p> <p>Medico-Legal Certification</p> <p>Transfer of Cadaver</p> <p>Exhumation Certificate</p>	<p style="text-align: right;">           ₱50.00            ₱100.00            ₱150.00            ₱500.00         </p>
<p>f. MPDO</p> <p>Map (standard copy/blue print)</p> <p>Map (computer generated/bond size)</p> <p>Annual Investment Plan Certification</p> <p>Clearances and other certifications</p> <p>Other MPDO Data/Documents (Printed copies)</p> <p style="padding-left: 20px;">a. First 10 copies</p> <p style="padding-left: 20px;">b. Succeeding copies</p> <p>Zoning Inspection</p>	<p style="text-align: right;">           ₱150.00 per copy            ₱30.00 per copy            ₱100.00 per copy            ₱100.00 per copy            ₱100.00 per copy            ₱150.00            ₱10.00/copy            ₱150.00         </p>
<p>g. MUNICIPAL ENGINEERING OFFICE (MEO)</p> <ul style="list-style-type: none"> <li>• Application form for building permit</li> <li>• Application form for plumbing permit</li> <li>• Application form for electrical permit</li> <li>• Inspection fee</li> </ul> <p style="padding-left: 20px;">• Program of Work (POW) preparation fees</p> <ul style="list-style-type: none"> <li>• Certification fee</li> <li>• Cottages           <ul style="list-style-type: none"> <li>i. With bedding</li> <li>ii. Without bedding</li> </ul> </li> <li>• Venue (kasalan&amp;kan-anan w/ décor)</li> </ul>	<p style="text-align: right;">           ₱50.00 per 5 copies            ₱50.00 per 5 copies            ₱50.00 per 5 copies            ₱150.00 per inspection            ₱50.00 per project less than 100,000.00 cost            ₱100.00         </p> <p style="text-align: right;">           ₱100.00/head            ₱50.00/Head            ₱2,500.00         </p>



<p>h .MENRO</p> <ul style="list-style-type: none"> <li>• Certification for tree planting and certification in the utilization of planting trees</li> <li>• Additional charges</li> <li>• 1 sack or less</li>   <li>• Load of wastes carried by truck</li> </ul>	<p style="text-align: right;">₱100.00</p> <p style="text-align: right;">₱50.00/ hill of planted tree</p> <p style="text-align: right;">₱30.00 per sack ₱500.00 per cubic meter</p>
<p>i .SALE OF BID DOCUMENTS</p> <ul style="list-style-type: none"> <li>• 500,000.00 and below</li> <li>• Above 500,000.00-1,000,000.00</li> <li>• Above 1,000,000.00-5,000,000.00</li> <li>• Above 5,000,000.00-10,000,000.00</li> <li>• Above 10,000,000.00-50,000,000.00</li> <li>• Above 50,000,000.00-500,000,000.00</li> <li>• Above 500,000,000.00</li> <li>• Sale of Minutes of Meeting/Pre-bid/Bidding</li> </ul>	<p style="text-align: right;">₱500.00</p> <p style="text-align: right;">₱1,000.00</p> <p style="text-align: right;">₱5,000.00</p> <p style="text-align: right;">₱10,000.00</p> <p style="text-align: right;">₱25,000.00</p> <p style="text-align: right;">₱50,000.00</p> <p style="text-align: right;">₱75,000.00</p> <p style="text-align: right;">₱500.00 per Minutes</p>
<p>j .SIGMATAN WATER SYSTEM</p> <ul style="list-style-type: none"> <li>• Non-refundable application fee <ul style="list-style-type: none"> <li>a. Residential (For 1-20 cu m consumption) (21 cu m above consumption)</li> <li>b. Commercial (1-30 cu m consumption)</li> </ul> </li> <li>• Commercial, Institutional and Industrial (1-30 cu m consumption) (31 cu m and above consumption)</li> </ul>	<p style="text-align: right;">₱350.00</p> <p style="text-align: right;">Consumption ₱ 5.00 Consumption ₱ 6.00</p> <p style="text-align: right;">Consumption ₱ 10.00</p> <p style="text-align: right;">Consumption ₱ 10.00 Consumption ₱ 15.00</p>
k. TRAFFIC VIOLATION	
<ul style="list-style-type: none"> <li>• Driving w/o License</li> </ul>	₱1,000.00
<ul style="list-style-type: none"> <li>• Driving w/ a delinquent/invalid/suspended/revoked driver's license</li> </ul>	₱2,000.00
<ul style="list-style-type: none"> <li>• Failure to show or surrender license</li> </ul>	₱100.00
<ul style="list-style-type: none"> <li>• Failure to carry Driver's license</li> </ul>	₱200.00
<ul style="list-style-type: none"> <li>• Failure to sign driver's license</li> </ul>	₱500.00
<ul style="list-style-type: none"> <li>• Driving while under the influence of liquor/drugs</li> </ul>	₱1,500.00



• 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	₱250.00
• 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
• 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	₱100.00
• 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	₱1,000.00
• 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 (MTO)	₱1,000.00



<ul style="list-style-type: none"> <li>• Usage of blinkers</li> </ul>	₱2,500.00
<ul style="list-style-type: none"> <li>• LED (extra accessories)</li> </ul>	₱2,000.00
<ul style="list-style-type: none"> <li>• Modified muffler</li> </ul>	₱2,500.00 and confiscate the muffler
<ul style="list-style-type: none"> <li>• No plate number</li> </ul>	₱500.00 + impound
I. Tourism Unit	
<ul style="list-style-type: none"> <li>• Accommodation Rentals <ul style="list-style-type: none"> <li>i. Double Deck Bunker (good for 2) <ul style="list-style-type: none"> <li>▪ Economy ₱500.00</li> <li>▪ Standard ₱1,200.00</li> </ul> </li> <li>ii. Double Deck Bunker (good for 4) <ul style="list-style-type: none"> <li>▪ Economy ₱900.00</li> <li>▪ Standard ₱1,800.00</li> </ul> </li> <li>iii. Single Bed <ul style="list-style-type: none"> <li>▪ Economy ₱600.00</li> <li>▪ Standard ₱1,000.00</li> </ul> </li> <li>iv. Extra bed with pillow and blanket ₱250.00</li> <li>v. Extra pillow ₱50.00</li> <li>vi. Extra blanket ₱50.00</li> </ul> </li> </ul>	
M. Municipal Library	
<ul style="list-style-type: none"> <li>• Overdue payment</li> <li>• Lost Books</li> </ul>	₱10.00/day Acquired cost + 20% surcharge
N. Municipal Cemetery	
<ul style="list-style-type: none"> <li>• Apartment Type. A lease fee for the first five (5) years shall be as follows: <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> Layer ₱3,500.00</li> <li>▪ 2<sup>nd</sup> Layer ₱4,000.00</li> <li>▪ 3<sup>rd</sup> Layer ₱3,000.00</li> </ul> </li> <li>• Individual Lot. A lot lease fee per unit valid for the first five (5) years shall be as follows: <ul style="list-style-type: none"> <li>▪ Below Ground ₱5,000.00</li> <li>▪ Above Ground ₱7,000.00</li> </ul> </li> </ul>	
O. Stray on Animals	



<ul style="list-style-type: none"> <li>• Large animals</li> <li>• All other animals</li>   <li>• Penalties <ul style="list-style-type: none"> <li>▪ First Offense</li> <li>▪ Second Offense</li> <li>▪ For the Third Offense and each subsequent offense</li> <li>▪ Payment of damages per hill</li> <li>▪ Accidents due to stray animals</li> <li>▪ Other damage high valued crops, fruit trees, and others shall be the policies of the provincial and/or national levels</li> </ul> </li> </ul>	<p>₱1,000.00/day ₱500.00/day</p> <p>₱500.00 ₱800.00 ₱1,000.00</p> <p>₱15.00 in case of corn 50% of the hospital bill</p>
P. Excavation	
<ul style="list-style-type: none"> <li>• For crossing streets with concrete pavement <ul style="list-style-type: none"> <li>▪ For crossing concrete pavement (minimum area 2.00 x 6.00 m, 12 sqm)</li> <li>▪ For crossing across the base of streets with concrete pavement, per linear meter (boring method)</li> </ul> </li> <li>• For crossing streets with asphalt pavement <ul style="list-style-type: none"> <li>▪ Minimum fee</li> <li>▪ Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.8m)</li> </ul> </li> <li>• For crossing streets with gravel pavement <ul style="list-style-type: none"> <li>▪ Minimum fee</li> <li>▪ Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3m)</li> </ul> </li> <li>• For crossing existing curbs and gutters resulting in damage</li> </ul>	<p>₱300.00</p> <p>₱100.00</p> <p>₱300.00 ₱50.00</p> <p>₱100.00 ₱50.00</p> <p>₱300.00</p>
Q. Cockfighting	
<ul style="list-style-type: none"> <li>• Annual cockpit permit fee</li> </ul>	<p>₱15,000.00</p>



<ul style="list-style-type: none"> <li>• For permits of cockpits personnel per annum           <ul style="list-style-type: none"> <li>▪ Promoter/hosts</li> <li>▪ Pit manager</li> <li>▪ Referee</li> <li>▪ Bet taker “kristo/llamdor”</li> <li>▪ Bet manager</li> <li>▪ “maciador/kasador”</li> <li>▪ Gaffer “mananari”</li> <li>▪ Cashier</li> <li>▪ Derby (matchmaker)</li> </ul> </li> <li>• For promotion of           <ul style="list-style-type: none"> <li>▪ National derby</li> <li>▪ Regional derby</li> <li>▪ Special cockfights (local) derby</li> </ul> </li> <li>• For promoter (per event)           <ul style="list-style-type: none"> <li>▪ For national &amp; day regional day</li> <li>▪ Special cockfights (local) derby               <ul style="list-style-type: none"> <li>○ Two-cock derby</li> <li>○ Three-cock derby</li> <li>○ Four-cock derby</li> <li>○ Five-cock derby</li> </ul> </li> </ul> </li> </ul>	<p>₱2,000.00</p> <p>₱500.00</p> <p>₱500.00</p> <p>₱500.00</p> <p>₱500.00</p> <p>₱500.00</p> <p>₱200.00</p> <p>₱300.00</p> <p>₱5,000.00</p> <p>₱4,000.00</p> <p>₱5,000.00</p> <p>₱2,000.00</p> <p>₱2,000.00</p> <p>₱3,000.00</p> <p>₱4,000.00</p> <p>₱5,000.00</p>
<b>R. Tricycle operations:</b>	
<ul style="list-style-type: none"> <li>• Fees on tricycle operations           <ul style="list-style-type: none"> <li>▪ Motorized tricycle operator’s permit fee</li> <li>▪ Mayor’s permit fee</li> </ul> </li> <li>• Towing fees           <ul style="list-style-type: none"> <li>▪ Capihan</li> <li>▪ Crossing</li> <li>▪ Gango</li> <li>▪ Kiliog</li> <li>▪ Kinawe</li> <li>▪ Laturan</li> <li>▪ Maambong</li> </ul> </li> <li>• Impounding fees           <ul style="list-style-type: none"> <li>▪ ₱50.00/day in the first &amp; second months;</li> <li>▪ ₱100.00/day in the third &amp; fourth months;</li> <li>▪ ₱200.00/day in the fifth &amp; succeeding months but not to exceed ₱5,000.00</li> </ul> </li> </ul>	<p>₱500.00 for each unit</p> <p>₱300.00 for each unit</p> <p>₱100.00</p> <p>₱50.00</p> <p>₱100.00</p> <p>₱100.00</p> <p>₱100.00</p> <p>₱50.00</p> <p>₱75.00</p>



