



2019 CITIZEN'S CHARTER

A guide on key Municipal Government Services

Municipal Hall, Barangay San Ramon, Dinalupihan 2110, Bataan, Philippines

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We, the officials and employees of the municipality of Dinalupihan, Bataan do hereby commit ourselves to abide by the Service Standards as set forth by this Charter, to serve our clients with outmost dedication, professionalism, honesty and integrity in the fulfillment of our local government's vision of a progressive and orderly community.

Message

It is with great pride and humble honor that I extend my heartfelt thanks and felicitation to congratulate sincerely the workforce of the Local Government Unit (LGU) of Dinalupihan, Bataan for making the Citizen's Charter which will certainly serve as a mechanism to ensure transparency and accountability in the delivery of frontline services to the people by the government.

The Department of the Interior and Local Government (DILG) and the Civil Service Commission (CSC) as the prime movers of the government's Anti-Red Tape Program pursuant to R.A. 9485 and the newly created law RA11032 or the Ease of Doing Business and Efficient Government Service Delivery Act (EODB-EGSA) of 2018 encourage and highly recommend LGUs to focus on the simplification of initial regulatory systems for easy access and responsive to the present needs towards optimum growth and development of the town and its people in terms of basic needs and economic upliftment. The installation and identification of frontline services thru the One-Stop Shop or easily identified flow chart and simplified procedures will ensure transparency and accountability, reduce processing time and rationalize documentary requirements as well as accessibility to information and cost.

The municipality of Dinalupihan, Bataan with this simple achievement has set another standard in local governance beneficial to our many clients. It is my hope and inspiration that all of us in the LGU staff and employees will continue to infuse new and innovative ideas as you pursue various programs and projects for our town. May our effort of continued struggle as partner towards global excellence and economic progress be provided to our people with efficiency and quality service.

God Bless Us All. Mabuhay ang Dinalupihan.



MARIA ANGELA S. GARCIA
Municipal Mayor

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Vision

Dinalupihan is the model Agropolis in Central Luzon

Characterized by empowered, disciplined and resilient citizenry; competitive economy; sustainable infrastructure and environment; and guided by a leadership committed to good governance.

Mission

Towards becoming a Model Agropolis of Central Luzon in the Province of Bataan;

As the keeper of the Vision, the Local Government Unit shall promote and establish a sustainable connection between and among the following land use change management components: hardware (the built-up and un-built environments), software (local constituents/stakeholders; the socio-economic game players), and the orgware (the decision/policy-makers, local government and private sector coalitions) in order to promote the general welfare and common good of all Dinalupihēños.

Service Standards

- No application/request to be returned to the client without appropriate action (approval or disapproval of request)
- Action should not be longer than 3 working days for simple transactions, 7 working days for complex transactions and 20 working days for highly technical transactions. 45 working days for application or request for license, clearance, permit or authorization which require the approval of the local Sangguniang Bayan, Sangguniang Panlungsod, or the Sangguniang Panlalawigan which can be extended for another 20 days.
- The *number of signatories* in any document shall be limited to a **maximum of three (3) signatures**.
- Staff must wear official identification card when transacting with the public
- Staff provides prompt, courteous and friendly service
- On telephone queries- calls will be answered within 3 rings; staff will assist the clients by first identifying themselves and second, referring the call to the designated officer; four (4) hours waiting time for a return call
- On walk-in queries- acknowledgment of clients within 1 minute of entry; officers are identified by name or ID cards; clients are served on a first-come-first served basis; clients are informed immediately when designated officer is not yet available within 20 minutes;
- For feedback and complaints, client may proceed to the public assistance and complaint desk (PACD) to file their complaint to the assigned officer of the day.

Directory of Offices

- Office of the Mayor - 636-1202
- Human Resources Management Office (HRMO) - 09175517478
- Accounting Department - 636-1203
- Budget Department - 636-0060
- Treasury Office - 636-1205
- Municipal Planning and Development Office (MPDO) - 636-1510
- Assessor's Office - 636-1518
- Municipal Social Welfare and Development Office (MSWDO) - 636-1516
- Municipal Registrar Office - 09175518121
- Municipal Health Office - 636-1517
- Office of the Sangguniang Bayan - 636-1204
- Municipal Business Permit and Licensing Office - 636-1519
- Municipal Engineering Office - 09175517641
- PESO - 09175518042
- Municipal Agriculture Office - 09178195241
- Municipal Information Technology Office - 240-4511

I. BUSINESS PERMIT AND LICENSING OFFICE SERVICES:

Business Permit Application

ABOUT THE SERVICE

ALL ENTERPRISE are required to secure Business Permit and pay business tax, fees and other charges before the start of commercial operations.

The permit must be renewed from January 1 to 20, every year. Penalties are imposed after this period (25% surcharge & 2% interest per month of the computed tax, fees & other charges). Business tax for new enterprise are computed based on capitalization and those for succeeding years (renewal) are computed as a percentage of gross receipt/sales. Payments may be made annually, semi-annually or quarterly and taxes are due on the first 20 days of each quarter.

It takes maximum time of 30 minutes to process **new** application and 15 minutes for **renewal** - as long as complete requirements are submitted. There's also an option for online business application via Dinalupihan website for the convenience of taxpayers.

REQUIREMENTS:

New:

- DTI/SEC/CDA
- Barangay Clearance for Business Permit Application
- Community Tax Certificate
- Sworn declaration on Capital Investment
- Contract of lease (If rented)
- Public Market Certification (If located in Public Market)

Renew:

- Barangay Clearance
- Sworn declaration on gross income
- Contract of lease (If rented, expired)
- Public Market Certification (If located in Public Market)

Other requirement as required by National Agencies:

- A. BSP Certificate – for pawnshop, money changer, money remittance, financial institution
- B. Certificate of filling from SEC (securities and exchange commission) – for lending investor
- C. LTO (license to operate) from DOH (department of health) – for clinic, hospital, pharmacy, optical, dental, surgical, laboratory, xray, laboratory, water laboratory, birthing/lying-in station, optical
- D. LTO from FDA (food and drug administration) and CPR (certificate of product registration) – e-cigarettes and vapes
- E. LTO from PNP – for firearms
- F. LTFRB Certification – for transportation
- G. DENR-EMB (department of environment and natural resources – environment management bureau) ECC (environment compliance certificate) environment or DENR-EMB CNC (certificate of non-coverage), PENRO (provincial ENRO) clearance, PVET (provincial veterinarian) clearance, BAI (bureau of animal industry) cert., MENRO (municipal ENRO) clearance and MVET (municipal VET) clearance – for piggery and poultry
- H. DENR-EMB ECC / CNC, PENRO, DOE (department of energy), MENRO Certification – for gasoline station, LPG, memorial/cemetery, funeral services
- I. DENR-EMB ECC / CNC – for junkshop, laundry, carwash, resort, rice mill, water refilling station

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- J. Reportorial Document – for COOP
- K. DTI Accreditation – for machine shop, automotive, electrical, air conditioning, refrigeration, office machines and data processing equipment

FEES

Tax, fees and other charges is based on the Revenue Code of Municipality of Dinalupihan.

OPTION 1: WALK-IN CLIENTS

TO AVAIL OF THE SERVICE FOLLOW THIS STEPS

Client/Applicant	Service Provider	Processing Time
1. Submit application form and complete requirement	BPLO Staff	5 minute
2. Assessment & Payment	BPLO Staff	5-20 minutes
3. Releasing	BPLO Staff	5 minute

OPTION 2: ONLINE BUSINESS APPLICATION

TO AVAIL OF THE SERVICE FOLLOW THIS STEPS

Client/Applicant	Service Provider	Processing Time
1. Login/ Register to Dinalupihan official website (www.dinalupihan.gov.ph) Fill-up online application form *Our BPLO will process your application and assessment / order of payment will be sent via E-mail.	BPLO Staff	10 minutes
2. Payment and releasing at BPLO	BPLO Staff	10 minutes

II. MUNICIPAL ASSESSOR'S OFFICE SERVICES:

- I. Transferring of Ownership/Possession of Real Property**
- II. Securing Certified copies of assessment records of Real Property and all other records relative to its Assessment**
- III. Securing Assessment for Newly Declare Real Property**
- IV. Securing Real Property History**
- V. Securing Property Location**
- VI. Requesting for Cancellation, Demolition and Correction of Real Property Assessment**
- VII. Annotate the Mortgages and Loan Cancellation in the Tax Declaration of a certain property being request by the owner**

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

I. TRANSFERRING OF OWNERSHIP/POSSESSION OF REAL PROPERTY

ABOUT THE SERVICE

The Owner's copy of updated tax declaration is given upon submitting all required documents and pay the necessary fess, taxes by the owner for transfer of ownership of real property from the previous to the new owner.

REQUIREMENTS

Transfer of ownership/possession done from year June, 1974 and below

- 2 pcs. – Photocopy of Title & other document deemed relevant
- 1 pc. Brown envelop long

Transfer of ownership/possession done from year July 1974 up to August 1979

- 2 pcs.- Photocopy of Title(if Titled)
- 2 pcs. –Photocopy of Current Real property Tax Receipt/Tax Clearance
- 2 pcs - Photocopy of Transfer Tax Receipt
- 2 pcs – Photocopy of Deed of Conveyance (Sale, Donation, etc.)
- 1 pcs Brown envelop long

Transfer of Ownership/possession done from year Sept. 1979 to February 2008

- 2 pcs- Photocopy of Title (If Titled)
- 2 pcs. – Photocopy of Current Real Property Tax Receipt/Tax Clearance
- 2 pcs. – Photocopy of transfer tax receipt
- 2 pcs. – Photocopy of Certificate of Authorizing Registration (CAR)
- 2 pcs. – Photocopy of Deed of Conveyance (Sale, Donation, etc.)
- 1pcs Brown envelop long

Transfer of Ownership/possession done from year March 2008 up to present

- 2 pcs- Photocopy of Title (If Titled)
- 2 pcs. – Photocopy of Current Real Property Tax Receipt/Tax Clearance
- 2 pcs. – Photocopy of transfer tax receipt
- 1 pc. – Certified True Copy of Certificate of Authorizing Registration (CAR) and 1 pc. Photocopy
- 2 pcs – Photocopy of Deed of Conveyance (sale, Donation, etc.)
- 1 pc. Brown envelop long

Important reminder:

For Subdivided and Consolidated property an additional requirement – 2 pcs. Blueprint of Approved Plan.

