





MUNICIPAL GOVERNMENT OF LIBONA
CITIZEN'S CHARTER
2020 (1ST Edition)



I. Mandate:

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

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

SECTION 17. Basic Services and Facilities.

(a) Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated herein.

(b) Such basic services and facilities include, but are not limited to, the following:

(2) For a municipality:

- (i) conservation projects; and enforcement of fishery laws in municipal waters including the conservation of mangroves;
- (ii) Pursuant to national policies and subject to supervision, control and review of the DENR, implementation of community-based forestry projects which include integrated social forestry programs and similar projects; management and control of communal forests with an area not exceeding fifty (50) square kilometers; establishment of tree parks, greenbelts, and similar forest development projects;



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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Municipal Officials, Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order Form (2 copies)		Requesting Employee		
Invitation Letter or Radio Message if Applicable (1 original copy)		Requesting Employee		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit Travel Order Form duly signed by the Head of Office, Municipal Human Resource and Management Officer and Municipal Budget Officer	1. Receives Travel Order Form check as to completeness and Log	None	5 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
	1.1 Forward to the Desk of Municipal Mayor for final action	None	10 minutes	<i>Municipal Mayor</i> Office of the Mun. Mayor
2. Get a copy of the Acted Travel Order Form at the Municipal Human Resource and Management Office	2. Forward to the Municipal Human Resource and Management Office	None	15 minutes	<i>Administrative Aide III</i> or <i>Job Order Employees</i> Municipal Human Resource and Management Office



	TOTAL	None	30 minutes	
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2. ACT ON LEAVE APPLICATIONS OF MUNICIPAL OFFICIALS AND EMPLOYEES

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Municipal Officials, Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form duly signed by the Human Resource Management Officer (2 original copies)		Municipal Human Resource and Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits Application for Leave Form duly signed by the Head of Office and Human Resource Management Officer	1. Receives Application for Leave Form, check as to completeness and Log 1.1 Forward to the Desk of Municipal Mayor for final action	None	5 minutes	<i>Receiving Clerk</i> Office of the Mun. Mayor
		None	10 minutes	<i>Municipal Mayor</i> Office of the Mun. Mayor
2. Receives Acted Application for Leave Forms at the Municipal Human Resource and Management Office	2. Forward to the Municipal Human Resource and Management Office	None	15 minutes	<i>Admin. Aide III</i> <i>or</i> <i>Job Order Employees</i> HRMO
	TOTAL	None	30 minutes	



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	1. Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form	None	10 minutes	<i>Administrative Aide III Or Job Order Employees</i> Municipal Human Resource and Management Office
2. Proceed to the General Services Office and have it signed by the	2. Receive Clearance Form , check and verify records, sign and	None	1 day and 6 minutes	<i>Supply Officer or General Services Officer</i>



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



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



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

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

Office or Division		Office of the Municipal Mayor		
Classification		Simple		
Type of Transaction		Government to Government		
Who may avail		Government Employees and Local Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Travel Order (1 original copy)		Requesting Employee		
Itinerary of Travel (1 original copy)		Requesting Employee		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Dispatcher and book for a vehicle	1. Checks approved Travel Order	None	5 minutes	<i>Vehicle Dispatcher</i>
	1.1 Checks availability of Vehicle/s	None	3 minutes	Office of the Mun. Mayor
	1.2 Prepares Trip Ticket and schedule the trip.	None	3 minutes	
	1.3 Informs Vehicle Driver of the scheduled trip	None	2 minutes	
	TOTAL	None	13 minutes	



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Government Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit documents to the receiving section	1. Receive the documents and verify data	None	5 minutes	<i>Receiving Clerk</i> Office of the Mun. Mayor
	1.1 Forward the documents to the LCE for approval	None	15 minutes	Municipal Mayor Office of the Mun. Mayor
2. Receive Documents	2. Returns acted documents to the requesting Employee or Office	None	10 minutes	<i>Clerk</i> Office of the Mun. Mayor
	TOTAL	None	30 minutes	



OFFICE OF THE MUNICIPAL MAYOR

Administrative Services

External Services



6. ADMINISTERING OATH OF OFFICE

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Punong Barangays, Barangay Kagawads, SK Chair, SK Kagawad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2.Submits document to the Receiving Section	2.Receives, evaluates and assesses documents	None	10 minutes	<i>Administrative Officer IV</i> <i>Or</i> <i>Clerks</i> Office of the Mun. Mayor
	2.1 Forwards document to the Executive Assistant for review	None	10 minutes	<i>Executive Assistant IV</i> Office of the Mun. Mayor
	2.2 Guides client to the Office of the Mayor for the taking of Oath of office	None	10 minutes	<i>Executive Assistant IV</i> Office of the Mun. Mayor



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



7. ATTENDING TO WALK-IN CLIENTS

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

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



8. AVAILING OF TRANSPORT ASSISTANCE

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

Office or Division	Office of the Municipal Mayor- Public Welfare Unit			
Classification	Simple			
Type of Transaction	Government to Citizens			
Who may avail	Residents of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Requesting Individual		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2.Approache the Receiving Clerk and submit the Letter Request	2. Receives Letter Request , log and forward to the Mayor's Desk for Approval	None	5 minutes	<i>Job Order Employees</i> Office of the Municipal 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 scheduling	None	10 minutes	<i>Vehicle Dispatcher</i> Office of the Municipal Mayor
	2.3 Notifies client for the confirmation and specific details of	None	10 minutes	<i>Vehicle Dispatcher</i> Office of the



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



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original copy of the document		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Submit the required documents to the Receiving Section	2. Receive and verify documents	None	2 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i> Or <i>Executive Assistant IV</i> Office of the Mun. Mayor
	2.1 Forward documents to the Authorized Officer for certification	None	3 minutes	
3. Receive copy of the certified document	3. Release the copy of the certified document	None	5 minutes	<i>Archives In-Charge</i> Office of the Mun. Mayor
Total		None	13 minutes	



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

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

Office or Division		Office of the Municipal Mayor		
Classification		Simple		
Type of Transaction		Government to Citizen, Government to Government, Government to Business		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card		Individual Availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Approach Office Clerk and state the purpose	2. Entertain client	None	2 minutes	<i>Clerks</i> <i>Or</i> <i>Executive Assistant IV</i>
2.1 Present Identification Card	2.1 Check Identification Card of the client and Guide Client to the Office of the Mayor	None	15 minutes	<i>and</i> <i>Municipal Mayor</i> Office of the Mun. Mayor
Total		None	20 minutes	



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	Animal Shippers and Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Animal Ownership Certificate with Official Receipt (1 Original Copy)		Barangay Hall- Barangay Captain		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Approach the Office Clerk and Submit required documents	2. Record, check and verify documents 2.1, Direct client to pay the required fees at the Municipal Treasury	None	5 minutes	<i>Admin. Officer IV or Job Order Employees</i> Office of the Mun. Mayor
3. Pay the required fees at the Municipal Treasury	3. Receive payment and issue Official Receipt. 3.1 Direct client back to the office of the Municipal	Clearance Fee ₱150.00	5 minutes	<i>Admin Assistant II Or Revenue Coll. Clerk II Or Local Revenue Collection Officer</i>



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



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All Residents of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Community Tax Certificate (1 original copy)		Municipal Treasury or Barangay Treasurer		
Barangay Clearance (1 original copy)		Barangay Hall – Barangay Secretary		
Police Clearance (1 original copy)		Police Station		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Approach the Office Clerk and submit requirements	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</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</i> Or <i>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</i> And <i>Executive Assistant IV</i> Office of the



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



13. SECURING MAYOR'S CLEARANCE / CERTIFICATION

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All persons/individuals who are bonafide residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate or Cedula (1 original copy)		Barangay Hall- Barangay Treasurer		
Barangay Clearance (1 original copy)		Barangay Hall- Barangay Secretary		
Police Clearance (1 original copy)		Police Station		
Judge Clearance (1 original copy)		Court		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Approach the Office Clerk and submit requirements	2.Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</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</i> Or <i>Clerks</i>
	2.2 Encode and print the document and forward to the Executive Assistant for review and	None	10 minutes	<i>Clerks</i> And <i>Executive Assistant IV</i>



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



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

1. PERMIT TO CIRCUS AND CARNIVALS

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

2. PERMIT FOR SPORTS CONTEST AND EXHIBITIONS

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

3. PERMIT FOR CARAVANS (PRODUCTS)

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Community Tax Certificate (1 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible



1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</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</i> Or <i>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</i> And <i>Executive Assistant IV</i>
	2.3 Forwards document to the desk of the Mun. Mayor for approval	None	10 minutes	<i>Municipal Mayor</i> Office of the Municipal Mayor
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment, make sure to secure Official receipt that will be issued upon	3. Accept the payment based on the Order of Payment	Permit Fee ₱1,000.00	3 minutes	<i>Admin Aide II</i> Or <i>Revenue Coll. Clerk II</i>
	3.1 Issue the Official Receipt		5 minutes	Or <i>Revenue Collection Officer II</i> Mun. Treasury Office



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



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Fill out Client's Log Book	1.Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2.Submit the complete documents to the Receiving Section	2.Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i>
	2.1 Issue the Order of Payment and direct client to the Municipal Treasury	None	5 minutes	<i>Administrative Officer IV</i> Or



	Office for payment 2.2 Encode and print the document and forward to the Executive Assistant for review and affixing initials 2.3 Forwards document to the desk of the Mun. Mayor for approval	None None	10 minutes 10 minutes	<i>Clerks</i> <i>Clerks And Executive Assistant IV</i> <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 3.1 Issue the Official Receipt	Permit Fee ₱500.00 None	3 minutes 5 minutes	<i>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II</i> Mun. Treasury Office
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 None	3 minutes 5 minutes	<i>Archives In-Charge Office of the Mun. Mayor</i>
	TOTAL	₱500.00	55 minutes	



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Submit the complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i>
	2.1 Issue the Order of Payment and	None	5 minutes	<i>Administrative</i>



	<p>direct client to the Municipal Treasury Office for payment</p> <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>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>10 minutes</p>	<p><i>Officer IV Or Clerks</i></p> <p><i>Clerks And Executive Assistant IV</i></p> <p><i>Municipal Mayor Office of the Municipal Mayor</i></p>
<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>	<p>3. Accept the payment based on the Order of Payment</p>	<p>Permit Fee ₱ 300.00</p>	<p>3 minutes</p>	<p><i>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office</i></p>
	<p>3.1 Issue the Official Receipt</p>	<p>None</p>	<p>5 minutes</p>	
<p>4. Return to the Office of the Municipal mayor for the processing and release of Permit</p>	<p>4. Check the Official Receipt</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Archives In-Charge</i></p>
	<p>4.1 Issue the Permit to the client</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Office of the Mun. Mayor</i></p>
	<p>TOTAL</p>	<p>₱ 300.00</p>	<p>55 minutes</p>	



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

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

Office or Division		Office of the Municipal Mayor		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Fill out Client's Log Book	1.Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2.Submit complete documents to the Receiving Section	2.Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i>
	2.1 Issue the Order of Payment and direct client to the	None	5 minutes	<i>Administrative Officer IV</i>



	<p>Municipal Treasury Office for payment</p> <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>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>10 minutes</p>	<p>Or Clerks</p> <p>Clerks And Executive Assistant IV</p> <p>Municipal Mayor Office of the Municipal Mayor</p>
<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>	<p>3. Accept the payment based on the Order of Payment</p> <p>3.1 Issue the Official Receipt</p>	<p>Permit Fee ₱300.00</p> <p>None</p>	<p>3 minutes</p> <p>5 minutes</p>	<p>Admin Assistant II Or Revenue Collection Clerk II Or Revenue Collection Officer II</p> <p>Mun. Treasury Office</p>
<p>4. Return to the Office of the Municipal mayor for the processing</p>	<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>Archives In-Charge Office of the Mun. Mayor</p>



and release of Permit				
	TOTAL	₱ 300.00	55 minutes	



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

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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the



				Mun. Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the requirements	None	10 minutes	<i>Administrative Officer IV Or Clerks</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 ₱500.00	3 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 Office</i>
4. Return to the Office of the	4. Check the Official	None	3 minutes	<i>Archives In-Charge</i>



Municipal mayor for the processing and release of Permit	Receipt 4.1 Issue the Permit to the client	None	5 minutes	Office of the Mun. Mayor
	TOTAL	₱ 500.00	55 minutes	



19. SECURING OF REFERRALS AND ENDORSEMENTS TO OTHER OFFICES

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Written Request (1 original copy)		Requesting Individual		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess submitted documents	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</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</i> Or <i>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</i> And <i>Executive Assistant IV</i>
	2.3 Forwards document to the desk	None	10 minutes	<i>Municipal Mayor</i>



	of the Mun. Mayor for approval			Office of the Municipal Mayor
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment	Certification / Endorsement Fee ₱100.00	3 minutes	<i>Admin Assistant II</i>
	3.1, Issue the Official Receipt	None	5 minutes	<i>Or Revenue Collection Clerk II Or Revenue Collection Officer II Mun. Treasury Office</i>
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 Issue the referral/ Endorsement and have the client signed the Log Book	None	5 minutes	<i>Office of the Mun. Mayor</i>
	Total	₱100.00	54 minutes	



20. SOLEMNIZATION RITES FOR CIVIL UNION

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

Office or Division		Office of the Municipal Mayor		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		Couples of Legal Age		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Prepared but 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</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>Administrative Officer IV</i> Or <i>Office Clerks</i> Office of the Municipal Mayor
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	5 minutes	<i>Administrative Officer IV</i> Or <i>Office Clerks</i> Office of the Municipal Mayor
3. Come back on	3. Solemnization	None	1 hour	<i>Mun. Mayor</i>



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



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

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

Office or Division	Office of the Municipal Mayor			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Punong Barangay, Barangay Kagawads			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished SALN Form (3 original copies)		Municipal Human Resource & Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book	1. Guide the client to the Office of the Municipal Mayor	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Mun. Mayor
2. Submit complete documents to the Receiving Section	2. Receive, evaluate and assess the documents	None	10 minutes	<i>Administrative Officer IV</i> Or <i>Clerks</i>
	2.1 Forwards Statement of Assets and Liabilities to the Executive Assistant for review	None	10 minutes	<i>Executive Assistant IV</i> Office of the Mun. Mayor
3. Proceed to the Office of the mayor	3. Guides Client to the Office of the Mayor with his/her SALN	None	5 minutes	<i>Executive Assistant IV</i> <i>And Municipal Mayor</i> Office of the Municipal Mayor
4. Receive the signed SALN	4. Release copy of the signed SALN	None	3 minutes	<i>Administrative Officer IV</i>



				Or Clerks Office of the Municipal Mayor
	Total	None	31 Minutes	

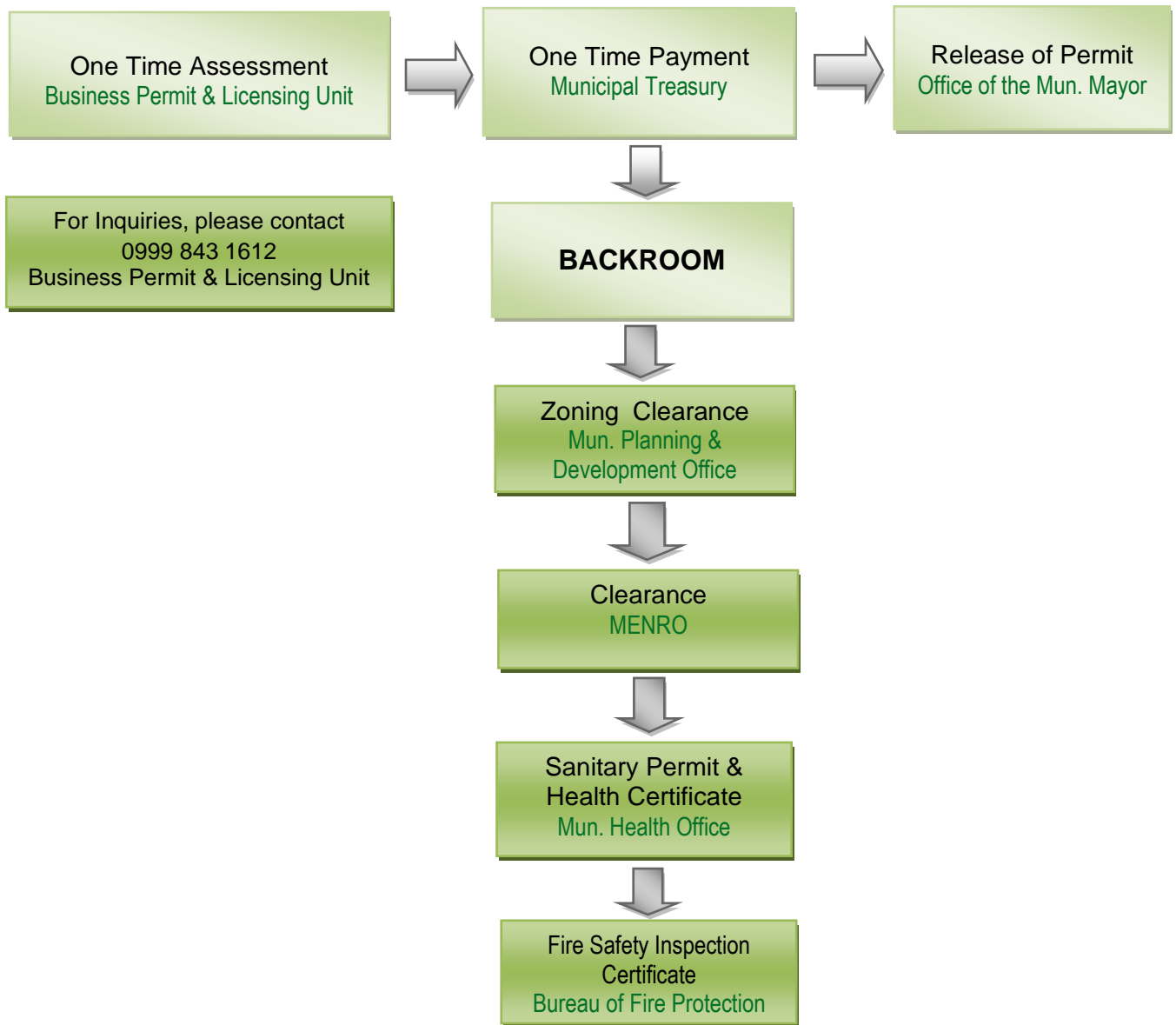


**OFFICE OF THE MUNICIPAL MAYOR
Business Permit, Licensing and
Economic Affairs Unit
(BPLEAU)**

External Services



Processing of Business Permit





22. APPLICATION OF BUSINESS PERMIT - NEW BUSINESS REGISTRATION

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

Office or Division:	Office of the Municipal Mayor- Business Permit and Licensing Unit			
Classification:	Simple			
Type of Transaction:	G2B Government to Business			
Who may avail:	All Business Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basis for computing of taxes, fees, and charges like business capitalization (1 original copy)		Business Proprietor availing the service		
Barangay Business Clearance (1 original copy)		Barangay Hall, Barangay Captain		
CEDULA (1 original copy)		Barangay Hall - Barangay Treasurer		
Barangay Clearance (1 original copy)		Barangay Hall - Barangay Secretary		
Client Steps	Agency Actions	Fees to be paid	Processing time	Person Responsible
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 for assessment and verification	1.1. Receive the required documents and check for completeness and issue Application Form	None	5 minutes	<i>Job Order Employee</i> Business Permit and Licensing Unit
	1.2 If requirements are complete conduct one-time-assessment of taxes, fees and charges and issue the Order of Payment	None	2 minutes	<i>License Inspector I</i> or <i>License Officer II</i>
	1.3 Start		3 minutes	Business Permit



	processing the request			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>Administrative Assistant II</i> Or <i>Revenue Collection Clerk II</i>
	2.1 Issue the Official Receipt		15 minutes	Or <i>Revenue Collection Officer II</i> <i>Municipal Treasury Office</i>
3. Return to the Business Permit and Licensing Unit for the processing and release of Business Permit	3. Check the Official Receipt	None	10 minutes	<i>License Officer II</i> <i>Business Permit and Licensing Unit</i>
	3.1 Issue the Business Permit to the client	None	10 minutes	Or <i>Municipal Mayor Office of the Municipal Mayor</i>
TOTAL		See table below	53 minutes	

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



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



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



23. APPLICATION OF BUSINESS PERMIT RENEWAL OF REGISTRATION

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

Office or Division:	Office of the Municipal Mayor- Business Permit and Licensing Unit			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	All Business Operators whose permit is due for renewal			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basis for computing taxes, fees, and charges (e.g. Income Tax Returns/Financial Statement) (1 original copy)		Business Proprietor availing the service		
Barangay Business Clearance (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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 required documents to the BPLO Personnel for assessment and verification	1.2 Receive the required documents and check for completeness and issue Application Form	None	2 minutes	<i>Job Order Employee</i> or <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	None	5 minutes	Business Permit and Licensing Unit



	the Order of Payment 1.4 Start processing the request		3 minutes	
2. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	2. Accept the payment based on the Order of Payment	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 <i>Revenue Collection Officer II</i> <i>Mun. Treasury Office</i>
3. Return to the Business Permit and Licensing Unit for the processing and release of Business Permit	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	<i>Business Permit and Licensing Unit</i> Or <i>Municipal Mayor Office of the Municipal Mayor</i>
TOTAL		See table below	53 minutes	



SCHEDULE OF FEES FOR THE RENEWAL OF BUSINESS

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

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



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

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

AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than ₱ 1000.00	₱ 26.35
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
<p>The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for:</p>	
<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">1. Rice and Corn;2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;3. Cooking oil and cooking gas;4. Laundry soap, detergents, and medicine;5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;6. Poultry feeds and other animal feeds;7. School supplies and8. Cement <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>	
<p>b. On retailers.</p>	



AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX RATE PER ANNUM
₱ 400,000.00 or less	2%
more than ₱ 400,000.00	1%
The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (₱ 400,000.00) while the rate of one percent (1%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (₱ 400,000.00).	
However, as provided by R.A. 7160 and its Implementing Rules, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (₱30,000.00) subject to existing laws and regulations	

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



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

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

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

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

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

- a. On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

- b. On the businesses hereunder enumerated:
 1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, carinderias or food caterers;
 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;
 3. Lessors, dealers, brokers of real estate;
 4. On boarding houses and apartments;
 5. Subdivision owners/ Private Cemeteries and Memorial Parks;
 6. Privately-owned markets;
 7. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;



8. Operators of Cable Network System; 9. Operators of computer services establishment; 10. General consultancy services; All other similar activities consisting essentially of the sales of services for a fee.	
AMOUNT OF GROSS SALES/RECEIPTS FOR THE PRECEDING CALENDAR YEAR	TAX PER ANNUM
Less than 5,000.00	₱ 73.21
5,000.00 or more but less than 10,000.00	₱ 146.41
10,000.00 or more but less than 15,000.00	₱ 219.61
15,000.00 or more but less than 20,000.00	₱ 292.82
20,000.00 or more but less than 30,000.00	₱ 439.23
30,000.00 or more but less than 40,000.00	₱ 585.64
40,000.00 or more but less than 50,000.00	₱ 998.25
50,000.00 or more but less than 75,000.00	₱ 1,098.08
75,000.00 or more but less than 100,000.00	₱ 1,464.10
100,000.00 or more but less than 150,000.00	₱ 2,196.15
150,000.00 or more but less than 200,000.00	₱ 2,928.20
200,000.00 or more but less than 250,000.00	₱ 3,660.25
250,000.00 or more but less than 300,000.00	₱ 4,396.30
300,000.00 or more but less than 400,000.00	₱ 5,856.40
400,000.00 or more but less than 500,000.00	₱ 7,320.50
500,000.00 or more but less than 750,000.00	₱ 10,980.75
750,000.00 or more but less than 1,000,000.00	₱ 13,443.10
1,000,000.00 or more but less than 2,000,000.00	₱16,238.20
2,000,000.00 or more	At a rate not exceeding fifty percent (50%) of one percent (1%) of the amount more than 2,000,000.00
On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding ₱ 50.00) per peddler annually.	
Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or	



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

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

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

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

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

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



24. AMENDMENT OF BUSINESS/MAYOR'S PERMIT

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

Office or Division:	Office of the Municipal Mayor- Business Permit and Licensing Unit			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	All Business Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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)		Business Proprietor availing the service		
For change of Business Name-DTI Registration (1 original copy)		Business Proprietor availing the service		
For change of Address-Barangay Clearance & Contract of Lease (1 original copy)		Barangay Hall- Barangay. Secretary or Business Proprietor availing the service		
For change of Business Organization-SEC Registration (from single to Corp) (1 original copy)		Business Proprietor availing the service		
Client Steps	Agency actions	Fees to be Paid	Processing Time	Person Responsible
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 II</i>
	1.4 Print Amended Business Permit/Mayor's Permit	None	5 minutes	
	1.5 Sign/Approval of	None	5 minutes	<i>Municipal Mayor or</i>



	Business/Mayors Permit 1.6 Record of amended Business/Mayor's Permit	None	2 minutes	<i>Authorized Representative</i> <i>Job Order Employee</i> 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</i> <i>Or</i> <i>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.