<ul style="list-style-type: none"> <li>• Penalties <ul style="list-style-type: none"> <li>▪ Driving without a driver's license (DL Code A1) <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offense</li> <li>○ 2<sup>nd</sup> offense</li> </ul> </li> <li>▪ No mayor's permit</li> <li>▪ Overloading</li> <li>▪ Over speeding</li> <li>▪ Refusing to convey passenger: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offense</li> <li>○ 2<sup>nd</sup> offense</li> <li>○ 3<sup>rd</sup> offense</li> </ul> </li> <li>▪ Removal of the Municipal Stickers <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> offense</li> <li>○ 2<sup>nd</sup> offense</li> </ul> </li> <li>▪ Violation to section 56, e, 7 of this Article</li> </ul> </li> </ul>	<p>₱1,000.00 Revocation of MTOP ₱1,000.00 ₱500.00 ₱1,000.00</p> <p>₱1,500.00 with 10 days suspension ₱1,500.00 with 15 days suspension ₱1,500.00 with 20 days suspension</p> <p>Reprimand operator and driver Revocation of MTOP</p> <p>₱500.00</p>
<b>S. Cutting off Trees</b>	
<ul style="list-style-type: none"> <li>• Certification Fee</li> <li>• Processing fee</li> <li>• Cutting permit fee</li> <li>• Cutting permit fee (1-15 trees)</li> <li>• Cutting permit fee (more than 15 trees)</li> </ul>	<p>₱100.00 ₱50.00 ₱50.00 per hill ₱750.00 or provision of 30 seedlings of endemic trees ₱2,500.00 or provision of 100 seedlings of endemic trees</p>
<b>T. Other Fees</b>	
<ul style="list-style-type: none"> <li>• Conduct of group activities <ul style="list-style-type: none"> <li>▪ Conferences, meeting, rallies, and demonstrations outdoors, in parks, plazas, roads/streets</li> <li>▪ Disco. Concerts, live bands, and the like</li> <li>▪ Promotional sales</li> <li>▪ Recreational activities</li> <li>▪ Other group activities</li> </ul> </li> </ul>	<p>₱500.00</p> <p>₱1,000.00</p> <p>₱1,000.00 ₱1,000.00 ₱500.00</p>



<ul style="list-style-type: none"> <li>• Permit fees on Slaughter           <ul style="list-style-type: none"> <li>▪ Large Cattle</li> <li>▪ Hogs</li> <li>▪ Goat/sheep</li> <li>▪ All others</li> </ul> </li> <li>• Charges on Slaughter and Corral           <ul style="list-style-type: none"> <li>▪ Slaughter Fees               <ul style="list-style-type: none"> <li>○ Large Cattle</li> <li>○ Hogs</li> <li>○ Goat/sheep</li> <li>○ All others</li> </ul> </li> <li>▪ Corral fee               <ul style="list-style-type: none"> <li>○ Large cattle</li> <li>○ Hogs</li> <li>○ Goat/sheep</li> <li>○ All others</li> </ul> </li> </ul> </li> <li>• Temporary use of roads, streets, sidewalks, alleys, patios, plazas, and playgrounds           <ul style="list-style-type: none"> <li>▪ For construction</li> <li>▪ others</li> </ul> </li> </ul>	<p>           ₱150.00/head            ₱100.00/head            ₱50.00/head            ₱20.00/head         </p> <p>           ₱200.00/head            ₱100.00/head            ₱75.00/head            ₱50.00/head         </p> <p>           ₱50.00            ₱30.00            ₱20.00            ₱10.00         </p> <p>           ₱200/sqm per week or            fraction thereof            ₱25.00/sqm per day         </p>
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## 227. 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.

<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Individual availing the service		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Order of payment ( 1 copy)		General Services Office or Other Concerned Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Revenue Collection Personnel & submit the Order of Payment	2. Verify the document and re- compute the applicable fees	None	5 minutes	<i>Local Revenue Collection Officer-II</i>  <i>Revenue Collection Clerk-II</i>  Municipal Treasury Office
3. Pay the corresponding fees	3. Accept payment & Issue Official receipt	See table below	5 minutes	<i>Local Revenue Collection Officer-II</i>



				Revenue Collection Clerk- II  Municipal Treasury Office
	TOTAL	See Table Below	15 Minutes	

<ul style="list-style-type: none"> <li>b. MUNICIPAL MARKET           <ul style="list-style-type: none"> <li>• For 10 sq. m stall</li> <li>• For 12 sq. m stall</li> </ul> </li> </ul>	<p style="text-align: right;">₱300.00 ₱500.00</p>
<ul style="list-style-type: none"> <li>c. RENTALS OF PROPERTIES           <ul style="list-style-type: none"> <li>• Land Only (per sqm)               <ul style="list-style-type: none"> <li>i. Located in commercial/industrial area</li> <li>ii. Located in residential area</li> <li>iii. Others</li> </ul> </li> <li>• Building (per sqm of floor area)               <ul style="list-style-type: none"> <li>i. Located in commercial/ industrial area</li> <li>ii. Located in residential area</li> <li>iii. Others</li> </ul> </li> </ul> </li> </ul>	<p style="text-align: right;">₱100.00 ₱50.00 ₱40.00</p>
<ul style="list-style-type: none"> <li>• Gym, Park, and Tourism Center</li> </ul>	
<ul style="list-style-type: none"> <li>i. Municipal Gym</li> </ul>	<p>₱1,000.00 day time (8hrs) ₱1,500.00 night time (5hrs) ₱2,500.00 day and night time</p>
<ul style="list-style-type: none"> <li>ii. Municipal Park</li> </ul>	<p>₱1,000.00 day time (8hrs) ₱1,500.00 night time (5hrs) ₱2,500.00 day and night time</p>
<ul style="list-style-type: none"> <li>iii. Municipal Tourism Center</li> </ul>	<p>₱1,000.00 day time (8hrs) ₱2,000.00 over night</p>
<ul style="list-style-type: none"> <li>iv. Mandatory Bond</li> </ul>	<p style="text-align: right;">₱2,000.00</p>
<ul style="list-style-type: none"> <li>v. Monoblock and or Wooden Chairs</li> <li>vi. Monoblock and or wooden Tables</li> </ul>	<p>₱ 10.00 per piece per day ₱ 50.00 per piece per day</p>





<ul style="list-style-type: none"> <li>Cultural Revival Items</li> </ul>	
<ol style="list-style-type: none"> <li>Costumes             <ol style="list-style-type: none"> <li>Newly Made-Male &amp; female</li> <li>Old stored-Female</li> <li>Old &amp; stored-Male</li> </ol> </li> </ol>	₱100.00 per set per 15 days ₱50.00 per set per 15 days ₱30.00 per set per 15 days
<ol style="list-style-type: none"> <li>Ornaments &amp; Accessories</li> </ol>	
<ol style="list-style-type: none"> <li>Newly-made-Male &amp; Female</li> <li>Old &amp; stored</li> </ol>	₱25.00 per set per 15 days ₱15.00 per set per 15 days
<ol style="list-style-type: none"> <li>Instruments</li> </ol>	
<ol style="list-style-type: none"> <li>Dabakan</li> <li>Agong</li> <li>Kulintang</li> <li>Bantula</li> </ol>	₱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
<ol style="list-style-type: none"> <li>Props</li> </ol>	
<ol style="list-style-type: none"> <li>Shield &amp; Spear</li> <li>Two-temple (cloth only)</li> </ol>	₱50.00 per set per 15 days ₱30.00 per set per 15 days
<ol style="list-style-type: none"> <li>Head Dress</li> </ol>	
<ol style="list-style-type: none"> <li>New</li> <li>old</li> </ol>	₱150.00 per set per 15 days ₱75.00 per set per 15 days
<ul style="list-style-type: none"> <li>Sports Equipment</li> </ul>	
<ol style="list-style-type: none"> <li>Balls             <ol style="list-style-type: none"> <li>Basketball</li> <li>Volleyball</li> <li>Sepak Takraw</li> <li>Soccer/football</li> </ol> </li> </ol>	₱30.00 per piece set per day ₱30.00 per piece set per day ₱30.00 per piece set per day ₱30.00 per piece set per day
<ul style="list-style-type: none"> <li>Boxing Gloves</li> </ul>	₱50.00 per pair per day
<ol style="list-style-type: none"> <li>Set</li> <li>Volleyball Set</li> <li>Ping-Pong Set</li> </ol>	₱150.00 per set per day ₱150.00 per set per day
<ul style="list-style-type: none"> <li>Mower excluding fuel</li> </ul>	₱500.00 per day
<ul style="list-style-type: none"> <li>Boxing Ring (at least two (2) assemblers is a must, excluding assembler's fess)</li> </ul>	₱1,000.00 per set per day