Service Fee – Depend on the Existing Approved LGU/PG Revenue Code

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Request for the service Submit complete documents to record section	1. Receive the completed documents submitted by the client Check and verify for completeness and validity. If documents are complete and valid process the new tax declaration Carmina Flores / Erlinda Bau / Marlene Ruiz / Hermiegene Ramos	5 minutes
	2. Preparation of the New Tax Declaration Attached the old RPOC Type and update the tax dec. Assign ARP and TD No. Forward to MA for final checking and approval. Carmina Flores / Erlinda Bau / Marlene Ruiz	25 minutes
	3. Release the New and updated Owners Copy of Tax Declaration to the Client Record to the log book Segregate the owner’s copy Let the owners to acknowledge the New Tax Dec by signing the TDs. Carmina Flores / Erlinda Bau / Marlene Ruiz	5 minutes

FEES:

Service Fee – P 400.00 (To be paid at the Municipal Treasurer’s Office)

II. SECURING CERTIFIED COPIES OF ASSESSMENT RECORDS OF REAL PROPERTY AND ALL OTHER RECORDS RELATIVE TO ITS ASSESSMENT

ABOUT THE SERVICE

The Tax Declaration (TD) serves as the municipal permanent record for every real property unit (Land, Building and machinery)

A certified true copy of Tax Declaration and all other records relative to its assessment may be requested from the Municipal Assessor’s Office.

REQUIREMENTS

Requesting should be the property owner or his authorized representative.

Presentation of the current real property tax receipt or any other documents deemed relevant to the property being requested

Important reminder:

Service fee/charge depend on the Existing Approved LGU Revenue Code

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Request for the Service Present the photo machine copy of tax receipt being requested to record section</p>	<p>1. Verify the records of real property being requested -Preparation of the Certified Copy of property being requested -Issue an order of payment to the client and advise to pay it at the Treasurer's Office for a service fee. -Attached the O.R. and forward to the MA certifying the correctness of assessment record being requested by signing the docs Notice of Assessment & Tax Bill Carmina Flores / Erlinda Bau / Marlene Ruiz / Municipal Assessor</p>	<p>10minutes 10 minutes or more may vary depend on the no. of property being requested</p>
	<p>2. Issue the certified assessment record being requested. -Sealed and record the O.R. No. in the log book. Carmina Flores / Erlinda Bau / Marlene Ruiz</p>	<p>3 minutes</p>

FEES:

Service fee – P150.00 (To be pay at the Municipal Treasurer's Office) except NATB

III. SECURING ASSESSMENT FOR NEWLY DECLARE REAL PROPERTY

ABOUT THE SERVICE

New Tax Declaration (TD) has to be prepare for newly declare property (land, building and machinery)

The Municipal Assessor's Office conduct field inspection to appraise and assess the real property.

The new TD serves as the municipal assessor's office permanent record on the real property in the LGU. It is also use for real property taxation purposes only.

REQUIREMENTS

Land

Titled Property

- 2pcs – Photocopy of Title
- 2 pcs.- Blue print or photocopy of Approved plan (Subdivided/consolidated property)

Untitled Property

- 2 pcs. – Photocopy of Certification from CENRO/PAMB, certifying that they are the occupant in the RPLS/under their jurisdiction
- 2 pcs.- Blue print/Xerox of sketch plan (if any)

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- 2 pcs.- Certification from the Barangay Captain
- Other documents deemed relevant

Building

- 2 pcs.- Photocopy of building permit (If any)
- 2 pcs.- Photocopy of Certificate of Occupancy (If any)
- Other documents deemed relevant

Machinery

- 2 pcs. – photocopy of Notarized Certification from Gen. manager of the corp. as to the actual cost of the machinery
- 2 pcs. Notarized Sworn Statement of the owner declaring the cost of machinery
- Itemize list of machinery indicating serial numbers, model, country origin (if any)
- Date of installation and operation
- If applicable, certification from the Board of investment that the same is new preferred industry

Delegated Assessment of Newly discovered properties to the Municipal Assessor

1. **Land**
 - a. Residential – area not more than 300sq.m.
 - b. Agricultural- area not more than 1 ha.
 - c. Commercial – area not more than 300sq.m.
 - d. Industrial/mineral – area not more than 1,000sq.m.
2. **Improvement**
 - a. Residential Bldg. – Market Value does not exceed P300,000.00
 - b. Commercial, Industrial, Agri. Bldg.- Market Value does not exceed P500, 000.00
 - c. Machineries & equipment with Market Value not exceeding P 500,000.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing Time
1 Request for the service Submit documents to record Section	1. Receive the submitted documents. Check and validate the docs. Carmina Flores / Erlinda Bau / Marlene Ruiz	5 minutes

<p>2. Client/Applicant assist the MA & Staff to the site/ location of the property being declare.</p>	<p>1. Conduct ocular inspection Prepare FAAS</p> <p>Apply the existing schedule of value. Prepare the New TD. Advise the owner to pay the necessary Real property Taxes Forward the New TD to the MA for approval.</p> <p>Note: Municipal Assessor (MA) should follow the assigned delegated authority in Approving Tax Declaration.</p> <p>Not under his assigned delegated authority the approval of the New Td is the Provincial Assessor.</p> <p>Melanio Pilar, Jr. / Carmina Flores / Erlinda Bau / Marlene Ruiz / Municipal Assessor / Provincial Assessor</p>	<p>1 hr. or more may vary depending on the property’s size, location as well as the means of transportation</p> <p>25 minutes</p> <p>1 week</p>
	<p>1. Release the New TD to the client / applicant Record in the log book Let the owner acknowledge the new TD by signing it.</p> <p>Carmina Flores / Erlinda Bau / Marlene Ruiz</p>	<p>5 minutes</p>

FEES:

Real property Tax payment should depend on the appraisal and assessment of the property. Real property declared for the first time shall be assessed for taxes for the period during w/c it would have been liable but in no case for more than ten(10) years , prior to the date of initial assessment. Taxes shall be computed on the basis of the applicable schedule of values in force during the corresponding period.

IV. SECURING REAL PROPERTY HISTORY

ABOUT THE SERVICE

The HISTORY of a certain property (e.g. ownerships, improvements, assessments, etc.) may be verified at the Municipal Assessor’s Office.

REQUIREMENTS

Photocopy of Title
Related reference documents

Important reminder:

Service fee/charge depend on the Existing Approved LGU Revenue Code

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing time
1. Request for the Service Submit the documents to the Record Section	1. Receive, verify and research the history base on the documents submitted. Advise the owner to pay the necessary fees. Forward the TD's History to the Municipal Assessor certifying the correctness of the Documents. Melanio Pilar, Jr. / Carmina Flores / Erlinda Bau / Marlene Ruiz / Municipal Assessor	1 hour
	2. Issue the TD's History to the client. Log the O.R. Receipt Carmina Flores / Erlinda Bau / Marlene Ruiz	3 minutes

FEES:

Service fee -P150.00 (To be paid at the Municipal Treasurer's Office)

V. SECURING PROPERTY LOCATION

ABOUT THE SERVICE

This service enables clients to identify real property, its ownership, location, shape, adjacent owners of the lot and other information regarding the requested property.

REQUIREMENTS

Photocopy of the Title or Tax Declaration

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing Time
1. Request for the Service to The Appraisal & Assessment Section And submit the docs.	1. Receive the docs. -Verification and research -Forward the Tax Map/Cadastral map Copy to the Municipal Assess or to certify the correctness of the requested property. -Advise the owner to pay a service fee. Melanio Pilar, Jr. / Erlinda Bau / Marlene Ruiz / Municipal Assessor	30 minutes
	2. Issue the tax map of the property being requested by the client. Record the O.R. in the log book Erlinda Bau / Marlene Ruiz	3 minutes

FEES:

Service fee –P400.00 (To be paid at the Municipal Treasurer's Office)

VI. REQUESTING FOR CANCELLATION, DEMOLITION AND CORRECTION OF REAL PROPERTY ASSESSMENT

ABOUT THE SERVICE

Clients, who would like to cancel, drop and correct the assessment on their real property due to reasonable reason request this service

The Municipal Assessor assessment records are use by the land Tax Division of the Municipal Treasurer's Office in computing the annual tax to be paid by the owners of land, building and machinery.

REQUIREMENTS

Client should submit a letter request for the cancellation, demolition, revision or Correction of assessment addressing to the Municipal Assessor.

2 pcs.- Photocopy of current real property tax receipt/tax clearance

2 pcs.- Photocopy of Barangay Certification for demolition request only.

Important Reminder:

Service fee/charge depend on the Existing Approved LGU/PG Revenue Code

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing time
<p>1. Request for the Service Submit documents to record section</p>	<p>1. Receive the docs. Check, verify the docs. for completeness and validity. Carmina Flores / Erlinda Bau / Marlene Ruiz</p>	<p>5 minutes</p>
<p>2. Client/Applicants Assist the Municipal Assessor to the site/location of the property.</p>	<p>2. Conduct ocular inspection Forward the findings to the MA Prepare the necessary docs. being requested Advise the client to pay a service fee. Municipal Assessor / Melanio Pilar, Jr.</p>	<p>1hr. or more may vary depending on the property location, as well as the means of transportation</p>
	<p>3. Issue the necessary docs. being requested by the owner base on MA findings. Record the New Td in the Log book. Record the O.R. in the Log Book Carmina Flores / Erlinda Bau / Marlene Ruiz</p>	<p>5 minutes</p>

FEES

Service Fee – P400.00 (To be paid at the Municipal Assessor's Office)

VII. ANNOTATE THE MORTGAGE AND LOAN CANCELLATION IN THE TD OF A CERTAIN PROPERTY BEING REQUEST BY THE OWNER

ABOUT THE SERVICE

This Service is requested to annotate the mortgage or cancel loan in the TD of a certain property by the client for information and safety purposes.

REQUIREMENTS

Copy of Mortgage /release of Mortgage

Important Reminder:

Service fee/charge depend on the Existing Approved LGU Revenue Code

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing Time
<p>1. Request for the Service Submit documents to Record Section</p>	<p>1. Documents submitted verify and check -Annotate the Contract in the TD -Forward the TD to the MA for certifying the annotation. -Advise the client to pay the service fee Erlinda Bau / Marlene Ruiz / Municipal Assessor</p>	<p>25 minutes</p>
	<p>2. Release the TD with Annotation to the client Record the O.R. Erlinda Bau / Marlene Ruiz</p>	<p>3 minutes</p>

FEES: Service fee – P150.00 (To be paid at the Municipal Treasurer's Office)

III. MUNICIPAL TREASURY OFFICE SERVICES:

- I. Issuance of Mayor's Permit for Pedaled and Motored Tricycles
- II. Issuance of Police Clearance
- III. Acceptance of Payments on Fees and Charges from the Different Offices
- IV. Acceptance of Payment on Real Property Tax
- V. Issuance of Community Tax Certificate

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

I. ISSUANCE OF MAYOR'S PERMIT FOR PEDALED AND MOTORED TRICYCLES

ABOUT THE SERVICE

Both Pedal and Motor Tricycles must have CERTIFICATION from their Association President as proof of membership. In addition Motor Tricycle should present their Certificate of Registration (CR) Official Receipt (OR) and Franchise if renewal.