Office or Division:	Office of the Municipal Mayor- Business Permit and Licensing Unit			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	All Business Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 ₱100.00	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		₱100.00	53 minutes	



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

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

Office or Division:		Office of the Municipal Mayor- Business Permit and Licensing Unit		
Classification:		Simple		
Type of Transaction:		Government to Business		
Who may avail:		All Business Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Business Permit (1 original copy)		Business Proprietor availing the service		
Client Steps	Agency actions	Fees to be Paid	Processing Time	Person Responsible
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 ₱100.00	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> <i>Business Permit and Licensing Unit</i>
TOTAL		₱100.00	53 minutes	



OFFICE OF THE MUNICIPAL MAYOR
Community Affairs Unit
(CAU)

External Services



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

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

Office or Division	Office of the Municipal Mayor- Community Affairs Unit			
Classification	Complex			
Type of Transaction	Government to Citizen			
Who may avail	All incoming freshmen College Students ,K2-12 Graduate of Libona National High School, Kinawe National High School, and Alternative Learning System Graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out Client's Log Book in the information Desk	1. Guide the client to the Public Welfare Unit	None	3 minutes	<i>Information Desk In- Charge</i> Office of the Municipal Mayor
2.Approach the Office In-charge and state the purpose	2.Provide Client the Application Form and list of requirements	None	5 minutes	<i>MCEAP-In Charge</i> Public Welfare Unit



3.Fill-out and submit Application Form and requirements	3. Check documents to establish eligibility of applicant	None	10 minutes	<i>MCEAP-In Charge</i> Public Welfare Unit
	3.1. If eligible, inform client of the examination schedule	None	10 minutes	<i>MCEAP-In Charge</i> Public Welfare Unit
4.Take the Scholarship Qualifying Examination on the scheduled date	4.Check and verify examination results & Conduct panel interview to the passers	None	3 days	<i>MCEAP In Charge</i> Public Welfare Unit
	4.1. Set schedule for the orientation and signing of contract (between the LGU and the Students	None	1 day	<i>MCEAP In Charge</i> Public Welfare 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> Public Welfare Unit
	5.1. Prepare the endorsement letter to facilitate enrollment of scholars	None	3 hours	<i>MCEAP In Charge</i> Public Welfare Unit
	Total	None	4 days 6 hours 28 minutes	



ENVIRONMENT & NATURAL RESOURCES UNIT (ENRU)

External Services



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

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

Office or Division:	Environmental and Natural Resources Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Business, Government			
Who may avail:	Barangays with Material Recovery Facility (MRF)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Segregated Wastes Residual and Special Wastes only			Respective Barangay	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Proceed to Environment and Natural Resources Unit and discuss your intentions	1. Interview Client	None	5 minutes	<i>Garbage Collectors</i> 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> 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> Environment and Natural Resources Unit
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	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	1 sack or less ₱30.00 per sack Load of wastes carried by truck ₱500.00 per cubic	5 minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection</i>



payment				<i>Officer II</i> Municipal Treasury Office
4. Return to ENRU and present the Official receipt	4. Check Official Receipt	None	2 minutes	<i>Office Staff</i> Environment and Natural Resources Unit
	4.1 Guide the client to the Dumpsite for disposal	None	43 minutes	<i>Garbage Collectors</i> 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	



29. GARBAGE COLLECTION

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

Office or Division:	Environmental and Natural Resources Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Business, Government			
Who may avail:	Barangays with Material Recovery Facility (MRF)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Segregated Wastes Residual and Special Wastes ONLY			Respective Barangay	
Presence of the MRF in-charge or any authorized person from the Barangay to oversee the collection and sign the collection log book			Requesting Party/Person or Environment and Natural Resources Unit	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Bring segregated residual and special wastes to the Barangay Materials Recovery Facility (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	15 minutes	<i>Garbage Collectors</i> Environment and Natural Resources Unit
	Total	None	15 minutes	



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

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

Office or Division:	Municipal Environmental and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit a Letter Request address to Environment and Natural Resources Unit indicating the area to be planted and the number of seedlings needed	1. Receive the Letter Request. Verify the availability of seedlings. Orient the client on proper preparation of the area to be planted and Conduct area inspection.	None	1 day	<i>Office In-Charge Or Office Staff Environment and Natural Resources Unit</i>
2. Pick up the seedlings	2 Notify the Client to pick up the seedlings	None	4 hours	<i>Office In-Charge Or Office Staff Environment and Natural Resources Unit</i>
3. Submit to MENRO proof of the activity conducted	3 After the activity request clients to provide attendance and photos of the	None	1 day	<i>Office In-Charge Or</i>



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



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

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

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



32. QUERIES ON CHAINSAW REGISTRATION / CERTIFICATION

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

Office or Division:		Environmental and Natural Resources Unit		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All Chainsaw owners in Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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> Environment and Natural Resources Unit
2 Bring Chainsaw Unit and the requirements to City Environment and Natural Resources Office- Department of Environment and Natural Resources Talakag processing	2. Instruct the client to bring the said requirements and the Chainsaw Unit to City Environment and Natural Resources Office-Department of Environment and Natural Resources Talakag for processing	None	5 minutes	<i>Office In-Charge</i> Or <i>Office Staff</i> Environment and Natural Resources Unit
	Total	None	15 minutes	



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

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

Office or Division:		Environmental and Natural Resources Unit		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	None None	5 minutes 1 hour	Barangay Official Or <i>Office In-Charge</i> Or <i>Office Staff</i> 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 therefore subject	None	1 hour	<i>Office In-Charge</i> Environment and Natural Resources Unit And <i>Police Officer</i> to City



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



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

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

Office or Division:	Environmental and Natural Resources Unit			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Person applying for charcoal/firewood (production and/or selling) Certificate			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Barangay Certification (original and 1 photocopy)			Respective Barangay	
Tax Declaration indicating the number and type of planted trees and/or planted fruit trees and of wood weeds of someone permittee's (2 photocopy) Holder of Certificate & Cutting Permit with wood weeds (2 photocopy)			Requesting Party/Person or Mun. Assessment Office	
Latest Tax Receipt (2 photocopy)			Requesting Party/Person/Mun. Treasury	
Tax Clearance (2 photocopy)			Requesting Party/Person OR Mun. Assessment	
City Environment and Natural Resources Office Certificate for Firewood/Charcoal Source			City Environment and Natural Resources Office	
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit requirements	1. Receive and verify documents and interview the client	None	15 minutes	<i>Office In- Charge Or Office Staff Environment and Natural Resources Unit</i>
2. Guide Environment and Natural Resources Unit Personnel during ocular inspection	2. Conduct ocular inspection	None	1 day	<i>Office In- Charge Or Office Staff Environment and Natural Resources Unit</i>



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



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

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

Office or Division:	Environmental and Natural Resources Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government, Business			
Who may avail:	Person applying for cutting permit of planted trees and permit to transport cut trees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (original and 2 photocopy)		Respective Barangay- Barangay Secretary		
Tax Declaration indicating the number and type of planted trees and/or planted fruit trees (2 photocopies)		Requesting Party/Person or Mun. Assessment Office		
Tax Clearance (2 photocopy)		Requesting Party/Person/Mun. Treasury		
Latest Tax Receipt (2 photocopy)		Requesting Party/Person		
Municipal Agriculture Office Certificate of planted fruit trees (2 photocopy)		Municipal Agriculture Office		
Certificate of Registration of Chainsaw (2 photocopy)		Environment and Natural Resources		
Mayor's Business Permit of Chainsaw (2 photocopy)		Office of the Municipal Mayor		
DENR Certification (if the number of trees to be cut exceeds 9)		Department of Environment and Natural Resources		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit requirements	1. Receive and verify documents and interview the client	None	15 minutes	Office In- Charge Or Office Staff Environment and Natural Resources Unit
2. Guide MENRO Personnel	2. Conduct ocular inspection	None	1 day	Office In- Charge Or



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



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



OFFICE OF THE MUNICIPAL MAYOR
Information Technology Unit
(IT)

Internal Services



36. COMPUTER / LAPTOP REFORMAT

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

Office or Division	Office of the Municipal Mayor- Information Technology Unit			
Classification	Simple			
Type of Transaction	G2G Government to Government			
Who may avail	Individual Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	<i>Admin. Asst II</i> <i>IT- In charge</i> Information Technology Unit or <i>IT Personnel</i> Information Technology Unit
TOTAL		None	1 day	



37. EVENTS/PROGRAM DOCUMENTATION

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

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



38. GRAPHIC DESIGNING

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

Office or Division	Office of the Municipal Mayor- Information Technology Unit			
Classification	Simple			
Type of Transaction	G2G Government to Government			
Who may avail	Individual Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	2 hours	<i>Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit</i>
TOTAL		None	2 hours	



39. IDENTIFICATION CARD MAKING

Process of Making Official ID Cards

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



40. IN-HOUSE COMPUTER & PRINTER REPAIR

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

Office or Division	Office of the Municipal Mayor- Information Technology Unit			
Classification	Simple			
Type of Transaction	G2G Government of Government			
Who may avail	Individual Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 or printer and assess & repair for minor defects and refer for major defects	None	30 minutes	<i>Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit</i>
TOTAL		None	30 minutes	



41. SOFTWARE INSTALLATION

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

Office or Division	Office of the Municipal Mayor- Information Technology Unit			
Classification	Simple			
Type of Transaction	G2G Government to Government			
Who may avail	Individual Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	10 minutes	<i>Admin. Asst II IT- In charge Information Technology Unit or IT Personnel Information Technology Unit</i>
TOTAL		None	10 minutes	



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

External Services



42. SECURING SENIOR CITIZEN IDENTIFICATION CARD

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

Office or Division	Office of the Municipal Mayor- Office of the Senior Citizens Affair (OSCA)			
Classification	Simple			
Type of Transaction	Government of Citizen			
Who may avail	60 Years old and Above, Filipino Citizen and those with dual citizenship			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Office of the Senior Citizens Affair Head or Senior Citizens Focal Person and state the purpose.	1. 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
2. Fill-out and submit the Application Form.	2. Receive and review data .	None	15 minutes	<i>Office of the Senior Citizens Affair Head</i>
	2.1 Orient clients on benefits and privileges of senior	None	10 minutes	Office of the Senior citizens



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



43. SECURING PURCHASE BOOKLETS FOR SENIOR CITIZEN

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

Office or Division	Office of the Municipal Mayor- Office of the Senior Citizens Affair (OSCA)			
Classification	Simple			
Type of Transaction	G2C Government to Citizen			
Who may avail	60 Years old and Above, Filipino Citizen and those with dual citizenship			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. 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	1. 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
2. Receive the Purchase and Grocery Booklets and sign the logbook .	2. Release the Purchase / Grocery Booklets to the Senior Citizen or representative	None	5 minutes	<i>Office of the Senior Citizens Affair Head</i> Office of the Senior citizens



				Affair or <i>Senior Citizens</i> <i>Focal Person</i> Public Welfare Unit
	Total	None	7 minutes	



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

External Services



44. SECURING PERSONS WITH DISABILITY IDENTIFICATION CARD

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

Office or Division	Office of the Municipal Mayor- Office of the Persons with Disability Affairs (PWD)			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	Persons with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate stating the disability (1 original copy & 1 photocopy)		Physician		
Birth Certificate (2 photocopies)		Phil Statistics Authority or Mun. Civil Registration Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Persons with Disability Focal Person and submit the requirements.	1. Provide the Application Form.	None	10 minutes	Persons With Disability- In Charge Persons With Disability Unit <i>Persons with Disability Focal Person</i> Public Welfare Unit
2. Fill-out and submit the Application Form	2. Receive and review data .	None	15 minutes	Persons With Disability- In Charge
	2.1 Orient client on benefits and	None	10 minutes	Persons With Disability Unit



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



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

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

Office or Division	Office of the Municipal Mayor- Office of the Persons with Disability Affairs (PWD)			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	Members of Person with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach the Persons with Disability Focal Person and present the Persons with Disability ID and Authorization Letter if representative	1. 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
2. Receive the Purchase and Grocery Booklets and sign the log book.	2. Prepare and release the Purchase / Grocery Booklets to the client	None	5 minutes	Persons With Disability- In Charge Persons With Disability Unit



				<i>Persons with Disability Focal Person Public Welfare Unit</i>
	Total	None	7 Minutes	



OFFICE OF THE MUNICIPAL MAYOR
Public Welfare Unit
(PWU)

External Services



46. AVAILING OF ASSISTANCE IN CRISIS SITUATION

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

Office or Division	Office of the Municipal Mayor- Public Welfare Unit
Classification	Simple
Type of Transaction	Government to Citizens
Who may avail	Indigent Residents of Libona
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR MEDICAL ASSISTANCE	
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
FOR NON-FOOD ASSISTANCE	
Barangay Certificate of Indigency (1 original & 1 photocopy)	Barangay Hall- Barangay Secretary
Valid ID (1 card)	Person availing the services
FOR TRANSPORTATION ASSISTANCE	
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
FOR EDUCATIONAL ASSISTANCE	
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



FOR BURIAL ASSISTANCE				
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the information Desk	1. Give the Log Book to the client 1.1 Guide the client to the 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	2. Receive the required documents and check for completeness	None	5 minutes	<i>Office In Charge</i> Or <i>Job Order Employees</i> Public Welfare Unit
	2.1 Conduct assessment / case study to the client.	None	15 minutes	
	2.2 Prepare and process claims	None	10 minutes	
	2.2.1. Mun Budget Office Obligation Request	None	5 minutes	<i>Municipal Budget Officer-</i> Mun. Budget Office
	2.2.2. Accounting Office- Disbursement Voucher	None	5 minutes	<i>Municipal Accountant-</i> Municipal Accounting and Internal Audit Office
	2.2.3 Municipal Treasury- Disbursement	None	5 minutes	<i>Municipal Treasurer</i> Mun. Treasury



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



47. AVAILING OF EMERGENCY SHELTER ASSISTANCE

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

Office or Division	Office of the Municipal Mayor- Public Welfare Unit			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	Indigent Residents of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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)				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the information Desk	1. Give the Log Book to the client	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	3. Receive the required	None	2 minutes	<i>Disbursing</i>



requirements and submit	documents and check for completeness			<i>Officer II</i> Mun. Treasury Office
	3.1 Conduct assessment (proposal) to the client	None	10 minutes	<i>Public Welfare Unit- In charge</i> Or <i>Job Order Employees</i>
	3.2 Prepare and process claims	None	10 minutes	MMO- Public Welfare Unit
	3.2.1.Mun Budget Office Obligation Request	None	5 minutes	<i>Municipal Budget Officer-</i> Mun. Budget Office
	3.2.2. Accounting Office- Disbursement Voucher	None	5 minutes	<i>Municipal Accountant-</i> Municipal Accounting and Internal Audit Office
	3.2.3 Municipal Treasury- Disbursement Voucher	None	5 minutes	<i>Treasurer</i> Mun. Treasury Office
	3.2.4Office of the Mun. Mayor	None	5 minutes	<i>Mun Mayor</i> Office of the Municipal Mayor
4. Claim Assistance at Disbursing Officer- Municipal Treasury	4. Assistance for release at the Disbursing Office- Municipal Treasury	None	5 minutes	<i>Disbursing Officer</i> Mun. Treasury Office
	Total	None	57 minutes	



OFFICE OF THE MUNICIPAL MAYOR

Sports Development Unit

External Services



48. RENTING SPORTS EQUIPMENT

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

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



Municipal Revenue Section	Treasury, Collection	based on the Order of Payment 3.1 Issue the Official receipt	volleyball, Sepak Takraw, Soccer/football ₱30.00/piece/day 2.Boxing Gloves ₱50.00/set/day 3. Set Volleyball Set, Ping-Pong Set ₱150.00/set/day 4. Boxing Ring (at least 2 assemblers is a must, excluding assembler's fees) ₱200.00/set/day ₱30.00/piece/day		<i>Revenue Collection Clerk // Mun. Treasury Or Revenue Collection Officer II Mun. Treasury</i>
4.Return to the Municipal Coordinator for the release of the sports equipment	to the Sports Coordinator for the release of the sports equipment	4. Check the Official Receipt 4.1 Release of the Sports Equipment	None	10 minutes	<i>Mun. Sports Coordinator Office of the Municipal Mayor</i>
TOTAL			See table below	45 minutes	

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



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



OFFICE OF THE SANGGUNIANG BAYAN

Internal Services



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

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

Office or Division:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees of the Sangguniang Bayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
WHICHEVER IS APPLICABLE				
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	1 minute	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	Total	None	6 minutes	



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

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

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

Office or Division	Office of the Sangguniang Bayan			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Municipal Officials , Employees of the Sangguniang Bayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Leave Application Form duly signed by the Head of Office & Human Resource and Management Office (2 copies)		Office of the Sangguniang Bayan		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	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 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
	TOTAL	None	20 minutes	



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

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

Office or Division	Office of the Sangguniang Bayan			
Classification	Simple			
Type of Transaction	Government to Government			
Who may avail	Municipal Officials , Employees of the Sangguniang Bayan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order Form (2 copies)		Office of the Sangguniang Bayan		
Invitation Letter or Radio Communication if Applicable (1 original copy)		Requesting / Host Agencies		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 1.1 Forward to the Desk of Municipal Vice Mayor for final action	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
		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



	TOTAL	None	30 minutes	
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52. LEGISLATIVE ENACTMENT SERVICES ON REVIEW OF THE ANNUAL AND SUPPLEMENTAL BUDGET FOR THE OPERATIONS OF THE MUNICIPAL GOVERNMENT

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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Government		
Who may avail		Municipal Government of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	2. If documents are complete request is entered in the	None	5 minutes	<i>Computer Operator II</i> or



review	logbook for legislative actions			<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	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	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 first reading	None	1 day	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	3.3 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
	3.4 The secretariat finalizes Committee Report	None	2 days	<i>Sangguniang Bayan Member</i> Office of the Sangguniang Bayan
	3.5 The measure is presented on	None	15 days	<i>Committee on Rules and Laws</i>



	Second, Third and Final Reading (if there is a need for revision/amendment, debate is presented)			Office of the Sangguniang Bayan
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Computer Operator II</i> or <i>Administrative Aide VI</i> Office of the Sangguniang Bayan
	3.7 Finalizes adopted measure	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	3.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	<i>Computer Operator II</i> or <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> or <i>Administrative Aide VI</i> Office of the Sangguniang Bayan
4. Get a copy of approved resolution or	4. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II</i> or <i>Administrative</i>



ordinance				<i>Aide VI</i> Office of the Sangguniang Bayan
	Total	None	54 days 10 minutes	



OFFICE OF THE SANGGUNIANG BAYAN

External Services



53. REQUEST FOR PHOTOCOPIES OF SANGGUNIANG BAYAN DOCUMENTS

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

Office or Division	Office of the Sangguniang Bayan			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 or Computer Operator II</i>
	1.1 Retrieves documents from files and photocopy or search from tracking system & print	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
2. Pays prescribed fees And receive document/s and sign the logbook	2. Receives payment release the document/s	Photocopy ₱1.00 per copy short size ₱2.00 per copy long size	5 minutes	<i>Administrative . Aide VI or Computer Operator II</i> Office of the Sangguniang



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



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

The MTOPT 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 . MTOPT is being issued to regulate the number of tricycles. The MOTORIZED TRICYCLE OPERATOR'S PERMIT is valid for three (3) years, commencing from the date of its issuance, which is renewable every three (3) years. Only residents of Libona, Bukidnon are qualified to operate and maintain tricycles-for-hire

Office or Division		Office of the Sangguniang Bayan		
Classification		Simple		
Type of Transaction		Government to Citizen		
Who may avail		Motorcycle Owners / Operators		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Business Clearance (1 original and 1 photocopy)		Barangay Hall- Barangay Secretary		
Barangay Clearance of the Operator (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- Professional of the authorized driver (1 photocopy)		Land Transportation Office (LTO)		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	20 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	5 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 1 day	<i>Computer Operator II</i> or <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	Total	₱500.00	1 day & 33	



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

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

Office or Division	Office of the Sangguniang Bayan			
Classification	Simple			
Type of Transaction	Government to Citizen			
Who may avail	Civic Society Organizations (CSOs), Non- Government Organizations (NGOs) & Peoples Organizations (POs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be	Processing	Person



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



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



56. LEGISLATIVE ENACTMENT SERVICES ON CELLSITE INSTALLATION

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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Business		
Who may avail		Information and Telecommunication Providers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration and Title for the proposed site (1 original & 2 photocopies)		Mun. Assessment Office		
Affidavit of undertaking (1 original copy & 2 photocopies)		Requesting Party		
Structure blue print of the antenna (1 original copy 2 photocopies)		Requesting Party		
Department of Health Certification (1 original copy & 2 photocopies)		Department of Health		
Air Transportation Office Clearance (1 original copy & photocopies)		Air Transportation Office		
Barangay Resolution endorsing the proposed cell site (1 original copy & 2 photocopies)		Barangay Hall- Barangay Secretary		
Neighbor's consent within 50 meters radius from the proposed cell site (1 original copy . 1 photocopy)		Requesting Party		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and	1. Receive and review the document	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



assessment				
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 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> <i>Office of the Sangguniang Bayan</i>
	4. The concerned committee evaluates submitted documents	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan
	4.1 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
	4.2 The concerned committee holds public hearing whenever applicable	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang



	and renders report to SB session			Bayan
	4.3 The secretariat finalizes Committee Report	None	2 days	<i>Sangguniang Bayan member</i> Office of the Sangguniang Bayan
	4.4 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
	4.5 SB Adopts the measure on the Final Reading	None	1 day	<i>Computer Operator II</i> <i>or</i> <i>Administrative Aide VI</i> Office of the Sangguniang Bayan
	4.6 Finalizes adopted measure	None	1 day	<i>Municipal Mayor</i> Office of the Municipal Mayor
	4.7 SB Office provides the facilitation of the signature of concerned officials in the resolution or ordinance	None	15 days	<i>Admin. Aide VI</i> <i>or</i> <i>Computer Operator II</i> <i>or</i> <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



	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>Admin. Aide VI</i> or <i>Computer Operator II</i> or <i>Secretary to the Sanggunian</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>Admin. Aide VI</i> or <i>Computer Operator II</i> or <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	Total	None	54 days 10 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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Citizen, Government to Government		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement from the Office of the Municipal Mayor (2 copies)		Petitioners or complainant or other affected public		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	None	5 days	<i>Committee Concerned</i> Office of the Sangguniang Bayan



	and renders report to SB session			
	4.4 The secretariat finalizes Committee Report	None	2 days	<i>Sangguniang Bayan 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 signature of concerned officials in the resolution or	None	15 days	<i>Computer Operator II</i> or <i>Administrative Aide VI</i> Office of the



	ordinance			Sangguniang Bayan
	4.9 The secretariat enrolls the approved measure in the journals then forwards it to SP for review and posts it for publication if required	None	3 days	<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	



58. 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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Citizen, Government to Government		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure proper endorsement from the Office of the Municipal Mayor regarding a request, petition on certain issues or occurrences together with	1. Receive and review the document	None	2 hours	<i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



the pertinent documents				
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	None	1 day	<i>Committee Concerned</i> Office of the Sangguniang



	ordinances for first reading			Bayan
	4.3 The concerned committee holds public hearing whenever applicable and renders report to SB session	None	5 days	<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 signature of concerned officials in the resolution or ordinance	None	15 days	<i>Computer Operator II</i> or <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	



59. LEGISLATIVE ENACTMENT SERVICES ON RECLASSIFICATION OF LANDS

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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Citizen		
Who may avail		Residents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Title or Tax Declaration of the property (1 original. 1 photocopy)		Municipal Assessment Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure requirements and submit to the Office of the Sangguniang Bayan for review and assessment	1. Receive and review the document	None	5 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	3. The Secretary to the Sanggunian	None	5 days	<i>Secretary to the Sanggunian</i>



Actions	places all requests, petition, complaint, barangay ordinance and municipal budgets for review in the Order of Business for referral to the proper committee			<i>Office of the Sangguniang Bayan</i>
	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 first 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 secretariat 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	None	15 days	<i>Committee on Rules and Laws Office of the Sangguniang Bayan</i>



	revision/amendment , debate is presented)			
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Computer Operator II or Administrative Aide VI</i> <i>Office of the Sangguniang Bayan</i>
	3.7 Finalizes adopted measure	None	1 day	<i>Municipal Mayor</i> <i>Office of the Municipal Mayor</i>
	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 or Administrative Aide VI</i> <i>Office of the Sangguniang Bayan</i>
	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	<i>Computer Operator II or Administrative Aide VI</i> <i>Office of the Sangguniang Bayan</i>
4. Get a copy of approved resolution or ordinance	4. Releases the resolution or ordinance	None	1 day	<i>Computer Operator II or Administrative Aide VI</i>



				Office of the Sangguniang Bayan
	Total	None	54 days 10 minutes	



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

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

Office or Division		Office of the Sangguniang Bayan		
Classification		Highly Technical		
Type of Transaction		Government to Government		
Who may avail		Barangay Government Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 Budget Ordinances: Barangay Ordinance (3 original copies) Certification of Public Hearing (1 original copy)		Barangay Government Unit Concerned		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure requirements and submit to the Office of	1. Receive and review the document	None	5 minutes	<i>Secretary to the Sanggunian</i> Office of the



the Sangguniang Bayan for review and assessment				Sangguniang Bayan
2. Waits for the result of the review	2. If documents are complete request is entered in the logbook for legislative actions	None	5 minutes	<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 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> <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 first reading	None	1 day	<i>Committee Concerned</i> <i>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 secretariat 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 on Rules and Laws Office of the Sangguniang Bayan</i>
	3.6 SB Adopts the measure on the Final Reading	None	1 day	<i>Computer Operator II or Administrative Aide VI Office of the Sangguniang Bayan</i>
	3.7 Finalizes adopted measure	None	1 day	<i>Municipal Mayor Office of the Municipal Mayor</i>
	3.8 SB Office provides the facilitation of the signature of concerned officials in the resolution or	None	15 days	<i>Computer Operator II or Administrative Aide VI Office of the Sangguniang</i>



	ordinance			Bayan
	3.9 The secretariat enrolls the approved measure in the journals then forwards it to SP for review and posts it for publication if required	None	3 days	<i>Computer Operator II</i> or <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	54 days 10 minutes	



MUNICIPAL ACCOUNTING AND INTERNAL AUDIT OFFICE (MAIAO)

Internal Services



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form Duly signed by the Immediate Supervisor and Head of Office, General Services Officer, Municipal Human Resource and Management Officer, Libona Municipal Rank and File Employees Association (LIMURFEA) President, Municipal Accountant, (4 original copies)		Municipal Human Resource Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	1. Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form	None	10 minutes	<i>Administrative Aide III Or Job Order Employees</i> Municipal Human Resource and Management Office
2. Proceed to the General Services Office and have	2. Receive Clearance Form , check and verify	None	1 day and 6 minutes	<i>Supply Officer or General Services Officer</i>



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



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



62. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Employees and Local Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to	1.Receives and stamps the DVs or Payrolls	None	1 minute	<i>Accounting Clerk Municipal</i>



<p>the in-charge 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>None</p>	<p>20 minutes</p>	<p>Accounting Internal Audit Office</p> <p><i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office</p> <p><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>4 minutes</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>25 minutes</p>	



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

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

Office or Division:		Municipal Accounting & Internal Audit Service		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Municipal Employees and Local Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Presents Check and Disbursing Vouchers to the Accounting Clerk	1. Receives Check and verify as to order of check Issuance	None	2 minutes	<i>Accounting Clerk</i>
	1.1 Enters the individual check into the system	None	5 minutes	<i>Accounting Clerk</i>
	1.2. Generates Journal of Entry Voucher	None	5 minutes	<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	2 minutes	<i>Accounting Clerk</i>
	Total	None	17 minutes	Municipal Accounting Internal Audit Office



64. ISSUANCE OF CERTIFICATE OF INCOME TAX WITHHELD OR BIR FORM 2316

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

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



65. 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.