<ul style="list-style-type: none"> <li>• Bus Operations</li> </ul>	
<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>i. Rental without fuel</li> <li>ii. Student fare</li> <li>iii. Regular fare</li> </ul> </li> </ul>	<p>₱2,000.00 per day</p> <p>₱10.00</p> <p>₱20.00</p>
<ul style="list-style-type: none"> <li>• Others</li> </ul>	
<ul style="list-style-type: none"> <li>1. Photocopy <ul style="list-style-type: none"> <li>i. Short to A4 size</li> <li>ii. Long to bigger</li> <li>iii. Student price (with ID)</li> <li>iv. A3/tabloid</li> </ul> </li> </ul>	<p>₱1.00 per copy</p> <p>₱2.00 per copy</p> <p>₱0.50.00 per copy</p> <p>₱5.00 per copy</p>
<ul style="list-style-type: none"> <li>2. Duplicate/RISO copy <ul style="list-style-type: none"> <li>i. With papers <ul style="list-style-type: none"> <li>a) short to A4 size</li> <li>b) long to bigger</li> <li>c) tabloid</li> </ul> </li> <li>ii. without paper <ul style="list-style-type: none"> <li>a) short to A4 size</li> <li>b) long to bigger</li> <li>c) tabloid</li> </ul> </li> </ul> </li> </ul>	<p>₱250.00 per ream</p> <p>₱500.00 per ream</p> <p>₱1,000.00 per ream</p> <p>₱295.00 per ream</p> <p>₱300.00 per ream</p> <p>₱1,500.00 per ream</p>
<ul style="list-style-type: none"> <li>1. printed Copy (colored or black) <ul style="list-style-type: none"> <li>i. short to A4 size</li> <li>ii. long to bigger</li> </ul> </li> </ul>	<p>₱5.00 per sheet</p> <p>₱8.00 per sheet</p>
<ul style="list-style-type: none"> <li>3. Scan of documents</li> <li>4. CD burning</li> <li>5. Identification Cards <ul style="list-style-type: none"> <li>▪ PBC</li> <li>▪ Laminate</li> </ul> </li> <li>6. Lamination <ul style="list-style-type: none"> <li>▪ Short to A4 Size</li> <li>▪ Long size</li> <li>▪ ID size</li> </ul> </li> </ul>	<p>₱10.00 per sheet</p> <p>₱65.00 per CD</p> <p>₱75.00 per ID</p> <p>₱50.00 per ID</p> <p>₱80.00</p> <p>₱100.00</p> <p>₱10.00</p>
<ul style="list-style-type: none"> <li>• Heavy Equipment <ul style="list-style-type: none"> <li>▪ Backhoe</li> <li>Excavator</li> <li>▪ Grader</li>   <li>▪ Old grader</li>   <li>▪ Self-loader</li> <li>▪ 10-Wheeler dump truck</li> <li>▪ Road roller</li> </ul> </li> </ul>	<p>₱1,500.00 per hour excluding fuel plus mobilization</p> <p>₱1,500.00 per hour excluding fuel plus mobilization</p> <p>₱1,500.00 per hour excluding fuel plus mobilization</p> <p>₱2,500.00 per hour</p> <p>₱800.00 per hour excluding fuel</p>



<ul style="list-style-type: none"> <li>▪ Mini dump truck</li> <li>▪ Backhoe loader</li> <li>▪ Backhoe small</li> <li>▪ Pay loader</li> <li>• Municipal-owned sanitary landfill facility <ul style="list-style-type: none"> <li>▪ 1 sack</li> <li>▪ A load of waste carried by truck</li> </ul> </li> </ul>	<p>₱1,000.00 per hour excluding fuel plus mobilization  Fuel only + ₱500.00 for operator/driver  ₱800.00 per hour excluding fuel  ₱1,000.00 per hour excluding fuel plus mobilization  ₱1,000.00 per hour excluding fuel plus mobilization</p> <p>₱30.00/sack  ₱500.00/cubic meter</p>
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## 228. ISSUANCE OF CHECK

Check issued to employees and officials, government entities, private individuals, suppliers/business owners and contractors of their authorized representative for the payment of their claims and services rendered.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Individual Availing the Service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Disbursement Voucher with complete supporting documents duly signed by the Municipal Budget Officer, Municipal Accountant, Municipal Treasurer and Municipal Mayor		Requesting Person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accept the approved Disbursement Voucher from the Municipal Mayor	1. Log the approved Disbursement Voucher	None	1 minute/ voucher	<i>Local Revenue Collection Officer-II</i>
	1.1. Check the completeness of signatures of the authorities (Mun. Budget Officer, Mun. Accountant, Mun. Treasurer & Mun. Mayor)	None	3 minutes	<i>Revenue Collection Clerk-II</i>  <i>Municipal Treasury Office</i>
	1.2. Record transaction details at the check register & issue check	None	10 minutes/ check	<i>Computer Operator I</i>
	1.3. Issued check for Municipal Treasurers Signature	None	3 days <i>depends if the municipal treasurer is not on official</i>	<i>Municipal Treasurer</i>  <i>Municipal Treasury Office</i>



			<i>Business (on seminar/training or other OB transactions)</i>	
2. Forward approved disbursement voucher with check issued and signed by the Municipal Treasurer to the Municipal Mayor's Office	2. Forward Approved Disbursement Voucher with check to the Municipal Mayors Office for Municipal Mayors signature	None	3 days  It depends the availability of Municipal Mayor if he is not on Official Business	<i>Local Revenue Collection Officer-II</i>  <i>Revenue Collection Clerk-II</i>  Municipal Treasury Office
3. The Municipal Mayor Office Forwards the Approved Disbursement Voucher with Check duly signed by the Municipal Mayor to the Municipal Accountant's Office	3. Municipal Accountants issued Municipal Accountants Advice of check issued  3.1 Approved Accountant's Advice and forward back to the Municipal Treasury Office	None	3 days  depends on when the check accountants advice forwarded back to the municipal treasury Office	<i>Municipal Accountant</i>  Municipal Accounting and Internal Audit Office  <i>Accounting Clerk II</i> <i>Or</i> <i>Admin. Officer VI</i> <i>or</i> <i>Bookkeeper</i>  Municipal Accounting and Internal Audit Office
4. Municipal Treasury Office Accepts forwarded approved check	4. Log the Approved Check with accountants Advice	None	2 minutes	<i>Local Revenue Collection Officer-II</i>



with Accountants advice				<i>Revenue Collection Clerk-II</i> <i>Or</i> <i>Job Order Assign</i>  <i>Municipal Treasury</i>
5. Submit Approved check with accountants' advice to the check bank at Cagayan de Oro city for bank check verification	5. Schedule submission of approved check bank verification at Cagayan de Oro city	None	1 day	<i>Assistant Municipal Treasurer</i> <i>Local Revenue Collection Officer-II</i> <i>Revenue Collection Clerk-II</i> <i>Or</i> <i>Job Order Assign</i> <i>Municipal Treasury</i>
6. Municipal Treasury will notify the Individual Claimants/ Suppliers if their check ready for pick up / the authorized check releasing officer personally handed their check for release	6. Authorized check releasing officer of the municipal treasury notify through phone calls or text. All claimants for check release	None	8 Minutes	<i>Assistant Municipal Treasurer</i>  <i>Computer Operator I</i>  <i>Municipal Treasury</i>
	TOTAL	None	10 days and 24 Minutes	



## 229. 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.

<b>Office or Division:</b>		Municipal Treasury Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All Residents of legal age in Libona, Bukidnon		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid I.D		Requesting Person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Revenue Collection Personnel and state the purpose	2. Inquires personal information and prepares the Community Tax Certificate	None	5 minutes	<i>Local Revenue Collection Officer-II</i>  <i>Revenue Collection Clerk-II</i>  <i>Or</i> <i>Job Order Assign</i>  Municipal Treasury Office
3. Pay the required fees & Receive the CTC	3. Compute the amount due and Release the CTC	Based on Personal Income (minimum of	5 minutes	<i>Local Revenue Collection Officer-II</i>



		<p>₱5.00 &amp; additional ₱1.00 for every ₱1,000)</p> <p>(For individual ₱5.00 + 1.00 for every 1,000 of Gross Receipts/ Salaries/ Income from real property)</p> <p>(For Corporation ₱500.00 +2.00 for every 5,000.00 assessed value of real property, gross receipt/ dividends)</p> <p>(Penalty Interest of 2% per month is charged on top of the total if CTC is issued after February of the applicable year)</p>		<p><i>Revenue Collection Clerk- II</i></p> <p><i>Or</i></p> <p><i>Job Order Assign</i></p> <p><i>Municipal Treasury</i></p>
	TOTAL	Based on Personal Income	15 Minutes	





		<p>(minimum of ₱5.00 &amp; additional ₱1.00 for every ₱1,000)</p> <p>(For individual ₱5.00 + 1.00 for every 1,000 of Gross Receipts/ Salaries/ Income from real property)</p> <p>(For Corporation ₱500.00 +2.00 for every 5,000.00 assessed value of real property, gross receipt/ dividends)</p> <p>(Penalty Interest of 2% per month is charged on top of the total if CTC is issued after February of the applicable year)</p>		
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### 230. RELEASING OF CHECK

Check released to individuals or organization/suppliers of complete Disbursement Voucher to pay the claimant for merchandise sold or services

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Any individual availing the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Cedula (CTC) (1 original or 1 photocopy)		Barangay where the claimant resides		
Valid I. D (1 original)		Issuing Agency		
Official Receipts (For suppliers) (1 original copy)		Suppliers Business Establishments		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  <i>Office of the Municipal Mayor</i>
2. Present Cedula (CTC) and Valid ID to the check releasing Officer	2. Verify Cedula (CTC) and Valid I.D	None	2 minutes	<i>Local Revenue Collection Officer-II</i> <i>Or</i> <i>Revenue Collection Clerk-II</i> <i>Or</i> <i>Job Order Assign</i>  <i>Municipal Treasury</i>
3. Receive the Municipal Check	3. Release the Municipal Check to client	None	2 minutes	<i>Assistant Mun. Treasurer</i> <i>Or</i> <i>Computer Operator I</i> <i>Or</i> <i>Local Revenue Collection Officer-II</i>



				Or <i>Revenue Collection Clerk-II</i> Or <i>Job Order Assign</i> <i>Municipal Treasury</i>
	Total	None	35 minutes	



## 231. REMITTANCES OF BARANGAY COMMUNITY TAX COLLECTION (BIR FORM 0016)

Barangay collections of BIR Form #0016 is regularly remitted in the Municipal Treasury Office.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Barangay Treasurers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Report of Collection and Deposits ( 4 sets )		Barangay Government Units		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Accountable Personnel and remit all CTC Collections with Report of Collection and deposits,	2. Receive Barangay CTC Collection with Report of Collection & deposits, manually verify it as to the correctness of amount and receipts sequence	None	30 minutes	<i>Revenue Collection Clerk-II</i>  Municipal Treasury Office
	Total	None	35 minutes	