REQUIREMENTS

Pedal Tricycle:

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1. Certificate of Membership from Pedal Tricycle Operators' and Drivers' Association (PTODA)
2. NEW - Purchase Receipt (O.R.) - (From Company)
OLD - Duly Notarized Deed of Sale / Transfer of Rights / Waiver -
(From previous owner/operator)
3. CTC (Cedula)

Motorized Tricycle:

1. Certificate of Membership from Tricycle Operators' and Drivers' Association (TODA)
2. Photocopy of LTO Registration - OR / CR
3. CTC (Cedula) of the operator of Motor Tricycle
4. Inspection Certificate from MPDO
5. Permit to operate (Franchise) from Sangguniang Bayan Office

Note: Papers/documents of previous year for easy referral (if available)

FEES

- MAYOR'S PERMIT - P 240.00
- FRANCHISE FEE - 450.00
250.00 (For those with Franchise from other municipalities : DH, NAMA, DPS)
- TERMINAL FEE - 300.00
- Penalty - 48
(Note : Penalty is charged as per year of non-payment)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicants	Service Provider	Processing Time
1. Inspection 2. Verification, assessment and payment	MPDO Clerks Melvin Singian Universal Collector	2 minutes
3. Release of Mayor's Permit Sticker	MTO	1 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents).

II. ISSUANCE OF POLICE CLEARANCE

ABOUT THE SERVICES

Municipal Treasury Office issue police clearance to applicant for whatever legal purposes it will serve.

REQUIREMENTS

- . Barangay Clearance

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- . Community Tax Certificate (Cedula)
- . 2pcs. 2x2 pictures

FEES

- . For local employment ₱ 50.00
- . For securing legal documents ₱ 50.00
- . For securing business permit ₱ 50.00
- . For loan purposes ₱ 50.00
- . For travel abroad ₱ 150.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/Applicants	Service Provider	Processing Time
1. Police inspection and checking of records and issue order of payments	PNP	2 minutes
2. Preparation of police clearance and Payment of corresponding fees	Universal Assessment (MTO) Universal Collector (MTO)	2 minutes
3. Signing and releasing of police clearance	PNP	1 minute

III. ACCEPTANCE OF PAYMENTS ON FEES AND CHARGES FROM THE DIFFERENT OFFICES

ABOUT THE SERVICES

Municipal Treasury Office received various payments from various offices through order of payment.

REQUIREMENTS

Order of payment and other documents related thereto.

IV. ACCEPTANCE OF PAYMENT OF REAL PROPERTY TAX

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Clients/Applicants	Service Provider	Processing Time
1. Proceed to Municipal Assessors Office and secure NOTICE OF ASSESSMENT AND TAX BILL	Municipal Assessor’s Staff	5 minutes

Prepare and countercheck on files the updated assessment		
<p>2. Verification of TAX BILL, Assessment and Payment</p> <p>Administrative Assistant IV and REVENUE COLLECTION CLERKS assess the real property tax and verify in the RPT INDEX CARDS the last payment made base on the official receipt given by the taxpayers. Print the order of payment BASIC TAX – 1% OF ASSESSED VALUE SEF - 1% OF ASSESSED VALUE</p>	Universal Collector (MTO)	5 minutes

V. ISSUANCE OF COMMUNITY TAX CERTIFICATE

ABOUT THE SERVICES

Municipal Treasury Office issue community tax certificate to clientt for whatever legal purposes it will serve.

REQUIREMENTS

- . Valid ID

FEES

- . Individual:
 - Basic Community Tax: P5.00
 - Additional Community Tax: P1.00 for every P1,000.00 income (not exceeding P5,000.00)
- . Corporation:
 - Basic Community Tax: P500.00
 - Additional Community Tax: P2.00 for every P5,000.00 gross receipts (not exceeding P10,000.00)

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Clients/Applicants	Service Provider	Processing Time
<p>1. Client is required to fill-up the form for CTC located at the counter</p> <p>2. Revenue Clerk issues the CTC based on the given data</p>	Revenue Clerk	5 minutes

IV. CIVIL REGISTRY SERVICES

- I. Requesting for certified registered copy Of Birth, Death, Marriage Certificate, Court Order, Legal Instruments, or PSA Copy In Security Paper (SECPA) including CENOMAR (certificate of no marriage)**
- II. Registration Of Birth & Marriage**
- III. Certificate Registration Of Death Certificate**
- IV. Registration Of Court Order/Decree & Request for Annotated Certificate**
- V. Registration Of Legal Instruments / Legitimation Of Natural Child**
- VI. Application For Marriage License**
- VII. Registration of Founding / Abandoned Children**
- VIII. Registration of Birth of Children in Need of Special Protection (CNSP)**
- IX. Filing of Petition For Change Of First Name (CFN) or Correction of Clerical Error (CCE) in the Birth, Marriage, or Death Certificate**
- X. Requesting Endorsement Of Civil Registry Records To The Civil Registrar-General (NSO)**

- I. Requesting for certified registered copy Of Birth, Death, Marriage Certificate, Court Order, Legal Instruments, or PSA Copy In Security Paper (SECPA) including CENOMAR (certificate of no marriage)**

ABOUT THE SERVICE

Request for certified copy or transcript of registered birth, death, marriage, application for marriage license, court order, or legal instruments may be availed from the LCR Office.

PSA copy (SECPA) of the certificates may also be requested thru BREQS-LGU System (Batch Request Entry System). The system provides an off-line encoding of request for civil registry documents for submission to an on-line Serbilis Outlet of PSA. LCR submits applications to PSA outlet every Friday.

Dinalupihan Civil Registrar's Office is authorized to accept application for PSA Copy (SECPA) as per Memorandum of Agreement made and entered into by LGU Dinalupihan and PSA.

FEES

Local Copy:	Birth Certificate	- P 50.00/copy
	Death Certificate	- P 50.00/copy
	Marriage Certificate	- P 200.00/copy

PSA Copy (SECPA) - P 280.00/copy

REQUIREMENT(s)

Valid ID

Request form

If requesting is not the owner:

- Authorization letter from the document owner & his/her ID

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Fill-up request slip and present to the employee in the counter (EIC)	If record is available will issue order of payment to client	10 minutes

	<p>If record is not available, client will be advised to request for certificate of no record from PSA and file for late registration (see processing for late registration)</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	
<p>2. Present order of payment to the Treasurer’s Office for issuance of official receipt then submit the receipt to the LCR Office</p>	<p>MTO Collection Clerk</p>	
<p>3. Wait for the issuance of requested copy & signs in the logbook for receipt of copy</p>	<p>Will print or type certified copy to be signed by the MCR or authorized personnel</p> <p>NIDA S. TALA Municipal Civil Registrar</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>5 minutes</p>

II. Registration Of Birth & Marriage Certificate

ABOUT THE SERVICE

Registration of vital acts & events that affects the civil status of a person is mandatory under Act 3753 otherwise known as Civil Registry Law.

Births must be registered within **thirty (30) days** from the time of birth at the Office of the Civil Registrar of the city/municipality where the birth occurred. Responsibility of the attendant at birth or the parent to register the birth of the child.

Marriages with marriage license must be registered within **fifteen (15) days** while marriage exempt from marriage license must be registered within **thirty (30) days** following the solemnization of marriage at the place where it was solemnized. Responsibility of the solemnizing officer to register the marriage.

REQUIREMENT(s)

> Duly signed 4 copies of Certificate of Live Birth (Municipal Form 102)

- **if child’s parents are not married:**
 - Affidavit of Acknowledgment/Admission of Paternity of the father at the back of the certificate must be notarized
 - Affidavit to use the surname of the father executed by the mother must be

registered

(see registration of legal instruments)

> Duly signed 4 copies of Certificate of Marriage (Municipal Form 97)

- **If exempted from marriage license**
 - Affidavit of cohabitation for 5 years or more executed by bride & groom must be attached
- **If marriage was held outside church, court, or office (Art. 8 of Family Code)**
 - Affidavit of bride & groom requesting the solemnizing officer To solemnize at a place designated by them

➤ DELAYED REGISTRATION:

Posting of ten (10) consecutive days is required for every late registration.

REQUIREMENTS to be submitted:

- PSA Certificate of no record
- Affidavit of applicant for delayed Registration
- Joint Affidavit of Two Disinterested Persons
- For Birth : At least Two (2) Documentary evidence showing name of child, its Parents & date & place of birth.
 - Ex.: Baptismal Certificate, Permanent School Record, voter’s Record, Medical Records, Insurance Records, Income Tax Return of parents, birth record of children (if applicable), Marriage certificate (if applicant is married)
- For Marriage: Ex. Old copy of Marriage Contract, Application/Marriage License, Wedding invitation, wedding picture, children’s Birth certificate

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Present certificate to the EIC and wait.</p>	<p>Checks documents as to completeness of entries, documentary requirements, & if within the period of registration If late registration, client will be advised to submit requirements for late registration</p> <p style="text-align: center;">HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p style="text-align: center;">LANERVA M. REYES ADMIN. Asst. I</p> <p style="text-align: center;">RELDA P. MALLARI Admin. Aide IV</p>	<p style="text-align: center;">10 minutes</p> <p>Upon submission of complete documentary requirements & 10 day posting</p>

<p>2. Wait for the issuance of registered copy & sign in the logbook for receipt of copy</p>	<p>MCR or authorized personnel reviews & signs document for registration</p> <p>NIDA S. TALA Municipal Civil Registrar</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>5 minutes</p>
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III. Registration Of Death Certificate

ABOUT THE SERVICE

Death shall be reported to the Municipal Health Officer within 48 hours. If died without medical assistance, the health officer shall certify as to the cause of death and direct the registration of the death certificate to the Civil Registrar's Office within **thirty (30) days**.

Responsibility of the physician who last attended the deceased or administrator of hospital or clinic where the person died to prepare the death certificate and certify as to the cause of death then forward it to the Municipal Health Officer who shall review/examine the Death certificate and order its registration to the Civil Registrar's Office.