Office or Division:	Municipal Accounting & Internal Audit Service			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Mun. Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Proceed to the Municipal	1. Receives/logs the Voucher	None	3 minutes	<i>Municipal Accountant</i>



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



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



66. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement	1.Receives and stamps the DVs or	None	3 minutes	<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>Payrolls</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>None</p>	<p>10 minutes</p>	<p>Municipal Accounting Internal Audit Office</p> <p><i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office</p> <p><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</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes</p>	



67. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 Appointment Accomplishment report Duly accomplished Daily Time Record		Requesting Party HRMO/MEO/MMO General Services Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement	1.Receives and stamps the DVs or	None	3 minutes	<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>Payrolls</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>None</p>	<p>10 minutes</p>	<p>Municipal Accounting Internal Audit Office</p> <p><i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office</p> <p><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</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes</p>	



68. PROCESSING OF CLAIMS ON PERSONAL SERVICES LOYALTY AWARD

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

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

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

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

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the	1.Receives and stamps the DVs or Payrolls	None	3 minutes	<i>Accounting Clerk</i> Municipal Accounting Internal Audit Office



Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per Disbursement Voucher or payroll and Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None None	10 minutes	<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	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



69. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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				
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	<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	<i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office
		None		<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	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



70. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	
Approved application for leave	Mun. Human Resource Management Office
Statement of Earned Leave Credits	Mun. Human Resource Management Office
Certificate of Clearance	Mun. Human Resource Management Office
Ombudsman Clearance	Ombudsman
Affidavit of no pending case	Lawyer
Affidavit Authorizing Deduction of Financial Obligation	Lawyer
Statement of Assets, Liabilities and Net Worth	Mun. Human Resource Management Office
Appointment	Mun. Human Resource Management Office



Service Record GSIS Clearance Notice of Salary adjustment (NOSA)		Mun. Human Resource Management Office GSIS Mun. Human Resource Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.Receives and stamps the DVs or Payrolls	None	3 minutes	<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	<i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office
		None		<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	<i>Mun. Accountant</i> Municipal Accounting Internal Audit Office
	Total	None	18 minutes	



71. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits	1.Receives and	None	3 minutes	<i>Accounting</i>



<p>Disbursement Voucher/Payroll to the in-charge Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Muni</p>	<p>stamps the DVs or Payrolls</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>None</p>	<p>10 minutes</p>	<p><i>Clerk</i> Municipal Accounting Internal Audit Office</p> <p><i>Admin. Officer IV</i> Municipal Accounting Internal Audit Office</p> <p><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</p>	<p><i>Mun. Accountant</i> Municipal Accounting Internal Audit Office</p>
	<p>Total</p>	<p>None</p>	<p>18 minutes</p>	



72. PROCESSING OF LIQUIDATION OF CASH ADVANCES / REIMBURSEMENTS TRAVELLING EXPENSES

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

Office or Division:	Municipal Accounting & Internal Audit Service			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Mun. Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	1.Receives documents and logs the Disbursement Voucher/Payrolls with supporting documents	None	3 minutes	<i>Municipal Accountant</i>
	1.2 Checks supporting documents and record Financial Management	None	10 minutes	Municipal Accounting Internal Audit Office



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



MUNICIPAL ACCOUNTING & INTERNAL AUDIT OFFICE (MAIAO)

External Services



73. PREPARATION OF FINANCIAL REPORT OF BARANGAY

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

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

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

Office or Division:	Municipal Accounting & Internal Audit Service			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	All Barangay Treasurer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher/Payroll (3 original copies)		Barangay Concerned		
Registry of Collection & Deposit (3 copies)		Barangay Concerned		
Registry Appropriation & Obligations Cash Book		Barangay Concerned		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll and other supporting's documents to the in-charge	1.Receives and stamps the DVs or Payrolls	None	1 minute	JO- <i>Barangay Bookkeeper</i> Municipal Accounting Internal Audit Office
	1.1. Check as to completeness of supporting documents	None	15 minutes	
	1.2. Prepare Journal Entry Voucher	None	30 minutes	



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



74. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Barangay Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the DVs or Payrolls	None	3 minutes	Accounting Clerk Municipal Accounting



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



75. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Citizen Government to Business, Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	Department Head of the Requesting Party
On small value procurement	
Omnibus Sworn Statement (supplier)	Supplier
Business Permit	Supplier
Philgeps Registration	Supplier
Official Receipt (with TIN)	Supplier
Charge Sales Invoice/Delivery Receipt	Supplier
Inspection and Acceptance Report	Requesting Party/GSO



Notice to proceed 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		Bids & Awards Secretariat 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.Submits Disbursement Voucher/Payroll to the in-charge	1.Receives and stamps the DVs or Payrolls	None	3 minutes	<i>Accounting Clerk</i>
Or Municipal Budget Office forwards the Disbursement voucher/ Payrolls to the Municipal Accounting Office	1.1. Reviews claim per DV or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the DV or payroll to the claimant/MBO if lack supporting documents	None	10 minutes	<i>Admin. Officer IV or Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	<i>Municipal. Accountant</i> Municipal Accounting Internal Audit Office
Total		None	18 minutes	



76. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 Communication services Original copy of bills Copy of the message sent (if applicable) Light and Water Expenses Statement of Account Detailed Billing statement		Supplier Supplier Supplier Supplier		
Client Steps	Agency Actions	Fees to be	Processing	Person



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



77. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Business, Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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)	Concerned Party Inspectorate Team Municipal Engineering Office Municipal Engineering Office Bids & Awards Secretariat Bids & Awards secretariat Supplier Supplier



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



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



78. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Client, Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	MSWDO MSWDO Barangay Hall Physician Hospital- Billing Section Mun. Civil Registration Office Concerned Employee Concerned Employee



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



79. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Citizen, Business, Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 Complete Delivery	General Services Office
Delivery Receipts and Charge Sales Invoice	Supplier Supplier
Inspection and Acceptance Report	Requesting Office
Notice to Proceed	Bids and Awards Secretariat
Transmittal to COA For PO review	Mun. Accounting & Internal Audit Office
Purchase Order/Contract	Requesting Office
Performance Bond	Requesting Party
Notice of Award	Bids and Awards Secretariat



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		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.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 Disbursement Vouchers or Payrolls 1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal	None None	3 minutes 10 minutes	<i>Accounting Clerk</i> <i>Admin. Officer IV or Internal Audit Assistant</i> Municipal Accounting Internal Audit Office



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



80. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Citizen Government to Business, Government to Government
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	Mun. Budget Office/ Mun. Treasury/MAIAO Office of the Municipal Mayor Office of the Municipal Mayor Provincial Government Sangguniang Bayan



Deed of Absolute Sale Tax Clearance Applicable BIR Zonal valuation Certified Certificate of Title Of Land Ownership (TCT) Certified copy of the Tax Declaration Other technical documents (project 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.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 Disbursement Vouchers or Payrolls 1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None None	3 minutes 10 minutes	<i>Accounting Clerk</i> <i>Admin. Officer IV or Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	<i>Municipal Accountant</i> Municipal Accounting Internal Audit Office



	Total	None	18 minutes	
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81. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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	Processing	Person



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



82. 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.

Office or Division:	Municipal Accounting & Internal Audit Services Office
Classification:	Simple
Type of Transaction:	Government to Citizen, Government to Business, Government to Business
Who may avail:	Employee/Payee
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 On claims for retention/bonds Proof of deduction (retention) Copy of the Certificate of complete delivery Copy of Inspection and acceptance report Copy of the Official receipt Issued (bonds) On remittances to various government	Bids and Awards Secretariat Requesting Party Requesting Party Supplier



agency/institution Remittance list Downloaded statement (HDMF/PHIC/GSIS) On Cash advances Activity design (if applicable) Travel Order (if travel) Appendix A (if travel)		Mun. Accounting Office Mun. Accounting Office Requesting Party Requesting Party Requesting Party		
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 Disbursement Vouchers or Payrolls 1.1. Reviews claim per Disbursement Voucher or payroll Checks as to completeness of supporting documents and forward to the Municipal Accountant Return the Disbursement Voucher or payroll to the claimant/Municipal Budget Office if lack supporting documents	None None	3 minutes 10 minutes	<i>Accounting Clerk</i> <i>Admin. Officer IV or Internal Audit Assistant</i> Municipal Accounting Internal Audit Office
2. Receives the signed documents	2. Signs the claims per Disbursement Voucher or payroll and release	None	5 minutes	<i>Municipal Accountant</i> Municipal Accounting Internal Audit



				Office
	Total	None	18 minutes	



83. REMITTANCES TO GOVERNMENT AGENCIES /FINANCIAL INSTITUTIONS

A monthly financial obligations of the Local Government Unit

Office or Division:	Municipal Accounting & Internal Audit Service			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Mun. Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Billing Statement (1 copy)		Financial Institutions		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	10 minutes 2 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 Office</i>
	Total	None	2 days, 20 minutes	



MUNICIPAL AGRICULTURE OFFICE

External Services



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

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

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



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



85. ANIMAL HEALTH CARE- CASTRATION OF ADULT AND LARGE ANIMALS

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Libona Livestock Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chute; if necessary		Individual availing the service		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Veterinary Medicines (for treatment on second time onwards)		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 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 3.1 Issue Official Receipt	Php 50.00	2 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>
4. Approach personally or Contact Live Stock Coordinator and show the Official Receipt	4.Gather needed information for assessment 4.1. Set time schedule 4.2. Conduct Castration	None None Provide Veterinary Medicines for treatment (Anti-Tetanus)	5 minutes 5 minutes 1 day	<i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> <i>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>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> <i>Municipal Agriculture Office</i>
	Total	None	1 day 41 minutes	



86. ANIMAL HEALTH CARE – CASTRATION OF SMALL ANIMALS

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Libona Livestock Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Veterinary Medicines (for treatment on second time onwards)		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 the Livestock Coordinator	None	5 minutes	



3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information for assessment 3.1. Set time schedule 3.2. Conduct Castration	None None Provide Veterinary Medicines for treatment (Anti-Tetanus)	5 minutes 5 minutes 1 day	<i>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> 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>Agricultural Technician</i> <i>Or</i> <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	1 day 35 minutes	



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

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

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



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



88. 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.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Libona Livestock Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chute; if necessary		Individual availing the service		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 the Livestock Coordinator	None	5 minutes	



3. Approach personally or Contact Live Stock Coordinator	3.Gather needed information for assessment	None	5 minutes	<i>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	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	1 day 35 minutes	



89. 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.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Libona Livestock Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (1 original copy)		Barangay Hall- Barangay Treasurer or Municipal Treasury Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Agricultural Technologists</i> Municipal Agriculture Office
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>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office



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



90. 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.

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Livestock Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chute; if necessary		Individual availing the service		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Veterinary Medicines (for treatment on second time onwards)		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 the Livestock Coordinator	None	5 minutes	



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



91. 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.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Livestock Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 the Livestock Coordinator	None	5 minutes	



3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information for assessment	None	5 minutes	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	3.1. Set time schedule	None	5 minutes	
	3.2. Diagnose and provide vitamin supplementation	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	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	Total	None	1 day 35 minutes	



92. AVAILMENT OF FARM FACILITIES AND MACHINERIES SERVICES

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

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



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

Schedule of Payment

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



93. AVAILMENT OF FINGERLINGS

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

Office or Division:	Municipal Agriculture Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Libona Fisher Folks and other interested individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Established Fishpond/s		Requesting Party/Person		
Good Source of Water Supply		Requesting Party/Person		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 <i>Agricultural Technologists</i> Municipal Agriculture
	3.1 Schedule Area Assessment	None	2 days	
	3.2 Coordinate with BFAR		7 days	



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



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

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Livestock Farmers of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chute; if necessary		Individual availing the service		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
Animal Credentials (For Large Animals)		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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 the Livestock Coordinator	None	5 minutes	
3. Approach personally or Contact Live Stock Coordinator	3. Gather needed information	None	10 minutes	<i>Agricultural Technician</i> Or <i>Agricultural</i>
	3.1. Conduct Blood Collection	None	1 hour	



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



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

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	3 minutes	
	3.2 Set the date for ocular inspection	None	5 minutes	
	3.3 Conduct	None	1 day	



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



96. COMMUNITY ORGANIZING

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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
	3.1. If complete, endorse	None	1 day	



	documents to DOLE/SEC/CDA Office for Registration 3.2. Inform client to be back when Registration is approved by the certifying body	None	3 minutes	Agriculture Office
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	



97. CROPS GAWAD SAKA AWARDEE APPLICATION ASSISTANCE

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	3 minutes	
	3.2 Set the date for ocular inspection	None	5 minutes	
	3.3 Conduct Ocular Inspection	None	1 day	



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



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

The Municipal Agriculture Office provides assistance in the application of farmers through endorsing various project proposal and requests from individuals or businesses to Provincial, Regional, National Agencies.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	
		None	5 minutes	



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



99. ENROLMENT TO THE PHILIPPINE CROP INSURANCE CORP.

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Libona Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form (1 original copy)		Mun. Agriculture Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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



	Total	None	1 day 12 minutes	
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100. ENROLMENT AND UPDATING TO THE BUKIDNON FARMERS PROFILING INFORMATION SYSTEM

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Livestock Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of Land Ownership (1 photocopy)		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview Client 2.1 Enroll the client to the BFPIS	None	15 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	20 minutes	



101. ESTABLISHMENT OF CROP DEMO

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

Office or Division:		Municipal Agriculture Office		
Classification:		Highly Technical		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	3 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the 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 Set up the Demo Farm	None	7 days	
	Total	None	8 day 20 minutes	



102. FARM AND HOME VISIT

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Interview client	None	3 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	2.1 Refer client to the 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 for Farm/Home Visit	None	5 minutes	
	3.2 Onsite consultation/Farm Inspection	None	1 day	
	3.3 Give possible	None	20 minutes	



	suggestions to clients			
	Total	None	1 day 40 minutes	



103. INSECTICIDE ASSISTANCE FOR PEST AND DISEASES OUTBREAK ON CROPS

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	



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



104. ISSUANCE OF CERTIFICATE OF ACTUAL TILLAGE AND FARM OWNERSHIP

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Farm owners / Farm managers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Land Title / Tax Declaration of farm (1 Photocopy)		Municipal Assessment Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents	None	2 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office



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



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

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Pet owners and Poultry Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proof of ownership (1 original copy)		Person availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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>Agricultural Technician</i> Or <i>Agricultural Technologist</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 that will be issued upon payment	4. Accept the payment based on the Order of Payment	Certification Fee ₱50.00	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
	4.1, Issue the Official Receipt		3 minutes	
5. Return to the Municipal Agriculture Office for the processing and release of the Certification	5. Check the Official Receipt	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i> Municipal Agriculture Office
	5.1 Issue the Certification and have the client signed the Log Book	None	5 minutes	
	Total	₱50.00	27 minutes	



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

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Farmers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach any Municipal Agriculture Personnel and state the purpose	2. Conduct interview and gather data	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</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>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	20 minutes	



107. ISSUANCE OF OTHER COMPUTER GENERATED DATA

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

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	Private agencies / companies and other government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (1 original copy)		Barangay Hall- Barangay Treasurer or Municipal Treasury Office		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
2. Approach the Municipal Agriculture Personnel and state the purpose	2. Inform client of the required documents	None	2 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office



3. Comply and Submit the requirements	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	None	5 minutes	<i>Agricultural Technician</i> Or <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 that will be issued upon payment	4. Accept the payment based on the Order of Payment 4.1, Issue the Official Receipt	Certification Fee ₱50.00	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
5. Return to the Municipal Agriculture Office for the processing and release of the Clearance	5. Check the Official Receipt 5.1 Issue the Clearance and have the client signed the Log Book	None None	5 minutes 5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	₱50.00	27 minutes	



108. LIVESTOCK DISPERSAL AND MONITORING

Contract Signing Re-Dispersal Assistance

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Livestock Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Animal Credentials, if necessary		Person availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	1 day	



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



109. LIVESTOCK GAWAD SAKA AWARDEE APPLICATION

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Libona Livestock Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	



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



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

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

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		Livestock Farmers of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Chute for Cattle and Carabao		Farmer / owner availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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>
	2.1 Refer client to the Artificial Insemination Technician	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologist</i>
	2.2 Direct Client to the Municipal Treasury and pay the required fees	None	2 minutes	Municipal Agriculture Office
3. Pay the required fees at the	3 accept payment based on the	Php 200.00	1 minutes	Admin Aide II Or



Municipal Treasury Office by showing the order of payment and make sure to secure Official Receipt	order of payment 3.1 Issue Official Receipt		2 minutes	Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury office
4. Approach personally or contact Livestock Coordinator	4.. Set the schedule	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office AI Technician Municipal Agriculture Office
	4.1 Conduct AI procedure	None	1 day	
	4.2 Record activity to logbook	None	1 minute	
5. Sign the Livestock Accomplishment Report Form	5. Prepare Livestock Accomplishment Report and have it signed by the client	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	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	10 minutes	
	Total	₱200.00	1 day & 41 minutes	



111. 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.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Government			
Who may avail:	Interested Farmers/Land Owners with Land Area to be planted			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer or Municipal Treasury Office		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural</i>



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



112. SOIL SAMPLING

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

Office or Division:		Municipal Agriculture Office		
Classification:		Highly Technical		
Type of Transaction:		Government to Citizen		
Who may avail:		Bonafide Farmers of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	1 day	



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



113. TECHNICAL ASSISTANCE ON CROPS

Trainings and Seminars
 Advocacy Promotion
 Information Dissemination
 Consultation

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

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		Government to Citizen		
Who may avail:		Bonafide Farmers of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	3.1 Refer Client to assigned Agriculture Technologist and/or Program	None	3 minutes	



	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	
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</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



114. TECHNICAL ASSISTANCE ON LIVESTOCK FARMING

Organic Agriculture
 Advocacy Promotion
 Information Dissemination
 Consultation

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

Office or Division:		Municipal Agriculture Office		
Classification:		Complex		
Type of Transaction:		Government to Citizen		
Who may avail:		Bonafide Farmers of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	<i>Agricultural Technician</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	3.1 Refer Client to assigned Agriculture Technologist and/or Program	None	3 minutes	



	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	
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</i> Or <i>Agricultural Technologists</i> Municipal Agriculture Office
	Total	None	5 days 1 hour 33 minutes	



115. TECHNICAL ASSISTANCE ON FISHERY

Trainings and Seminars, Advocacy Promotion, Information Dissemination Consultation

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

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Bonafide Farmers of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Agriculture Office	None	3 minutes	
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	None	5 minutes	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	3.1 Refer Client to assigned Agriculture Technologist and/or Program coordinator	None	3 minutes	
	3.2 Set the date for ocular inspection	None	5 days	
	3.3 Conduct Ocular Inspection and instruct/suggest probable solutions	None	1 hour	
	3.4 Provide prescribed forms to be filled out by the client (if necessary)	None	5 minutes	
4. Fill out prescribed forms and submit to Municipal Agriculture Personnel (if necessary)	4. Facilitate submission of documents to responsible agencies (if necessary)	None	10 minutes	<i>Agricultural Technician Or Agricultural Technologists Municipal Agriculture Office</i>
	4.1 Conduct monitoring	None		
	Total	None	5 days 1 hour 33 minutes	



MUNICIPAL ASSESSMENT OFFICE

External Services



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

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

Office or Division:		Municipal Assessment Office		
Classification:		Simple		
Type of Transaction:		Government to Client, Government to Business, Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Stamps (3 pcs)		Bureau of Internal Revenue		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal 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>Job Order Employees</i> Or <i>Tax Mapper</i>
	2.1 Retrieve and verify records	None	2 Hours	
	2.2 Issue the Order of Payment after verification of records	None	5 minutes	Mun. Assessment Office
	2.3. Prepare the Certification	None	10 minutes	
3. Pay the required fees at the Municipal	3. Accept the payment based on the Order of	₱110.00 Certified True Copy	5 minutes	<i>Admin Aide II</i> Or <i>Rev Collection Clerk</i>



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



117. ISSUANCE OF CERTIFIED TRUE COPIES OF TAX DECLARATION

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

For reference use

For Officials use at the Bureau of Internal Revenue

For Official use at the Registry of Deeds

For Electrical Connection (BUSECO- Franchise Area)

For Official use at other offices (Government or Private)

Office or Division:		Municipal Assessment Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen Government to Business Government to Government		
Who may avail:		Land Owners in Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documentary Stamps (3 pcs)		Bureau of Internal Revenue		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach the front office clerk	2. Conduct Interview 2.1. Retrieve and verify records 2.2. Issue the Order of Payment after verification of records	None None	5 minutes 5 minutes	<i>Assessment Clerk II Or Job Order Employees Or Tax Mapper</i> 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>₱110.00 Certified True Copy ₱30.00 Doc Stamps</p>	<p>5 minutes</p>	<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>
<p>4. Return to the Municipal Assessment Office for the processing and release of the Certified True Copy</p> <p>4.1 Received the Document</p>	<p>4. Check the Official Receipt</p> <p>4.1 Control and Release the Certified True Copy</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>3 minutes</p>	<p><i>Assessment Clerk II</i> Or <i>Job Order Employees</i> Or <i>Tax Mapper</i></p> <p>Mun. Assessment Office</p>
	<p>Total</p>	<p>₱140.00</p>	<p>28 minutes</p>	



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

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

Office or Division:	Municipal Assessment Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	Land Owners in Libona
A. Transfer of Real Property	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Deed of Conveyance duly registered at the Register of Deeds (ROD) if the property is Titled (2 photocopies)	Client/ Owner
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
B. Revision of Assessment	
Approved Subdivision or Consolidation Plan-if applicable (2 blueprints)	DENR Region X
Approved Survey Plan (2 blueprints)	DENR Region X
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



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			
C. New Assessment				
Approved Survey Plan (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			
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			
Client Steps	Agency Actions	Fees to be Paid	Processing time	Person responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2 Guide the client to the Municipal Assessment Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach the front Desk Clerk and submit the documents	2. Conduct Interview 2.1 Examine and verify the documents presented against the checklist of requirements 2.2 If found compliant, acknowledge the documents, if not return the same to the client	None None	5 minutes 10 minutes	<i>Tax Mapper Or Assessment Clerks II</i> <i>Job Order Employees</i> Municipal Assessment Office



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



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

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

For original land titling application at CENRO -Talakag, Bukidnon

For tracing-back the previous lot owners

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

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



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



MUNICIPAL BUDGET OFFICE

Internal Services



120. CHECKING THE AVAILABILITY OF APPROPRIATIONS PURCHASE REQUEST

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

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Government		
Who may avail		Municipal Officials & Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Activity Design (2 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Present Purchase Request signed by requesting party	1. Stamp PR with Checked as to Availability of appropriation with date of validity and affix signature	None	5 minutes	<i>Budgeting Assistant</i> Municipal Budget Office
	1.1 Approval of PR as to appropriations	None	3 minutes	<i>Mun. Budget Officer</i> Municipal Budget Office
	1.2 Forward PR to The General Services Office	None	2 minutes	<i>Budgeting Assistant</i> Municipal Budget Office
Total		None	10 minutes	



121. CHECKING THE AVAILABILITY OF APPROPRIATIONS FOR TRAVEL ORDER

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

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Government		
Who may avail		Municipal Officials & Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order duly signed by the Head 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Presents Travel Order signed by the Head of Office and numbered by the HRMO	1 Record Travel Order as to Availability of Appropriations of the said office	None	5 minutes	<i>Budgeting Assistant</i>
	1.1 Approval of Travel Order as to appropriations	None	3 minutes	<i>Mun. Budget Officer Municipal Budget Office</i>
	1.2 Forward Travel Order to the Office of the Municipal Mayor	None	2 minutes	<i>Budgeting Assistant Municipal Budget Office</i>
Total		None	10 minutes	



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

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

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



	Total	None	5 days	



123. 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

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Government		
Who may avail		Municipal Officials & Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Invitation for Conference/trainings signed / approved by the Local Chief executive (1 original copy)		Requesting Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	None	10 minutes	<i>Budgeting Assistant</i>
	1.1. Gives technical advice and budgetary updates	None	4 hours	<i>Mun. Budget Officer</i> Municipal Budget Office
	Total	None	4 hours 10 minutes	



124. 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

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



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</i>
	1.2 Prepares necessary presentation and handouts	None	2 hours	<i>Mun. Budget Officer</i>
	1.3. Conducts lectures, speaking engagements and workshops at designated time and place	None	2 hours	<i>Municipal Budget Officer</i> Municipal Budget Office
	Total	None	4 hours 10 minutes	



125. 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

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



126. PROCESSING OF OBLIGATION REQUEST

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

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Citizen, G2G Government to Government		
Who may avail		Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible



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>Budgeting Assistant</i> Municipal Budget Office
	2.Record Voucher with corresponding name of payee, description and OBSR number	None	5 Minutes	<i>Management Audit Analyst</i> Municipal Budget Office Municipal
	2.1 Encoding and Inputting of Data to ECPAC system	None	10 minutes	Budget Office <i>Municipal Budget Officer</i>
	2.1 Approval as to availability of appropriations	None	3 minutes	<i>Budget Aide</i> Municipal Budget Office
	2.2 Forward the Disbursement Voucher to the Municipal Accounting and Internal Audit Office	None	5 minutes	<i>Budgeting Assistant</i> Municipal Budget Office
	Total	None	43 minutes	



MUNICIPAL BUDGET OFFICE

External Services



127. PROCESSING OF OBLIGATION REQUEST

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

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Citizen ,Government to Government		
Who may avail		Payees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits the Disbursement Voucher with complete requirements to the Officer In charge	1.Receives and Posts to RAO and writes the OBCR number in the voucher, and affixes signature	None	20 Minutes	<i>Budgeting Assistant</i> Municipal Budget Office
	2.Records Voucher with corresponding	None	5 Minutes	<i>Budgeting Assistant</i>



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



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

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

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



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



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



129. 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.

Office or Division		Municipal Budget Office		
Classification		Simple		
Type of Transaction		Government to Government		
Who may avail		Sangguniang Kabataan Chairman of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits Drafts of Barangay SK Annual/Supplemental Budget	1. Receive drafts and conducts preliminary review on the supporting documents	None	10 minutes	<i>Management Audit Analyst Municipal Budget Office Or</i>
	1.1 Instruct the Barangay SK Chairman to follow up the draft on scheduled date	None	5 minutes	<i>Municipal Budget Officer Municipal Budget Office</i>
	1.2 Conduct review	None	4 hours	<i>Municipal Budget</i>



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



MUNICIPAL CIVIL REGISTRATION OFFICE

Internal Service



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

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Clients whose Certificate of Live Birth, Marriage and Death is registered in Libona, Bukidnon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Order from the Court (2 Copies of the Original)		Respective Court Filed		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Submit all the approved document from the court	2. Receive & Review the document submitted	None	5 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	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 3.1 Issue Official	₱3,500.00 (Annulment of Marriage and Cancellation)	10 minutes	<i>Admin Aide II Or Revenue Collection Clerk II</i>



	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	None	5 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	4.1 Prepare the Certificate of Finality and other Documents to be submitted to PSA	₱ 500.00 Mailing including Postal Money Order	25 minutes	Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office



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



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

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

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

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

Office or Division:		Municipal Civil Registration Office		
Classification:		Highly Technical		
Type of Transaction:		Government to Citizen		
Who may avail:		All who's Civil Registry Registered in Libona, Bukidnon (Electronic Endorsement & Advanced Copy) All – BREQS		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
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 Mun. Civil Registration Office</i>
3. Pay the required fees at the	3. Accept the payment based	BREQS Fee	5 minutes	<i>Admin Aide II Or</i>



Municipal Treasury Office by showing the Order of payment	on the order of Payment	₱45.00		<i>Revenue Collection Clerk II Mun. Treasury Or 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	None	5 minutes	<i>Job Order Employee Or Assistant Registration Officer Mun. Civil Registration Office</i>
	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 ₱155.00	5 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office</i>
	5.1 Advise the clients to come back after 15 working days to get their request.	₱215.00	5 minutes	
		CENOMAR	15 days	
	Total	Birth, Marriage & Death 200.00	45 minutes 15 days at PSA	



		CENOMAR 260.00		
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132. DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS and/or OUT OF TOWN DELAYED REGISTRATION

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

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Clients who are born in Libona, Bukidnon All - Out of Town Delayed Registration			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Negative Certification from PSA (1 original 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 (1 original 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the	1. Give the Log Book to the Client	None	5 minutes	<i>Information Desk Officer</i>



Information Desk	1.2. Direct client to the Municipal Civil Registration Office			
2. Approach the in charge and submit the duly accomplished Certificate together with requirements	2. Verify from the data base the subject birth/marriage or death for the existence or non-existence of record	None	5 minutes	<i>Job Order Employees Or Assistant Registration Officer Municipal Civil Registration Office</i>
	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 2.4. Issue Order of Payment and advise client to proceed to the Municipal Treasury to pay	None	5 minutes	
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 ₱300.00 Local Php ₱150.00	5 minutes	<i>Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or</i>



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



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

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

Office or Division:	Municipal Civil Registration Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Individual availing the service Note: Correction on Gender is to be corrected in the Place of Occurrence
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Present the problem document to the in charge	2. Receive and examine the documents 2.1 Advise petitioner to submit supporting documents	None None	7 minutes 5 Minutes	<i>Assistant Registration Officer</i> <i>Mun. Civil Registration Office</i> <i>Or</i> <i>Municipal Civil</i>



	<p>before filing a petition</p> <p>2.2 Hand over list of supporting documents being required in filing the petition</p>			<p><i>Registrar</i> Mun. Civil Registration Office</p>
3. Submit all the listed supporting documents to the in-charge	3. Receive and examine if documents are authentic, complete and duly certified	None	10 minutes	<p><i>Assistant Registration Officer</i> Mun. Civil Registration Office</p>
	3.1 Issue Order of Payment	None	5 minutes	<p>Or</p> <p><i>Municipal Civil Registrar</i> Mun. Civil Registration Office</p>
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	<p>CFN & Correction of Gender ₱3,000.00</p>	10 minutes	<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>
	4.1. Issue Official Receipt	<p>CFN Migrant Petitioner ₱ 1,000.00</p>		
		<p>Correction on Clerical Error ₱1,000.00</p> <p>CCE Migrant Petitioner ₱500.00</p>		



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</i> Mun. Civil Registration Office
	5.3 Prepare Publication for Correction on Gender and Change of first Name for 10-15 days	Publication ₱1,500.00	10 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	5.4 Prepare the documents for the petition file for mailing to PSA Manila	For Migrant Petitioner Cheque Fee ₱ 500.00	10 minutes	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
	5.5 Mail said petition to Philippine Statistics Authority Legal	Mailing Including Postal Money Order	1 hours	<i>Assistant Registration Officer</i> Mun. Civil Registration Office
			4 months	



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

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



134. ISSUANCE OF CERTIFICATIONS OF VITAL EVENTS

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

Office or Division:		Municipal Civil Registration Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Clients whose Certificate of Live Birth, Marriage and Death Registered in Libona, Bukidnon		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Appearance				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
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 2.1. Issue Order of payment	None	5 minutes	<i>Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil Registration Officer Mun. Civil Registration Office</i>
3. Pay the required fees at the Municipal	3. Accept payment based on the Order of	₱100.00 per request	5 minutes	<i>Admin Aide II Or Revenue</i>



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



135. 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.