## 232. SECURING TAX CLEARANCE

Tax Clearance is issued to individuals needing this document for the transfer of property ownership, loan & for verification purposes.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Land Owners			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Updated Real Property Tax Payment ( 1 original copy)		Individual availing the service		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Revenue Collection Personnel and state the purpose	2. Verify records of Real Property Tax Payments	None	10 minutes/ Tax clearance	<i>Local Revenue Collection Officer-II</i> <i>or</i> <i>Revenue Collection Clerk-II</i>
2.1 Pay the Certification fee	2.1 Accept payment and issue Official Receipt	₱110.00 Certification Fee	5 minutes/ Tax Clearance	<i>Municipal Treasury</i>
3. Wait at the waiting area	3. Prepare the Tax Clearance	None	10 minutes/ Tax Clearance	<i>Local Revenue Collection Officer-II</i> <i>Or</i> <i>Revenue Collection Clerk-II</i> <i>Or</i> <i>Job Order Assign</i>  Mun. Treasury



	3.1 Tax Clearance reviewed & signed by the Municipal Treasurer		3 minutes/ Tax Clearance	
4. Receive the Clearance	4.Control and release the Tax Clearance	None	5 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Revenue Collection Clerk-II</i> Or <i>Job Order Assign</i>  Mun. Treasury Office
	Total	₱ 110.00	38 minutes	



**233. 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

<b>Office or Division:</b>	Municipal Treasury Office- Disbursing Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Bureau of Local Government Finance Regional and Central Office, Provincial Treasurer’s office and Commission on Audit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Abstract of all collections collected (Real Property Tax, Tax on business, other taxes, Regulatory Fees, Service Income, Income from Market & Water Works System & other Income) [Statement of Receipts Sources]		eSRE Focal Persons/MTO Staff		
Payrolls & Disbursement Voucher (Statement of Expenditures)		Disbursing Officer		
Quarterly Report of Real Property Assessment		Municipal Assessment Office		
Trial Balance		Municipal Accounting and Internal Audit Office		
Official Cash Book		Municipal Treasury		
SAAOB		Municipal Budget Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Posting of all receipts	1. Post receipts in Abstract of all income collected & expenditures	None	1 month	<i>eSRE Focal Person</i> Municipal Treasury
2. Encode in the eSRE system all data of receipts & Expenditures	2. Data of receipts & expenditures encoded in eSRE System	None	1 day	<i>eSRE Focal Person</i> Municipal Treasury
	2.1. Data share with data from MBO, MACCO & Assessor's Office	None	5 minutes	<i>eSRE Focal Person</i> Municipal Treasury
	2.2. Post receipts & expenditures in eSRE local system, download SRS, QRPT Summary, QRPT Details, Statement of Indebtedness, & SRE	None	20 minutes	<i>eSRE Focal Person</i> Municipal Treasury
	2.3. Download the SRE template provided by BLGF Regional Office and paste all generated reports in template. Check column & rows matches.	None	20 minutes	<i>eSRE Focal Person</i> Municipal Treasury
	2.4. Prepare Financial Data (compare data from MACCO & MTO)	None	20 minutes	<i>eSRE Focal Person</i> Municipal Treasury





	2.5. Submit completed template to the Provincial Reviewer. Respond Reviewers Feedback	None	10 minutes	eSRE Focal Person Municipal Treasury
	2.6. Upload SRE Report for final submission @ BLGF Central Office every quarter on or Before 20 <sup>th</sup> of the month following the end of the quarter	None	10 minutes	eSRE Focal Person Municipal Treasury
3. Submission of Form 60 Report every month	3. Report Form 60 prepared & submitted to Provincial Treasurer's Office	None	1 day	<i>Rev. Coll. Clerk II or Admin. Aide VI (Clerk III)</i> Municipal Treasury
4. Proposed & submit report of accountability for Accountable Forms every month	4. Report of Accountability for Accountable Forms, prepared & submitted to Provincial Office of Commission on Audit	None	1 month	<i>Admin. Aide VI (Clerk III) Or J.O assign</i> Municipal Treasury
	Total	None	2 months 2 days 1 hour & 25 minutes	



## 234. 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

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Barangay Treasurers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Requisition Slip ( 2 copies)		Barangay Government Units		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Present the requirements stated	2. Verify the documents presented	A.F. #51 ₱138.60  BIR Form 0016 ₱110.00	5 minutes	<i>Revenue Collection Clerk-II</i> <i>Or</i> <i>Admin.Aide VI (Clerk III)</i> <i>Or</i> <i>J.O assign</i>  Municipal Treasury <i>Revenue Collection Clerk-II</i> Municipal Treasury
2.1. Pay the required fee	2.1. Receives payment and issue Official receipt			
3. Sign the logbook	3. Records the transaction in the logbook	None	5 minutes	<i>Admin.Aide VI (Clerk III)</i> <i>Or</i> <i>J.O assign</i>
3.1. Receive Accountable Form #51 & 0016	3.1 Release the Accountable Form #51 & 0016	None	5 minutes	<i>J.O assign</i>  Municipal Treasury
	<b>Total</b>	None	20 minutes	



# **MUNICIPAL TREASURY OFFICE**

## **PUBLIC MARKET SECTION**

### **External Services**



## 235. RENTALS - PUBLIC MARKET STALLS

No person shall operate market stalls/spaces without securing the permits required by the Municipal Government of Libona.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C Government to Business			
<b>Who may avail:</b>	Vendors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Market Application Form with 2x2 id picture ( 1 set )		Municipal Treasury Office- Market Administrator		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Treasury Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Market Administrator and state the purpose	2. Interview client	None	5 minutes	<i>Market Administrator</i> Mun. Treasury Office
2.2 Fill out Application Form	2.1 Check stall vacancy	None	5 minutes	
	2.2. If stalls are available, provide client with the Market Application Form	None	10 minutes	
	2.3. Validation of filled up form as to completeness	None	10 minutes	
	2.4 Direct client to the Office of the Municipal Mayor for the Approval of the Application Form	None	10 minutes	
		None	5 minutes	



	2.5 Mayor's Office Staff Guides Client back to the Municipal Treasury with duly approved Application Form			
3. Return to the Municipal Treasury and present the Approved Application Form	3. Check the Application Form. 3.1 Prepare Contract of :Lease	None None	2 minutes 10 minutes	<i>Market Administrator</i> Mun. Treasury 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 4.1 Direct Client to pay the Good will to the Revenue Collection Clerks	None	10 minutes 3 minutes	<i>Market Administrator</i> Mun. Treasury Office
5. Pay the required fees at the Revenue Collectors	5. Accept the payment based on the order of Payment 3.1 Issue Official Receipt	₱ 5000.00 good will	2 minutes 3 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Mun. Treasury Or <i>Revenue Collection Officer II</i> Mun. Treasury
6. Listens attentively to the Orientation	6. Conduct Orientation to the Applicant	None	10 minutes	<i>Market Administrator</i> Mun. Treasury
6.1. Secure Business Permit	6.1 Instruct Client to apply for Business Permit	None	2 minutes	<i>Market Administrator</i> Mun. Treasury
	Total	₱ 5,000.00	1 hour 32 minutes	



# **MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE**

## **External Services**



## 236. ASSISTANCE TO CHILDREN IN CONFLICT WITH THE LAW

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.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Children in Conflict with the Law			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance (original copy)		Barangay Hall- Brgy Secretary		
Police Blotter (1 original copy)		Police Station		
CEDULA of Guardian ( 1 original copy)				
Birth Certificate (1 original copy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Referral from PNP, Barangay Officials, School Teacher & Concerned citizen (1 original copy )		As the case may be : Police Station, Barangay Hall, School		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Appear minor before the Social Worker at PNP Station	1. Interview the minor, parents & Women Desk Officer	None	30 minutes	<i>Social Welfare Officer – II</i>  Municipal Social Welfare and Development Office
2. Submit Birth Certificate of minor and Community Tax Certificate of Guardian	2. Counseling of minor with parent/guardian  2.1 Discuss treatment plan	None	3 hours	<i>Social Welfare Officer – II</i> Or  <i>Mun. Social Welfare and Development Officer</i>



				Municipal Social Welfare and Development Office
3. Sign the diversion program	3. Conduct home visit	None	1 Day	<i>Social Welfare Officer – II</i> Or <i>Mun. Social Welfare and Dev't Officer</i> Municipal Social Welfare and Development Office
3. Once a month appearance of CICL to MSWDO	4. Issue parental custody of CICL	None	1 hour	<i>Social Welfare Officer – II</i> Or <i>Mun. Social Welfare and Dev't Officer</i> Or <i>J.O Social Worker</i>
	4.1 Accomplish Social Case Study Report and progress report of CICL	None	1 hour	Municipal Social Welfare and Development Office
5. Receive Report from the Regional Rehabilitation Center for the Youth	5. Log report	None	3 minutes	<i>Social Welfare Officer II</i> Mun. Social Municipal Social Welfare and Development Office
	Total	None	1 day, 5 hours, 33 minutes	





## 237. 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.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Violence Against Women and their Children Victims in Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Marriage Certificate ( 1 original copy)		Phil. Statistics Authority or Municipal Civil Registration Office		
Birth Certificate (1 original copy)		Phil. Statistics Authority or Municipal Civil Registration Office		
Barangay Endorsement/Referral (1 original copy)		Barangay Hall- Brgy. Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Report alleged abuse	1. Receive the report of alleged abuse	None	5 minutes	<i>Social Welfare Officer – II</i> Or <i>Mun. Social Welfare and Development Officer</i>  Municipal Social Welfare and Development Office
	1.1 Conduct initial interview and collateral information	None	10 minutes	
	1.2 Coordinate with the Police and Barangay authorities	None	5 minutes	
	1.3 Conduct immediate rescue operation	None	2 hours	
	1.4 Intake interview with the client and family	None	15 minutes	
	1.5 Attend the immediate needs of victims	None	10 minutes	
	1.6 Conduct Counseling	None	3 hours	
		None	1 hour	



	1.7 Assist the victim for medico legal/physiological evaluation, in filing legal action and during trial proceedings in the court	None	3 hours	
	1.8 Prepare the Case Summary Report and other requirements	None	10 minutes	
	1.9 Advise the victim to secure BPO from the Barangay Captain	None	1 hour	
	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			
	Total	None	2 days, 2 hours & 55 minutes	