REQUIREMENT(s)

Duly signed 4 copies of Death Certificate (Municipal Form 103)

FEES

Burial Permit Fee	- P 50.00
Transfer of Cadaver	- P 50.00
Exhumation of Cadaver	- P100.00

DELAYED REGISTRATION:

Posting for ten (10) consecutive days is required for every late registration.

REQUIREMENTS

- PSA Certificate of no record
- Affidavit of Delayed Registration
- Joint Affidavit of Two Disinterested Persons
- At least Two (2) Documentary evidence showing name of decease:
Ex. Burial/Cremation Permit, Church records, Funeral service receipt/certification,
Picture
of the grave

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
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<p>1. Request for death certificate form at the LCR Office</p>	<p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>2 minutes</p>
<p>2. Proceed to the Municipal Health Office for the preparation of death certificate</p> <p>If died in the hospital or clinic, get the death certificate from the hospital or clinic duly signed by the attending physician then forward the death certificate to the MHO for review and examination;</p>	<p>MHO shall review, sign and certify the death certificate who shall order the registration to the LCR</p> <p>DR. JOHN PAULINE O. MANDAC Municipal Health Officer</p> <p>DR. JOSELITO M. TIMPLE Rural Health Physician</p> <p>DR. CORAZON BAUTISTA Rural Health Physician</p> <p>DR. LAHAINA M. GABRIEL BULAONG Rural Health Physician</p> <p>HOSPITAL/CLINIC Records Section</p>	
<p>3. Request the embalmer to sign embalmer's certification at the back of the death certificate</p>	<p>Embalmer of the Funeral Service chosen</p>	
<p>4. Submit duly sign death certificate to the LCR Office</p>	<p>Checks document if properly filled-up and if within the reglementary period of registration.</p> <p>Issue order of payment to client for payment of burial permit</p> <p>If late registration, client will be advised to submit documentary requirements for late registration</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES ADMIN. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>5 minutes</p>
	<p>MTO Collection Clerk</p>	

<p>5. Present order of payment to the Treasurer's Office for payment of burial/ transfer of cadaver fee and submit the receipt to the LCR Office</p>	<p>Window 1, 2 & 3</p>	
<p>6. Wait for the registered copy and sign in the logbook for receipt of copy</p>	<p>MCR or authorized personnel reviews & sign the document for registration</p> <p style="text-align: center;">NIDA S. TALA Municipal Civil Registrar</p> <p style="text-align: center;">HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p style="text-align: center;">LANERVA M. REYES Admin. Asst. I</p>	<p>5 minutes</p>

IV. Registration Of Court Order/Decree & Request for Annotated Certificate

ABOUT THE SERVICE

Registration of Court Order or decree affecting the civil status of a person shall be made at the place where the court function, within ten (10) days after the order/decree has become final.

The following are registrable court orders :

- Adoption/ Rescission of adoption
- Annulment of marriage/ Legal Separation
- Change name or correction of entries in civil registry documents
- Declaration of Presumptive Death
- Compulsory/Voluntary recognition of illegitimate child
- Appointment/Termination of guardian
- Naturalization/Cancellation of naturalization certificate
- Separation of property
- Judicial determination of filiation

REQUIREMENTS

- Original/certified copy of the court order
- Certificate of Finality/Entry of Judgment
- Copy of the certificate affected
- If court order is issued outside Dinalupihan, Certificate of registration of court order issued by the MCR of the place where the court function

REGISTRATION FEES

- Adoption - P 500.00
- Annulment - P 1,000.00
- Legal Separation - P 1,000.00
- Naturalization - P 1,000.00
- Presumptive Death - P 1,000.00
- Change name/correction of entry - P 300.00
- Other court order - P 300.00

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing time
1. Present copy of the court order to LCRO	Verifies the completeness of signature, documentary requirements and if within the reglementary period of registration. Issue order of payment to Client for payment of registration fee HIYASMIN F. CANLAS Sr. Admin. Asst. I	10 minutes
2. Present order of payment to the Treasurer's Office for issuance of official receipt and submit the receipt to the LCR Office	MTO Collection Clerk Window 1, 2 & 3	
3. Advice to return after 1 week after verification of authenticity of the court order	MCR writes & verifies to the court as to the authenticity of the court order issued. NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	1 week
4. Wait for copy of the annotated certificate and sign in the logbook	MCR or authorized personnel sign registered copy of court order and the annotate certificate. Prepare amended birth certificate of child adopted if the court order is for adoption NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	35 minutes

V. Registration Of Legal Instruments / Legitimation Of Natural Child

ABOUT THE SERVICE

Legal instruments shall be registered in the civil registry of the place where they were executed EXCEPT the following:

- Affidavit of Reappearance - where the parties to the subsequent marriage are residing
- Marriage Settlement - where the marriage was recorded

- Admission of Paternity/Acknowledgment,
Legitimation by subsequent marriage of the parents
Voluntary Emancipation of minor
Parental Authorization or Ratification of Artificial Insemination
Affidavit to use the surname of the Father – where the birth of the child was recorded

Legal Instruments not falling under the above exemption shall be registered at the place where it was executed:

- Acquisition of citizenship
- Option to elect Philippine citizenship
- Repatriation document with Oath of Allegiance
- Partition & distribution of properties of spouses and delivery of the children's presumptive legitime
- Waiver of rights/interests of absolute community of property

Legal instruments executed abroad shall be registered in the Philippine Foreign Service Post (embassy, consulate) nearest the country of residence.

Legal instruments must be registered not later than 20 days from the date of execution.

REQUIREMENTS

Legal Instrument applicable

Certificate of registration (if executed abroad)

Copy of certificate affected

For Legitimation of Natural Child

- Registered Marriage Contract of the parents
- CENOMAR (certificate of no marriage) issued by PSA

REGISTRATION FEES

- Legitimation – P 150.00
- Other Legal Documentation - P 300.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing time
1. Present legal instrument to EIC	Checks legal instrument and if within the reglementary period of registration Issue order of payment to client for payment of registration fee HIYASMIN F. CANLAS Sr. Admin. Asst. I LANERVA M. REYES Admin. Asst. I RELDA P. MALLARI Admin. Aide IV	5 minutes
2. Present order of payment to the Treasury Office for issuance of Official receipt and submit the receipt to the LCR Office	MTO Clerk	

<p>3. Wait for the issuance of annotated certificate and sign in the logbook for receipt of the copy</p>	<p>MCR or authorized personnel reviews and signs the legal instruments & annotated certificate</p> <p style="text-align: center;">NIDA S. TALA Municipal Civil Registrar</p> <p style="text-align: center;">HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p style="text-align: center;">LANERVA M. REYES Admin. Asst. I</p>	<p style="text-align: center;">30 minutes</p>
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VI. Application For Marriage License

ABOUT THE SERVICE

Marriage License if require, shall be applied by the contracting parties at the Civil Registrar of the place where one or both of the contracting parties reside and is given to the solemnizing officer before marriage.

All applications for marriage license shall be registered strictly in order in which the applications are received.

Notice to the public of the application will be posted for **ten (10) consecutive days** requesting all persons having knowledge of any impediment to the marriage to advice the civil registrar of any impediment.

Marriage License once issued is valid in any part of the Philippines for a period of one hundred twenty (120) days, and shall deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

REQUIREMENTS

- Personally signed Application for Marriage License Form (Municipal Form 90) before the Civil Registrar
- Supporting documents of applicants to be submitted:
 - CENOMAR (PSA certificate of no marriage)
 - ID with picture & signature
 - Certified True/Xerox copy of birth certificate
 - Pre-Marriage Counseling Certificate issued by Popcom
 - Written Parental consent/advice (*if applicant is 18 yrs. Old – 24 yrs. Old*)
 - Death Certificate of husband or wife (*If applicant is a widow/widower*)
 - Registered copy of court order of annulment (*if applicable*) , or wife/husband’s presumptive death
 - **If a Foreigner**, Certificate of Legal Capacity to Contract Marriage issued by their **Embassy/consulate in the Philippines**
 - **Residence Certificate (Cedula)**
 - **2 pieces 2x2 pictures**

FEES

- Application Fee - P 300.00
- Marriage License Fee - P 2.00
- Pre- Marriage Counseling - P 300.00

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Both applicants will personally apply at the LCR Office</p>	<p>Applicants will be interviewed and instructed on the procedures and the required documents to be submitted</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>10 minutes</p>
<p>2. Applicant is advised to bring parents to sign the consent or advice at the LCR Office, or submit notarized parents' written consent/advice, if applicant is 18-24 years old</p>	<p>Examines documents submitted by applicants</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>20 minutes</p>
<p>3. Applicants are advised to attend Pre-marriage counseling seminar conducted by Popcom & submit the certificate of attendance to the LCR</p>	<p>POPCOM counselor</p>	<p>Half day</p>
<p>4. Applicants were issued order of payment for payment of application fee and submit the Official Receipt to the LCR Office</p>	<p>Prepare the application to be sign by applicants</p> <p>LANERVA M. REYES Admin. Asst. I</p>	<p>10 minutes</p>
<p>5. Applicants will be advised to claim the marriage license after the 10 day posting and submit the marriage license to the solemnizing office of their choice</p>	<p>MCR or authorized personnel sign the application and issue the marriage license</p> <p>NIDA S. TALA Municipal Civil Registrar</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p>	<p>10 inutes</p>

VII. Registration Of Foundling/Abandoned Children

ABOUT THE SERVICE

A FOUNDLING is a deserted or abandoned infant or a child found, with parents, guardian, or relatives being unknown, or a child committed in an orphanage or charitable or similar institution with unknown facts of birth and parentage.

Responsible to Register

Only DSWD authorized social worker can register the foundling. All foundling cases shall be referred to the regional office of DSWD where the foundling was found for the issuance of a “certification” declaring the foundling legally available for adoption.

Foundlings who are not under caring institutions or under custody of the DSWD but with independent placements/individuals shall not be registered. It is advice to refer the foundling case to the DSWD Office in the area or locality for proper screening, assessment or evaluation.