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All who are born in Libona, Bukidnon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Submit the requirements for Legitimation	2. Receive and examine the submitted documents	None	5 minutes	<i>Assistant Registration Officer Mun. Civil Registration</i>



				Office
	2.1 Issue Order of Payment			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of payment	3. Accept payment based on the Order of Payment 3.1 Issue Official Receipt	Php 110.00 Legitimation ₱ 100.00 per Affidavit	10 minutes	<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	₱ 500.00 Mailing including Postal Money Order	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 SECPA (PSA –	None None	10 minutes 4 months	<i>Assistant Registration Officer</i> Mun. Civil Registration Office Or <i>Municipal Civil</i>



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



136. PROCESSING OF APPLICATION FOR MARRIAGE LICENSE

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All Unmarried Couple and Residence of Libona, Bukidnon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach	2. Receive the	None	10 minutes	<i>Assistant</i>



the Office In-charge, state the purpose and submit the required documents	requirements and evaluate the requirements 2.1 If complete, issue Order of Payment and advises client to proceed to the MTO to pay for the Application Fee			<i>Registration Officer</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	Application Fee ₱500.00	5 minutes	<i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> Mun. Treasury <i>Or</i> <i>Revenue Collection Officer II</i> Mun. Treasury
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. Review and check the data	5. Fill-out the Application Form for	None	15 minutes	<i>Assistant Registration Officer</i>



on the Application Form for Marriage License	Marriage License			<i>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	<i>Assistant Registration Officer</i> 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	<i>Mun. Civil Registrar</i> Municipal Civil Registration Office
	6.2. Inform client to the attend Pre-Marriage Counseling	None	3 minutes	
7. Attend a 1 day Pre-Marriage Counseling on the scheduled date	7. Conduct Pre-Marriage Counseling Every 1 st & 3 rd Tuesday of the month 8:00 A.M. to 5:00 P.M.	None	1 day	PRE MARRIAGE COUNSELING TEAM <i>Pop Dev Officer</i> Pop Dev Office <i>MSWDO IV or SWOII</i> MSWDO <i>Midwife</i> MHO



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



	13.1.For Civil Wedding: Marriage License and Applicaton is retained for record keeping and processing			Or <i>Mun. Civil Registrar</i> Municipal Civil Registration Office
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 14 Minutes	



137. REGISTRATION OF BIRTH

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All who are born in Libona, Bukidnon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
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 Assistant Registration Officer</i> Mun. Civil Registrar
	2.1. Encode information from the data sheet to the database and print to the COLB form	None	10 minutes	



	<p>2.2. Review and verify the documents</p> <p>2.3. For Unmarried Parents: (R.A. 9255)</p> <p>Issue Order of payment and instruct client to proceed to the MTO for payment</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>10 minutes</p>	<p><i>Job Order Employees</i> Or <i>Assistant Registration Officer</i> Or <i>Mun. Civil Registrar</i></p> <p>Mun. Civil Registration 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>Legitimation Fee ₱110.00</p>	<p>5 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 Civil Registration Office</p>	<p>4. Check the Official Receipt</p> <p>4.1 Review and Sign the Certificate of Live of Birth</p>	<p>None</p> <p>None</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Assistant Registration Officer</i></p> <p><i>Mun. Civil Registrar</i> Mun. Civil Registration Office</p>
<p>5. Receive Certificate of Live Birth Owner's Copy</p>	<p>5. Register at the Registry Book of Live Birth, file and release</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Job Order Employees</i> Or <i>Assistant Registration</i></p>



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



138. REGISTRATION OF DEATH

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

Office or Division:		Municipal Civil Registration Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All who died in Libona, Bukidnon		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Death (1 original 1 photocopy)		Barangay Hall -Barangay Secretary		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
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 Mun. Civil Registration Office</i>
3. Proceed to the Municipal	3. Review and examine and then sign the	None	20 minutes	<i>Rural Health Physician</i>



Health Office	document as to the cause of death 3.1 Advises client to go back to MCR with the signed documents for registration		20 minutes	Or <i>Medical Officer IV</i> 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	₱ 50.00 (Certification of Death) ₱50.00 (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	None	5 minutes	<i>Mun. Civil Registration Officer</i> Mun. Civil Registration Office



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



139. REGISTRATION OF MARRIAGE

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Unmarried Couples (Place of Occurrence)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
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	None	10 minutes	<i>Job Order Employee Or Assistant Registration Officer Or Mun. Civil Registrar</i>



	<p>and/or information to the database and print the information to the Mun. Form no. 97</p> <p>2.2.For Church Wedding:</p> <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>			Mun. Civil Registration Office
3. Pay the required fees at the Municipal	3. Accept the payment based on the Order of	₱500.00 Solemnization	5 minutes	<i>Admin Aide II Or Revenue</i>



Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	Payment 3.1 Issue the Official Receipt	₱100.00 per Sponsors		<i>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. 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 Mun. Civil Registrar Mun. Civil Registration Office</i>
	Total	Php 500.00 Solemnization Php 100.00 per Sponsor	30 minutes	



140.SUPPLEMENTAL REPORT

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

Office or Division:	Municipal Civil Registration Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	All who are born in Libona, Bukidnon			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.2. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach In charge and submit the requirements for Supplemental Report	2. Receive and examine the submitted documents 2.1.Issue Order of Payment	None None	5 minutes 5 Minutes	<i>Assistant Registration Officer Mun. Civil Registration Office Or Municipal Civil</i>



				<i>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	₱ 500.00 Mailing including Postal Money Order	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



	SECPA (PSA – Security Paper)			Office Or <i>Municipal Civil Registration Officer</i> Mun. Civil Registration Office
	Total	₱ 700.00	58 minutes	



MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

External Services



141. DISASTER RESPONSE AND MANAGEMENT OPERATIONS

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

Office or Division:		Municipal Disaster Risk Reduction and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Gathers pertinent information and request for disaster response and management operation thru phone and radio call	1. 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	<i>Search and Rescue Team</i>
				Municipal Disaster Risk Reduction and Management Office
	Total	None	50 minutes	



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

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

Office or Division:		Municipal Disaster Risk Reduction and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Gathers pertinent information and request for disaster response and management operation thru phone and radio call	1.Receipt of emergency call, Gather the following information: 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. Forward report to Local Disaster Risk Reduction and Management Officer III or I	None	2 minutes	Radio Communication Operator
	1.2 Gives instruction to Rearch and Rescue Team	None	5 minutes	<i>Local Disaster Risk Reduction and Management Officer III or 1</i>
	1.3 Deploy and response proper	None	40 minutes	Search and Rescue Team Municipal Disaster Risk Reduction and Management



				Office
	Total	None	52 minutes	



143. 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

Office or Division:		Municipal Disaster Risk Reduction and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Government, Government to Business		
Who may avail:		Schools, Barangay Government Units, Business Proprietors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request address to the Mayor attention MDRRMO (2 copies)		Concerned Agency/Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits written request to the Office of the Municipal Mayor	1. Receipt of Letter Request and Log. Forward to the Mayor for approval. 1.1. Inform the client to be notified when the request is approved	None	10 minutes	<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	None	4 hours	<i>Local Disaster Risk Reduction and Management Officer III and I Municipal Disaster Risk Reduction and Management</i>



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



144. REQUEST INFORMATION AND EDUCATION MATERIALS

A continuing effort to create a disaster resilient community.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government , Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request identifying the IEC materials being requested (1 original copy)		Concerned Agency/Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	5 minutes 15 minutes	<i>Local Disaster Risk Reduction and Management Officer III and I</i> Municipal Disaster Risk Reduction and Management Office
	Total	None	20 minutes	



145. REQUEST FOR EARTHQUAKE, FIRE AND EVACUATION DRILLS

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

Office or Division:		Municipal Disaster Risk Reduction and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Business ,Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Concerned Agency/Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the 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 Or 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	



146. WEATHER MONITORING AND ADVISORY

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

Office or Division:		Municipal Disaster Risk Reduction and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 1.1 Provide accurate weather advisory to the client	None None	1 minute 2 minutes	<i>Local Disaster Risk Reduction and Management Officer III and I</i> Municipal Disaster Risk Reduction and Management Office
	Total	None	3 minutes	



MUNICIPAL ENGINEERING OFFICE

External Services



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

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

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Business, Government			
Who may avail:	Any Municipal and Barangay Officials, Government Offices/ Departments and Private Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter - Request specifying the services needed (1 original copy)		Requesting Party/Person		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Engineering Office	None	3 minutes	
2. Approach the Service Provider and submit the letter-request	2. Record and indorse request to the Municipal Engineer	None	3 minutes	<i>Draftsman III</i> or <i>Engineering Assistance I</i>
3. Wait for notification from the MEO	3. Instruct client to wait for site inspection	None	3 Minutes	or <i>Draftsman II</i> Mun. Engineering Office
	2.1. Evaluate and Assess the scope of the project	None	3 Minutes	<i>Mun. Engineer/Building Official</i> Mun. Engineering Office
	3.2. Assign Personnel to	None	3 Minutes	<i>Mun. Engineer/Building</i>



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



				Office
5. Pay the necessary fees at the Municipal Treasury Office	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	3 Minutes	<i>Admin Aide II</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i> Mun. Treasury
6. Receive the copy of the POW	6. Release a copy of the POW	None	None	<i>Draftsman III</i> Or <i>Engineering Assistance I</i> Or <i>Draftsman II</i> Mun. Engineering Office
	Total	See table below	12 days 1 hour 25 minutes	

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



148.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.

Office or Division:	Municipal Engineering Office
Classification:	Simple
Type of Transaction:	Government to Client, Government to Business, Government to Government
Who may avail:	Any Person, Firm/ Corporation, Agency or Instrumentality of the Government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Lot plan/site development plan signed by a Geodetic Engineer (GE) (5 copies)	Geodetic Engineer
Building plans (Architecture, structures, sanitary/plumbing, electrical and mechanical (5 sets)	Requesting Party/Person
Bill of Materials and Cost Estimates (5 copies)	Requesting Party/Person
General Specification (5 copies)	Requesting Party/Person
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 (5 photocopies)	Municipal Assessment Office
Current Tax Receipt 5 copies Application form (building, sanitary/plumbing, electrical and mechanical) (5 photocopies)	Requesting Party/Person
Application form (building, sanitary/plumbing, electrical and industrial) (5 copies)	Municipal Engineering Office
Structural Design Computation with seismic analysis which conform to the latest NSCP for 2 story' and above 1 storey with attic/mezzanine/roof/deck/ penthouse (2 copies)	Municipal Engineering Office
Construction logbook (above 2-storey building) (1 pc)	Municipal Engineering Office
previous approved plan or permit in case	Municipal Engineering Office



of addition, alteration and renovation (5 copies)				
Certifications regarding structural stability of existing foundation in case of addition (5 copies)		Municipal Engineering Office		
Load test analysis – for story or 2 story’s with attic/mezzanine/roof deck/penthouse (5 photocopies)		Municipal Engineering Office		
clearances from other government agencies exercising regulatory function such as (5 photocopies) <ul style="list-style-type: none"> ➤ Certification from Housing and Land Used Regulatory Board – for land use of all type of building/structure (MPDC) ➤ Certification from Bureau of Fire Protection – for all types of building/structure ➤ ECC/CNC issued by EMB, DENR, if necessary ➤ Certification from Department of Health/MHO – for health hazard related building/structure ➤ Certification from Air Transportation Office and National Telecom. – for building/structure exceeding 45.00 m. in height ➤ Certification from Philippine Tourism Authority – for tourist-oriented project ➤ Certification from Department of Education – for educational buildings ➤ Certification from Energy Regulatory Board – for gas stations 		Municipal Planning & Development Office Bureau of Fire Protection EMB, DENR Municipal Health Office NTC Philippine Tourism Authority DEPED DOE		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Engineering Office	None None	2 minutes 3 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor



<p>2. Approach the Service Provider and secure Building Permit Application Form and list of requirements</p> <p>2.1. Fill-out Form/s and comply all the requirements</p>	<p>2. Provide Application Forms & list of requirements. Elaborate each of the listed requirements to the client/s</p>	<p>₱ 50.00/ 5 copies</p>	<p>5 minutes</p> <p>5 minutes</p>	<p><i>Mun. Engineer/Building Official</i></p> <p><i>Draftsman III</i> <i>Engineer II</i> <i>Draftsman II</i></p> <p>Mun. Engineering Office</p>
<p>3. Submit Forms and the required supporting documents</p>	<p>3. Receive, evaluate and assess the documents</p>	<p>None</p>	<p>10 minutes</p>	<p><i>Engineering Assistant</i> Mun. Engineering Office</p>
	<p>3.1. Record/log the documents. Issue claim stub</p>	<p>None</p>	<p>7 Minutes</p>	<p><i>Mun. Engineer/Building Official</i> <i>Draftsman III</i> Office</p>
	<p>3.2. Endorse documents to the person in charge for plans review and assessment of fees</p>	<p>None</p>	<p>3 minutes</p>	<p><i>Engineer II</i> <i>Draftsman II</i> <i>Engineering Assistant</i></p> <p>Mun. Engineering Office</p>
<p>4. Pay the necessary fees at the Municipal Treasurer's Office</p>	<p>4. Accept payment and issue Official Receipt</p> <p>4.1 Inspect project site</p> <p>4.2. Process the plans and pertinent documents for final approval of the Building Official</p>	<p>See table Below</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>



	4.3 Process the plans and pertinent documents for final approval of the Building Official	None	2 Hours	<i>Draftsman III Engineer I Draftsman II Engineering Assistant and Job Order Employees</i> Mun. Engineering Office
5. Receive Building Permit	5. Re-check, log and release the Building Permit	None	20 Minutes	Mun. <i>Engineer/Building Official</i> or <i>Engineering Assistant</i> Mun. Engineering Office
	Total	See table below	2 hours 58 minutes	

Schedule of Payment

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



149.SECURING OCCUPANCY PERMIT

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

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	Government to Client, Government to Business, Government to Government			
Who may avail:	Any Person, Firm/ Corporation, Agency or Instrumentality of the Government			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Engineering Office	None None	2 minutes 3 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
2.Approach the Service Provider and secure Application of occupancy permit & certificate of completion form 2.1. Fill-out Form/s and comply all the requirements	2.Provide Application Forms & list of requirements. Elaborate each of the listed requirements to the client/s	₱ 50.00 per 5 copies	5 minutes 5 minutes	<i>Mun. Engineer/Building Official</i> <i>Draftsman III</i> <i>Engineer II</i> <i>Draftsman II</i> Mun. Engineering Office



3. Submit Forms and the required supporting documents	3.Receive, evaluate and assess the documents	None	10 minutes	<i>Engineering Assistant</i> Mun. Engineering Office
	3.1.Record/log the documents. Issue claim stub	None	7 Minutes	<i>Mun. Engineer/Building Official</i>
	3.2.Endorse documents to the person in charge for plans review and assessment of fees	None	3 minutes	<i>Draftsman III</i> Office <i>Engineer II</i> <i>Draftsman II</i> <i>Engineering Assistant</i> Mun. Engineering Office
4. Pay the necessary fees at the Municipal Treasurer's Office	3. Accept payment and issue Official Receipt	See Table below	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
	3.1 Inspect project site	None	2 Hours	<i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> and Job Order Employees
	3.2 Process the Permit and pertinent documents for final approval of the Building Official			Mun. Engineering Office
	3.3 Process the Permit and pertinent documents for final approval of the Building Official			



4. Receive Building Permit	4. Re-check, log and release the Building Permit	None	20 Minutes	Mun. <i>Engineer/Building Official</i> or <i>Engineering Assistant</i> Mun. Engineering Office
	Total	See table below	2 hours 58 minutes	

SCHEDULE OF PAYMENT FOR OCCUPANCY PERMIT

Residential	
Costing up to ₱ 150,000.00	₱ 100.00
Costing more than ₱ 150,000.00 up to ₱ 400,000.00	₱ 200.00
Costing more than ₱ 400,000.00 up to ₱ 850,000.00	₱ 400.00
Costing more than ₱ 850,000.00 up to ₱ 1,200,000.00	₱ 800.00
Every million or portion thereof in excess ₱ 1,200,000.00	₱ 800.00
Commercial	
Costing up to ₱ 150,000.00	₱ 200.00
Costing more than ₱ 150,000.00 up to ₱ 400,000.00	₱ 400.00
Costing more than ₱ 400,000.00 up to ₱ 850,000.00	₱ 800.00
Costing more than ₱ 850,000.00 up to ₱ 1,200,000.00	₱ 1,000.00
Every million or portion thereof in excess ₱ 1,200,000.00	₱ 1,000.00
Agricultural	
With Floor Area up to 20 square meters	₱ 50.00
With Floor Area above 20 square meters up to 500 square meters	₱ 240.00
With Floor Area above 500 square meters up to 1000 square meters	₱ 360.00
With Floor Area above 1000 square meters up to 5000 square meters	₱ 480.00
With Floor Area above 5000 square meters up to 10,000 square meters	₱ 2,000.00
With Floor Area above 10,000 square meters	₱ 2,400.00
Inspection Fee	₱ 50.00 per 5 copies



150. SECURING ELECTRICAL PERMIT

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

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	Government to Client, Government to Business, Government to Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Building Plan/ Sketch Plan (1 set)		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 (1 set photocopy)		Mun. Assessment Office		
1 set Photocopy of Current Tax Receipt				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Engineering Office	None	3 minutes	
2. Approach the Service Provider and state the purpose	2. Provide the Electrical Requirements and advise the client to comply the required documents with the MZA Certification	None	5 minutes	<i>Mun. Engineer/Building Official</i> <i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> <i>Draftsman II</i> Mun. Engineering Office
	2.1 Conduct Ocular Inspection	₱150.00/ Inspection	1 day	



3. Comply and Submit the Requirements	3. Receive Requirements and verify as to completeness 3.1 Instruct client to pay at the Municipal Treasury Office	none	3 minutes	Mun. Engineer/Building Official Draftsman III Engineer I Draftsman II Engineering Assistant 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	3 Minutes	Admin Aide II Or Revenue Collection Clerk II Mun. Treasury Or Revenue Collection Officer II Mun. Treasury
5. Submit the Official Receipt to MEO 5.1 Wait at the Mun. Engineering office	5. ME/BO Counter sign the Electrical Permit for the approval of the Municipal Mayor 5.1 Forward documents to the Office of the Municipal Mayor for approval 5.2 Approve Electrical Permit	None None None	5 Minutes 5 minutes 10 minutes	Mun. Engineer/Building Official Office Draftsman III Engineer I Draftsman II Engineering Assistant Mun. Engineering Office Municipal Mayor and or Authorized Representative
6. Receive	6. Record and	None	5 Minutes	Mun.



document and sign the logbook	release Electrical Permit			<i>Engineer/Building Official or Draftsman III or Engineering Assistant I or Draftsman II</i> Mun. Engineering Office
		Total	₱150.00/ inspection ₱50.00/ 5 copies	1 day 41 minutes



151. SECURING FENCING PERMIT

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

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	Government to Client, Business, Government			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration of Land (1 original, 1 photocopy)		Mun. Assessment Office		
Community tax certificate (1 original 1 photocopy)		Mun. Treasury Office or Barangay Treasurer		
Plan, Specification and estimated cost (4 sets)		Architect or Civil Engineer		
VCC certificate of Approval (for Core 7 Buffer Zone)		Mun. Planning and Development Office		
Approved Locational Clearance (1 original copy)		Mun. Planning and Development Office		
Duly accomplished Building Permit Forms		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. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i> Office of the Municipal Mayor
	1.1 Guide the client to the Municipal Engineering Office	None	3 minutes	
2. Approach the Service Provider and state the purpose	2. Conduct interview	None	5 minutes	<i>Mun. Engineer/Building Official</i> <i>Draftsman III</i>



				<i>Engineer I</i> <i>Draftsman II</i> <i>Engineering Assistant</i> <i>Draftsman II</i> Mun. Engineering Office
3. Comply and Submit the Requirements	3. Receive Requirements and verify as to completeness 3.1 Instruct client to pay at the Municipal Treasury Office	none	3 minutes	<i>Mun. Engineer/Building Official</i> <i>Draftsman III</i> <i>Engineer I</i> <i>Draftsman II</i> <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	Made of masonry, metal, concrete up to 1.80 meters in high per liner m or fraction there of 3.00 Made of indigenous materials, barbed chicken or hog wires , per linear m 2.40	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
5. Submit the	5. ME/BO Counter	None	5 Minutes	<i>Mun.</i>



Official Receipt to MEO	sign the Fencing Permit for the approval of the Municipal Mayor			<i>Engineer/Building Official Office Draftsman III Engineer I Draftsman II Engineering Assistant Mun. Engineering Office</i>
5.1 Wait at the Mun. Engineering office	5.1 Forward documents to the Office of the Municipal Mayor for approval	None	5 Minutes	
	5.2. Approve Fencing Permit	None	10 minutes	<i>Municipal Mayor and or Authorized Representative</i>
6. Receive document and sign the logbook	6.Record and release Fencing Permit	None	5 Minutes	<i>Mun. Engineer / Building Official or Draftsman III or Engineering Assistant I or Draftsman II Mun. Engineering Office</i>
Total		See Table below	41 minutes	

SCHEDULE OF PAYMENT FOR FENCING PERMIT

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



MUNICIPAL HEALTH OFFICE

External Services



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

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Women who desire to use the Family Planning Method			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 ITR and Form 1.1 Takes client's past medical and family health history 1.2 Gives information about Family Planning method and explains procedure 1.3 Assesses client and does physical examination and record in Family Planning Form 1 1.4 Gives the DMPA injection to client 1.5 Gives schedule for return visit	None	25 minutes	<i>Barangay Health Workers or Midwives</i> Municipal Health Office
	Total	None	25 minutes	



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

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Family planning acceptor who chose IUD as Family Planning Method			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	1.Retrieves Individual Treatment Record for old clients & makes new record for new clients. Takes client's data,vital signs & fills up Individual Treatment Record 1.1 Takes client's past medical & family health history 1.2 Gives information about Family Planning method and explains procedure 1.3 Assesses client and does physical examination 1.4 Directs client to proceed to the Family Planning Room	None	10 minutes	<i>Barangay Health Workers or Midwives</i> Municipal Health Office



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



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

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Family planning acceptor who chose Long Acting Reversible Contraceptive as Family Planning Method			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	1.Retrieves Individual Treatment Record, for old clients and makes a new record for new clients. Takes client's data, vital signs and fills-up Individual Treatment Record 1.2 Directs client to Family Planning Room 1.3 Calls client, takes past medical and family health history and records in the ITR 1.4 Gives information about the FP method and explains the procedure 1.5 Assess client and does physical examination and	None	45 minutes	<i>Midwives</i> Mun. Health Office



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



155. AVAILING OF FAMILY PLANNING METHOD: PILLS

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

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Women Acceptors of Pills		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	25 minutes	Midwives Municipal Health Office
	Total	None	25 minutes	



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

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

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Pregnant Women in Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Home Based Maternal Record (HBMR) (1 original copy)		Main Mun Health Office and Brgy Health Center		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 c. Auscultation of fetal heart beat 1.5 Informs mothers	None	1 hour & 30 minutes	<i>Midwives</i> Mun. Health Office



	<p>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 & 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>			
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	15 minutes	<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	5 minutes	<p><i>Nurse II</i></p> <p><i>Midwife</i></p> <p>Municipal Health Office</p>
	Total	None	1 hour & 50 minutes	



157. 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.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Pregnant women who are about to give birth			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Home Based Maternal Record (1 original copy) Ultra Sound or any laboratory results if any (1 original copy)		Main Mun Health Office and Brgy Health Center Hospital		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches RHM on duty and states purpose	1.Retrieves old chart or makes a new chart for a new client	None	5 minutes	<i>Midwife</i> Mun. Health Office
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	<i>Midwives</i> Mun. Health Office
3. Submits to internal examination	3.Asks client's medical history, takes vital signs and records in the chart	None	15 minutes	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.1 Client is instructed to do personal hygiene	None	10 minutes	



	prior to internal examination			Mun. Health Office
	3.2 Directs client to the ward while still in labor	None	10 minutes	
	3.3 Does the labor watch	None	1 day	<i>Midwives</i>
	3.4 Brings client to delivery room if cervix is 10 cm	None	15 minutes	<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	<i>Midwives</i>
	3.6 While another Midwife is drying the baby and gives to mother's arms to breastfeed and for warmth	None	35 minutes	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.7 If mother has lacerations during delivery of the baby, repair and suturing is done	None	30 minutes	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.8 Monitoring of client's vital signs is done	None	15 minutes	<i>Midwives</i>
	3.9 Transfers client from the delivery room to ward	None	1 hour	<i>Midwives or Rural Health Physician or Med. Officer III</i>
	3.10 If client has complications during	None	1 hour	<i>Midwives or Rural Health Physician or Med. Officer III</i>



	<p>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>10 minutes</p> <p>30 minutes</p> <p>10 minutes</p>	<p>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>
4. Client signs Philhealth documents if she is a member or beneficiary	4. Let the client sign Philhealth documents if member.	None	5 minutes	<i>Midwife</i> Mun. Health Office
	Total	None	1 day 6 hours & 50 minutes	



158. AVAILING OF LABORATORY SERVICES

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Doctor's Request (1 original copy)		Attending Physicians		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Proceeds to the laboratory and presents Doctor's Request Form	1.Evaluates Doctor's Request Form	None	5 minutes	<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	3 minutes	<i>Medical Technologist</i> Mun. Health Office
2.1 Wait for the result at the waiting area	2.1 Examines the submitted specimen	None	10 minutes	
	2.2 Advices client to proceed to the waiting area for the result	None	10 minutes	