## 238. 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

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Married Couple			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Referral from the Barangay and Violence Against Women and their Children Desk (1 original copy)		Barangay Hall- Brgy. Captain & Violence Against Women and their Children Desk Officer		
Certification from the Barangay (1 original copy)		Barangay Hall- Brgy. Captain		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Social Welfare and Development Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Social Worker and request for marital counseling	2. Conduct interview and fill-out intake form	None	3 minutes	<i>Social Welfare Officer – II</i>
	2.1 Prepare the Invitation Letter to the accused party and set schedule for counseling	None	5 minutes	Or  <i>Mun. Social Welfare and Dev't Officer</i>
	2.2. Conduct counseling with the presence of both parties	None	3 hours	  Municipal Social Welfare and Development Office
2.3 Prepare the Agreement for both parties based on agreed terms and conditions		None	20 minutes	Development Office
3. Sign agreement and pledge to abide the terms and	3. Sign as witness of their commitment	None	5 minutes	<i>Social Welfare Officer – II</i>



conditions set by both parties	3.1 Schedule the conduct home visitation and follow-up	None	5 minutes	Or <i>Mun. Social Welfare and Dev't Officer</i>  Municipal Social Welfare and Development Office
	Total	None	3 hours & 53 minutes	



## 239. 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.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Children who are 3 to 4.11 months old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Child's Birth Certificate (1 original & 1 photocopy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Marriage contract of the parents (1 original & 1 Photocoy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Health Record of the child (1 photocopy)		Municipal Health Office		
3 pcs 1x1 ID photo		Individual availing the service		
2 pcs 2x2 ID photo		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Personal appearance of the beneficiary at the ECCD	1. Interview client and fill-up Intake form	None	10 minutes	<i>Child Development Worker</i>
2. Present the required documents	2. Receive and verify documents	None	10 minutes	<i>Child Development Worker</i> Municipal Social Welfare and Development Office
3. Prepare for the monthly participation of the child	3. Prepare needed materials for the activities	None	30 minutes	<i>Child Development Worker</i>
	3.1 Conduct Monitoring & Supervision to all CDC's, verify whether the	None	1 hour	<i>Social Welfare Officer – II</i> Or



	scheduled daily activities are followed			<i>Mun. Social Welfare and Dev't Officer</i> Municipal Social Welfare and Development Office
	Total	None	1 Hour & 50 min	



## 240. 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.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Indigent Families of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical/PCSO Intervention</b>				
Latest Hospital Bill ( 1 original 1, photocopy)		Hospital – Billing Section		
Letter Request address to PCSO Manager, ( 1 original 1 photocopy)		Concerned Individual Availing the Service		
Latest Medical Abstract (1 original 1 Photocopy)		Hospital- Records Section		
Medical Certificate (1 original 1 photocopy)		Hospital- records Section		
Barangay Clearance (1 original 1 photocopy)		Barangay Hall- Brgy, Secretary		
Certificate of No Land holdings		Municipal Assessment Office		
<b>For Children in Conflict with the Law (CICL)</b>				
Barangay Clearance (1 original copy )		Barangay Hall- Brgy. Secretary		
Birth Certificate (1 original copy)		Philippine Statistics Office or Mun. Civil Registration Office		
Police Blotter (1 original copy)		Police Station		
For Court decision: Letter of Request from Judge (1 original copy)		RTC, Manolo Fortich, Bukidnon		
For DSWD: For temporary shelter and admission at Haven and Homes for Girls and other government institution		MSWD Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Social Welfare and Development Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor



2. Approach the MSWDO Staff and state the purpose	2. Conduct interview and verify family income  2.1. Prepare Certification and has it approved by the MSWDO	None	5 minutes	Social Welfare Officer – II Or Mun. Social Welfare and Dev't Officer  Municipal Social Welfare and Development Office
		None	15 minutes	
3. Sign the logbook and receive the document	3. Register and the release the certification	None	3 minutes	Social Welfare Officer – II  Municipal Social Welfare and Development Office
	Total	None	28 minutes	





## 241. 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.

<b>Office or Division:</b>	Municipal Social Welfare & Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	All Indigents Families			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>For Medical &amp; PCSO Intervention:</b>				
Latest Hospital Bill ( 1 original 1,photocopy)		Hospital – Billing Section		
Letter Request address to PCSO Manager, ( 1 original 1photocopy)		Concerned Individual Availing the Service		
Latest Medical Abstract (1 original1 Photocopy		Hospital- Records Section		
Medical Certificate (1 original 1 photocopy)		Hospital- records Section		
Barangay Clearance (1 original 1 photocopy)		Barangay Hall- Brgy, Secretary		
<b>For Children in Conflict with the Law (CICL)</b>		Barangay and Municipal level		
Barangay Clearance (1 original copy )		Barangay Hall- Brgy. Secretary		
Birth Certificate (1 original copy)		Philippine Statistics Office or Mun. Civil Registration Office		
Police Blotter (1 original copy)		Police Station		
For Court decision: Letter of Request from Judge (1 original copy)		RTC, Manolo Fortich, Bukidnon		
For DSWD: For temporary shelter and admission at Haven and Home for Girls, Bahay Pag-asa and other government institution		MSWD Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Municipal Social Welfare and Development Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor



2. Proceed to the MSWD Office and state purpose	2. Provide List of requirements and conducts interview	None	5 minutes	<i>Social Welfare Officer – II MSWDO</i>
3. Submit the required documents	3. Verify documents and enters data in the log book	None	5 minutes	<i>Social Welfare Officer – II MSWDO</i>
4. Answer all the needed data / information	4. Prepare Social Case Study Report	None	2 hours	<i>Social Welfare Officer – II MSWDO</i>
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	<i>Mun. Social Welfare &amp; Development Officer MSWDO</i>
	Total	None	2 hours & 20 minutes	



# **GENERAL SERVICES OFFICE**

## **Internal Services**



## 242. 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 .

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days, Travel abroad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
CS Form No. 7, s. 2018 (Clearance Form) signed by the applicant, immediate Supervisor and the Human Resource Management Officer (4 original copies )		Municipal Human Resource Management Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the General Services Office and Submit the CS Form No. 7, s. 2018 (Clearance Form )	1. Receive the Clearance Form and verify the data	None	5 minutes	<i>Administrative Aide VI or Supply Officer or General Services Officer</i> General Services Office
	1.1 forward Clearance Form to the General Services Officer	None	2 minutes	
	1.2 Inform Client to be notified when	None	2 minutes	



	clearance is cleared and ready for release			
2. Wait for the notification form the GSO personnel as to the status of property accountabilities	<p>2. Verify Records as to property accountabilities</p> <p>2.1 If no property accountability, signed the clearance and release</p> <p>2.2. If record shows property accountabilities, inform the client to settle.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>1 day</p> <p>5 minutes</p> <p>10 minutes</p>	<p><i>General Services Officer</i></p> <p>General Services Office</p>
3. Proceed to the Municipal Human Resource and Management Office	3. Inform the client to proceed to the Human Resource Management Office	None	5 minutes	
	Total	None	1 day 29 minutes	



## 243. COLLECTION OF WASTE MATERIALS

Collection and Safekeeping of destroyed and unserviceable property turned over by offices

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Offices in the Municipal Government of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Waste Material Report 3 (copies)		General Services Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Fill out 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	<i>Admin. Aide IV Supply Officer Store Keeper Job Order Emp</i>  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	<i>Admin. Aide IV Store Keeper Job Order Employee</i>  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	<i>Admin. Aide IV Store Keeper Job Order Emp</i>



				General Services Office
	Total	None	1 hour 23 minutes	

#### 244. 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 .

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		Highly Technical		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Offices in the Mun. Government of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Project Procurement Management Plan (PPMP) duly approved by the Municipal Budget Officer ( 4 copies)		Municipal Budget Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Project Procurement Management Plan (PPMP) signed by the Head of Office and duly approved by the Municipal Budget Officer	1.Receives PPMP and consolidate as to classification and use	None	1 month	<i>Admin. Aide IV</i> Or <i>Supply Officer</i> Or <i>Job Order Emp</i> General Services Office
	1.1 If items are available in DBM, make an Agency Procurement Request (APR), process payment and Pick up Supplies/ items	None	5 days	<i>Supply Officer</i> Or <i>General Services Officer</i> General Services Office



	1.2 Items not available in DBM will be transferred to Purchase Request Form	None	3 days	Supply Officer Or General Services Officer General Services Office
	Total	None	1 month & 8 days	

## 245. 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Municipal Vehicle Drivers/Operators			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
O.R & C.R of the Vehicle (Original copies & 1 Photocopy)		Land Transportation Office		
LTO Registration Form (1 set)		Land Transportation Office		
Insurance Forms (1 set)		GSIS		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Proceed to the General Services Office and remind that assigned vehicle is due for renewal	1. Check records and prepare all documents for renewal. Inform Client to prepare the vehicle for the Smoke Emission	None	10 minutes	Admin. Aide VI General Services Office





2. Bring Vehicle to the authorized Smoke Emission Testing Center	2. Accompany Driver for Vehicle Smoke Emission Testing	None	1 day	<i>Vehicle Driver and Admin. Aide VI</i> General Services Office
3. Wait for the notification from the GSO	3. Process Registration at LTO and GSIS and inform driver when registration is available	None	1 month	<i>Admin. Aide VI</i> General Services Office
	3.1 Pick up Registration at LTO when available		1 day	
4. Receives copy of Registration and Insurance	4. File original copy to vehicle folder	None	5 minutes	<i>Admin. Aide VI</i> General Services Office
	4.1 Provide copies to the Vehicle Driver	None	5 minutes	<i>Admin. Aide VI</i> General Services Office
	Total	None	1 Month 2 days and 20 minutes	



## 246. PHOTOCOPY AND RISOGRAPH SERVICES

The office has duplicating machines, individual /office may go to the office for this service

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Employees or Offices who needs to recopy documents		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Documents to be duplicated		Requesting Person		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the General Services Office and bring the document/s to be photo copied	1.Receive the documents and photocopy  More than 50 copies <u>risograph</u> Less than 50 copies <u>photocopy</u>	Per Ream:  Risograph Long w/paper ₱500.00/ ream w/o paper ₱750.00/ ream Short/A4 w/paper ₱250.00/ ream	Risograph 10 minutes per ream Photocopy 2 minutes per page, If back to back 5 minutes	<i>Admin. Aide IV</i> Or <i>Supply Officer</i> Or <i>Store Keeper</i> Or <i>Job Order Emp</i>  General Services Office