REQUIREMENTS

- Certified True Copy of Certification issued by the Secretary of the Department of Social Welfare and Development (DSWD) stating that the child was legally available for adoption
- Certified true copy of the child profile issued by DSWD
- Certificate of Foundling (OCRG Form 101)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Present the documentary requirement listed above	Checks & examines presented documents as to completeness of information & requirements NIDA S. TAL Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	10 minutes
2. Wait for the registered copy of certificate of foundling and sign in the logbook for the receipt of copy	Prepares the Certificate of Foundling to be signed by the MCR or authorized personnel For transmission to the PSA-OCRG NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	10 minutes

VIII. Registration Of Birth Of Children In Need Of Special Protection (CNSP)

ABOUT THE SERVICE

CNSP refer to all persons below 18 years of age, or those 18 years old and over but are unable to take care of themselves because of physical or mental disability or condition, who are vulnerable to or victims

of abuse, neglect, exploitation, cruelty, discrimination and violence (armed conflict, domestic violence) and other analogous conditions prejudicial to their development. CNSP includes, but not limited to:

1. Sexually/physically abused children;
2. Children in commercial sexual exploitation;
3. Children in conflict with the law;
4. Children involved in armed conflict;
5. Working children or victims of child labor;
6. Children in various circumstances of disability;
7. Children directly affected by Human Immune-deficiency virus (HIV)/Sexually transmitted infections/Diseases (STI/D);
8. Street children;
9. Children in substance abuse;
10. Mentally challenged children;
11. Abandoned children/children without primary caregiver;

Registration of birth of CNSP shall be made by the finder, if the person is given the custody of the child, or any government institution or non-government organization (NGO) licensed and accredited by DWSD within **sixty (60) days** from the date of the actual custody of the child.

REQUIREMENTS

- PSA Certification of no birth record
- Certification from DSWD that the child is a CNSP indicating the following information:
 - Name of the child
 - Sex of the child
 - Date of birth
 - Place of birth
 - Name of at least one parent; and
 - Citizenship of parent/s

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Present required documents	Checks & examines the documents presented and prepare the Certificate of Live Birth (Municipal Form 102) NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I RELDA P. MALLARI Admin. Aide IV	15 Minutes
2. Claim copy of the registered certificate and sign in the logbook	MCR or authorized personnel signed the certificate NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	10 minutes

IX. Filing of Petition For Change Of First Name (CFN) or Correction of Clerical Error (CCE) in the Birth, Marriage, or Death Certificate

ABOUT THE SERVICE

REPUBLIC ACT 9048 & Republic Act 10172 authorize the city/municipal civil registrar or the consul general to correct clerical or typographical error or to change first name or nickname in the birth, death or marriage certificate without need of a judicial order.

REQUIREMENTS

- **Petition form to be signed petitioner at the LCR Office**
- **PSA copy of certificate to be corrected**
- **For change of first name and correction of sex/day & month of birth, submit all the following documents:**
 - Baptismal Certificate
 - Elem School Record
 - Medical examination record
 - Marriage contract (if married)
 - Govt. Doctor's certification (for correction of sex) that he/she did not undergone sex change of sex transplant
 - NBI & Police Clearance (latest)
 - Employer's certification (if employed), or affidavit of not employed
 - Affidavit of one & the same person (for change of first name)
 - Affidavit of newspaper publisher
- **For correction of clerical error submit at least two (2) documentary evidences showing corrected name or surname:**
 - Baptismal certificate
 - Permanent School record (elementary)
 - Marriage certificate (if married)
 - Voter's record
 - SSS or GSIS records or insurance record
 - Medical records
 - Land title or tax declaration
 - Income tax return

FEES

- Filing Fee for CFN & Correction of sex & date of birth - P3,000.00 (+P1,000.00 service fee if migrant petition)
- Filing Fee for CCE P1,000.00 (+P500.00 service fee if migrant petition)
- Service fee: P100
- Newspaper Publication P 200.00

Reminder:

Expenses for Newspaper publication and submission of petition to PSA (NSO) thru courier (LBC/JRS) shall be shouldered by petitioner

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Present problem on birth, marriage or death certificate	Evaluates certificate as to the nature of petition to be filed NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	10 minutes
2. Submits required documents to support the petition	Examines documents as to relevance to the petition, authenticity of documents submitted and completeness of requirements Issue order of payment to petitioner NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	20 minutes
3. Present the order of payment to Treasurer's Office for payment of filing fee then submit the official receipt to the LCR	MTO Collection Clerk	
4. Sign petition form before LCR	Prepare petition form to be signed by petitioner Prepare notice of posting or notice for publication NIDA S. TALA Municipal Civil Registrar HIYASMIN F. CANLAS Sr. Admin. Asst. I	15 minutes
5. Submit the notice for publication to newspaper publisher to publish petition	Newspaper Publisher	2 consecutive weeks
6. Submit Affidavit of Publisher & copy of newspaper clipping to the LCR once publication is completed	MCR decides merit of petition within 5 days. NIDA S. TALA Municipal Civil Registrar	Within 5 days
7. Wait for the PSA affirmed petition within 3-6 months.	Transmit petition & supporting evidence to OCRG/PSA Legal Dept. for affirmation of MCR approval of petition	15 minutes

	<p>Petitioner will be contacted once petition is affirmed</p> <p>If petition is impugned or disapproved, petitioner will be advice to file for motion for reconsideration and submit new evidence</p> <p style="text-align: center;">NIDA S. TALA Municipal Civil Registrar</p>	
<p>8. Claim copy of affirmed petition and copy of the certificate with annotation</p> <p>To request PSA copy of annotated certificate Petitioner will be instructed to submit personally the certified affirmed petition to the PSA East Avenue, Quezon City</p>	<p>Prepares certificate of finality for the affirmed petition and annotate the affected certificate, or</p> <p>Prepare motion for reconsideration to be signed by petitioner</p> <p style="text-align: center;">NIDA S. TALA Municipal Civil Registrar</p>	30 minutes

X. Requesting Endorsement Of Civil Registry Records To The Civil Registrar-General (PSA)

ABOUT THE SERVICE

All registered births, deaths, marriages, legal instruments & court orders is submitted to the Office of the Civil Registrar-General (OCRG) thru their respective PSA provincial offices on or before the 10th day of the following month.

But there are cases the certificate cannot be issued by PSA to the interested party because the PSA cannot locate the original copy in its archives or current certificate is still with the PSA provincial office being processed.

To facilitate the issuance of requested certificate, the Civil Registrar or Provincial Statistics Officer submit or endorse the needed certificate/document on a piecemeal basis to the Philippine Statistics Authority (PSA) main office Quezon City or to the nearest PSA Serbilis Center.

REQUIREMENTS

PSA Certificate of no record

FEE

- Service Fee - P 100.00
- Certified Copy - P 50.00 (Birth/Death)
- P 200.00 (Marriage)

Reminder:

Expenses for courier (LBC/JRS) used shall be shouldered by the document owner/interested party

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Present PSA certificate of no record</p>	<p>Verify record in archive or data base If registered will issue order of payment If not registered, will be advice to avail late registration</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	<p>10 minutes</p>
<p>2. Present order of payment to Treasurer's Office for corresponding payment and present the official receipt to the LCR</p>	<p>MTO Collection Clerk</p>	
<p>3. Wait for issuance of copy and sign in the logbook</p>	<p>Prepares endorsement to PSA for advance submission, if newly registered, or the certified true copy if already registered</p>	<p>20 minutes</p>
<p>4. If late registered, will wait after 10 days to claim copy of certificate & endorsement to PSA, then sign in the logbook</p>	<p>MCR or authorized personnel reviews and signs the document</p> <p>NIDA S. TALA Municipal Civil Registrar</p> <p>HIYASMIN F. CANLAS Sr. Admin. Asst. I</p> <p>LANERVA M. REYES Admin. Asst. I</p> <p>RELDA P. MALLARI Admin. Aide IV</p>	

V. SOCIAL WELFARE & DEVELOPMENT SERVICES

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

- I. Securing Financial Assistance**
- II. Securing Social Case Study Report**
- III. Settlement of Hospital bill/availing discount from hospital bills thru the Issuance of Guarantee Letter (GL)**
- IV. Securing Privileged I.D. Card for Senior Citizens, Differently Abled Person and Solo Parent**
- V. Day Care Service Program/Supervised Neighborhood Play**
- VI. Seminars/Trainings for Women and PWD**
- VII. Assistance on Special Cases such as Children in Crisis Situation (CICL), Victims of Child abuse (R.A 7610), Victim of Domestic Violence (R.A 9262)**
- VIII. One-time Cash Assistance for 90 years old Senior Citizen**
- IX. Securing certifications to various offices such as Certificate of Indigency to PAO/IBP, Certificate for the correction of Birth Certificate (LCR), Certificate for Senior Citizen**
- X. Securing Travel Assessments to minor travelling abroad**

I. Securing Financial Assistance

ABOUT THE SERVICE

The Municipal Social Welfare & Development Office assists indigent families and individuals for possible financial assistance based on their felt needs.

REQUIREMENTS

Medical Assistance:

1. Medical certificate/medical abstract
2. Medical prescription- for purchase of medicine
3. Referral for laboratory – for diagnostic procedure
4. Barangay Certificate of Indigency
5. Xerox copy of valid I.D. of claimant

Burial Assistance:

1. Xerox Copy of death certificate
2. Funeral Contract
3. Barangay Certificate of Indigency
4. Xerox copy of valid I.D. of claimant

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Assessment of documents and processing of papers		
Submission of required documents to MSWDO staff	Assesses and processes documents Ofelia A. Mendoza – MSWDO Cristina M. Banal- SWOII Petronila Grace R. Saberon – SWOI Leonora Songco – Support staff	5 minutes
Releasing of Assessed Documents		

Submit assessment report to concerned offices for signature and release of funding.	forwarded assessed/complete documents to concern Offices Renz Angelo S. Flores Geleen Quindara	5 minutes
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(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

II. Securing Social Case Study Report

ABOUT THE SERVICE

The Municipal Social Welfare & Development Office had develop a network of referral system to other government and non-government agencies to link indigent individuals and families for various programs and services.

REQUIREMENTS

Medical Cases

1. Medical abstract/certificate
2. Request for laboratory procedure and costing – for diagnostic procedure
3. Medical prescription – if for medicines
4. Barangay certificate of Indigency

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Assessment of documents and processing of papers		
Submission of required documents to MSWDO staff	Assesses and processes documents Ofelia A. Mendoza - MSWDO Cristina M. Banal - SWOII Petronila Grace R. Saberón - SWOI	5 minutes
Releasing of Assessed Documents		
Submit Social Case Study Report to concerned offices for signature and release of funding.	Releases assessed documents to concern Offices	5 minutes

Municipal Indigency Funds

III. Settlement of Hospital bill/availing discount from hospital bills thru the Issuance of Guarantee Letter (GL)

ABOUT THE SERVICE

The MSWDO assists indigent patients of various Hospitals who are bonafide residents of Dinalupihan, Bataan to avail discount from their hospital bills.