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



159. DENTAL SERVICES

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

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Residents who need the service		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and states purpose	1. Takes client's vital signs and records in the Individual Treatment Record	None	3 minutes	<i>Barangay Health Workers or Midwife</i> Mun. Health Office
	1.1 Directs client to the Dentist	None	2 minutes	
	1.2 Retrieves Dental ITR by the Dental Aide and copies the Vital signs	None	3 minutes	<i>Dental Aide</i> Mun. Health Office
2. Approaches the Dentist	2. Dentist examines client	None	3 minutes	<i>Dentist</i> Mun. Health Office
	2.1 Inform client of findings	None	2 minutes	
	2.3 If the client needs tooth extraction, Dentist performs the tooth extraction	None	30 minutes	
	2.4 Does post extraction care and prescribes medicines	None	3 minutes	
	2.5 Directs client back to Dental Aide	None	3 minutes	



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



160. FOOD HANDLERS' SEMINAR

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Food Handler Clients (Company Workers, Business Owners/workers & Food Vendors)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Home Based Maternal Record (HBMR)		Sanitation Inspector - Municipal Health Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	1.Interviews client and directs client to the Sanitation Room/Office	None	3 minutes	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
1.1. Proceeds to Sanitation Room/Office and Approaches RSI	1.1 Gives the Application Form and let them fill up the form.	None	5 minutes	<i>Sanitation Inspector Mun. Health Office</i>
1.2 Fill up Application Form and submit	1.2 Collects the forms if done	None	4 minutes	
1.3 .Attends Food Handler's Seminar	1.3.Facilitates Food Handler Seminar	None	15 minutes	
1.4 After the Seminar, proceeds to the Laboratory for Specimen (urine, stool, and Sputum)	1.4.Examines specimen	None	2 minutes	<i>Medical Technologist</i>



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



161. IMMUNIZATION SERVICES

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

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Children 0-1 year old		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Early Childhood Care and Development Card (ECCD Card)		Municipal Health Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and states purpose	1. Gets data of child to be immunized 1.1 Fills-up Early Childhood Care and Development (ECCD) Card and Individual Treatment Record (ITR) 1.2 Assesses past to the child	None	10 minutes	<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	5 minutes	<i>Midwife</i> Mun. Health Office
	Total	None	15 minutes	



162. ISSUANCE OF MEDICAL CERTIFICATE

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Work Purposes : Chest Xray, Fecalalysis,Urinalysis		Hospital or Diagnostic Center		
For Work Purposes : Chest Xray, Fecalalysis, Urinalysis (original copies)		Hospital or Diagnostic Center		
For Teachers :Chest X-Ray CBC,Fecalalysis,Urinalysis,Drugtest and Neurological Examination And Medical Certificate Form (Original copies)		Hospital or Diagnostic Center		
Receipt of payment (original copy)		Municipal Treasury Office		
For Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs) Endorsement from the Municipal Committee of Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs) Barangay Certification		Executive Building – LSIs & ROFs Committee Barangay Hall - Barangay Captain		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	5 minutes	<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	5 minutes	<i>Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office</i>
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	<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 4.1. Signs Log Book and Receives Certification	4. Checks Official Receipt 4.1 Fills-up the logbook and Medical Certificate Form And signs it and Release	None	10 minutes	<i>Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office</i>
	Total	₱ 50.00	35 minutes	



163. ISSUANCE OF MEDICO-LEGAL CERTIFICATION

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Anybody who needs Medico –Legal Certification			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Request (1 original copy)		Police Station		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	10 minutes	<i>Barangay Health Workers or Midwife Mun. Health Office</i>
2. Approaches Medical Doctor	2. Interviews, 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 2.2 Directs client with her guardian to the examination room and do the examination 2.3 Records the findings in the logbook 2.4 Advises client to	None	15 minutes	<i>Rural Health Physician or Med. Officer III Mun. Health Office</i>
		None	2 minutes	
		None	20 minutes	<i>Medical Officer III Mun. Health Office</i>
		None	10 minutes	<i>Rural Health Physician or Med. Officer III</i>
		None	10 minutes	



	wait in the waiting area for the certificate 2.5 Releases the certificate to the client and directs back to the Police Station or MSWD Office	None	5 minutes	Mun. Health Office <i>Rural Health Physician</i> or <i>Med. Officer III</i> Mun. Health Office
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	Certification ₱ 50.00 None	3 minutes 10 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Administrative Assistant-II</i> or <i>Revenue Collection Clerk-II</i> <i>Mun. Treasury Office</i>
	Total	Php 50.00	1 hour & 15 minutes	



164. 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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Business			
Who may avail:	Business Proprietors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and states purpose	1.Directs client to the Sanitation Room	None	3 minutes	<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 2.1 Prepares and fills-up Sanitary Permit and Health Certificate 2.2 Directs client to MHO for signature 2.2 Reviews and signs certificates 2.3 Directs back to Sanitary Inspector	None	10 minutes	<i>Sanitation Inspector</i>
			15 minutes	<i>Sanitation Inspector</i>
			2 minutes	<i>Rural Health Physician</i>
			10 minutes	<i>or Med. Officer III</i>
			2 minutes	



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



165. MEDICAL CONSULTATION SERVICES

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

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



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



166. OPERATION TULI

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Young Boys			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	5 minutes 30 minutes 1 minute	<i>Barangay Health Workers</i> <i>Barangay Health Workers</i> Rural Health Midwife Mun. Health Office
2. Approaches Doctor	2. Performs the surgical procedure	None	30 minutes	<i>Rural Health Physician or Med. Officer III</i> Mun. Health Office
3. Approaches nurse with accompanying	3. Nurse dispenses prescribed medicines and gives instruction to the client and to accompanying	None	15 minutes	<i>Public Health Nurse</i> Mun. Health Office
4. Accompanying signs the logbook after receiving the medicines			3 minutes	
	Total	None	1 hour & 24 minutes	



167. 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.

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



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



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

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

Office or Division:		Municipal Health Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Women 30 years and older who desire to be examined		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and states purpose	1. Retrieves individual Treatment Record (ITR) for old clients & makes new record for new clients 1.1 Takes client's data & vital signs and records in the ITR 1.2 Directs client to Doctor or Nurse	None	5 minutes	<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	5 minutes	<i>Rural Health Physician or Nurse II Municipal Health Office Or Medical Officer</i>



	<p>2.3 Assesses client and does physical examination</p> <p>2.4 Performs the procedure</p>	<p>None</p> <p>None</p>	<p>45 minutes</p>	<p>/// Municipal Health Office Nurse II Mun. Health Office</p>
<p>3.Receives Services & instruction</p>	<p>3.Gives health teaching & schedules return visits</p>	<p>None</p>	<p>5 minutes</p>	<p><i>Midwife</i> Mun. Health Office</p>
	<p>Total</p>	<p>None</p>	<p>1 hour</p>	



169. RAPID DIAGNOSTIC TESTING FOR COVID-19

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Returning Overseas Filipinos (ROFs), Locally Stranded Individuals (LSIs), Authorized Person Outside Residences (APOR) and other residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel	1.1. Interviews the client and fill-up the Person Under Monitoring Assessment Form and Clients Profile Form	None	20 minutes	<i>Rural Health Physician or Medical Officer III or Nurse on Duty</i>
	1.2. Conducts Triaging	None	20 minutes	<i>Rural Health Physician or Medical Officer III or Nurse on Duty</i>
	1.3. Directs Client to Medical	None	2 minutes	Municipal Health Office



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



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



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

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Referral of Suspect, Probable or Confirmed COVID-19 cases			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health worker	1.1. Interviews gets history and assesses client for signs and symptoms of COVID-19	None	30 minutes	<i>Rural Health Physician</i>
	1.2. Examines clients	None	15 minutes	<i>Rural Health Physician</i>
	1.3. Refer client to nearest facility	None	45 minutes	<i>Rural Health Physician</i>
	TOTAL	NONE	90 Minutes	Municipal Health Office



171. SANITATION RELATED COMPLAINTS

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

Office or Division:	Municipal Health Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complaint or personal appearance of complainant at the health Unit (1 original copy)		Complainant		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	<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	3 days	<i>Sanitation Inspector</i> Mun. Health Office



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



172. SIGNING OF DEATH CERTIFICATE

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Relatives of the Deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Approaches health personnel and states purpose	1.Interview client 1.2 Refers client to doctor	None	5 minutes	<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	None	15 minutes	<i>Rural Health Physician Municipal Health Office Or Medical Officer III Municipal Health Office</i>



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



173. SPUTUM MICROSCOPY

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Tuberculosis (TB) Symptomatic Patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
National Tuberculosis Program Laboratory (1 original copy)		Municipal Health Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and states purpose	1. Interviews client	None	10 minutes	<i>Barangay Health Workers or Midwife</i>
1.2 Presents sputum request from the Doctor or Midwife	1.1 Gives sputum cup and instructions on how to produce quality of sputum	None	15 minutes	<i>Mun. Health Office Medical Technologist</i>
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	<i>Medical Technologist Mun. Health Office</i>
	2.1 Gives instructions on how to fill the 2 cups with sputum for submission the next	None	3 minutes	



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



174. TRANSFER OF CADAVER PERMIT

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

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Relative/s of the Deceased			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Registered Death Certificate (2 photocopies)		Municipal Civil Registration Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approaches health personnel and submits requirement	1. Receives Requirement and verify	None	3 minutes	<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	
	1.2 Prepares Transfer Permit	None	5 minutes	
2. Pays required fees at the Municipal Treasury	2. Accepts payment and Issues Official Receipt	Certification ₱ 50.00	3 minutes	<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	
3. Returns to Municipal Health and present	3. Checks Official Receipt	None	1 minute	<i>Rural Health Physician or</i>



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



MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE

Internal Services



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

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail?	Employees & Local Officials who are separated, transferred, retired from the service and on leave of absence for more than 30 days			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form (CS Form No. 7 Revised 2018) 4 original copies		Municipal Human Resource Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
2. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office.	1. Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form	None	10 minutes	<i>Administrative Aide III Or Job Order Employees</i> Municipal Human Resource and Management Office
2. Proceed to the General Services Office and have it signed by the Authorized Officer	2. Receive Clearance Form , check and verify records, sign and release Clearance if cleared from any accountability	None	1 day and 6 minutes	<i>Supply Officer or General Services Officer</i> General Services Office
3. Proceed to the Municipal Human	3. Receive Clearance Form ,	None	1 hour and 6 minutes	<i>Administrative Aide III</i>



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



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



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

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

Scope of Certification of the Agency Authorized Officer i:

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

Office or Division:		Municipal Human Resource and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Active GSIS Member Employees and Municipal Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Apply GSIS loans using eCard through the GWAPS Kiosk or may apply 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 Municipal Human Resource Management Office or Alternate Agency Authorized Officer Municipal



				<i>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	



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

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Municipal Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SALN Form 3 copies		Mun. Human Resource Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Accomplish and submit declarations under oath assets, liabilities net worth and financial and business interest including those of spouses and unmarried children under 18 years of age living in the household.	1. Receipt of the SALN Forms, check /review data and if compliant, release employees copy	None	25 minutes	<i>Job Order Employees and Municipal Human Resource Management Officer IV</i> Municipal Human Resource Management Office
TOTAL		None	25 minutes	



178. GRIEVANCE/COMPLAINTS MANAGEMENT

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

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

The following are acted upon by the grievance machinery

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

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

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

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



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



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

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

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

The following are acted upon by the grievance machinery

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

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

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

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



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



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

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

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

The following are acted upon by the grievance machinery

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

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

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

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



<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>	



181. GRIEVANCE/COMPLAINTS MANAGEMENT- APPEAL TO TOP MANAGEMENT

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

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

The following are acted upon by the grievance machinery

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

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

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

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



<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 Office 10, 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>	



182. LEAVE APPLICATION- VACATION LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 2 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 , 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	1 hour and 20 minutes	<i>Job Order Employee and Human Resource and Management Officer IV</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>Job Order Employee and Human Resource and Management Officer IV</i> Municipal Human Resource and Management



				Office
	TOTAL	None	1 hour & 25 minutes	



183. LEAVE APPLICATION- SICK LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

Sick Leave- Leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family member. Submitted on the prescribed form and shall be filed immediately upon employee's return from such leave. Application for sick leave in excess of five successive days shall be accompanied by a proper medical certificate.

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 2 copies		Municipal Human Resource & Management Office		
If more than 5 days submit Medical Certificate 1 original copy		Attending Physician		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	1 hour and 20 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
2. Secure a copy of the acted	2. Copy furnish employee of the	None	5 minutes	<i>Job Order Employee and</i>



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



184. LEAVE APPLICATION- MATERNITY LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 copies)		Municipal Human Resource & Management Office		
Medical Certificate		Attending Physician		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Give prior notice to the Agency Head of your pregnancy and your availment of maternity leave at least 30 days in advance whenever possible specifying the effective date of the leave	1. Record all data provided by the client	None	20 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> 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,		1 hour	



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



185. LEAVE APPLICATION- PATERNITY LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 copies)		Municipal Human Resource & Management Office		
Medical Certificate		Attending Physician		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Job Order Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management</i>



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



186. LEAVE APPLICATION- SPECIAL LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 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	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>Job Order Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human



				Resource and Management Office
		TOTAL	None	1 hour & 25 minutes



187. LEAVE APPLICATION- REHABILITATION LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 copies)		Municipal Human Resource & Management Office		
Medical Certificate		Attending Physician		
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>Job Order Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human



				Resource and Management Office
		TOTAL	None	1 hour & 25 minutes



188. LEAVE APPLICATION- RELOCATION LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 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	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>Job Order Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management



				Office
	TOTAL	None	1 hour & 25 minutes	



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

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:		Municipal Human Resource and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 2 copies		Municipal Human Resource & Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Accomplish 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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Humnan Resource and Management Office
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application	None	5 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal



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



190. LEAVE APPLICATION- STUDY LEAVE

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Study Leave				
Application for Leave Form No.6 (2 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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Humnan Resource and Management Office
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application	None	5 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i>



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



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

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

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

Minor- Surgical procedures requiring a maximum period of recuperation of 2 weeks

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 copies)		Municipal Human Resource & Management Office		
Medical Certificate		Hospital- Attending Physician		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and submit Application for Leave Form and attach with requirements	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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Humnan Resource and Management Office
2. Secure a copy	2. Copy furnish	None	5 minutes	<i>Job Order</i>



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



192. LEAVE APPLICATION- SOLO PARENT

A right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed in Rule XVI .

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

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

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



submit Application for Leave Form and attach with requirements	Application for Leave Form , compute and indicate leave balances , record, sign and forward to the office of the Municipal Mayor		minutes	<i>Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
TOTAL		None	1 hour & 25 minutes	



193. LEAVE APPLICATION- TERMINAL LEAVE

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

Office or Division:		Municipal Human Resource and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Municipal Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 (2 copies)		Municipal Human Resource & Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill out and submit Leave Application 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>Job Order Employee and Municipal Human Resource and Management Officer IV</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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
TOTAL		None	1 hour and 25 minutes	



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

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

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

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
TOTAL		None	1 day	



195. MONETIZATION OF LEAVE CREDITS

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Officials, Permanent, Casual, Coterminous, Temporary Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Leave Form No.6 2 copies		Municipal Human Resource & Management Office		
Letter of Intent for the av ailment of 50% of the Leave Credits 1 copy		Requesting employee		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management
2. Secure a copy of the acted Leave Application	2. Copy furnish employee of the Acted Leave application	None	5 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human



				Resource and Management Office
TOTAL		None	25 minutes	



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

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

Office or Division:		Municipal Human Resource and Management Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Municipal Employees & Officials		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management
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 ₱50.00	5 minutes	<i>Admin Assistant II or Revenue Collection Clerks II or Revenue Collection Officer II</i> Mun. Treasury Office
4. Return to the Mun. Human Resource Management	3. Print, Record and submit to the HRMO for signature	None	5 minutes	<i>Job Order Employee and Municipal Human Resource and</i>



Office for the processing and release of clearance or certification	3.1 Issue of Record			<i>Management Officer IV</i> Municipal Human Resource and Management Office
TOTAL		₱50.00	20 minutes	



197. VERIFICATION OF TRAVEL ORDERS

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

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order Form signed by the Head of Office 2 original copies		Requesting Employee		
Radio Communication or Invitation letter 1 copy		Radio Room		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 and forward to the Municipal Budget Office	None	15 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
2. Get a copy of the acted Travel Order	2. Release Acted Travel Order	None	5 minutes	<i>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management



				Office
	TOTAL	None	20 minutes	



MUNICIPAL HUMAN RESOURCE AND MANAGEMENT OFFICE

External Services



198. JOB APPLICATION PRE- EMPLOYMENT

Employment with the Municipal Government of Libona is open to all provided that there is a vacant position. Applicants should possess the minimum qualification requirements of the position applied for.

Vacancies are posted in Bulletin Board in the Executive Building, Sangguniang Bayan Building, Municipal Health Office Lobby and at the Civil Service Commission Region X Bulletin of Vacant Positions for 15 days.

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Open to everyone provided that they meet the qualifications required for the job opening			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
2. Submit application letter specifying the	2. Receipt Letter of Application and evaluate the	None	1 day	<i>Municipal Human Resource and Management Officer</i>



position desired together with the requirements	<p>credentials and conducts preliminary interview to the applicant</p> <p>2.1 Forward to the office of the Municipal Mayor or Vice Mayor for action and inform client to comeback when notified for screening</p>	None	2 days	<p>IV</p> <p>Municipal Human Resource and Management Office</p> <p><i>Municipal Mayor or Mun. Vice Mayor</i></p> <p>Office of the Municipal Mayor or Office of the Sangguniang Bayan</p>
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>
5. Wait for the notification from the committee as to the results of the screening and deliberation procedure	4. Notify applicants as to the results of the screening and deliberation procedure	None	3 days	<p><i>Municipal Human Resource and Management Officer IV</i></p> <p>Municipal Human Resource and Management Office</p>
TOTAL		None	9 days	



199. SECURING SERVICE RECORDS, CERTIFICATE OF EMPLOYMENT OF FORMER MUNICIPAL OFFICIALS AND EMPLOYEES

Service Records & Certificate of Employment are issued to Municipal Officials and Employees who have been separated from the service for whatever legal purposes it may serve

Office or Division:	Municipal Human Resource and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Former Municipal Employees & Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submit the written request	1. 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>Job Order Employee and Municipal Human Resource and Management Officer IV</i> Municipal Human Resource and Management Office
2. Pay the required Fees at the Municipal Treasury Office	2. Accept the payment based on the Order of Payment and issue the Official receipt	Certification Fee ₱50.00	5 minutes	<i>Administrative Assistant II</i> or <i>Revenue Collection Clerks II</i> or <i>Revenue Collection Officer II</i>



				Mun. Treasury Office
3.Return to the Mun. Human Resource Management Office for the release of clearance or certification	3.Issue the Certification or Clearance to the client	None	5 minutes	<i>Admin Aide III</i> or <i>Job Order Employees</i> and <i>Municipal Human Resource and Management Officer IV</i>
				Municipal Human Resource and Management Office
	TOTAL	₱50.00	1 hour 30 minutes	



MUNICIPAL NUTRITION ACTION OFFICE (MNAO)

External Services



200. 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.

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit			
Classification:	Complex			
Type of Transaction:	G2C Government to Citizen			
Who may avail:	Pregnant and Lactating Women,			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar in your barangay and ask about the program	1. Identification of target group for the program	None	6 hours	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Municipal , 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 15 women	None	1 day	
	1.3 Gather the women in groups of 15 in the scheduled dates	None	6 hours	
	1.4 Start the Pabasa Sa Nutrisyon	None	5 hours	Municipal Nutrition Council And Municipal Health Office



	session			
2. Attend Graduation Ceremony	2. Graduation Ceremony after completing the Pabasa Sa Nutrisyon Program	None	2 hours	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Municipal , Nutrition Scholars</i> Municipal Nutrition Council And Municipal Health Office
	Total	None	3 days, 7 hours	



201. ESTABLISHMENT OF FIRST 1000 DAYS PROGRAM INCLUSIVE OF INFANT AND YOUNG CHILD FEEDING -DIETARY SUPPLEMENTATION FOR PREGNANT WOMEN

The role of nutrition in pregnancy is well established and has important implications on subsequent maternal and child health. Optimal nutrition during pregnancy promotes optimal growth and development.

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Nutritionally at-risk pregnant women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar in your barangay and ask about the program	1. Identification of target beneficiaries for the program	None	10 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Municipal , 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 day	Municipal Nutrition Council And Municipal Health Office
	1.3 Weighing	None	30 minutes	



	of nutritionally at risk pregnant women at the start of the program and a monthly weighing thereafter	None	1 hour	
	1.4 Distribution of milk supplement	None	1 hour	
	1.5 Actual milk supplement distribution			
2. Report to the Mun. Nutrition Action Officer or Midwife or Mun. Nutrition Scholar as scheduled for the distribution of milk until completion of the feeding program	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 Municipal , Nutrition Scholars</i> Municipal Nutrition Council And Municipal Health Office
	Total	None	2 day, 2hrs and 45 mins.	



202. 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

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Preschoolers who need the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Coordinate with the Mun. Nutrition Action Officer or Midwife or Mun. 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 Municipal , 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 OperationTimbang Plus	2.Measure the preschooler's weight and assist the RHM in taking	None	2 minutes	<i>Municipal Nutrition Action Officer And Rural Health</i>



	the length/height of the child and have someone record the measurement			<i>Midwives And Municipal , Nutrition Scholars</i>
	2.1 Record the child's name, age, date of birth and measurements	None	3 minutes	Municipal Nutrition Council And Municipal Health Office
	2.2 Refer the mother/caregiver to the Barangay Health Station (BHS) if the child is obviously underweight, stunted, wasted or overweight	None	3 minutes	
	2.3 Compute the age in months and nutritional status of the child (manual/automated)	None	16 hours	
	2.4 Print the results for review by the Rural Health Midwives	None	1 hour	
	2.5 Approve the results for presentation to the Barangay Nutrition Council	None	1 hour	
	2.6 Prepare /update	None	2 hours	



	the master list of underweight, wasted, stunted and overweight children			
	2.7 Preparation/ update the spot map	None	1 day	
	2.8 Present the Barangay Nutrition Situation to Barangay Nutrition Council	None	1 day	
	2.9 Identify the priority families	None	3 hours	
	2.10 Furnish the Municipal Nutrition Council copy of the OPT Plus results and planned actions	None	1 day	
	Total	None	7 days 34 minutes	



203. SUPPLEMENTAL FEEDING

Nutrition assistance like dietary supplementation addresses the nutritional deficits or the gaps in food intake of target beneficiaries. Dietary supplementation is defined as the “provision of additional food to a target group for a specified calorie and protein level of supplementation and for a duration of no less than 90 days” Dietary supplementation for children 6-23 months old children belonging to feed insecure households is seen as preventive measure to the problem on how birth weight and undernutrition as it contributes to the improvement of the current nutritional status of the target beneficiaries

Office or Division:	Office of the Municipal Mayor- Municipal Nutrition Unit			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Underweight and severely underweight preschooler 6-23 months			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Wait to be notified by the Mun Nutrition Action Officer	1. Identification of target beneficiaries for the program	None	10 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Municipal , Nutrition Scholars</i>
	1.1 List the target beneficiaries for the program	None	1 day	<i>Municipal Nutrition Council And Municipal Health Office</i>
	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	30 minutes	
	1.4 Conduct of Actual feeding sessions	None	1 hour	
	1.5 Preparation and cooking of food	None	1 hour	
	Feeding session			
2. Report daily for the entire duration of feeding program	2. Instruct parents to come back daily for the entire duration of feeding program (110 days)	None	5 minutes	<i>Municipal Nutrition Action Officer And Rural Health Midwives And Municipal, Nutrition Scholars</i> Municipal Nutrition Council And Municipal Health Office
	Total	None	2 day, 2hrs and 45 mins.	



MUNICIPAL PLANNING & DEVELOPMENT OFFICE

External Services



204. PROVISION OF TECHNICAL INFORMATION

The Office provides technical information such as Socio-Economic Profile, Development Plans, Investment Program, Accomplishments reports and other vital documents to students, researchers, businessman and others who need it for a specific purpose.

Office or Division		Municipal Planning and Development Office		
Classification		Simple		
Type of Transaction		Government to Citizen, Government to Business & Government to Government		
Who may avail		All individuals, business establishments and government offices needing technical information and assistance		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A Letter- Request stating the purpose of the statistical data or it can be availed through Personal Request (1 original copy)		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. Give the Log Book to the Client 1.1 Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk In-Charge</i> Office of the Mun. 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 2.1 Verify if the information required is available otherwise, directs client to other probable information providers 2.2 Issue Order of	None None	5 Minutes 10 minutes	<i>Mun. Planning & Development Coordinator</i> Or <i>Planning Officer II</i> Or <i>Administrative Assistant II</i> Or <i>Zoning Inspector</i> Mun. Planning & Development Office



	Payment & direct client to pay required fees at the MTO			
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment and make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment 3.1, Issue the Official Receipt	Php 30.00/page for Statistical Data ₱100.00 for Certification	5 minutes	<i>Admin Assistant II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Or</i> <i>Revenue Collection Officer II</i> Mun. Treasury Office
4. Show the Official Receipt to the Officer In charge 4.1 Receive the Data needed	4. Check Official Receipt 4.1 Provide client with the data needed.	None	30 minutes	<i>Administrative Assistant II</i> <i>or</i> <i>Job Order Employees</i> Mun. Planning & Development Office
	Total	Php 30.00 per page for Statistical Data ₱100.00 for Certification	55 minutes	



205. SECURING CERTIFICATE OF SITE ZONING CLASSIFICATION

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

Office or Division		Municipal Planning and Development Office		
Classification		Simple, Complex		
Type of Transaction		Government to Citizen, Government to Business & Government to Government		
Who may avail		Land Owners		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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)		Municipal Assessment Office		
of Real Property Tax Declaration (2 photocopies)		Municipal Assessment Office		
Certificate of Real Property Tax Payment (2 original & 1 photocopy)		Municipal Treasury Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	5 minutes	<i>Information Desk In-Charge</i>
	1.1 Guide the client to the Municipal Planning and Development Office			Office of the Mun. Mayor
2. Approach the Officer and submit letter-request together with the required documents.	2. Verify the documents as to location of the lot in conformity with the Land Use Plan using MPDO & Assessor's Map.	None	30 minutes	<i>Mun. Planning & Development Coordinator</i> Or <i>Planning Officer II</i> Or <i>Administrative Assistant II</i>
	2.2 Schedule site inspection if	None	5 minutes	Or <i>Zoning Inspector</i>



	necessary 2.3 Conduct ocular inspection if necessary 2.4, Issue Order of Payment and direct client to pay required fees at the MTO	None	2 hours 3 minutes	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	Residential: ₱ 100.00 Commercial/ Agricultural/ Industrial/ Institutional: ₱600.00/ Hectare	5 minutes 10 minutes	<i>Admin Assistant II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Or</i> <i>Revenue Collection Officer II</i> <i>Mun. Treasury</i>
4. Return to the Office of the Municipal Planning and development Office for processing and release of the Certification	4. Check the Official Receipt 4.1 Process & prepare the Certificate of Site Zoning Classification	None	5 minutes 5 minutes	<i>Mun. Planning & Development Coordinator</i> <i>Or</i> <i>Planning Officer II</i> <i>Or</i> <i>Administrative Assistant II</i> <i>Or</i> <i>Zoning Inspector</i> <i>Mun. Planning & Development Office</i>
5. Receive the Certificate of	5. Log and release the Certificate of Site	None	5 minutes	<i>Administrative Assistant II</i>



Site Zoning Classification and sign the logbook	Zoning Classification			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	



206. SECURING LOCATIONAL CLEARANCE FOR BUILDING PERMIT

Services rendered to clients who wants to secure Zoning Decision (Locational Clearance) of their individual lots in support for the Building Permit and or Business Permit.