	1.2 Issue Order of Payment and direct client to the Municipal Treasury	w/o paper ₱500.00/ ream  Photocopy: Long ₱2.00 per copy short/A4 ₱1.00 per copy A3/Tabloid ₱5.00/ page Student w/ ID .50 per copy		
2. Client Pay copies to MTO 2.1. For Small Transaction payment were remitted to MTO on daily basis for O. R	2.Records Official Receipt Charge office photocopy to office needing the documents	None	5 minutes	<i>Admin. Aide IV</i> General Services Office
	Total	Risograph Long w/paper ₱500.00/ ream w/o paper ₱750.00/ ream Short/A4 w/paper ₱250.00/ ream w/o paper ₱500.00/ ream  Photocopy: Long ₱2.00 per copy short/A4 ₱1.00 per copy A3/Tabloid ₱5.00/ page Student w/ ID .50 per copy	Risograph. 10 min per ream Photocopy 2 min per page, If back to back 5 minutes	



## 247. 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.

<b>Office or Division:</b>		General Services Office		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		Government to Government		
<b>Who may avail:</b>		Offices in the Mun. Government of Libona		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Order indorsed by the End User ( 5 copies)		Concerned Offices		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Purchase Order to the In-charge	1. Receive Purchase Order assign control number and record	None	5 minutes	<i>Supply Officer or Admin. Aide III General Services Office</i>
	1.1. Prepare NTP & Inspection and acceptance report	None	5 minutes	



	1.2. Forward to the Office of the Municipal Mayor for Approval	None	2 days	Municipal Mayor Office of the Mun. Mayor
2. Follow-up approved P.O.	2. OMM forward/ Return approved documents GSO received & checked documents if everything is signed	None	1 day	Supply Officer or Admin. Aide III General Services Office
	2.1 Release documents to end user to be served to supplier	None	2 minutes	
	Total	None	3 days and 12 minutes	

## 248. 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.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Offices in the Mun. Government of Libona			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Purchase Requests indorsed by the Municipal Budget Officer ( 5 copies)		Municipal Budget Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits Purchase Request signed by the Head of Office and signed by the Municipal Budget Officer for the	1. Receives Purchase Request, assign Control Number and Log	None	5 minutes	Supply Officer or Admin. Aide III General Services Office
		None	2 days	Supply Officer



availability of appropriations and date of validity	1.1. Forward to the Office of the Municipal Mayor for Approval			or <i>Job Order Employee</i> General Services Office
1.2 Follow up approved Purchase Request for Quotation & preparation of Purchase Order	1.2. Approved Purchase Requests will be forwarded to the Bids and Awards Committee every Tuesday afternoon for Resolution and determination of procurement mode.	None	5 working days	<i>Supply Officer</i> or <i>General Services Officer</i> General Services Office
	Total	None	7 days and 5 minutes	

## 249. 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

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	End Users			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Receipt and Issue Slip (3 copies)		Generals Services Office		
Acknowledgement Receipt (3 copies)		Generals Services Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Check as to the quantity and quality of the supplies	1. Prepares Receipt and Issue Slip and delivers	None	1 day & 4 hour	<i>Gen. Services Officer and</i>



delivered before receiving	Supplies to end users  1.2. Segregate/pick supplies as to listed in the RIS  1.3. Delivery/Release supplier to end user	None  None	1 day  2 hours	<i>Supply Officer Store Keeper Job Order Emp</i>  General Services Office
2 Signs Receipt and Issue Slip	2. End User signed RIS as to confirm/check the following supplies was delivered and received.	None	10 minutes	<i>Gen. Services Officer and Supply Officer Store Keeper Job Order Emp</i>  General Services Office
	Total	None	2 days, 4 hours and 10 minutes	

## 250. SEGREGATION OF FUEL & LUBRICANTS CONSUMPTION

Segregation and filing of used trip tickets per bill and summary of charging and consumption of lubricants for 5 months consumption.

<b>Office or Division:</b>	General Services Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	Vehicle Drivers/Operators and Supplier
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Supplier: Charge in voice and billing (original copy)	Supplier
Driver: Used Trip Tickets with withdrawal and charge invoice ( 1 copy)	Concerned Vehicle Drivers



Fuel Consumption report (1 copy)		GSO		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Suppliers :				<i>Admin. Aide III</i> General Services Office
1. Serve Billing	1. Receives Billing, check and verify data per charge invoice ( 5 months fuel consumption )	None	5 days	
	1.2. Segregate charge invoice as to vehicle	None	1 hour/billing	
	1.3. Summarize office charging per billing received	None	4 hours	
	1.4. Arrange trip ticket/ charge invoice per billing services	None	2 days	
Drivers:				<i>Admin. Aide III</i> General Services Office
2. Submit Trip Tickets with fuel consumption report to the in charge	2. Receive and verify data. And consolidate (Monthly consumption)	None	1 day	
	2.1 Checks and verify data/ amount in the billing against Trip Tickets and Withdrawal slips.	None	1 month and 9 days	<i>Admin. Aide III</i> General Services Office
	2.2 Process payment			





	2.3. Office forward charging to MBO if segregation of charging is done	None	1 day	<i>Admin. Aide III</i> General Services Office
	2.3 Office forward bundled fuel consumption with trip tickets to Municipal Accounting Office	None	1 day	
3. Supplier: Receive Payment and issue Officials Receipts		None	1 day	
	Total	None	1 Month 20 days & 1 hour/vehicle	

## GENERAL SERVICES OFFICE



## External Services

### 251. 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

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Suppliers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Delivery Receipt (Original Copy)		Supplier		
Purchase Order (Original Copy)		Requesting Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>



1. Coordinates with the GSO personnel for the Schedule of delivery	1. Confirms Schedule of Delivery	None	5 minutes	Gen. Services Officer GSO
2. Delivers Items base on PO	2. Check and Inspect delivered items as to specifications, quantity and quality	None	4 hours	Gen. Services Officer Inspector GSO
3. Secures a copy of the Delivery Receipt	3. Signs Delivery and Acknowledgement Receipts	None	5 minutes	Gen. Services Officer GSO
	Total	None	4 hours and 10 minutes	

## 252. 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

<b>Office or Division:</b>	General Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C Government to Citizen
<b>Who may avail:</b>	Any person who would like to rent LGU- Owned Facilities/Properties and Equipment
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	From the requesting person availing the service



Letter Request address to the Municipal Mayor specifying the government Facility, Property and Equipment to be used, date, time and purpose				
Official Receipt		Office of the Municipal Treasury- Revenue Collection Section		
Bond Deposit 1 Valid ID		Requesting Party Requesting Party		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Signs Client Log Book in the information Desk	1.Give the Log Book to the client  1.1 Guide the client to the Office of the Municipal Mayor	None	5 minutes	<i>Information Desk In- Charge Office of the Municipal Mayor</i>
2. Approaches Office Clerk and Submit the Letter of Request	2. Receives the Letter Request and verify with the General Services Personnel the availability of the equipment /properties & facilities to be used  2.1If available, approves and indorses letter request to the General Services Office	None	1 day	<i>Receiving Clerks Or Admin. Officer IV Office of the Municipal Mayor</i>



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 Office
5. Presents the Official Receipt to the In-charge	5. Records the O.R Number & prepare the Rental Agreement Form and has it approved by the Mayor	None	1 day	GSO-Designate or Admin. Aide IV  General Service Office GSO
6. Receives approved document and items rented.	6. Releases items rented. Give go Signal to use the facility.	None	5 minutes	GSO-Designate or Admin. Aide IV



				General Service Office
	Total	See table below	2 days 30 minutes	

Rentals per Revenue Code

1. Mun. Gym

Day- ₱1,000.00 (8 hours)

Night- ₱1,500.00 (5 hours)

Day & Night ₱2,500.00

2. Mun. Park

Day- ₱1,000.00 (8 hours)

Night- ₱1,500.00 (5 hours)

Day & Night ₱2,500.00

3. Mun. Tourism Center

Day- ₱1,000.00 (8 hours)

Over Night- ₱2,000.00

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 ₱10.00/pc/ day

e. Tables ₱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 ₱15.00/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**

### **253. GOVERNMENT INTERNSHIP PROGRAM**

The DOLE-Government Internship Program provides three to six (3-6) month's internship opportunity for high school, technical-vocational, or college graduates who wants to pursue a career in public service either local or national government.





<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	High School Graduate and Collage Graduate 18-30 years old			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of graduation in case of Senior High, ALS, and TECHVOC graduates, Diploma/Certificate of Graduation. (1 Certified True copy)		School of Students		
GIP Application Form (1 original copy)		Public Employment Services Office		
Cedula (1 photocopy)		Barangay Hall- Treasurer		
Internship Agreement (1 original copy)		Public Employment Services Office		
2x2 ID picture (2 pieces)		Requesting Party		
Birth Certificate (1 certified true Copy)		Philippine Statistics Authority (PSA)		
Barangay Certificate of Indigency (1 original copy)		Barangay Hall-Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Proceed to the Public Employment Service Office and state the purpose.	2. Issue GIP Application Form and instruct the client to fill out the form	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i> PESO
3. Fill out the GIP Application Form and submit	3. Receive and review the data and its supporting documents	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>
3.1 Wait for the Notification from the PESO	3.1 Direct client to be notified when result is readily available	None	3 minutes	PESO



4. When notified, proceed to the PESO	4. If qualified, notify the client	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>
4.1 Sign Oath of undertaking	4.1 Let the applicant sign the Oath of undertaking.	None	30 minutes	<i>PESO</i>
4.2 Attend GIP Orientation	4.2 Conduct GIP Orientation			
5. Sign employment contract and GSIS Insurance	5. Prepare employment contract, and GSIS Insurance and have it signed by the applicant	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  <i>PESO</i>
	Total	None	1 hour & 18 minutes	

## 254. INDIVIDUAL AND GROUP LIVELIHOOD

DILP or the Kabuhayan Program of DOLE is a flagship program of the agency that aims to help marginalized groups such as self-employed workers who are unable to earn sufficient income, unpaid family workers, low-waged and seasonal workers, workers displaced or to be displaced, marginalized and landless farmers.