REQUIREMENTS

1. Medical certificate/medical abstract
2. Running bill from the hospital certified by the billing clerk
3. Referral for laboratory – for diagnostic procedure
3. Certificate of Indigency from Barangay Captain

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Submission of required documents		
Submits to MSWDO staff all required documents for processing	Assesses and processes the referral letter to various hospitals. - J.C Payumo Memorial Hospital - Bataan Peninsula Medical Center - Bataan General Hospital - Jose B, Lingad Mem. Hospital -Avitus Dialysis Center -Bataan Kidney and Dialysis Center - PNRG – Bataan -PHO -RHU II – Dinalupihan Cristina M. Banal- SWOII Petronila Grace R. Saberon – SWOI Leonora Songco – Support Staff	5 minutes
Releasing of Referral Letter		
Submits referral letter to various hospital to avail discounts.	Releases referral letter Cristina M. Banal- SWOII Petronila Grace R. Saberon – SWOI Leonora Songco – Support Staff	5 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

IV. Securing Privileged I.D. Card for Senior Citizens, Differently Abled Person and Solo Parent

ABOUT THE SERVICE

The Municipal Social Welfare & Dev't. Office is mandated to provide privilege I.D. to above mentioned clientele group for them to avail their special privileges as stated in their respective laws.

REQUIREMENTS

For Senior Citizen

1. Filled-up Application Form
2. 2pcs. 1x1 picture
3. Valid I.D.

4. Birth certificates or valid I.D. with birthday
5. Certificate of Residency

For Person with Disability

1. Filled-up Application Form
2. Medical Certificate from Government Hospital
3. Recommendation from the Municipal Health Office

For Solo Parent

1. Filled-up Application Form
2. Birth certificates of minor children
3. Certificate from Barangay Captain
4. Affidavit of two (2) disinterested persons

HOW AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Submission of Application Form		
Submits Application Form to MSWDO	Interviews and assesses Ofelia A. Mendoza RSW for solo parent ID and Senior Citizen ID Geleen Quindara Petronila Grace Saberon for DAP ID and KALIPI I.D	3 minutes
Processing and Releasing of I.D.		
	Processing of I.D. Ofelia A. Mendoza RSW for solo parent ID Geleen Quindara for Senior Citizen ID Petronila Grace Saberon for DAP ID and KALIPI I.D	7 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

V. ECCD Program thru Day Care Service Program/Supervised Neighborhood Play

ABOUT THE SERVICE

Day Care Program is one of the devolved programs to the LGU of the DSWD by virtue of the Local Government Code of 1991. The program is focused on the total development of pre-schoolers, focusing on their cognitive, physical social and emotional development of 3-4-year-old children, focusing on the development of their seven (7) Domain (cognitive, self-help, fine motor, gross motor, socio-emotional, receptive and expressive).

One of the highlights and component of the program is the provision of Supplementary Feeding to all children enrolled in Day Care and Supervised Neighborhood Play (SNP) centers. This aims to prevent malnutrition and improved the nutrition status of children. Likewise, it encouraged volunteerism and cooperation among parents in the locality, since the latter are the ones responsible in cooking and serving hot meals for children.

All enrollees under this program are being provided also with free vitamins, regular medical and dental check-ups that is being conducted by three (3) RHU doctors, dentists and other medical personnel within the municipality.

Parents who would like to avail of the service must enroll their 3- 4 year old child and may contact the concerned Day Care Workers assigned in their respective Barangays.

BARANGAY	NAME OF DAY CARE Worker
1. Bangal	Kristine F. Sabuero
2. Roosevelt A	Lilibeth D. Monato
3. Pinulot	Liza R. Narciso
4. San Pablo	Josephine S. Capulong
5. Naparing	Sylvia T. Gutierrez
6. Colo	Edna A. Galang
7. Saguing	Consolacion Valencia
8. Magsaysay	Percival Bumalay
9. San Benito	Mercedes Sabile
10. Luacan	Edelyn San Angel
11. San Ramon	Emily Reyes
12. Sta. Isabel	Cely R. Reblando
13. Layac	Adigail Joy D. Adriano
14. Daang Bago	Margie L. Pangan
15. Pentor	Carmi M. Bacani
16. Mabini Extension	Jesebel N. Castro
17. Kataasan	Minerva C. Mallari
18. Sto. Nino	Rea F. Garcia
19. New San Jose	Myrna B. Tubig
20. Pita	Annaliza T. Busa
21. Sapang Balas	Maria Jenica Perez
22. Dalao	Bernadette Buday
23. Pagalanggang	Ana May M. Lintag
24. Tucop	Arlene F. Mallari
25. Padre Dandan	Joana Marie S. Saranillo
26. Maligaya	Florentina G. Ramirez
27. J.C. Payumo Jr.	Dianna D. Manalansan
28. Happy Valley	Raquel R. Reyes
29. Rossevelt – B	Juana E. Sadsad
30. Pag-asa	Jennilyn G. Gaddi
31. Bayan Bayanan	Carmi D. Marcelo
32. Tubo Tubo	Jonalyn Lazatin
33. Torres	Marife Naguiat
34. San Simon	Mabelle De Leon
35. Old San Jose	Mercedes T. Martinez
36. Payangan	Analyn S. Francisco
37. Pagalanggang (NFA) B	Camille Dela Fuente
38. Saguing B	Myrla Nabor
39. Saguing NHA	Lennie P. Serrano
40. Pita B	Leny Urbano

SNP Program

Barangay

1. J.C.P SNP
2. New San Jose SNP
3. Pinulot SNP
4. San Pablo SNP
5. Luacan SNP
6. Bangal SNP
7. Roosevelt SNP
8. Pentor SNP
9. Tucop SNP

SNP Worker

- Rachelle A. Gigante
 Camille Macalma
 Rochelle Ann U. Poliquin
 Eden M. Estella
 Josephine D. Reyes
 Mabel Lapuz
 Mabel Lapuz
 Joan Lagman
 Fe Bedaña

Jaima L. Abong – CDC/SNP Focal Person

VI. Seminar/Training Program for Women PWD

ABOUT THE PROGRAM

The Municipal Social Welfare & Development Office thru designated focal persons for the said sectoral group implements a community-based training program for the KALIPI and Person with Disability who are interested for various training courses such as;

Courses Offered:

- Arc Welding NC II
- Basic Electricity NC II
- Pipe Fitting
- Auto Gas & Diesel Mechanic
- Meat Processing
- Basic Baking
- Candy Making
- Cosmetology
- Soap Making
- Proper Handling of CP
- Leadership Training
- As need arise

REQUIREMENTS

1. Must be a member of PWD
2. Must be a member of KALIPI – For Women
3. At least 18 – 59 years of age
4. Bonafide resident of Dinalupihan, Bataan

HOW AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
	Organizing Person with Disability /Women group to target Barangay. Ofelia A. Mendoza RSW-MSWDO	3 hours

	Petronila Grace Saberon Focal on women	
Attends orientation meeting	Orientation and assessment of training needs to targeted participants Ofelia A. Mendoza RSW-MSWDO Petronila Grace Saberon Focal on women	2 hours
	Processing and submission of project proposal for approval Petronila Grace Saberon Focal on women	1 hour
Attendance to training	Conducts of actual training Trainer accredited by TESDA trainer	140 training hours
Trade Test	Trade Testing for TESDA licensure/certificates Petronila Grace Saberon Focal on women TESDA Staff	8 hours

VII. Assistance on Special Cases such as Children in Crisis Situation (CICL), Victims of Child abuse (R.A 7610), Victim of Domestic Violence (R.A 9262)

ABOUT THE PROGRAM

Provisions on Special Protection Programs and services for the Children in Crisis Situation (CICL/R.A 9262), Victims of Child abuse (R.A 7610), Victim of Domestic Violence (R.A 9262)

Programs & Services on Clients with special case such as:	Service Provider	Processing Time
Children in Conflict with the Law (CICL – R.A 9344) -Assists CICL client for possible custody (Affidavit of Undertakings). -Social Case Study Report on Discernment -Referral for Institutionalization (if needed) -Conduct of Diversion /Intervention Program for CICL -Home visits and Follow-ups Cases -Assists CICL to Courts Hearings -Assists CICL for financial assistance (if needed)	Ofelia A. Mendoza RSW- MSWDO	3hours
	Cristina M. Banal SWOII	2 days
		6months
		2 hours / per visit
		2 hours
		2 hours

-counseling		30mins per session
Victims of Child Abuse (R.A. 7610) -Refer Victim of Child Abuse to PNP Women's Desk for appropriate actions (legal) -Counseling -Assists for financial assistance (if needed)	Ofelia A. Mendoza RSW- MSWDO	20minutes
	Cristina M. Banal SWOII Petronila Grace R. Saberon SWOI	1hour 10minutes
Victims of Domestic Violence (R.A 9262) -Assists/refer victims to the PNP women's Desk for appropriate actions (legal) -Refer victims to the Sanguniang Barangay for management. -Counseling -Assists for financial assistance (if needed)	Ofelia A. Mendoza RSW- MSWDO	20minutes
	Cristina M. Banal SWOII	20minutes
	Petronila Grace R. Saberon SWOI	1hour 10minutes

VIII. One-time Cash Assistance for 90 years old Senior Citizen

ABOUT THE PROGRAM

The one-time cash incentive granting Twenty Thousand (Php 20,000.00) to our Senior Citizens who reaches the age of ninety (90) year of age is a local initiative under the leadership of the Local Chief Executive. This assistance is our local counterpart to centenarian incentive in the national government. This also encourage healthy lifestyle to our constituents to lead a longer and healthier life.