Office or Division	Municipal Planning and Development Office
Classification	Complex
Type of Transaction	Government to Citizen
Who may avail	All Enterprises and Private Persons constructing a new building or applying for expansion/ renovation
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application Form for Zoning Clearance, duly notarized (3 original copies)	Municipal Planning & Development Office- Zoning Administrator
Building Plan duly signed by a Civil Engineer (2 original sets)	Municipal Planning & Development Office- Zoning Administrator
Perspective duly signed by a Civil Engineer (2 original sets)	Municipal Planning & Development Office- Zoning Administrator
Lot Plan duly signed by a Geodetic Engineer (1 original 4 photocopies copies)	Municipal Planning & Development Office- Zoning Administrator
Bill of materials (1 original 1 photocopy)	Contractor
Specifications (1 original 1 photocopy)	Contractor
Transfer Certificate of Title (TCT) or Deed of Sale (1 original 1 photocopy)	Municipal Assessment Office
Real Property Tax Declaration (1 original 1 photocopy)	Municipal Assessment Office
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 Region X
If lot is not owned: Contract of Lease-	From the lot owner



Authorization to occupy Lot or Deed of Sale (1 original 1 photocopy)				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk In-Charge</i> Office of the Mun. 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 & Development Coordinator</i> Or <i>Planning Officer II</i> Or <i>Administrative Assistant II</i>
	2.1, Schedule & conduct ocular site inspection	None	5 days	Or <i>Zoning Inspector</i>
	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	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



payment				
4. Return to the Office of the Municipal Planning and development Office for processing and release of the Clearance	4. Check the Official Receipt	None	15 minutes	Mun. Planning & Development Coordinator Or Planning Officer II Or Administrative Assistant II Or Zoning Inspector Mun. Planning & Development Office
	4.1 Process & prepare the Certificate of Site Zoning Classification	None	5 minutes	
	4.2 Review & approve Certificate of Site Zoning Classification			
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	Administrative Assistant II Or Job Order Employees MPDO
	Total	See table below	5 days & 1 hour & 5 minutes	

Schedule of Payment	
Residential	₱ 980.00 + (1/10 of 1% in excess of ₱200,000.00)
Apartment/ Townhouse/ Dormitories	₱ 3,380.00 + (1/10 of 1% in excess of ₱2,000,000.00)
Commercial/ Agricultural/ Industrial	₱ 6,380.00 + (1/10 of 1% in excess of ₱2,000,000.00)
Institutional	₱ 2,780.00 + (1/10 of 1% in excess of ₱2,000,000.00)
Special Use Project:	₱ 6,380.00 + (1/10 of 1% in excess of ₱2,000,000.00)



207. SECURING PRELIMINARY SUBDIVISION DEVELOPMENT PERMIT

All subdivision developers are required to secure Development Permit for its Subdivision project

Office or Division		Municipal Planning and Development Office		
Classification		Highly Technical		
Type of Transaction		Government to Citizen, Government to Business & Government to Government		
Who may avail		Lot Owner & Developer		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PSDP/DP Application Form duly notarized (5 sets)		Municipal Planning and Development Office		
Topographic Map, Location and Sketch Plan of the lot duly signed by a geodetic Engineer & Environmental Planner (5 sets)		Requesting Party		
Certificate of Lot Title or Deed of Sale (1original, 1 Photocopies)		Municipal Assessment Office		
Real Property Tax Declaration (1 original 4 photocopies)		Municipal Assessment Office		
Certificate of Real Property Tax Payment (1 original 4 photocopy)		Municipal Treasury		
Environmental Clearance Certificate (ECC), when applicable (1 original 4 photocopies)		DENR- Region X		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Guide the client to the Municipal Planning and Development Office	None	5 minutes	<i>Information Desk In-Charge</i> Office of the Mun. 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 & Development Coordinator</i> Or <i>Planning Officer II Or Administrative</i>



	2.1, Prepare and endorse to Sangguniang Bayan - Committee on Town and Planning	None	20 days	<i>Assistant II</i> Or <i>Zoning Inspector</i>
	2.2, Schedule & conduct ocular site inspection	None	30 minutes	Mun. Planning & Development Office
	2.3, Prepare and process PSPD	None	5 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</i> Or <i>Revenue Collection Clerk II</i> Or <i>Revenue Collection Officer II</i> Mun. Treasury
4. Show the Official Receipt to the Officer In charge	4. Check Official Receipt	None	10 minutes	<i>Mun. Planning & Development Coordinator</i> Or <i>Planning Officer II</i> Or <i>Administrative Assistant II</i> Or
4.1 Receive the Data needed	4.1 Review data in the PSDP			



				<i>Zoning Inspector</i> Mun. Planning & Development Office
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"> • PD 957 – Subdivision Projects: <ul style="list-style-type: none"> -Processing Fee: ₱2,400.00 per hectare -PSDP: ₱300.00 per hectare -Inspection Fee: ₱1,200.00 per hectare -DP: ₱2,400.00 per hectare -Inspection Fee: ₱1,200.00 per hectare -Cert. of Completion: ₱2,400.00 per hectare 	
<ul style="list-style-type: none"> • BP 220 Subdivision Projects: <ul style="list-style-type: none"> -Processing Fee: ₱2,400.00 per hectare -PSDP: ₱180.00 per hectare -Inspection Fee: ₱600.00 per hectare -DP: 1,200.00 per hectare -Inspection Fee: ₱600.00 per hectare -Cert. of Completion: ₱600.00 per hectare 	
<ul style="list-style-type: none"> • Industrial/ Commercial Subdivision Projects: <ul style="list-style-type: none"> -Processing Fee: ₱2,400.00 per hectare -PSDP: ₱360.00 per hectare -Inspection Fee: ₱1,200.00 per hectare -DP: ₱6,000.00 per hectare -Inspection Fee: ₱1,200.00 per hectare 	



-Cert. of Completion: ₱600.00 per hectare

• Memorial Park/Cemetery Projects:

-Processing Fee: ₱2,400.00 per hectare

-PSDP: ₱600.00 per hectare

-Inspection Fee: ₱1,200.00 per hectare

-DP: ₱2.40 per square meter

-Inspection Fee: ₱1,200.00 per hectare

-Certificate of Completion: ₱1,200.00 per hectare



MUNICIPAL TREASURY OFFICE

Internal Services



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	1. Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form	None	10 minutes	<i>Administrative Aide III Or Job Order Employees</i> Municipal Human Resource and Management Office
2. Proceed to the General Services Office and have it signed by the	2. Receive Clearance Form , check and verify records, sign and	None	1 day and 6 minutes	<i>Supply Officer or General Services Officer</i>



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



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



209. 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.

Office or Division:	Municipal Treasury - Disbursing Section			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach the Disbursing Officer and present the collection of labor payrolls, travelling expenses, honorariums and other cash	1. Re-check completeness of supporting documents before cash payments check the authenticity of signatures and claimant thru	None	10 minutes	<i>Disbursing Officer II</i> Municipal Treasury Office



payments	proper identification.			
	Total	None	10 minutes	



210. CERTIFICATON AS TO THE AVAILABILITY OF FUNDS

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

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Government, Government to Citizen, Government to Business			
Who may avail:	Employee/Payee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents to be certified (1 set)		Requesting Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	



211. DAILY COLLECTION REMITTANCES AND DEPOSITS

The Revenue Collectors are mandated to remit/deposit collections to the Municipal Treasury on a daily basis

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Revenue Collections Clerks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collections and Deposits (9 original copies)		Accountable Personnel		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Revenue Collector Prepares and submit Report of Collections and Deposits (RCD) to the Liquidating Officer	1. The Liquidating Officer Receive and verify RCD and generate Liquidation Report using ETRACS	None	25 minutes	<i>Revenue Collection Officer II</i>
	1.1 Manually verify all remitted receipts and the actual cash and check remitted	None	40 minutes	Municipal Treasury Office
2. The Liquidating Officer Forward Report of Liquidation to the Municipal Treasurer	2. The Municipal Treasurer verify and receives the Liquidation Report	None	1 hour	<i>Revenue Collection Officer II</i>
	2.1 The Municipal Treasurer deposit all collections to designated Depository Banks	None	1 day	<i>Municipal Treasurer</i>



	2.2 Mun Treasurer and the Liquidation Officer post all remitted , liquidated and deposited collections in their Official Cash Books	None	30 minutes	<i>Municipal Treasurer</i> Municipal Treasury Office
	2.3 Submits Report of Collections and Deposits to the Municipal Accountant	None	10 minutes	<i>Municipal Accountant</i> Municipal Accounting and Internal Audit Office
	Total	None	1 day , 2 hours, 45 minutes	



212. ISSUANCE OF RECEIPT FOR EMPLOYEES LOAN REPAYMENT, INDIVIDUAL LIVELIHOOD LOAN REPAYMENT, REFUND OF CASH ADVANCES, ASSISTANCE FROM PROVINCIAL & NATIONAL GOVERNMENT, REMITTANCES OF SHARES FROM PCSO & OTHER DIRECT TO CASH BOOK COLLECTIONS

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Loan Recipients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	10 minutes	<i>Disbursing Officer II</i> Municipal Treasury Office
	Total	None	10 minutes	



MUNICIPAL TREASURY OFFICE

External Services



213. COLLECTION OF BUSINESS TAXES AND LICENSES

Any individual or corporation, who shall establish, operate, conduct any business trade or activity in this Municipality shall first obtain a Mayor's Permit and pay the fees there of & the Business Tax imposed under the pertinent municipal ordinance

Business License must be renewed every 1st to 20th of January of each year as mandated in the Local Tax Ordinances unless an extension is issued by the Sangguniang Bayan. Penalties are imposed after this period.

Business taxes for newly opened enterprises are based on capitalization. Those for succeeding years are computed as percentage of gross receipts/sales.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Business Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit Application Form (1set)		Business Permit and Licensing Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Revenue Collection Personnel and submit the requirements	1. Receive and verify Documents and re-compute the tax due based on the Financial Statement and Order of Payment presented	None	10 minutes	<i>Admin Assistant II</i> Or <i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Officer-II</i> Municipal Treasury Office
2. Pay the corresponding amount and receive	2. Receive payment and issue Official Receipt	See table below	20 minutes	<i>Admin Assistant II</i> Or <i>Rev. Coll. Clerk II</i> Or



fees for business taxes and license				Local Revenue Collection Officer- II Municipal Treasury Office
	Total	See table below	30 minutes	

Schedule of Payment	
Tax on Newly-Started Business:	
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
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 ₱1000.00 for 7 days or less and additional ₱ 250.00 per week thereafter	
C.Sports contest/exhibitions ₱ 1000.00 for 7 days or less and additional ₱ 250.00 per week thereafter	
D.Caravans(Products) ₱ 1000.00 for 7 days or less and additional ₱300.00 per week thereafter	
E. Ukay ukay displays and the like ₱500.00 for 7 days or less and additional ₱ 200.00 per week thereafter	
F. Food Stalls and the like ₱300.00 for 7 days or less and additional ₱100.00 per week thereafter	
2.2 Mayor's Permit	
A . Manufacturers/Importers/Producers	
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	₱ 100.00



214. 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.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Land Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Real Property Tax Declaration (1 original copy)		Municipal Assessment Office		
Latest Real Property Tax Payment (1 photocopy)		Individual availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Municipal Civil Registration Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach the Revenue Collection Personnel and present the requirements	2. Compute tax due on Real Property	None	20 minutes	<i>Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer-II</i> Municipal Treasury



				Office
3. Pay corresponding amount and receive Real Property Tax Receipt	3. Receive payment & Issue corresponding Receipt	1% of Assessed Value x 1% Basic Tax 1% SEF	10 minutes	<i>Admin Assistant II</i> Or <i>Rev. Coll. Clerk II</i> Or <i>Local Revenue Collection Officer-II</i> Municipal Treasury Office
	Total	1% of Assessed Value x 1% Basic Tax 1% SEF	35 minutes	



215. COLLECTION OF CERTIFICATION/CLEARANCES FROM THE OFFICE, PERMITS AND OTHER REGULATORY FEES

Issued to individuals/corporations who are requesting for certifications/clearances & permits from the office of the Municipal Mayor, Municipal Treasury, Municipal Civil Registry & other offices for various reasons.

This includes all certifications, clearances, Building permit , Occupancy Permit, Weight & Measures, Sanitary Permit/Inspection fees, Health/Medical Certificate, Police clearance, Mayor clearance, MENRO Certificate, Garbage Collection fee, Civil Registration fees, Burial Permit Fees, Cattle/Animal Registration Fees, DA Cert. Assessor's certifications, Treasurer's Certifications, MPDO Certifications, Sigmatan Water System fees, fines on traffic violators, & all other certifications/clearance, permits & regulatory fees.

Office or Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Any individual availing the service		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Approach the Revenue Collection Personnel and submits the requirements	1. Verify the documents and compute the applicable fees	None	10 minutes	Admin Assistant II Or Rev. Coll. Clerk II Or Local Revenue Collection Officer-II Municipal Treasury Offi
2. Pay the corresponding fees	2. Receive payment and issue Official Receipt	See table below	10 minutes	Admin Assistant II Or 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"> • Not over one (1) meter • Measure over one (1) meter 	<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"> • Not over ten (10) liters • Over ten (10) liters 	<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"> • With capacity of not more than 30 kg. • With capacity of more than 30 kg. But more than 300 kg. • With capacity of more than 300 kg. But more than 	<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>	



3,000 kg. • With capacity of more than 3,000 kg.	
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	₱ 200.00
b. For certificate of transfer	₱ 150.00
c. For Registration of Private Brand	₱ 100.00
4. Civil Registration Fees	
a. Marriage Fees • Application for marriage license • Marriage license fee • Marriage solemnization fee • Civil Registry Certificate • Sponsor fee	₱ 500.00 ₱ 350.00 ₱ 500.00 ₱ 100.00 ₱ 100.00
b. For registration of the following: • Legitimation/ RA 9255 • Adoption • Annulment of marriage • Legal separation • Naturalization • Change of name (first name) • Other legal documentation for record purposes • Migrant petitioner additional service fee for correction of clerical or typographical error	₱ 110.00 ₱ 110.00 ₱3,500.00 ₱3,500.00 ₱200.00 ₱3,000.00 ₱3,500.00 ₱500.00



<ul style="list-style-type: none"> • Migrant petitioner additional service fee for change first name 	<p>₱1,000.00</p>
<p>Late Birth Registration Fees:</p> <ul style="list-style-type: none"> • From one to thirty days old • Over thirty days to one-year old • Over one to five years old • Over five years to ten years old • Over ten years old to fifteen years old • Over fifteen years old to eighteen years old • Over eighteen years old and up • Correction of clerical error • Registration of Deaths • For certified copy of any document in the register, for each page <p>Burial fees:</p> <ul style="list-style-type: none"> • Burial Permit Fee 	<p>₱ 50.00</p> <p>₱ 60.00</p> <p>₱ 80.00</p> <p>₱ 100.00</p> <p>₱ 120.00</p> <p>₱ 140.00</p> <p>₱ 150.00</p> <p>₱ 3,000.00</p> <p>₱ 1,000.00</p> <p>₱50.00</p> <p>₱100.00</p> <p>₱50.00</p>
<p>5. Police Clearance Fee</p> <p>a. For employment, scholarship, study grant, and other purposes not hereunder specified</p> <p>b. For change of name</p> <p>c. For application for Filipino citizenship</p> <p>d. For firearms permit application</p> <p>e. For PLEB clearance from Sangguniang Bayan</p> <p>f. Extract of Police Blotter</p>	<p>₱110.00</p> <p>₱200.00</p> <p>₱300.00</p> <p>₱200.00</p> <p>₱100.00</p> <p>₱100.00</p>
<p>6. Secretary's Fees</p> <p>a. MAYOR'S FEES & CHARGES</p> <p>Certifications:</p> <p>Certification of leave of credits</p> <p>Certification of services records</p> <p>Certification of Net Take Home Pay</p> <p>Public Employment Service Office (PESO Cert.)</p> <p>Certificate of Employment (Mayor's Office & HRMO)</p> <p>Certificate of Transport of Large Cattle outside the Municipality</p> <p>Certified True Copy</p> <p>Another related Certifications</p>	<p>₱50.00 ₱50.00</p> <p>₱50.00</p> <p>₱50.00</p> <p>₱50.00</p> <p>₱150.00</p> <p>₱25.00</p> <p>₱50.00</p>



<p>Clearances:</p> <ul style="list-style-type: none"> • Public employment services office (PESO Cert.) • Mayor's Clearance 	<p>₱50.00</p> <p>₱50.00</p>
<p>Permits:</p> <ul style="list-style-type: none"> • Permit to Hold Fiesta and special activities <p>Recommendations</p> <ul style="list-style-type: none"> • Recommendation for Employment • And others related recommendations 	<p>₱300.00</p> <p>₱100.00</p> <p>₱100.00</p>
<p>ASSESSOR'S FEES & CHARGES</p> <p>* Research fee/Verification Fee Retrieval of Assessment Records</p> <p style="padding-left: 40px;">i. Current Year</p> <p style="padding-left: 40px;">ii. Previous Year</p> <p>Inspection Fee (Area Field Verification for purposes of reclassification and appraisal of real property assessment and evaluation as to actual use</p> <p style="padding-left: 40px;">i. Commercial lots</p> <p style="padding-left: 40px;">ii. Industrial lots</p> <p style="padding-left: 40px;">iii. Agricultural Lots</p> <p style="padding-left: 40px;">iv. Residential Lots</p> <p style="padding-left: 40px;">v. Residential House</p>	<p>₱55.00</p> <p>₱110.00</p> <p>₱300.00</p> <p>₱300.00</p> <p>₱200.00</p> <p>₱100.00</p> <p>₱50.00</p>
<ul style="list-style-type: none"> • Certification Fee <ul style="list-style-type: none"> i. Certified true copy of tax declaration ii. Certification of NO. Property iii. Certification of Total landholdings/ No. Landholding iv. Certificate of Non-Encumbrance or with Encumbrance v. Certificate of No Improvement/ With Improvement Certificate on Records Verification(History of Tax Declaration) vi. Authentication Fee/Other Fees 	<p>₱110.00</p> <p>₱110.00</p> <p>₱110.00</p> <p>₱110.00</p> <p>₱110.00</p> <p>₱110.00</p>
<p style="padding-left: 40px;">Annotation of Bail bonds, Mortgages, etc.</p> <p style="padding-left: 80px;">i. ₱ 75,000.00 below</p> <p style="padding-left: 80px;">ii. Above ₱75,000.00 to ₱ 150,000.00</p> <p style="padding-left: 80px;">iii. Above ₱150,000.0 to ₱ 300,000.00</p> <p style="padding-left: 80px;">iv. Above ₱300,000.00 to ₱500,000.00</p> <p style="padding-left: 80px;">v. Above ₱500,000.00 to ₱1,000,000.00</p>	<p>₱50.00</p> <p>₱100.00</p> <p>₱150.00</p> <p>₱250.00</p>



<p>vi. Above 1,000,000.00</p> <p>Extraction Copy of:</p> <p>i. Section Map</p> <p>ii. Barangay Map</p> <p>iii. Municipal Map</p> <p>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</p>	<p>₱350.00</p> <p>₱550.00</p> <p>₱100.00</p> <p>₱250.00</p> <p>₱350.00</p>
<p>c. Treasurer's FEES & CHARGES</p> <p>d. Tax Clearance Certificate</p> <p>e. Certificate as to No Business Application for BMBE (Barangay Micro) Business Enterprises</p>	<p>₱ 100.00</p> <p>₱100.00</p> <p>₱1,000.00</p>
<p>d. DEPARTMENT OF AGRICULTURE</p> <ul style="list-style-type: none"> • Certification of Rainfall Data • Certification for Loan Requirement • Tilapia Fingerlings • pH Soil Analysis • Certificate of A.I. & Non-A.I. Large Animals • Castration of Adult Animals (small & large) • Operation Hernia (small animal) • Artificial insemination (A.I.) • Disc Harrow • Moldboard Plow • Solar Drier • Mechanical Drier 	<p>₱500.00</p> <p>₱50.00</p> <p>₱50.00/bag</p> <p>₱75.00/Sample</p> <p>₱50.00</p> <p>₱50.00</p> <p>₱150.00</p> <p>₱200.00</p> <p>₱1,800.00/ha</p> <p>₱1,800.00/ha</p> <p>₱6,000.00/ha</p> <p>₱ 0.15cent/kl</p> <p>₱1.40/kl</p>
<p>e. MUNICIPAL HEALTH OFFICE (MHO) FEES</p> <p>Medical Certificate</p> <p>Post-mortem Examination and Certificate</p> <p>Transfer of Cadaver</p> <p>Exhumation</p>	<p>₱50.00</p> <p>₱250.00</p> <p>₱50.00</p> <p>₱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>Zoning Inspection</p>	<p>₱150.00 per copy</p> <p>₱30.00 per copy</p> <p>₱100.00 per copy</p> <p>₱100.00 per copy</p> <p>₱100.00 per copy</p> <p>₱150.00</p>
<p>g. MUNICIPAL ENGINEERING OFFICE (MEO)</p>	



<ul style="list-style-type: none"> • Application form for building permit • Application form for plumbing permit • Application form for electrical permit • Inspection fee • Program of Work (POW) preparation fees • Certification fee • Cottages <ul style="list-style-type: none"> i. With bedding ii. Without bedding • Venue (kasalan&kan-anan w/ décor) 	<p>₱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 ₱100.00/head ₱50.00/Head ₱2,500.00</p>
<p>h .MENRO</p> <ul style="list-style-type: none"> • Certification for tree planting and certification in the utilization of planting trees • Additional charges • 1 sack or less • Load of wastes carried by truck 	<p>₱100.00 ₱50.00/hill of planted tree ₱30.00 per sack ₱500.00 per cubic meter</p>
<p>i .SALE OF BID DOCUMENTS</p> <ul style="list-style-type: none"> • 500,000.00 and below • Above 500,000.00-1,000,000.00 • Above 1,000,000.00-5,000,000.00 • Above 5,000,000.00-10,000,000.00 • Above 10,000,000.00-50,000,000.00 • Above 50,000,000.00-500,000,000.00 • Above 500,000,000.00 • Sale of Minutes of Meeting/Pre-bid/Bidding 	<p>₱500.00 ₱1,000.00 ₱5,000.00 ₱10,000.00 ₱25,000.00 ₱50,000.00 ₱75,000.00 ₱500.00 per Minutes</p>
<p>j .SIGMATAN WATER SYSTEM</p> <ul style="list-style-type: none"> • Non-refundable application fee • Residential, Commercial, and Institutional 	<p>₱350.00 Consumption ₱ 5.00</p>



(for 1-20 cu m consumption) (21 cu m above consumption)	Consumption ₱ 6.00
• Industrial and Agricultural (1-30 cu m consumption)	Consumption ₱ 10.00
(31 cu m and above consumption)	Consumption ₱ 15.00
k. TRAFFIC VIOLATION	
• Driving w/o License	₱1,000.00
• Driving w/ a delinquent/invalid/ suspended/revoked driver's license	₱2,000.00
• Failure to show or surrender license	₱100.00
• Failure to carry Driver's license	₱200.00
• Failure to sign driver's license	₱500.00
• Driving while under the influence of liquor/drugs	₱1,000.00
• Allowing license/improper license person to drive	₱2,000.00
• Fake license	₱2,500.00
• Allowing another person to use his license	₱2,500.00
• Student permit licensee driving w/o prof. driver	₱500.00
• Unlicensed Conductor	₱200.00
• Unregistered/delinquent/invalid registration	
• Driver	₱250.00
• Owner	₱250.00
• Unauthorized change of color w/o authority	₱250.00
• Failure to carry certificate of registration (CR) Official Receipt (OR)	₱200.00
	₱200.00
• Hidden plate	₱500.00
• Dirty plate	₱200.00
• Non-conforming horns/signaling device	₱200.00
• Defective horn	₱100.00
• No or defective headlights	₱300.00
• No or defective tail lights	₱300.00
• No plate lights	₱300.00
• No or defective wiper	₱200.00
• No rear red lights	₱300.00
• Dilapidated/unsightly motor	₱75.00
• No route marking no parking route no parking route	₱300.00



• Improvise plate without authority	₱300.00
• Defective handbrake	₱200.00
• Defective or broken windshield	₱300.00
• No or defective windshield wiper	₱100.00
• No interior light	₱100.00
• No rearview mirror	₱100.00
• No spare tire (for hire)	₱100.00
• No red flags or red lights on projecting loads	₱300.00
• No body number	₱300.00
• No early warning device	₱150.00
• Violation of stereo regulation	₱1,000.00
• No capacity markings	₱100.00
• No tail gate or failure to put NOT FOR HIRE	₱200.00
• Overloading excess of passengers	₱1,000.00
• Operating out of line	₱1,000.00
• Arrogant driver or conductor	₱500.00 each
• Refuse to convey passenger/trip cutting	₱1,000.00
• Overcharging (owner/driver/conductor)	₱300.00 each
• Breach of franchise/condition (fare rate	₱250.00
• Failure to carry franchise/failure to carry CPC/No franchise	₱175.00
• Illegal parking	₱500.00
• Top loading of passenger and freight	₱500.00
• Hitching/allowing passengers to ride on running step board	₱500.00
• Disregarding traffic sign	₱500.00
• No helmet	₱500.00
• Helmet w/o ICC sticker	₱500.00



<ul style="list-style-type: none"> • Back rider w/o helmet 	₱200.00 each
<ul style="list-style-type: none"> • Reckless driving 	₱250.00
<ul style="list-style-type: none"> • Wearing slippers/sleeveless shirts/short pants while driving; illegal turn; driving against traffic; MC 90-003 Driver's ID 	₱100.00
<ul style="list-style-type: none"> • No trash can of PUJ/PUB/PUV 	₱200.00
<ul style="list-style-type: none"> • Driver/Conductor w/o Proper Grooming 	₱100.00
<ul style="list-style-type: none"> • Smoking in populous and Inside Public Utility Vehicles 	₱500.00
<ul style="list-style-type: none"> • No Municipal Tricycle Operator's Permit (MTO) 	₱1,000.00
<ul style="list-style-type: none"> • Usage of blinkers 	₱2,000.00
<ul style="list-style-type: none"> • LED (extra accessories) 	₱2,000.00
<ul style="list-style-type: none"> • Modified muffler 	₱2,500.00



216. COLLECTION OF RENTALS OF PERSONAL & REAL PROPERTIES OWNED BY THE MUNICIPALITY

Issued to person/individuals or corporation who rented Municipal Properties such as Tractors, Heavy equipment, Gym, Chairs, Tables, Kaamulan Costumes & Accessories & other properties owned by the Municipal Government.