<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	PWDs, Senior Citizen, Indigenous People, and Rebel returnees.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Project Proposal (2 original copies)		Public Employment Services Office		
Beneficiary Profile with 1x1 ID Photo (1 pc)		Requesting Party		
Proof of Equity (1 original copy)		Public Employment Services Office		
DSWD Certification of Non-coverage of 4ps (1 original copy)		Department of Social Welfare and Development		
Valid Government ID (1 photocopy)		Requesting Party		
Barangay Indigency (1 original copy)		Barangay Hall-Brgy Secretary		
Photos of Business (1 original copy)		Requesting Party		
Endorsement Letter (1 original copy)		Public Employment Services Office		
Barangay/PESO Certification of Non-Government (1 original copy)		Public Employment Services Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the PESO Officer and state the purpose	2. Conduct interview and issue individual or Group requirements	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO
3. Submit requirements needed for the livelihood	3. Check and Verify documents	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO



4.Keep updated with the PESO Manager on the development of the request	4.Notify clients for any development of the request	None	7 days	<i>PESO Manager Or Job Order Employee</i>  PESO
	Total	None	7 days and 25 minutes	

## 255. JOB FAIR



It is an avenue to bring various local & overseas employment agencies to the community making it accessible to Job seekers.

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Job Seekers			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<b>For Agencies</b>				
Certificate of Business Registration for Local & Overseas recruitment Agencies ( 1 photocopy)			Requesting Party/Person	
List of Job vacancies and qualifications (2 photocopies)			Requesting Party/Person	
<b>For Applicants</b>				
Application Letter, Resume and other pertinent documents for applicants ( 10 copies each)			Applicant	
Wear Business Attire			Applicant	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.For Recruitment Agencies: Fill-Up Registration Form & Attendance	1.Provide the Registration Form to the Agencies and Job Applicants	None	5 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
1.1 Proceed to the designated Tables	1.1. Direct Agencies to their designated tables	None	10 minutes	
1.2. Job Applicants: Register, Read the vacancies posted and apply	1.2 Direct applicants to their preferred agencies	None	10 minutes	
	<b>Total</b>	None	25 minutes	

## 256. LABOR MARKET INFORMATION



Wage employment facilitation for regular local & overseas facilitation, job referral & placement and posting of local & overseas job vacancies

<b>Office or Division:</b>		Public Employment Service Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the PESO Manager and State the purpose	2. Provision of Local and Overseas Job Vacancies, List of Manpower List and Skills	None	30 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO
	Total	None	35 minutes	



## 257. LOCAL RECRUITMENT ACTIVITY (Local Employment) SPECIAL RECRUITMENT ACTIVITY (Overseas Employment)

Conduct of local & overseas recruitment outside of Registered business address of Employer

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Job Seekers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Name and Address of the Company		Requesting Party/Person		
Business Permit (1 photocopy)		Requesting Party/Person		
Special Recruitment Permit from POEA ( 1 original, 1 photocopy)		Requesting Party/Person		
1 copy DOLE registration Overseas Employment ( 1 original, 1 photocopy)		Requesting Party/Person		
1 copy Deployment Report ( 1 original, 1 photocopy)		Requesting Party/Person		
1 copy Job Order & Contract ( 1 original, 1 photocopy)		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit Letter of intent to conduct IRA/ SRA and the required documents	2. Receive and verify the Letter of Intent and the requirements submitted	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>
	2.1 Reply letter of intent accepting	None	3 minutes	PESO



	<p>and citing no objection for the conduct of LRA/SRA including the date and the time of the LRA/ SR</p> <p>2.2 Announce the vacancies for that particular LRA/SRA, to different barangay</p>	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	<i>PESO Manager Or Job Order Employee</i>  PESO
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	<i>PESO Manager Or Job Order Employee</i>  PESO
	Total	None	7 days 21 minutes	





## 258. REQUEST FOR CAREER COACHING & GUIDANCE COUNSELLING

Provide career coaching & guidance counselling to students and job seekers focuses on current labor market information

<b>Office or Division:</b>		Public Employment Service Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Educational Institution		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request ( 1 original copy)		Requesting Party/Person		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Submit written request address to the PESO Manager to conduct Career Coaching & Guidance Counselling indicating date & time & location	2. Receive and reply letter of confirmation to conduct & facilitate Career Coaching & Guidance Counselling	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO
	Total	None	15 minutes	



## 259. REQUEST FOR ASSISTANCE FOR DISTRESSED OFW

Facilitate labor & welfare case to OFW/ Next of kin and on emergency situation for repatriation

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Distressed OFW & Dependents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Verbal Request		Requesting Party/Person		
Phone Call/Text		Requesting Party/Person		
Marriage Contract (1 original copy)		Phil Statistics Authority or Mun. Civil Registration office		
Contract if any ( 1 photocopy)		Requesting Party/Person		
Birth Certificate ( 1 photocopy)		Phil Statistics Authority or Mun. Civil Registration office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2.Approach the PESO Manager and State the Purpose	2.Conduct interview, verify documents contract, birth certificate marriage contract, input data request to Assistance Form	None	10 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO
3. Keep updated with the PESO Manager on the Development of the request	3. Refer to OWWA, POEA & Placement Agency concerned	None	30 minutes	<i>PESO Manager</i> Or



	3.1 Notify client for any development of the request	None	7 days	<i>Job Order Employee</i>  PESO
		None	7 days 45 minutes	

## 260. SECURING OF PESO CERTIFICATION/CLEARANCE



Requisite for Employment, used as referral tool for a Job placement

<b>Office or Division:</b>		Public Employment Service Office		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		General Public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer Or Municipal Treasury Office		
Barangay Clearance (1 original copy)		Barangay Hall- Brgy. Secretary		
Official Receipt (original copy)		Municipal Treasury Office		
Police Clearance (1 Original copy)		Police station		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the Office Clerk and Submit required documents	2. Record, check and verify documents  2.1. Issue Order of payment and direct client to pay at the Municipal Treasury  2.2. Prepare the Certification/Clearance	None	5 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
3. Pay the required fees at the Municipal Treasury by showing the Order of Payment	3. Accept payment and Issue Official Receipt  3.1. Direct client back to the HRMO/PESO	Certification ₱ 55.00	5 minutes	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or</i>



				<i>Revenue Collection Clerk-II</i>  <i>Mun. Treasury Office</i>
4. Present the Official Receipt	4. Check & Record O.R. Number  4.1 Re-check & sign the Certification/ Clearance	none	5 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
5. Receive Certification/Clearance and sign the logbook	5. Record and release the Certification/Clearance	none	2 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
	Total	₱ 55.00	22 minutes	

## 261. SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS



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

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Out of School Youth , In School Youth 15-30 years old and Dependent of Displaced Workers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Birth Certificate ( 1 PSA Copy, 1 Photocopy)		Philippine Statistics Authority (PSA)		
For Students :Form 138 for students or Form 137 for Basic education, or Certificate of passing grade from the registrar ( 1 Original Copy, 1 photocopy)		School		
For Out of School Youth: Certification as OSY in letter Head issued by the Barangay Chairman or MSWDO		Barangay Hall- Secretary MSWDO Municipal Hall		
For dependents of Displaced Workers: Notice of Termination by employer, Certification of displacement issued by Barangay, Municipal, Municipal Social Welfare and Development Officer ( 1 original copy and 1 photocopy)		Employer  Municipal Social Welfare and Development Office		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the ESO Officer and state the purpose	2. Issues Application Form	None	10 minutes	<i>PESO Manager</i> Or



				<i>Job Order Employee</i>  PESO
3. Fill up the SPES Application Form and submit	3. Receives and review Application Form	None	10 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
4. Sign Oath of undertaking if qualified	4. Check and review the documents	None	10 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
5. Sign Employment Contract, GSIS Insurance	5. Check & review documents	None	10 minutes	<i>PESO Manager Or Job Order Employee</i>  PESO
	Total	None	45 minutes	



## 262. TULONG PANGKABUHAYAN PARA SA DISPLACED DISADVANTAGED 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

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	18-75 years old displaced workers, underemployed & seasonal workers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance of certification of laid off, underemployed & displaced (1 original copy)		Barangay Hall- Secretary		
1x1 I,D. picture 2 copies		Requesting Party		
Cedula (1 original copy)		Barangay Hall- Treasurer		
Medical Clearance for 60-75 years old		RHU		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
2. Approach the PESO Officer and submit the requirements	2. Receives verify and review documents	None	3 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>  PESO
	2.1 Provide applicant with the Application Form & GSIS Insurance Coverage	None	1 minutes	
3. Fill up the Application Form & GSIS Insurance	3. Receives and review Application Form and if found complete submit to Department of Labor	None	3 minutes	<i>PESO Manager</i> Or <i>Job Order Employee</i>





Coverage and submit	and Employment Provincial Office	None	2 minutes	PESO
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	



# **COMMUNITY TRAINING AND EMPLOYMENT**

## **External Services**



## 263. PROVISION OF TESDA SCHOLARSHIP AND TRAINING

Facilitation of for technical skills trainings & skills enhancement

<b>Office or Division:</b>	Public Employment Service Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Interested individual 18 years old and above (High School Graduate, College Level/Graduate)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Form 137 or Original copy of certification with an average grade of 80% (1 original 1 photocopy)		School- Registrar		
Community Tax Certificate (1 original 1 photocopy)		Barangay Hall- Brgy. Treasurer		
Barangay Clearance ( 1 original 1 photocopy)		Barangay Hall- Brgy,. Secretary		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Sign the Client Log Book in the Information Desk	1. Guide the client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>  Office of the Municipal Mayor
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	<i>CTEC Designate</i> PESO
3. Fill-out Application Forms and submit to CTEC Designate	3.Receive & Review data in the Application Form	None	5 minutes	<i>CTEC Designate</i> PESO
	3.1.Endorse documents to the	None	15 minutes	<i>CTEC Designate</i> PESO



3.1. Receive the endorsement	Mun. Mayor's Office for approval 3.2 Release endorsement to the client upon approval of the Mayor			<i>Municipal Mayor</i> Office of the Municipal Mayor
	Total	None	35 minutes	