REQUIREMENTS:

1. Senior Citizen I.D.
2. Birth Certificate/Marriage Certificate/Baptismal
3. In the absence of CB/MC baptismal of the Senior Citizen, the birth certificate of the eldest child is needed or affidavit of two (2) disinterested person at least 80 years old with personal knowledge of the senior citizen's actual age and date
4. Certificate of membership to be issued by the Chairman of Barangay of Senior Citizen Association of the Philippines
5. Certificate of residency from the Punong Barangay
6. If necessary, a spot visit by the Municipal Social Welfare and Development Office staff may be conducted for validation

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Report and submit necessary documents/requirements	Validate the documents/requirements Ofelia A. Mendoza - MSWDO	5 minutes
	Process payments Rowena Matawaran	5 minutes
	Personal handling of cash incentive to Senior Citizen	1 hour

	Municipal Mayor / Vice Mayor / Sangguniang Bayan Members / MSWDO	
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IX. Securing Certification to various offices such as Certificate of Indigency to PAO/IBP, Certificate of Indigency for the Correction of Birth / Marriage Certificate and Late Registration (LCR), and other Certification

REQUIREMENTS

Certificate of Indigency to PAO/IBP

1. Certificate of Indigency from the Barangay Captain
2. Certificate of NO property from the Assessor’s Office
3. BIR Certificate
4. Photocopy of documents related to the case

Certificate of Indigency for the Correction of Birth / Marriage Certificate

1. Copy of Original Copy of Birth/Marriage Certificate to be corrected
2. For Late Registration, Negative Result from the Philippine Statistics Authority (PSA)
3. Certificate of Indigency

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Submit Requirements	Interview the client and validate the requirements Ofelia A. Mendoza - MSWDO Cristina M. Banal - SWOII Petronila Grace R. Saberon - SWOI	5 minutes

X. Securing Travel Assessment to Minor Travelling Abroad

ABOUT THE PROGRAM

The assessment of minor travelling abroad has been devolved as one of the functions of the MSWDO, wherein the assigned personnel needs to evaluate the completeness of the required documents, based on A.O. No. 12 series of 2017 and assess the current status of the minor and his/her family. An assessment report will then be submitted to the Regional Office for the release of Travel Clearance to minor.

REQUIREMENTS

1. Minor’s Birth Certificate – PSA
2. Marriage Contract of minor’s parents (if married) or CENOMAR of mother (if not married) – PSA
3. Affidavit of Consent (notarized) of both parents
4. Affidavit of support (notarized) by the sponsor
5. Xerox copy of Passport and Visa of travelling companion
6. 2 copies of 2x2 pictures of minor
7. Appearance of Minor/s – mandatory

TO AVAIL OF THE SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Submit Requirements and bring the minor at the MSWD Office	Interview the client and validate the requirements Ofelia A. Mendoza - MSWDO	10 minutes
Fill up Form		5 minutes
	Make the Travel Assessment Ofelia A. Mendoza - MSWDO	1 hour
Pay the fee for the Travel Assessment	Municipal Treasury Office	5 minutes
	Log and release the Travel Assessment Ofelia A. Mendoza - MSWDO	3 minutes

FEES

Service Fee P 500.00

VI. MUNICIPAL HEALTH SERVICES

INTEGRATED HEALTH SERVICES

I. Availing of Outpatient Consultation at Rural Health Unit/MHO

ABOUT THE SERVICE

The purpose of this service is to diagnose and treat illnesses and give appropriate medical services. Service is available at the Municipal Health Office (MHO) to any person/individual who needs medical assistance.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Admit Client for OPD Midwife on Duty asks client reason for consultation and writes client's data on the dispensary book.	MIDWIFE ON DUTY	2 minutes
2. Assessment of Patient Nurse on Duty takes medical history of patient. Gets vital signs and records in the Individual Treatment Record Form (ITR). Then, she refers the patient to the physician in duty.	NURSE ON DUTY	5 minutes
3. Examination of Patient	JOHNA PAULINE O. MANDAC, MD MHO	10 minutes

<p>Physician on Duty of the Municipal Health Office:</p> <p>a. Examines patient b. Prescribes appropriate medicine and gives medical advice c. Refers patient to assigned personnel for issuance of medicine d. If hospitalization is required, fill-up referral form to the hospital or choice.</p>	<p>MA. CORAZON B. BAUTISTA,MD RHP- RHU1 JOSELITO M. TIMPLE, MD RHP-RHU 2 CLARENCE BASA, MD RHP-RHU 2 DR. LAHAINA M. GABIREL-BULAONG,MD RHP-RHU 3 FERNAND S. EVANGELISTA,MD RHP-RHU 3</p>	
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II. Availing of Immunization Services

ABOUT THE SERVICE

The purpose of this service is to immunize children 0 to 11 months old from 7 immunizable diseases. The MUNICIPAL HEALTH OFFICE (MHO) also immunizes pregnant mothers to prevent the occurrence of Tetanus Neonatorum in infants.

This service is provided **free-of-charge**

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Registration Midwife on Duty asks data of child or pregnant mother to be immunized. Weight will be determined as well as any contraindication to vaccination</p>	<p>MIDWIFE ON DUTY</p>	<p>3 minutes</p>
<p>2. Immunization Midwife on Duty gives immunization as requested.</p>	<p>MIDWIFE ON DUTY</p>	<p>5 minutes</p>
<p>3. Post-Immunization Instructions Midwife gives mother or pregnant mother post-immunization instructions and informs her about the schedule for the next round of immunization.</p>	<p>NURSE ON DUTY</p>	<p>2 minutes</p>

III. Availing of Maternal Care Services

ABOUT THE SERVICE

The municipal Health Office (CHO) provides a comprehensive maternal care program for pregnant and lactating mothers.

This service is **free of charge**.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

APPLICANTS/CLIENTS	SERVICE PROVIDER	PROCESSING TIME
1. Registration Midwife accomplished the Home-Based Maternity Record (HBMR) card of the mother.	Midwife on Duty	5 minutes
2. Pre-Natal Examination Health Education Midwife on Duty: <ol style="list-style-type: none"> Checks client's physical examination and abdominal palpation and informs the mother of her findings Gives mother health instructions on proper nutrition and maternity care Emphasizes the importance of reporting to the RHU once she feels the occurrence of pregnancy danger signs Gives mother maternity care services 	Midwife on Duty	8 minutes
3. Postnatal care Postpartum care and health instructions including newborn care	Midwife on Duty	15mins

IV. Availing of Family Planning Services

ABOUT THE SERVICE

THE MUNICIPAL HEALTH Office (CHO) manages a Family Planning Program.

This is available for **free** to all clients.

The program covers the following services:

- Basic Family Planning Education
- Provision of Family Planning Commodities
- Information on Family Planning Methods
- Health Education (especially regarding examinations/tests needed by clients relative to the family planning method chosen; and medical management of problems resulting from the method used)

Family Planning Office renders services

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
A. New Acceptor <ul style="list-style-type: none"> • Person in charge conducts medical and obstetrical/gynecological history taking to evaluate if pills and DMPA is not 	MIDWIFE ON DUTY NURSE ON DUTY	5mins

contraindicated then Inform the client on its effects and side effects.		
• Physical examination	MOD/NOD	5mins
• Make individual family planning record	MOD/NOD	3mins
1. Administer DMPA injection or oral contraceptive pill to the client and inform the next schedule	MOD/NOD	2mins
B. Current User		
1. Check the client individual family planning record	MOD/NOD	2mins
2. Check blood pressure if with normal limits and determine the weight of the patient	MOD/NOD	3mins
3. Administer the DMPA or give pills and instruct the next appointment	MOD/NOD	3mins

V. Availing of Dental Examination Tooth Extraction

ABOUT THE SERVICE

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

Clients may avail of the service at CHO. Tooth extraction is available on Tuesdays, Wednesdays and Thursdays while dental consultation is available from Monday to Friday.

Fee P 100.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Registration Register name in a logbook and receive a call number. Dental aide on duty takes and records patient's blood pressure.	Elma Malit Dental Aide Jovilyn Galang Judith Quitlong	5 minutes
2. Tooth Examination Dentist performs: a. Tooth examination b. Tooth extraction (if needed) c. Post-extraction instructions about oral health d. Prescribes medicine, if needed.	Dr. REUTER MIGUEL Dentist – RHU 1 Dr. Katherine Gonzales Dentist – RHU 2 Dr. Aldin Eumar Arellano Dentist – RHU 3	45 minutes

VI. Availing of Anti-Tuberculosis Drugs

ABOUT THE SERVICE

THE RURAL HEALTH UNITS manages an anti-tuberculosis program. The purpose is to identify and treat patients with tuberculosis (TB). Drugs and medicine are provided free-of-charge for sputum positive patients.

Any person who has persistent coughing for 2 weeks or more, must undergo Direct Sputum Smear Microscopy (DSSM) except for the following:

1. All retreatment cases (relapse, treatment after failure, treatment after lost to follow up, previous treatment outcome unknown)
2. Contacts of DR-TB patients
3. Non-converter of Category I
4. People living with HIV (PLHIV) with at least one of the four signs and symptoms of TB (fever, cough, weight loss, night sweats)
5. Selected Vulnerable Population which includes inmates in jails and prisons, children less than 15 years old and elderly who are 60 years old and above.
6. New cases who are presumptive extra pulmonary TB

Xpert MTB/RIF test shall be the primary diagnostic tool for the above criteria.

This service is provided **free-of-charge**

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Consultation Consultation with BHS/RHU of TB symptomatic.	Midwife on Duty Nurse on Duty Rural Health Physician	2 minutes
2. Receive Instructions Client receives instructions for proper sputum collection.		3 minutes
3. Collection and Submission of Specimen Midwife /NOD collects sputum specimen and submits it to the Medical Technologist for examination. Client receives information as to the date of release of result.	MIDWIFE ON DUTY CHRISTY CORTEZ EDELYN DEREGLA Medical Technologist I	10 minutes
4. Enrollment of Patient TB Coordinator or Midwife on Duty: a. Assesses the patient, if eligible as National Tuberculosis Program (NTP) Beneficiary b. If eligible, enrolls patient and issues NTP identification card	MIDWIFE ON DUTY TB Nurse Coordinator	30 minutes

<p>c. Gives patient info-education about TB Disease and Control and the importance of the Directly Observed Treatment for Short Course Chemotherapy with his/her treatment partner.</p> <p>d. Issues initial TB Drug. Supply to treatment partner and instruct patient where to report for his daily intake of TB drugs and schedule of follow-up sputum re-exam.</p>		
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VII. Securing a Health/Medical Certificate

ABOUT THE SERVICE

Firms and government agencies may require Health Certificates for certain reason. Some students are required by the school to secure a Medical Certificate prior to enrollment .Health and Medical Certificates prior to employment especially food handlers .

REQUIREMENTS

For Employment and Other Purposes:

- Results of Blood Test (CBC)
- Results of Chest X-ray
- Results of Urinalysis
- Results of Drug Test
- Certification Fee For Medical Certificate for Students:
- Certification Fee

FEES

Issuance of Medical Certificate	P 100.00
Certification Fee for Employment & other purposes	100.00
Certification Fee (Medical cert.)	100.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Go to the Municipal Health Office/ Rural Health</p> <p>Personnel instruct client to pay required certification fee and present Official Receipt.</p>	<p>Mrs. Lorena Batu Mrs. Eva Villanueva</p>	<p>2 minutes</p>

2. Register Client Personnel accomplish certificate form and refers client to the physician on duty.	Nurse on Duty/ Midwife on Duty	2 minutes
3. Issuance of Certificate Physician on duty assesses and examines the client before signing the certificate form.	JOHNA PAULINE O. MANDAC, MD MHO MA.CORAZON BAUTISTA, MD RHP-RHU 1 JOSELITO TIMPLE, MD RHP-RHU 2 LAHAINA M. GABRIEL-BULAONG, MD RHP-RHU 3	2 minutes
4. Health or Medical Certificate is issued to client.		1 minute

VIII. Availing of Anti-Leprosy Drugs

ABOUT THE SERVICE

THE MUNICIPAL HEALTH Office (MHO) manages this program. The purpose is to identify and treat patients with leprosy.