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



				// Municipal Treasury Office
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<ul style="list-style-type: none"> b. MUNICIPAL MARKET <ul style="list-style-type: none"> • For 10 sq. m stall • For 12 sq. m stall 	₱300.00 ₱500.00
<ul style="list-style-type: none"> c. RENTALS OF PROPERTIES <ul style="list-style-type: none"> • Land Only (per sqm) <ul style="list-style-type: none"> i. Located in commercial/industrial area ii. Located in residential area iii. Others 	₱100.00 ₱50.00 ₱40.00
<ul style="list-style-type: none"> • Building (per sqm of floor area) <ul style="list-style-type: none"> i. Located in commercial/ industrial area ii. Located in residential area iii. Others 	₱200.00 ₱150.00 ₱100.00
<ul style="list-style-type: none"> • Gym, Park, and Tourism Center 	
i. Municipal Gym	₱500.00 day time (8hrs) ₱1000.00 night time (5hrs) ₱1,800.00 day and night time
ii. Municipal park	₱500.00 day time (8hrs) ₱1,500.00 night time (5hrs) ₱2,000.00 day and night time
iii. Municipal Tourism Center	₱500.00 day time (8hrs) ₱800 over night
iv. Mandatory Bond	₱2,000.00
v. Monoblock and or Wooden Chairs	₱ 5.00 per piece per day
vi. Monoblock and or wooden Tables	₱ 50.00 per piece per day
<ul style="list-style-type: none"> • Electronics 	
i. Sound system	₱200.00 per set per day
ii. Additional fees for additional accessories	₱50.00 per piece set per day



iii. Microphone stand	₱50.00 per piece set per day
iv. Megaphone	₱100.00 per piece set per day
v. Rostrum Additional fees for additional accessories	₱100.00 per set per day
vi. Video stand	₱50.00 per piece set per day
vii. lights	₱50.00 per piece set per day
i. Generating set(only)	₱50.00 per hour
• Cultural Revival Items	
1. Costumes	
i. Newly Made-Male & female	₱100.00 per set per 15 days
ii. Old stored-Female	₱50.00 per set per 15 days
iii. Old & stored-Male	₱30.00 per set per 15 days
2.Ornaments & Accessories	
i. Newly-made-Male & Female	₱25.00 per set per 15 days
ii. Old & stored	₱15.00 per set per 15 days
3.Instruments	
i. Dabakan	₱500.00 per set per 15 days
ii. Agong	₱500.00 per set per 15 days
iii. Kulintang	₱500.00 per set per 15 days
iv. Bantula	₱50.00 per set per 15 days
4.Props	
i. Shield & Spear	₱50.00 per set per 15 days
ii. Two-temple (cloth only)	₱30.00 per set per 15 days
5. Head Dress	
i. New	₱150.00 per set per 15 days
ii. old	₱75.00 per set per 15 days
• Sports Equipment	
1. Balls	
i. Basketball	₱30.00 per piece set per day
ii. Volleyball	₱30.00 per piece set per day



iii. Sepak Takraw iv. Soccer/football	₱30.00 per piece set per day ₱30.00 per piece set per day
• Boxing Gloves	₱50.00 per pair per day
2. Set 3. Volleyball Set 4. Ping-Pong Set	₱150.00 per set per day ₱150.00 per set per day
• Boxing Ring (at least two (2) assemblers is a must, excluding assembler's fess)	₱200.00 per set per day
• Bus Operations	
i. Rental without fuel ii. Student fare iii. Regular fare	₱2,000.00 per day ₱10.00 ₱20.00
• Others	
1. Photocopy i. Short to A4 size ii. Long to bigger iii. Student price (with ID)	₱1.00 per copy ₱2.00 per copy ₱0.50.00 per copy
2. Duplicate/RISO copy i. With papers a) short to A4 size b) long to bigger ii. without paper a) short to A4 size b) long to bigger	₱145.00 per ream ₱145.00 per ream ₱295.00 per ream ₱300.00 per ream
1. printed Copy (colored or black) i. short to A4 size ii. long to bigger	₱5.00 per sheet ₱8.00 per sheet
3. Scan of documents 4. LGU-Laptop/PC Set Use 5. Internet use	₱5.00 per sheet ₱20.00 per week ₱10.00 per sheet



217. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate (CTC) is a proof that an individual is a resident of the town and that he/she has paid the necessary dues arising from income derived from business, exercise of profession, and/or ownership of real properties in the area. Profit and non-profit corporations and other entities operating in the town must also secure a CTC.

Office or Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All Residents of legal age in Libona, Bukidnon		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Revenue Collection Personnel and state the purpose	1. Inquires personal information and prepares the Community Tax Certificate	None	5 minutes	<i>Local Revenue Collection Officer-II</i> <i>Administrative Assistant-II</i> <i>Revenue Collection Clerk-II</i> Municipal Treasury Office
1. Approach the Revenue Collection Personnel and state the purpose	1. Inquires personal information and prepares the Community Tax Certificate	None	5 minutes	<i>Local Revenue Collection Officer-II</i> <i>Administrative Assistant-II</i> <i>Revenue Collection Clerk-II</i>



				Municipal Treasury Office
2. Pay the required fees & Receive the CTC	2. Compute the amount due and Release the CTC	Based on Personal Income (minimum of ₱5.00 & additional ₱1.00 for every ₱1,000)	5 minutes	<i>Local Revenue Collection Officer-II Administrative Assistant-II Revenue Collection Clerk-II Municipal Treasury</i>
	TOTAL	Based on Personal Income (minimum of ₱5.00 & additional ₱1.00 for every ₱1,000)	10 Minutes	



218. ISSUANCE AND RELEASING OF CHECK

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

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Any individual availing the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Prepared Disbursement Vouchers of claimants (4 copies)		Concerned Employee/Payee		
Claimants Official Receipts & other supporting document for reimbursement (1 original copy)		Concerned Employee/ Payee		
Complete supporting documents duly signed by Authorities Municipal Budget Officer, Municipal Accountant, Municipal Treasurer, Municipal Mayor (1 set)		BAC, Personnel for suppliers claimant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepared Disbursement Voucher duly signed by authorities with complete supporting documents	1. Checks Accuracy of the Disbursement Voucher return to accountant when there are corrections for edit and finalization	None	10 minutes	<i>Local Revenue Collection Officer-II Or J.O Clerk</i> Municipal Treasury Office
2. Issue check of the Approved disbursement	2. Receives Approved DV and prepares check based in there account	None	10 minutes	<i>Local Revenue Collection Officer-II</i>



Vouchers				Or J.O Clerk Municipal Treasury Office
3. Let Municipal Accountant issue Advice check issued and cancelled (ACIC)	3. To be signed by Municipal Accountant	None	10 minutes	Local Revenue Collection Officer-II Or J.O Clerk Municipal Treasury Office
4. Endures Accountants advice of Local Check Disbursement to Land Bank and other depository bank	4. For validation and documentation by LBP "Secure Receiving copy from Accountant's Advice of Local Check disbursement" 4.1 Verify the issued check to designated bank	None	1 day	Local Revenue Collection Officer-II Or J.O Clerk Municipal Treasury Office
5. Release check to suppliers/individuals or deliver check to various supplier at Cagayan de Oro City and other places where the supplier/individ	5. Issued Payment -Suppliers/Individuals affis signature in check disbursement vouchers as proof of payment/check received Suppliers issue official receipts corresponds to the	None	15 minutes	Local Revenue Collection Officer-II Or J.O Clerk Municipal Treasury Office



ual reside	check amount and attach it on the disbursement voucher Suppliers be given copy of BIR for 306 & 2307 for their reference after the supplier affix signatures in the said forms			
6. Issue official Receipt	6. Receipt of the Official receipt	None	10 minutes	<i>Supplier</i>
	Total	None	1 day 55 min	



219. REMITTANCES OF BARANGAY BIR FORM 0016 AND FORM #51

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

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Barangay Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Report of Collection and Deposits (4 sets)		Barangay Government Units		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach the Accountable Personnel and remits Report of Collection and deposits, Remits all collections of BIR Form #0016 to the concerned Revenue Collector	1.Receive ROC and deposits and manually verify as to the correctness of amount and receipts sequence	None	30 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Revenue Collection Clerk-II</i> Municipal Treasury Office
	Total	None	30 minutes	



220. SECURING TAX CLEARANCE

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

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Land Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Updated Real Property Tax Payment (1 original copy)		Individual availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach the Revenue Collection Personnel and state the purpose	1.Verify records of Real Property Tax Payments	None	10 minutes	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II</i>
1.1 Pay the Certification fee	1.1 Accept payment and issue Official Receipt	₱100.00 Certification Fee	5 minutes	<i>Municipal Treasury</i>
2. Wait at the waiting area	2.Prepare the Tax Clearance 2.1 Check and Sign Tax Clearance	None	10 minutes	<i>Local Revenue Collection Officer-II or Administrative Assistant-II or Revenue Collection Clerk-II Municipal Treasurer Mun. Treasury</i>



				Office
3. Receive the Clearance	3.Control and release the Tax Clearance	None	5 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Administrative Assistant-II</i> or <i>Revenue Collection Clerk-II</i> Mun. Treasury Office
	Total	₱ 100.00	30 minutes	



221. SUBMISSION OF ELECTRONIC STATEMENT OF RECEIPT AND EXPENDITURES AND OTHER REPORTS REQUIRED BY THE BLGF REGIONAL AND CENTRAL OFFICE, PROVINCIAL TREASURER’S OFFICE AND COMMISSION ON AUDIT

The Bureau of Local Government Finance (BLGF) of the Department of Finance (DOF) prescribed the preparation;of the electronic Statement of Receipts & expenditures in accordance with all its mandate to maintain financial information on all local Government Units monitor financial performance and assist in the development of LGU including their financial operations through technical assistance and supervision. Thus, all LGU are required to submit/upload the eSRE reports every quarter with its supporting documents. The provincial Treasurer’s Office & provincial Commission on Audit Office likewise requires the LGU to submit from 60 report & report of Accountability for Accountable Forms respectively

Office or Division:	Municipal Treasury Office- Disbursing Section			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Bureau of Local F Regional and Central Office, Provincial Treasurer’s office and Commission on Audit			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Payrolls and Disbursement Vouchers (1 original copy)		Municipal Disbursing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends email or radio message reminding the submission of monthly and quarterly reports	1. Prepares, consolidates and submit reports before the deadline	None	3 days	<i>Disbursing Officer II</i> Municipal Treasury Office
	Total	None	3 days	



222. WITHDRAWAL OF BARANGAY BIR FORM 0016 AND Form #51

Barangay Treasurers regularly withdraws Official Receipts Particularly the BIR Form #0016 and Accountable Form #51 for Barangay Collection of Community Tax Certificate, Certifications, Clearances & other barangay collections

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Barangay Treasurers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Requisition Slip (2 copies)		Barangay Government Units		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach Accountable Personnel and presents approved Requisition Slip	1. Check and verify the documents presented and release new set of Official Receipts (BIR Form 0016 & A.F #51) to the client	None	30 minutes	<i>Local Revenue Collection Officer-II</i> or <i>Administrative Assistant-II</i> or <i>Revenue Collection Clerk-II</i> Municipal Treasury Office
	Total	None	30 minutes	



MUNICIPAL TREASURY OFFICE PUBLIC MARKET SECTION

External Services



223. RENTALS - PUBLIC MARKET STALLS

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

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C Government to Business			
Who may avail:	Vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Market Application Form with 2x2 id picture (1 set)		Municipal Treasury Office- Market Administrator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	2 minutes	<i>Information Desk Officer</i>
	1.1. Direct client to the Market Administrator at the Municipal Treasury Office	None	3 minutes	Office of the Municipal Mayor
2. Approach the Market Administrator and state the purpose 2.2 Fill out Application Form	2. Interview client	None	5 minutes	<i>Market Administrator</i> Mun. Treasury Office
	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 Direct client to the Office of the Municipal Mayor for the Approval of the Application Form	None	10 minutes	



	2.4 Mayor's Office Staff Guides Client back to the Municipal Treasury with duly approved Application Form	None	5 minutes	
3. Return to the Municipal Treasury and present the Approved Application Form	3. Check the Application Form.	None	2 minutes	<i>Market Administrator</i> Mun. Treasury Office
	3.1 Prepare Contract of :Lease	None	10 minutes	
4. Read the Contract of Lease , sign and submit the to the Market Administrator	4. Forward Contract of Lease to the Office of the Municipal Mayor for Approval	None	10 minutes	<i>Market Administrator</i> Mun. Treasury Office
	4.1 Direct Client to pay the Good will to the Revenue Collection Clerks		3 minutes	
5. Pay the required fees at the Revenue Collectors	5. Accept the payment based on the order of Payment	₱ 4000.00 good will	2 minutes	<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		3 minutes	
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	None	2 minutes	
	Total	₱ 4,000.00	1 hour 20 minutes	



MUNICIPAL SOCIAL WELFARE & DEVELOPMENT OFFICE

External Services



224. 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.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Children in Conflict with the Law			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Appear minor before the Social Worker at PNP Station	1. Interview the minor , parents & Women Desk Officer	None	3 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>
	4.1 Accomplish Social Case Study Report and progress report of CICL	None	1 hour	Municipal Social Welfare and Development Office
5. Receive Report and sign log book	1. Log and Release report	None	3 minutes	<i>Social Welfare Officer II</i> Mun. Social Welfare and Development Office
	Total	None	1 day, 5 hours, 6 minutes	



225. CASE CONFERENCE AND MANAGEMENT OF REPORTED CHILD IN NEED OF SPECIAL PROTECTION, VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC), PHYSICALLY, SEXUALLY AND EMOTIONALLY ABUSE

Case conference and management of reported child in need of Special Protection, Violence against women and children, physically sexually and emotionally abuse is conducted to individual in order to resolve their conflict/ problem.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	Violence Against Women and their Children Victims in Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 ocular survey/ interview	None	10 minutes	
	1.2 Coordinate with the Police and Barangay authorities	None	5 minutes	
	1.3 Conduct immediate rescue operation	None	35 minutes	
	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	None	3 hours		



	Counseling			
	1.7 Assist the victim for medico legal/physiological evaluation, in filing legal action and during trial proceedings in the court	None	1 day	
	1.8 Prepare the Case Summary Report and other requirements	None	3 hours	
	1.9 Advise the victim to secure BPO from the Barangay	None	30 minutes	
	1.10 Refer the victim to institution for protective custody and temporary shelter and supervision with the family	None	1 day	
	1.11 Admit the client to institution and other agencies	None	1 day	
	Total	None	3 days, 7 hours & 50 minutes	



226. COUNSELING FOR MARITAL PROBLEMS

Counseling to both husband and wife in order to sort out issues on their situation and clarify problems or conflict with reality

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Married Couple			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.2. Direct client to the Municipal 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	
3. Sign agreement	3. Sign as witness of	None	5 minutes	<i>Social Welfare</i>



and pledge to commit to the terms and conditions	<p>their commitment</p> <p>3.1 Schedule the conduct home visitation and follow-up</p>	None	5 minutes	<p><i>Officer – II</i></p> <p>Or</p> <p><i>Mun. Social Welfare and Dev't Officer</i></p> <p>Municipal Social Welfare and Development Office</p>
	Total	None	3 hours & 43 minutes	



227. EARLY CHILDHOOD CARE AND DEVELOPMENT (DAYCARE SERVICE)

This program provides opportunities for the total development of the child through various early childhood care and development activities. The MSWD supervise and monitor all Child Development centers in the Barangay.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Children who are 3 to 4.11 months old			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Child's Birth Certificate (1 original & 1 photocopy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Marriage contract of the parents (1 original & 1 Photocopy)		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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Personal appearance of the beneficiary	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 Municipal Social Welfare and Development Office</i>
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 scheduled daily	None	1 hour	<i>Social Welfare Officer – II Or Mun. Social Welfare and Dev't Officer Municipal Social</i>



	activities are followed			Welfare and Development Office
	Total	None	1 Hour & 50 min	



228. ISSUANCE OF CERTIFICATE OF INDIGENCY

Certificate of Indigency is issued to a person attesting his/her income is below poverty threshold and could not pay a certain required fee or is applying for assistance in a sponsoring agency.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Indigent Families of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Medical/PCSO Intervention				
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		
For Children in Conflict with the Law (CICL)				
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible



1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1 Direct client to the Municipal 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	None	5 minutes	<i>Social Welfare Officer – II</i> Or <i>Mun. Social Welfare and Dev't Officer</i>
	2.1. Prepare Certification and has it approved by the MSWDO	None	15 minutes	Municipal Social Welfare and Development Office
3. Sign the logbook and receive the document	3. Register and release the certification	None	3 minutes	<i>Social Welfare Officer – II</i> Municipal Social Welfare and Development Office
	Total	None	28 minutes	



229. ISSUANCE OF SOCIAL CASE STUDY REPORT

A document that describes the present situation of a needy individuals. Done by a registered Social Worker through interview and data gathering. It justifies the current condition of a client or patient to be eligible for an assistance from sponsoring agencies that extends financial/hospitalization/medical intervention.

Office or Division:	Municipal Social Welfare & Development Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Indigents Families			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Medical & PCSO Intervention:				
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		
For Children in Conflict with the Law (CICL)		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 and other government institution		MSWD Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1 Direct client to the Municipal Social Welfare and Development Office	None	5 minutes	<i>Information Desk Officer</i>



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	20 minutes	<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 & Development Officer MSWDO</i>
	Total	None	40 minutes	



230. ISSUANCE OF A SOLO-PARENT IDENTIFICATION CARD

Solo Parent Identification as mandated by RA 8972 can be availed by solo parents who have been qualified as such by the MSWD shall likewise be entitled to avail of any benefits/services provided in the law. Solo parent shall be issued upon approval by any local government unit as recommended by the Social Worker of the Municipality.

Office or Division:	Municipal Social Welfare & Development Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	<p>Any bonafide citizen of Libona, Bukidnon who falls to any of the following categories:</p> <ol style="list-style-type: none"> 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; 2. Parent left solo due to death of spouse; 3. Parent left solo while the spouse is detained or serving a sentence for a criminal conviction for at least one (1) year; 4. Parent left solo due to spouse physical/mental incapacity as certified by a public medical practitioner; 5. Parent left solo due to legal separation wherein he/she entrusted with custody of the child/children; 6. Parent left solo due to annulment of marriage as he/she is entrusted with the custody of the child/children; 7. Parent left solo due to abandonment of spouse at least one (1) year; 8. Unmarried mother/father who has preferred to keep & rear her/his child/children; 9. Any other person who solely provides parental care and support to child/children; and 10. Any family member who assumes the responsibility of head of family
CHECKLIST OF REQUIREMENTS	
Barangay Clearance (1 original copy)	Barangay Hall- Brgy. Secretary
1x1 ID Picture of the Applicant (2 pcs)	Requesting person



Death Certificate if partner was deceased (1 original, 1 photocopy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Birth Certificate of minor children 0-18 years old (1 original 1 photocopy)		Phil. Statistics Authority or Mun. Civil Registration Office		
Certificate of Detention (1 original copy , 1 photocopy)		Bureau of Jail Management & Penology		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1 Direct client to the Municipal 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. Interview the applicant and provide the application form	None	2 minutes	<i>Social Welfare Officer – II</i> Or <i>Job Order Employees</i> Mun. Social Welfare and Development Office
3. Accomplish Application Form and submits together with the required documents	3. Receive and review data	None	5 minutes	<i>Social Welfare Officer – II</i> Or <i>Mun. Social Welfare and Dev't Officer</i> Mun. Social Welfare and Development Office
	3.1 Orient client on benefits and privileges of a Solo Parent	None	10 minutes	
	3.2 Prepare Solo Parent ID	None	5 minutes	
	3.3 Indorse ID to the Municipal Social Welfare and Development Office SWDO & Local Chief Executive for signature	None	5 minutes	
4.Receives the Solo Parent ID and	4. Log and release the ID Card	None	2 minutes	<i>Social Welfare Officer – II</i>



signs logbook				Or <i>Job Order</i> <i>Employees</i> Mun. Social Welfare and Development Office
	Total	None	34 minutes	



GENERAL SERVICES OFFICE

Internal Services



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

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

Office or Division:	Office of the Municipal Mayor			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Employees & Local Officials who are separated, transferred ,retired from the service and on leave of absence for more than 30 days			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form Duly signed by the Immediate Supervisor and Head of Office (4 original copies)		Municipal Human Resource Management Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Secure a Clearance Form, read the instructions found at the back page and fill out. Have it signed by the Immediate Supervisor and Head of Office	1. Provide Clearance Form and remind client to read and follow the instructions found at the back page of the Clearance Form	None	10 minutes	<i>Administrative Aide III</i> Or <i>Job Order Employees</i> Municipal Human Resource and Management Office
2. Proceed to the General Services Office and have it signed by the Authorized Officer	2. Receive Clearance Form , check and verify records, sign and release Clearance if cleared from any accountability	None	1 day and 6 minutes	<i>Supply Officer or General Services Officer</i> General Services Office
3. Proceed to the Municipal Human	3. Receive Clearance Form ,	None	1 hour and 6 minutes	<i>Administrative Aide III</i>



Resource and Management Office have it signed by the Authorized Officer	check and verify records , sign and release Clearance if cleared from any accountability			<p><i>Or</i> <i>Municipal Human Resource Management Officer IV</i></p> <p>Mun. Human Resource and Management Office</p>
4. Proceed to the LIMURFEA President and have it signed by the Authorized Officer	4. Receive Clearance Form , check and verify records, sign and release Clearance if Cleared from any accountability	None	1 hour and 6 minutes	<p><i>Chairperson Libona Municipal Rank and File Employees Association</i></p> <p>Municipal Agriculture Office</p>
5. Proceed to Municipal Accounting and Internal Audit Office and have it signed by the Authorized Officer	5. Receive Clearance Form ,check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	<p><i>Municipal Accountant</i></p> <p>Municipal Accounting and Internal Audit Office</p>
6. Proceed to Municipal Treasury Office and have it signed by the Authorized Officer	6. Receive Clearance Form , check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	<p><i>Municipal Treasurer</i></p> <p>Municipal Treasury Office</p>
7. Proceed to Disbursing Section and have it signed by the Disbursing Officer	7. Receive Clearance Form , check and verify records, sign and release Clearance if cleared from any accountability	None	1 hour and 6 minutes	<p><i>Disbursing Officer</i></p> <p>Municipal Treasury Office</p>
8. Proceed to Office of the Municipal Mayor	8. Receive Clearance Form , check and verify	None	1 day and 6 minutes	<p><i>Receiving Clerk and The Municipal Mayor</i></p>



and have it signed by the Authorized Officer	data, sign and release Clearance			Office of the Municipal Mayor
	Total	None	2 days 5 hours 52 minutes	



232. COLLECTION OF WASTE MATERIALS

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

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Offices in the Municipal Government of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Waste Material Report 3 (copies)		General Services Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Fill up Waste Material Report and submit to the GSO	1. Receive and verify the Waste Material Report and have it signed by the Head of Office, Inspector and the Municipal Mayor	None	1 hour	<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 Emp</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	



233. CONSOLIDATION OF OFFICE SUPPLIES AND EQUIPMENT PER APPROVED PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

The office is in charge in the consolidation of office supplies and equipment per approved Project Procurement Management Plan from the Municipal Budget Office .

Office or Division:		General Services Office		
Classification:		Highly Technical		
Type of Transaction:		Government to Government		
Who may avail:		Offices in the Mun. Government of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Project Procurement Management Plan (PPMP) duly approved by the Municipal Budget Officer (4 copies)		Municipal Budget Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 Or Supply Officer Or Job Order Emp General Services Office</i>
	1.1 If items are available in DBM, make an Agency Procurement Request (APR), process payment and Pick up Supplies/ items	None	8 days	<i>Supply Officer Or General Services Officer General Services Office</i>
	1.2 Items not available in DBM will be transferred to Purchase Request Form	None	3 days	<i>Supply Officer Or General Services Officer General Services Office</i>
	Total	None	1 month & 11 days	



234. FACILITATION OF LTO REGISTRATION/RENEWAL AND GSIS INSURANCE OF LGU VEHICLES

To ensure that all vehicles in the Municipal Government of Libona has an updated Registration and GSIS Insurance.

Office or Division:	General Services Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	Municipal Vehicle Drivers/Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Pull out requirement on file and bring requirements to the General Services Office	1.Receives and verify data and Prepare documents for registration/ renewal and insurance of vehicle.	None	10 minutes	<i>Admin. Aide IV</i> 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 IV</i> General Services Office
3. Waits for the notification from the GSO	3. Process Registration at LTO and GSIS and inform driver to be notified when registration is available	None	1 month	<i>Admin. Aide IV</i> General Services Office
3. Receives	4. When	None	1 day	<i>Admin. Aide IV</i>



copy of Registration and Insurance	Registration is available provide copies to the Vehicle Driver			General Services Office
	Total	None	1 Month 1 day and 10 minutes	



235. PHOTOCOPY AND RISOGRAPH SERVICES

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

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Employees or Offices who needs to recopy documents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Original Documents to be duplicated		Requesting Person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to the office bring original document for duplication	1.Receive the documents More than 50 copies <u>risograph</u> Less than 50 copies <u>photocoy</u>	Per Ream: Risograph Long w/paper ₱145.00 w/o paper ₱300.00 Short w/paper ₱145.00 w/o paper ₱295.00 Photocopy: Long ₱2.00 per copy short ₱1.00 per copy A3 ₱3.00	Risograph. 10 min per ream Photocopy 2 min per pc, If back to back 15 minutes	<i>Admin. Aide IV</i> Or <i>Supply Officer</i> Or <i>Store Keeper</i> Or <i>Job Order Emp</i> General Services Office
2. Client Pay copies to MTO if payment needs O.R	2.Records Official Receipt Charge office duplication to office needing the	None	5 minutes	<i>Admin. Aide IV</i> General Services Office



2.1. For Small Transaction payment were remitted to MTO on daily basis for O. R	documents			
	Total	Risograph Long w/paper ₱145.00 w/o paper ₱300.00 Short w/paper ₱145.00 w/o paper ₱295.00 Photocopy: Long ₱2.00 per copy short ₱1.00 per copy A3 ₱3.00	Risograph. 10 min per ream Photocopy 2 min per pc, If back to back 15 minutes	



236. RECEIVING OF PURCHASE ORDER FORMS

A document detailing the types, quantities and agreed prices for the items. Indorsed by the end user for numbering and recording purposes.

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Offices in the Mun. Government of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order indorsed by the End User (5 copies)		Concerned Offices		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits Purchase Order to the In-charge	1. Receive sPurchase Order assign control number and record	None	5 minutes	<i>Supply Officer or Admin. Aide III General Services Office</i>
	1.1. Forward to the Office of the Municipal Mayor for Approval	None	2 days	<i>Municipal Mayor Office of the Mun. Mayor</i>
2. Follow-up approved P.O.	2. Prepares Notice to Proceed and Inspection and Acceptance Report to be attached when PO is approved and release to end user	None	20 minutes	<i>Supply Officer or Admin. Aide III General Services Office</i>
	Total	None	2 days and 25 minutes	



237. 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.