# **SIGMATAN WATERWORKS**

## **External Services**



## 264. 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.

<b>Office or Division:</b>		Municipal Engineering Office - Sigmatan Waterworks		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen Government to Business, Government to Government		
<b>Who may avail:</b>		Any resident within the service area of Libona Waterworks		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Fully accomplished New Service connection Form (1 set)		Sigmatan Waterworks		
Sketch of Location (1 copy)		Individual availing the service		
Attendance to a Seminar for New Applicants		Facilitated by Sigmatan Waterworks Every 2 <sup>nd</sup> Tuesday of the month		
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		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
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	5 minutes	<i>Billing Clerk And Sigmatan Supervisor Sigmatan Waterworks</i>
2. Pay the application fee	2. Accept payment and & Issue Official Receipt	Application Fee ₱350.00	5 minutes	<i>Billing Clerk And Sigmatan Supervisor Sigmatan Waterworks</i>



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 2 <sup>nd</sup> Tuesday of the month	None	1 hour	<i>OIC-Sigmatan Waterworks</i>
4. Guide the plumber during the inspection of location	4. Inspect location where the water service connection will be installed  4.1 Set schedule for water service installation	None	1 day	<i>Supervisor and Plumbers Sigmatan Waterworks</i>
5. Wait for the plumber for the installation	5. Install water service connection	None	1 day	<i>Plumbers Sigmatan Waterworks</i>
	Total	350.00	2 days, 1 hour, 10 minutes	



## 265. DISCONNECTION OF WATER SERVICE

Disconnected due to the request of the concessionaire

<b>Office or Division:</b>		Municipal Engineering Office - Sigmatan Waterworks		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Any concessionaire		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request to disconnect water service from registered concessionaire		Individual availing the service		
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 availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Go to the Sigmatan Waterworks Office and submit your letter	1.accept the letter submitted	None	10 minutes	<i>Billing Clerk And Sigmatan Supervisor</i>
	1.2 Compute cost of unbilled consumption if any	None	5 minutes	<i>Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks</i>
2. Pay the unpaid water bill if any	1.3 accept payment and issue official receipt	None	5 minutes	
	1.4 Forward letter and Official receipt to Simatan Supervisor or OIC	None	1 day	
3. Wait within 48 hours for the disconnection of Service Connection	1.5 Supervisor Verify the documents and gives instructions to field personnel for disconnection	None	30 minutes	
	<b>Total</b>	None	1 day , 50 minutes	





## 266. 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

<b>Office or Division:</b>		Municipal Engineering Office - Sigmatan Waterworks Unit		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		All concessionaires of Sigmatan Waterworks		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Statement of Account		Sigmatan Waterworks		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Approach the 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, Consumer type.  First 30 cu m water cons. X 10 Excess of 31 cu m & above x 15 for industrial and Agricultural consumer type	5 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, Consumer type.	8 minutes	



		First 30 cu m water cons. X 10 Excess of 31 cu m & above x 15 for industrial and Agricultural consumer type		
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## 267. RECEIVING REQUEST/COMPLAINTS

No water, high consumption, leakages, dirty water

<b>Office or Division:</b>		Municipal Engineering Office - Sigmatan Waterworks		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizens		
<b>Who may avail:</b>		Any concessionaire or his/her representative, concerned public		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Account Name & Account Number		Individual availing the service		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1.Go to the Sigmatan Waterworks Office or Call sigmatan Contact Number          2. Wait within one day or depend upon the situation to resolve the complaint	1. Conduct Interview get details of complaints and evaluate.	None	10 minutes	<i>Billing Clerk And Sigmatan Supervisor Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks</i>
	1.2 Refer client's concern to the Sigmatan Supervisor or to the Officer In charge	None	3 minutes	
	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	
	<b>Total</b>	None	1 day 48 minutes	



## 268. RECONNECTION OF WATER SERVICE

Disconnected due to request or non-payment of bills

<b>Office or Division:</b>		Municipal Engineering Office - Sigmatan Waterworks		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		Government to Citizen		
<b>Who may avail:</b>		Residents within Sigmatan area of jurisdiction whose connection is disconnected due to request and non-payment of bills		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request for reconnection of water Service		Individual availing the service		
Official receipt		Municipal Treasury		
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be Paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. File a request for reconnection to the Office in charge	1. accept the letter submitted and prepare statement for reconnection fee and compute the cost of unpaid consumption for payment.	None	10 minutes	<i>Billing Clerk And Sigmatan Supervisor Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks</i>
2. Pay the unpaid water bill if any and the reconnection fee	1.2 Issue water bill and Official receipt	None	5 minutes	
	1.4 Forward request to Sigmatan Supervisor or OIC	None	5 minutes	
3. Wait within 24 hours for the reconnection of water service	1.5 Supervisor Verify the documents and gives instructions to field personnel for reconnection	None	1 day	
	<b>Total</b>	None	1 day , 20 minutes	



# **POPULATION DEVELOPMENT OFFICE**

## **External Services**



## 269. CONDUCT OF PRE-MARRIAGE ORIENTATION AND COUNSELING SESSION

Pre-Marriage Orientation Counseling or PMOC is a one-day orientation program for couples applying for marriage license. It is designed to provide pre-marriage is all about.

<b>Office or Division:</b>	Population Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Citizen			
<b>Who may avail:</b>	Would be Couple, ages 18 years old and above			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Schedule of Pre-Marriage Counseling every 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesday & of the Month 8:00 A.M				
Birth Certificate or Baptismal			Municipal Civil Registration Office	
CNOMAR			MCR/PSA	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the Population Development Office and fill out Registration (RFPF Form 1, Log Book, Attendance)	1. Intake information /data of the would-be-couple/s	None	25 minutes	<i>Office Clerk</i> Population Development Office
2. Answer/put check the choices (agree, neutral, disagree, reasons) the given questions in the Marriage Expectation Inventory Form (MEI)	2. Provide/ assess would be-couple/s their expectations about marriage, engage each other in a dialogue to make their relationship stronger.	None	45 minutes	<i>Office Clerk</i> Population Development Office



3. Submit filled up MEI form	3. Evaluate/review the complete filled up the MEI Form	None	15 minutes	Office In-Charge Population Development Office
4. Attend/ participate the discussion of each topic.	4. Conduct lecture proper of the following topics:  <ul style="list-style-type: none"> <li>○ Introduction</li> <li>○ What is Marriage</li> <li>○ Roles &amp; Relationship</li> <li>○ Elements of Harmonious Relationship</li> <li>○ Other Related Laws Governing Marriage</li> </ul>	None	2 hours & 30 minutes	Office In Charge- Population Development Office
	<ul style="list-style-type: none"> <li>○ Rights of the Child</li> <li>○ RA 9262</li> <li>○ Home Management</li> </ul>	None	1 hour	Municipal Social Welfare and Development Officer Municipal Social Welfare and Delopment Office
	<ul style="list-style-type: none"> <li>○ Modern Family Planning Methods</li> <li>○ Myths &amp; Misconceptions of Family Planning Method</li> </ul>	None	1 hour & 40 minutes	Rural Health Midwife/ Family Planning Coordinator Municipal Health Office
5. PMOC Certificate	5. Prepare/ process of PMOC certificate	None	15 minutes	Office Clerk



				Population Development Office
6. Receive/release the PMOC Certificate	6. Releasing/giving of PMOC certificate to the would-be-couple/s duly signed by the PMOC team	None	10 minutes	Office In Charge- Population Development Office  Municipal Social Welfare and Development Officer Municipal Social Welfare and Delopment Office  Rural Health Midwife/ Family Planning Coordinator  Municipal Health Office
	Total	None	7 hours	





## VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback?	<p>Answer the client feedback form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk (PACD)</p> <p>Contact Number : 0923 082 3151 or munlibona@gmail.com</p>
How feedback is processed?	<p>Every Friday, the Public Assistance and Complaints Desk In charge opens the drop box and compiles and records all feedback submitted</p> <p>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.</p> <p>The answer of the office is then relayed to the citizen</p> <p>For inquiries and follow-ups, clients may contact the following Number 0923 082 3151</p>
How to file a complaint	<p>Answer the client Complaint Form and Drop it at the designated drop box in front of the Public Assistance and Complaints Desk</p>



	<p>Complaints can also be filed via Cell phone. Make sure to provide the following information:</p> <p>Name of person being complained Incident Evidence</p> <p>For inquiries and follow-ups clients may contact the following Cellphone Number</p>
<p>How complaints are processed?</p>	<p>The Public Assistance and Complaints Desk In charge opens the complaints drop box on a daily basis and evaluate each complaint</p> <p>Upon evaluation, the Complaints Officer shall start the investigation and forward the complaints to the relevant office for their explanation.</p> <p>The Complaints Officer will create a report after the investigation and shall submit it to the Head of Agency for appropriate action</p> <p>The Complaint Officer will give the feedback to the client.</p> <p>For inquiries and follow-ups clients may contact the following cellphone no. 0923 082 3151</p>
<p>Contact Information of CCB, PCC,ARTA</p>	<p>ARTA: <a href="mailto:complaint@arta.gov.ph">complaint@arta.gov.ph</a> 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565</p>



## VII. LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0918 900 0707
Office of the Municipal Mayor- Public Welfare and Development Division	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0947 496 2450
Office of the Municipal Mayor- Information and Technology Section	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0930 899 1245
Office of the Municipal Mayor- Municipal Sports Unit	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0947 887 9136
Office of the Municipal Mayor- Municipal Tourism Division	2 <sup>nd</sup> 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 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0929 622 3536
Municipal Human Resource & Management Office	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0933 989 2908



Business Permit and Licensing Office	1 <sup>st</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0930 079 1839
Municipal Health Office	Purok 1A Poblacion, Libona, Bukidnon	0919 993 7603
General Services Office	GSO Building , Poblacion, Libona, Bukidnon	0921 340 7202
Municipal Assessment Office	1 <sup>st</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0912 636 2046
Municipal Treasury	1 <sup>st</sup> 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 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0948 863 6180
Municipal Engineering Office	2 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0923 913 2971
Municipal Social Welfare and Development Office	1 <sup>st</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0920 973 1528
Municipal Accounting and Internal Audit Office	1 <sup>st</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0905 804 8229
Municipal Agriculture Office	Libo1 <sup>st</sup> Floor Executive Building , Poblacion,	0921 657 5543



	Libona, Bukidnon a, Bukidnon	
Philippine National Police- Libona	PNP Station, Poblacion, Libona, Bukidnon	0946 270 8796
Bureau of Fire Protection- Libona	Poblacion, Libona, Bukidnon	0932 584 672
DILG Libona	2 <sup>nd</sup> 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 <sup>nd</sup> Floor Executive Building , Poblacion, Libona, Bukidnon	0927 881 8918
MENRO	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