Office or Division:		General Services Office		
Classification:		Complex		
Type of Transaction:		Government to Government		
Who may avail:		Offices in the Mun. Government of Libona		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Requests indorsed by the Municipal Budget Officer (5 copies)		Municipal Budget Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Submits Purchase Request signed by the Head of Office and signed by the Municipal Budget Officer for the availability of appropriations and date of validity	1. Receives Purchase Request, assign Control Number and Log	None	5 minutes	<i>Supply Officer or Admin. Aide III</i> General Services Office
	1.1. Forward to the Office of the Municipal Mayor for Approval	None	2 days	<i>Supply Officer or 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 Monday morning for Resolution and determination of procurement mode .	None	1 day	<i>Supply Officer or General Services Officer</i> General Services Office
	Total	None	3 days and 5 minutes	



238. RELEASE AND DELIVERY OF REQUESTED SUPPLIES

Delivery of office supplies as requested by the end user is done as soon as the supplies are available

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	End Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Receipt and Issue Slip (3 copies)		Generals Services Office		
Acknowledgement Receipt (3 copies)		Generals Services Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Check as to the quantity and quality of the supplies delivered before receiving	1. Prepares Receipt and Issue Slip and delivers Supplies to end users	None	1 day & 4 hour	<i>Gen. Services Officer and Supply Officer Store Keeper Job Order Emp</i> General Services Office
2 Signs Receipt and Issue Slip	2. Secures copy of the Receipt and Issue Slip	None	5 minutes	<i>Gen. Services Officer and Supply Officer Store Keeper Job Order Emp</i> General Services Office
	Total	None	1 day, 4 hours and 5 minutes	



239. 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.

Office or Division:	General Services Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	Vehicle Drivers/Operators and Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 : 1. Serve Billing	1. Receives Billing, check and verify data (5 months fuel consumption)	None	5 days	<i>Admin. Aide III</i> General Services Office
Drivers: 2. Submit Trip Tickets with fuel consumption report to the in charge	2. Receive and verify data. And consolidate (monthly consumption)	None	1 day	<i>Admin. Aide III</i> General Services Office
	3, Checks and verify data/ amount in the billing against Trip Tickets and Withdrawal slips. 3.1 Process	None	1 month and 9 days	<i>Admin. Aide III</i> General Services Office



	payment			
Supplier: Receive Payment and issue Officials Receipts		None	1 day	
	Total	None	1 Month 16 days	



GENERAL SERVICES OFFICE

External Services



240. RECEIPT AND INSPECTION OF DELIVERIES

Schedule of Delivery of Goods, Equipment must be set during office hours to ensure availability of the receiving personnel and inspectors

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Suppliers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Delivery Receipt (Original Copy)		Supplier		
Purchase Order (Original Copy)		Requesting Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Coordinates with the GSO personnel for the Schedule of delivery	1. Confirms Schedule of Delivery	None	5 minutes	<i>Gen. Services Officer</i> GSO
2. Delivers Items base on PO	2. Check and Inspect delivered items as to specifications, quantity and quality	None	4 hours	<i>Gen. Services Officer</i> <i>Inspector</i> GSO
3. Secures a copy of the Delivery Receipt	3. Signs Delivery and Acknowledgement Receipts	None	5 minutes	<i>Gen. Services Officer</i> GSO
	Total	None	4 hours and 10 minutes	



241. USING GOVERNMENT FACILITIES/PROPERTIES AND EQUIPMENT

Individual or group may use government facilities by paying specific amount specified in the Revenue Code per approval of their request by the Mayor

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		G2C Government to Citizen		
Who may avail:		Any person who would like to rent LGU- Owned Facilities/Properties and Equipment		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request address to the Municipal Mayor specifying the government Facility, Property and Equipment to be used, date, time and purpose		From the requesting person availing the service		
Official Receipt		Office of the Municipal Treasury- Revenue Collection Section		
Bond Deposit 1 Valid ID		Requesting Party Requesting Party		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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</i> Office of the Municipal Mayor
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	None	1 day	<i>Receiving Clerks</i> Or <i>Admin. Officer IV</i> Office of the Municipal



	<p>equipment /properties & facilities to be used</p> <p>2.1If available, approves and indorses letter request to the General Services Office</p>			Mayor
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	<i>GSO-Designate</i> <i>or</i> <i>Admin. Aide IV</i> 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	<p>4. Accept the payment based on the Order of Payment</p> <p>4.1 Issue the Official Receipt</p> <p>4.2 Direct client back to the General Services Office</p>	See table below	10 minutes	<i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> Mun. Treasury <i>Or</i> <i>Revenue Collection Officer II</i> Mun. Treasury Office
5.Presents the Official Receipt to the In-charge	5.Records the O.R Number & prepare the Rental	None	1 day	<i>GSO-Designate</i> <i>or</i>



	Agreement Form and has it approved by the Mayor			Admin. Aide IV General Service Office GSO
6.Receipts approved document and items rented.	6.Releases items rented. Give go Signal to use the facility.	None	5 minutes	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- ₱500.00

Night- ₱1,000.00

Day & Night ₱1,800.00

2. Mun. Park

Day- 500.00

Night- ₱1,500.00

Day & Night ₱2,000.00

3.Mun. Tourism Center

Day- ₱500.00

Over Night- ₱800.00

4.Mandatory Bond ₱2,000.00

Shall be returned at the end of the activity should all conditions and agreements are properly satisfied

Monoblock /

Wooden

d. Chairs ₱5.00/pc/ day

e. Tables ₱50.00/pc/day

f. Electronics:



1. Sound System (operator is a must, excluding operators fee) with music mixer & other gadgets with one microphone
Php ₱200.00/set/day
 2. Additional Fees for additional accessories, additional microphone
Php 50.00/pc/day
 3. Microphone Stand ₱50.00/pc/day
 4. Megaphone ₱100/pc/day
 5. Rostrum ₱100/set/day additional fees for additional accessories
 6. Video Stand ₱50.00/pc/day
 7. Lights ₱50.00/pc/day
 - G. Cultural Revival Items
 1. Costumes
 - i. Newly Made- Male & Female ₱100.00/set/15 days
 - ii. Old Stores- Female ₱50.00/set/15 days
 - iii. Old and stored Male ₱30.00/set/15 days
 2. Ornaments & Accessories
 - i. Newly made- Male & Female
₱25.00 per set/15 days
 - ii. Old & stored male & female ₱13.00/set/15 days
 3. Instruments
 - i. Dabakan ₱500/set/15 days
 - ii. Agong ₱500/set/15 days
 - iii. Kulintang ₱500/set/15 days
 - iv. Bantula ₱50.00/set/15 days
 4. Props
 - i. Shield and Spear 50.00/set/15 days
 - ii. Two-temple (cloth only) ₱30.00/pc/15 days
 5. Head Dress
 - i. New 150.00/pc/15 days
 - ii. Old 75.00/pc/15 days refundable bond
- Note: deposit of items/equipment may apply: Valid ID



PUBLIC EMPLOYMENT SERVICE OFFICE

External Services



242. JOB FAIR

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

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Agencies				
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		
For Applicants				
Application Letter, Resume and other pertinent documents for applicants (10 copies each)		Applicant		
Wear Business Attire		Applicant		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 Employees Municipal Human Resource and Management Office</i>
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	
	Total	None	25 minutes	



243. LABOR MARKET INFORMATION

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

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Office</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	10 minutes	<i>PESO Manager</i> Human Resource and Management Office
	Total	None	15 minutes	



244. LOCAL RECRUITMENT ACTIVITY (Local Employment) SPECIAL RECRUITMENT ACTIVITY (Overseas Employment)

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

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the 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 minute	<i>PESO Manager</i> Or <i>HRMO IV</i> Or <i>Job Order Employees</i>



	<p>2.1 Reply letter of intent accepting 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>	<p>None</p> <p>None</p>	<p>3 minutes</p> <p>5 days</p>	<p>Human Resource and Management Office</p>
<p>3. Return to the Municipal Hall on the Scheduled Date of the actual LRA/SRA</p>	<p>3.Assist on the conduct of LRA/SRA</p>	<p>None</p>	<p>2 days</p>	<p><i>PESO Manager</i> Or <i>Job Order Employees</i> Human Resource and Management Office</p>
<p>4.Submit the terminal report after the conduct of LRA/SRA</p>	<p>4.Receive copy of Terminal Report & issue Certificate of actual conduct of LRA/SRA</p>	<p>None</p>	<p>3 minutes</p>	<p><i>PESO Manager</i> Or <i>Job Order Employees</i> Human Resource and Management Office</p>
	<p>Total</p>	<p>None</p>	<p>7 days 21 minutes</p>	



245. PROVISION OF TESDA SCHOLARSHIP AND TRAINING

Facilitation of for technical skills trainings & skills enhancement

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Interested individual 18 years old and above (High School Graduate, College Level/Graduate)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Form 137 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>
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 HRMO</i>
3. Fill-out Application Forms and submit to CTEC Designate	3. Receive & Review data in the Application Form	None	5 minutes	<i>CTEC Designate Human Resource and Management Office</i>



3.1. Receive the endorsement	<p>3.1. Endorse documents to the Mun. Mayor's Office for approval</p> <p>3.2 Release endorsement to the client upon approval of the Mayor</p>	None	15 minutes	<p><i>CTEC Designate Human Resource and Management Office</i></p> <p><i>Municipal Mayor Office of the Municipal Mayor</i></p>
	Total	None	35 minutes	



246. REQUEST FOR CAREER COACHING & GUIDANCE COUNSELLING

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

Office or Division:		Public Employment Service Office		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Educational Institution		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request (1 original copy)		Requesting Party/Person		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>
1. Submit written request address to the PESO Manager to conduct Career Coaching & Guidance Counselling indicating date & time & location	1. Receive and reply letter of confirmation to conduct & facilitate Career Coaching & Guidance Counselling	None	10 minutes	<i>PESO Manager Human Resource and Management Office</i>
	Total	None	15 minutes	



247. REQUEST FOR ASSISTANCE FOR DISTRESSED OFW

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

Office or Division:	Public Employment Service Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen			
Who may avail:	Distressed OFW & Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>
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 Human Resource and Management Office</i>
3. Keep updated with the PESO Manager on the	3. Refer to OWWA, POEA & Placement Agency concerned	None	30 minutes	<i>PESO Manager Human Resource and</i>



Development of the request	3.1 Notify client for any development of the request	None	7 days	Management Office
		None	7 days 45 minutes	



248. SECURING OF PESO CERTIFICATION/CLEARANCE

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

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Community Tax Certificate (1 original copy)		Barangay Hall- Brgy. Treasurer Or Municipal Treasury Office		
Police Clearance (1 original copy)		Police Station		
Official Receipt (original copy)		Municipal Treasury Office		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1.Sign the Client Log Book in the Information Desk	1.Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>
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 Employees MHRMO</i>
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 ₱ 50.00	3 minutes	<i>Local Revenue Collection Officer-II or Administrative</i>



				<i>Assistant-II or 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 Employees MHRMO</i>
5. Receive Certification/Clearance and sign the logbook	5. Record and release the Certification/Clearance	none	2 minutes	<i>PESO Manager Or Job Order Employees MHRMO</i>
	Total	₱ 50.00	20 minutes	



249. 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

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Out of School Youth , In School Youth 15-30 years old and Dependent of Displaced Workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate (1 PSA Copy, 1 Photocopy)		Philippine Statistics Authority (PSA)		
For Students :Form 138 for students or Form 137 for Basic education (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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client 1.1. Direct client to the Public Employment Service Office	None	5 minutes	<i>Information Desk Officer</i>
2. Approach the ESO Officer and	2. Issues Application Form	None	10 minutes	<i>PESO Manager MHRMO</i>



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



250. TULONG PANGKABUHAYAN PARA SA DISPLACES WORKERS (TUPAD)

Emergency employment package for displaced workers, under employment and seasonal workers for a minimum period of 10 days not to exceed 20 days

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	18-63 years old displaced workers, underemployed & seasonal workers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Sign the Client Log Book in the Information Desk	1. Give the Log Book to the Client	None	5 minutes	<i>Information Desk Officer</i>
	1.1. Direct client to the Public Employment Service Office	None		
2. Approach the PESO Officer and submit the requirements	2. Receives verify and review documents	None	3 minutes	<i>PESO Manager MHRMO</i>
	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	None	3 minutes	<i>PESO Manager MHRMO</i>



Coverage and submit	complete submit to Department of Labor and Employment Provincial Office	None	2 minutes	
3.1 Wait for the notification from the PESO Manager	3.1. Inform client to be notified once approved by Department of Labor and Employment			
	Total	None	14 minutes	



SIGMATAN WATER WORKS

External Services



251. APPLICATION FOR MEMBERSHIP- NEW SERVICE CONNECTION

Service connection refers to water service which will be installed after submission of all requirements and payment of charges.

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks		
Classification:		Simple		
Type of Transaction:		Government to Citizen Government to Business, Government to Government		
Who may avail:		Any resident within the service area of Libona Waterworks		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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 1 st & 3 rd Friday 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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach Office In charge and state the Purpose	1. Conduct Interview. Provide and explain Application checklist /requirements. Explain the content of the form and concessionaire's obligations	None	30 minutes	<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 1 st and 3 rd Friday 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, 35 minutes	



252. DISCONNECTION OF WATER SERVICE

Disconnected due to the request of the concessionaire

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Any concessionaire		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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 Or OIC-Sigmatan Waterworks And Plumbers Sigmatan Waterworks</i>
2. Pay the unpaid water bill if any	1.2 Compute cost of unbilled consumption if any	None	3 minutes	
3. Wait within 48 hours for the disconnection of Service Connection	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	
	1.5 Supervisor Verify the documents and gives instructions to field personnel for disconnection	None	30 minutes	



	Total	None	1 day , 48 minutes	



253. PAYMENT OF WATER BILL

Water bill is the amount that the concessionaire has to pay every month for water consumed on indicated due date. A 10 % surcharge will be collected if payment is made after the due date

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks Unit		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All concessionaires of Sigmatan Waterworks		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Statement of Account		Sigmatan Waterworks		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
1. Approach the collection in charge and pay the amount in the Billing Statement	1. Accept payment based on the Billing Statement	First 20 cu m water cons. X 5 Excess 21 cu m and above x 6 for residential, Consumer type. First 30 cu m water cons. X 10 Excess x 15 for industrial and Agricultural consumer type	2 minutes	Billing Clerk Sigmatan Waterworks
2. Receive the Official Receipt	2. Issue Official Receipt	None	3 minutes	Billing Clerk Sigmatan Waterworks
	Total	First 20 cu m water cons. X 5 Excess 21 cu m and above x 6 for residential, Consumer type. First 30 cu m	5 minutes	



		water cons. X 10 Excess x 15 for industrial and Agricultural consumer type		
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254. RECEIVING REQUEST/COMPLAINTS

No water, high consumption, leakages, dirty water

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks		
Classification:		Simple		
Type of Transaction:		Government to Citizens		
Who may avail:		Any concessionaire or his/her representative, concerned public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Account Name & Account Number		Individual availing the service		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	
	Total	None	1 day , 48 minutes	



255. RECONNECTION OF WATER SERVICE

Disconnected due to request or non-payment of bills

Office or Division:		Municipal Engineering Office - Sigmatan Waterworks		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Residents within Sigmatan area of jurisdiction whose connection is disconnected due to request and non-payment of bills		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request for reconnection of water Service		Individual availing the service		
Official receipt		Municipal Treasury		
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
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	3 minutes	
3. Wait within 24 hours for the reconnection of water service	1.4 Forward request to Simatan Supervisor or OIC	None	5 minutes	
	1.5 Supervisor Verify the documents and gives instructions to field personnel for reconnection	None	1 day	
		None	30 minutes	
	Total	None	1 day , 48 minutes	



PHILIPPINE NATIONAL POLICE

External Services



256. EXTRACT COPY OF POLICE BLOTTER

Desk officer or Duty Investigator will prepare an extract copy of Police Blotter as attachment for case filing.

Office or Division:	Investigation Section- Philippine National Police Libona			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business , Government to Government			
Who may avail:	Complainant or any Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt from MTO		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Approach the Desk Officer on duty	1.Refer complainant to the Investigation Section	None	1 Minute	<i>Duty Desk Officer</i> PNP Libona
2.Proceed to the Investigation or WCPD Section	2.Retrieve record and prepare extracted police blotter 2.1 Instruct Client to Pay at the Municipal Treasury Office	None	30 Minutes	
3. Pay the required fees at the Municipal Treasury Office and make sure to secure Official Receipt that will be issued upon payment	3.Accept the payment 3.1, Issue the Official Receipt 3.2 Direct client to the Police Station	₱100.00	5 minutes	<i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Or</i> <i>Revenue Collection Officer II</i> Mun. Treasury
4. Read the content and check the basic information	4.Approve and Countersign documents	None	5 Minutes	<i>Duty Officer</i> PNP Libona
	Total	₱ 100.00	41 minutes	



257. ISSUANCE OF TRAVEL AUTHORITY

Issued to Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs) stranded in Libona and wished to return home.

Office or Division:	Investigation Section- Philippine National Police Libona			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Returning Overseas Filipinos (ROFs) and Locally Stranded Individuals (LSIs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification (1 original copy)		Barangay Hall- Barangay Captain		
Medical Clearance Certificate (1 original Copy)		Municipal Health Office- Rural Health Physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Desk Officer, state the purpose and submit the requirements	1. Receipt requirements, verify the data	None	5 minutes	Non Uniform Personnel
	1.1 Prepare Travel Authority and have it signed by the PNP Chief	None	5 minutes	PNP Chief Philippine National Police
	Total	None	10 minutes	



258. PROVISION FOR POLICE CLEARANCE

Police Clearance is a documentation that certifies that you have no record criminal activity on the PNP database.

Office or Division:	Investigation Section- Philippine National Police Libona			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All residents of the Municipality of Libona			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recent Barangay Clearance (1 original copy)		Barangay Hall – Brgy. Secretary		
Recent Community Tax Certificate (1 Original Copy)		Baranagy Hall- Brgy. Treasurer		
Documentary Stamp (2 pcs)		Bureau of Internal Revenue		
Official Receipt (original copy)		Municipal Treasury Office		
Court order for client with derogatory records (1 photocopy)		Requesting Party/Person/Court		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay the required fees at the Municipal Treasury Office and make sure to secure Official Receipt that will be issued upon payment	1.Accept the payment 1.1 Issue the Official Receipt 1.2 Direct client to the Police Station	Employment / Scholarship / Study Grants & other purposes not hereunder specified ₱110.00 Change of Name ₱200.00 Application for Filipino Citizenship ₱300.00 Firearms Permit Application	5 minutes	<i>Admin Aide II</i> <i>Or</i> <i>Revenue Collection Clerk II</i> <i>Or</i> <i>Revenue Collection Officer II</i> Mun. Treasury



		₱200.00 PLEB Clearance From CB ₱ 100.00		
2. Proceed to the Police Station and approach the In-charge	2.Check all the requirements 2.1 Verify derogatory records 2.2 Encode Client's Basic information and Photo Capture	None	1 minute	<i>None Uniform Personnel</i> PNP- Libona
		None	1 minute	
		None	5 minutes	
3. Check the accuracy of the encoded basic information	3. Print Clearance	None	1 minute	<i>None Uniform Personnel</i> PNP- Libona
4.Sign and thumb mark on the printed Police Clearance	4.Approve and Sign the Clearance	None	1 minute	<i>Duty Officer</i> PNP Libona
5. Wait and receive Police Clearance	5.Photocopy and Release the Police Clearance	None	1 minute	<i>Duty Officer</i> PNP Libona
	Total	Employment / Scholarship / Study Grants & other purposes not hereunder specified ₱110.00 Change of Name ₱200.00 Application for	15 minutes	



		Filipino Citizenship ₱300.00		
		Firearms Permit Application ₱200.00 PLEB Clearance From CB ₱ 100.00		



259. SECURING AFFIDAVIT OF COMPLAINT

Investigators will take statement (affidavit) of the complainant as a basic requirement to file a complaint to Prosecutor's Office and so with the statement of the witnesses.

Office or Division:	Investigation Section- Philippine National Police Libona			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Complainant Itself			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate to File Action (1 copy)		Barangay Hall- Barangay Secretary		
Medico-legal Report (1 original copy, 7 authenticated copies)		Government Hospitals/ Health Center		
Marriage Contract (1 authenticated copy, 7 photocopies copies)		Philippine Statistics Authority		
Birth Certificate of Children (1 original copy, 7 authenticated copies)		Philippine Statistics Authority		
Witnesses and pieces of evidence (if available)		Requesting Party/Person		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Desk Officer on duty	1. Refer complainant to the Investigation Section	None	1 minute	<i>Desk Officer on Duty</i> PNP Libona
2. Proceed to the Investigation or WCPD Section and present available documents	2. Interview/Investigate complainant and witness 2.1 Print eight (8) copies of affidavit of complaint	None	1 hour	<i>Duty Investigator</i> PNP Libona
3. Read the content and check the basic information	3. Guide the complainant to affix his/her signature	None	5 minutes	<i>Duty Investigator</i> PNP Libona



4.Filing of formal complaint to the prosecution services	4.Filing of formal complaint to the prosecution services	Filing fee for Summary procedure cases (i.e. Physical Injuries, Malicious Mischief, Crimes Against Honor, Simple Theft) ₱ 600.00	Depending on the availability of the prosecutor	<i>Handling Prosecutor Court</i>
	Total	₱ 600.00	1 hour & 6 minutes excluding time spent with the prosecutor	



260. EMERGENCY CALL ASSISTANCE SERVICES

Desk officer or any other Police Personnel will receive and act for any call for Police Assistance from any individual within the locality of Libona

Office or Division:		Investigation Section		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Proper Identification of the caller		N/A		
Coordinate with Barangay officials for confirmation		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Call Hotline No. 09462708796 Radio Frequency- 14.772mhz and provide vital information regarding the incident	1.Receive and verify the emergency call	None	1 Minute	Duty Desk Officer
	1.1. Relay message/ call to officer in charge	None	2 minutes	PNP Libona
	1.2. Organize responding team for immediate assistance	None	5 minutes	
	1.3. Proceed to the crime scene/source of call assistance	None	Upon received of call	<i>Alert PNP Personnel</i>
2.Assist the responding police team upon arrival in the subject area	2.Conduct applicable police operations	None	5 minutes	<i>Duty Investigator</i> PNP Libona
	Total	None	Upon received of call	



POPULATION DEVELOPMENT OFFICE

External Services



261. CONDUCT OF MARRIAGE COUNSELING SESSION

An orientation/session for couples applying for Marriage License, Designed to provide pre-marriage couple with realistic overview of what marriage is all about

Office or Division:	Investigation Section- Philippine National Police Libona			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Would be Couple , ages 18 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedule of PMC every 1 st Tuesday & 3 rd Thursday of the Month 8:00 a.m				
Birth Certificate or Baptismal		Municipal Treasury		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out Marriage Inventory Form	1. Provide /Explain the questionnaire to the would be couple	None	10 minutes	<i>Office Clerk</i> Population Development Office
2. Submit filled up forms	2. Evaluate/ review the documents	None	5 minutes	<i>Office Clerk</i> Population Development Office
3. Attend Marriage Counseling Session	3. Conduct Marriage Counseling Session	None	1 hour	<i>Office In Charge-</i> Population Development Office
	3.1 Prepare /process PMC Certificate	None	15 minutes	<i>Municipal Social Welfare and Development Officer</i> Municipal



				Social Welfare and Delopment Office <i>Rural Health Physician</i> Municipal Health Office
4. Receive PMC Certificate	4. Release duly signed PMC Certification	None	2 minutes	<i>Office Clerk</i> Population Development Office
	Total	None	1 hour and 32 minutes	



MUNICIPAL COMMITTEE ON REPATRIATION OF LOCALLY STRANDED INDIVIDUALS (LSIs) and RETURNING OVERSEAS FILIPINOs

External Services



262. FACILITATING THE RETURN OF THE LOCALLY STRANDED INDIVIDUALS (LSIs) AND RETURNING OVERSEAS FILIPINOS (ROFs) STRANDED OUTSIDE LIBONA, BUKIDNON.

Assistance rendered to Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs) who wished to return to Libona.

Office or Division:		Municipal Committee on Repatriation of Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call Hotline Numbers 09126035444 or 09511959698 1.1. Secure the necessary documents	1. Answers call 1.1 Interview client and verify information 1.2 Instruct client to secure Medical Clearance Certificate from Municipal Health Office and Travel Authority from the Philippine National Police where he/she is currently stranded 1.3. Asks travel details to facilitate their arrival 1.4 Facilitate the	None	10 minutes	<i>LSI In Charge</i> Municipal Committee on Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)



	transport of the LSIs and ROFs to the Municipal Isolation Facility where he/she will undergo 14-day quarantine			
	Total	None	23 minutes	



263. ISSUANCE OF ENDORSEMENT FOR OUTGOING LOCALLY STRANDED INDIVIDUALS (LSIs) RETURNING OVERSEAS FILIPINOS (ROFs) STRANDED IN LIBONA, BUKIDNON.

The Municipal Committee on Repatriation of LSI and ROF is tasked to cater Individuals who wished to return home from and to Libona. In order to monitor, verify and facilitate this process the committee will issue an endorsement to this individuals prior to the issuance of Medical Clearance Certificate.

Office or Division:	Municipal Committee on Repatriation of Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification from the Barangay		Barangay Hall- Barangay Captain		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approach the Officer of the Day, state the purpose and Fill out Client's Log	1. Interview Client and Call the In charge	None	3 minutes	<i>Information Desk In-Charge</i> Office of the Municipal Mayor
2. Submit Barangay Certificate	2. Receive Document and verify data	None	5 minutes	<i>LSI In Charge</i>
2.1 Receive Endorsement and proceed to the Municipal Health Office	2.1 conduct interview	None	5 minutes	Municipal Committee on Locally Stranded Individuals (LSIs) and Returning Overseas Filipinos (ROFs)
	2.2 Prepare Endorsement Letter and release	None	10 minutes	
	Total	None	23 minutes	



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</p>



	<p>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: complaint@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565</p>



VII. LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0918 900 0707
Office of the Municipal Mayor- Public Welfare and Development Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0947 496 2450
Office of the Municipal Mayor- Information and Technology Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0930 899 1245
Office of the Municipal Mayor- Municipal Sports Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0947 887 9136
Office of the Municipal Mayor- Municipal Tourism Unit	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0933 989 2808
Office of the Sangguniang Bayan	Legislative Building, Poblacion Libona, Bukidnon	0933 810 9848
Municipal Planning and Development Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0929 622 3536
Municipal Human Resource & Management Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0933 989 2908
Business Permit and Licensing Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0930 079 1839
Municipal Health Office	Purok 1A Poblacion,	0919 993 7603



	Libona, Bukidnon	
General Services Office	GSO Building , Poblacion, Libona, Bukidnon	0921 340 7202
Municipal Assessment Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0912 636 2046
Municipal Treasury	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0920 873 6988
Municipal Disaster Risk Reduction and Management Office	Poblacion, Libona, Bukidnon	0933 609 0125
Municipal Budget Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0948 863 6180
Municipal Engineering Office	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0923 913 2971
Municipal Social Welfare and Development Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0920 973 1528
Municipal Accounting and Internal Audit Office	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0905 804 8229
Municipal Agriculture Office	Libo1 st Floor Executive Building , Poblacion, Libona, Bukidnon a, Bukidnon	0921 657 5543
Philippine National Police- Libona	PNP Station, Poblacion, Libona,	0946 270 8796



	Bukidnon	
Bureau of Fire Protection- Libona	Poblacion, Libona, Bukidnon	0932 584 672
DILG Libona	1 st Floor Executive Building , Poblacion, Libona, Bukidnon	0928 428 9771
COMELEC- Libona	Legislative Compound , Poblacion, Libona, Bukidnon	0920 830 9533
Bureau of Internal Revenue- Libona	2 nd Floor Executive Building , Poblacion, Libona, Bukidnon	0927 881 8918
MENRO	Legislative Compound , Poblacion, Libona, Bukidnon	0929 622 3536
DAR	Legislative Compound , Poblacion, Libona, Bukidnon	0922 863 7394
POST OFFICE	Legislative Compound , Poblacion, Libona, Bukidnon	0923 905 5466