Drugs and medicine are provided **free of charge**.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Inquiry Inquire about skin diseases and the requirement for availing the free leprosy drugs.	MIDWIFE ON DUTY	2 minutes
2. INSTRUCTIONS Midwife directs patients to the nurse coordinator.	Nurse Leprosy Coordinator	1 minutes
46 Assessment Nurse assesses patient for signs and symptoms of leprosy as well as skin slit		10 to 15 minutes
47 Enrollment Enrolls patients for multi-drug therapy and gives lecture to patient.		30 minutes

IX. Securing a Sanitary Permit and Health Card

ABOUT THE SERVICE

THE Municipal Health Office issues a Sanitary Permit to all business establishments after the actual inspection and compliance to the requirements.

Health cards are being used to operators and employees after physical and laboratory examinations to all food handlers.

REQUIREMENT

- Health Certificate Fee - P 100.00

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Present Official receipt for health certificate fee to the person-in-charge	Mrs. Lorena Batu Mrs Eva Villanueva	1 minute
2. Assess completeness of requirements.	SANITARY INSPECTOR ON DUTY	1 minute
3. Register Client and purpose of issuance.		2 minutes
4. Accomplish Health Card, Sanitary Permit Form and Business License.		4 minutes
5. Submit accomplished form to Municipal Health Officer for signature.	JOHNA PAULINE O. MANDAC,MD	1 minute
6. Release of Health Card and Sanitary permit	SANITARY INSPECTOR ON DUTY	1 minute

X. Child Care Services

ABOUT THE SERVICE

The Municipal health office provides comprehensive childcare program for ages 0-71mos old. This service is free of charge.

This service is provided **free-of-charge**

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Registration Midwife on duty asks the mother reason for consultation and write data on the individual treatment record(ITR)	MOD	3mins
2. Assessment of patient Midwife on duty takes medical history of patient, check vital signs and record to ITR	NOD	5mins
3. Examination of patient by MHO/RHP and if hospitalization is needed referral form is filled up	MHO/RHP	15mins

4. Record the data on the specific program where the case belongs.	NOD	5mins
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XI. Availing of counseling on nutrition and family planning

ABOUT THE SERVICE

COUNSELING is a major interpersonal tool used to motivate clients for family planning method acceptance. It can also provide mothers of malnourished children as well as regnant and lactating mothers information on nutrition geared towards improving nutritional status.

This service is provided **free-of-charge**

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/ Applicant	Service Provider	Processing Time
1. Request for Information Go to CPNO and state request for information/service to person-in-charge.	DOLORES MANGULABNAN ACTING MNAO PHN ON DUTY	10 to 15 minutes
2. Counseling Person-in-charge conducts counseling to the client, and may issue IEC materials for reference.		
3. Register in the Logbook Client registers his name in the logbook for documentation purposes.		

XII. Availing of Smoking Cessation Counseling

This service is provided **free-of-charge**

Clients/ Applicant	Service Provider	Processing Time
Assessment of patient a. takes medical history of patient including if patient is smoker b. gets vital signs and records in individual treatment record c. if patient is a smoker, individual smoking cessation form will be interviewed	Ma. Cristina S. Matawaran Nurse II	3 minutes
Referral of patient to the physician on duty	Nurse on Duty Physician on Duty	2 minutes
After the physician's assessment, patient will be given smoking cessation counseling (if smoker) and IEC materials will be provided.	Nurse on Duty	3 minutes to non smoker 5 minutes to a smoker patient

XIII. HIV Counseling and Testing

This service is provided *free-of-charge*

Clients/ Applicant	Service Provider	Processing Time
Register Client	Nurse on Duty HIV Certified Counselor	15 minutes
<ul style="list-style-type: none"> a. Fill-up consent form and HIV testing b. Fill-up survey on satisfaction summary form 		1 minute

IX Enrollment and Updating of Philhealth Members

This service is provided *free-of-charge*

Clients/ Applicant	Service Provider	Processing Time
Register Client	Philhealth Coordinator	3 minutes
<ul style="list-style-type: none"> a. Assess completeness of requirements b. Client accomplish Philhealth Member Registration Form (PMRF) 		
Accomplishment of Transmittal and SPL Form	Philhealth Coordinator	2 minutes
Personnel will proceed to DSWD for signing of SPL form and patient will be assessed according to category	Philhealth Coordinator	3 minutes
Personnel will forward accomplished forms to Philhealth Office and MDR will be released	Philhealth Coordinator	2 minutes

XI. Availing of Ambulance Services

Clients/ Applicant	Service Provider	Processing Time
Client will inquire about the availability of ambulance. If available, client will fill-up a request form.	Nurse on Duty	3 minutes
Referral of client to the physician on duty for further assessment of the patient's case and/or condition for approval of the request	Nurse on Duty Physician on Duty	2 minutes
Upon approval, ambulance driver and nurse on duty will go to the specific hospital where the patient is.	Nurse on Duty Driver on Duty	5 minutes

3 Animal Bite Treatment Center

Clients/ Applicant	Service Provider	Processing Time
History taking and physical examination of animal bite patient. Classification of animal bite	ABTC Nurse / Physician	5 minutes
Skin testing to determine possible allergic reaction	ABTC Nurse / Physician	30 minutes
For (-) skin test, administer Anti-rabies vaccine (ARV) or Rabies immunoglobulin (RIG) depending on the animal bite category For (+) skin test, patient is referred for HRIG administration	ABTC Nurse / Physician	10 minutes
Health education and responsible pet ownership counseling	ABTC Nurse / Physician	5 minutes
Patient placed under observation for any adverse reactions	ABTC Nurse / Physician	1 hour
Treatment card filled up and returned to client. Medical certificated issued	ABTC Nurse / Physician	5 minutes

4 Securing Exhumation Permit/ Transfer of Cadaver Permit

Clients/ Applicant	Service Provider	Processing Time
Identify purpose of issuance. Assess completeness of requirements. a. for exhumation permit, death certificate is required and the body must be buried for 7 years or more. b. for transfer of cadaver permit, death certificate is the only requirement.	Sanitary Inspector on Duty	2 minutes
Personnel instruct client to pay required certification fee and present Official Receipt.	Sanitary Inspector on Duty	3 minutes
Personnel will accomplish Exhumation or Transfer of Cadaver Permit.	Sanitary Inspector on Duty	2 minutes
Submit accomplished permit to Municipal Health Officer for signature.	Sanitary Inspector on Duty	2 minutes
Issuance of the needed permit.	Sanitary Inspector on Duty	2 minutes

5 Securing Death Certificate

Clients/ Applicant	Service Provider	Processing Time
Identify place of death. a. patient who died at home must secure certification from their respective barangays. b. for dead on arrival (DOA) patients, a certification from the hospital must be secured.	Mrs. Lorena Batu Mrs Eva Villanueva	2 minutes

Client will fill up the information required in the certification.	Mrs. Lorena Batu Mrs Eva Villanueva	5 minutes
Referral of client to the physician on duty for further assessment of the cause of death	Mrs. Lorena Batu Mrs Eva Villanueva	5 minutes
Personnel will accomplish the certificate and will instruct the client for the next procedures.	Mrs. Lorena Batu Mrs Eva Villanueva	10 minutes

6 Availing of MTB/RIF Assay Test (Gene Xpert)

This service is provided *free-of-charge*

Xpert MTB/RIF test shall be the primary diagnostic tool for the following patients belonging to the criteria below with cough of more than 2 weeks or more:

7. All retreatment cases (relapse, treatment after failure, treatment after lost to follow up, previous treatment outcome unknown)
8. Contacts of DR-TB patients
9. Non-converter of Category I
10. People living with HIV (PLHIV) with atleast one of the four signs and symptoms of TB (fever, cough, weight loss, night sweats)
11. Selected Vulnerable Population which includes inmates in jails and prisons, children less than 15 years old and elderly who are 60 years old and above.
12. New cases who are presumptive extra pulmonary TB

Clients/ Applicant	Service Provider	Processing Time
Assessment of patient. d. Takes a full medical history of patient. If the patient is 15 years old below,60 years old and above, and has no history of TB treatment and displays symptoms of Tuberculosis e. if the patient has no history of TB treatment (regardless of age) Negative result in DSSM but have a positive reading in chest Xray.	Nurse on duty	5 minutes
f. MDRTB SCREENING If the patient has history of TB treatment (Relapse, Lost to Follow Up, Failed, treatment outcome unknown) the nurse on duty will refer the patient to Dinalupihan RHU–II STC Facility. The STC Nurse will take the full medical history of the patient	Kevin Valencia, RN Marivic Mantilles, RN (STC Nurse)	10 minutes
Receive Instructions Client receives instructions for proper sputum collection.	Nurse on duty / STC Nurse	1 minute

<p>Collection and Submission of Specimen</p> <p>The STC Nurse/ Nurse on duty will collect and inspects the quality of the sputum specimen. Then submits it to the GeneXpert Technician for MTB/RIF assay test.</p>	<p>STC NURSE / Nurse on duty</p>	<p>1 minute</p>
<p>Processing and running of sputum specimen on the Gene Xpert.</p> <p>Client receives information as to the date of release of result.</p>	<p>Christy H. Cortez, RN (Gene Xpert Technician)</p>	<p>2 ½ hours</p>

DRHU II- STC Catchment Areas: Lubao Pampanga
 Dinalupihan, Bataan
 Hermosa Bataan
 Orani Bataan

Clients/ Applicant	Service Provider	Processing Time
<p><u>Triaging</u></p> <ul style="list-style-type: none"> The Dinalupihan RHU-II TB DOTS will receive NTP REFERRAL from DRHU II STC's Catchment areas. They will assess if the patient is for DS-TB screening or if the patient is for Presumptive DR-TB screening. Then, they will refer to the STC nurses all Presumptive DRTB patients. 	<p>Nurse on Duty</p>	<p>5 minutes</p>
<p><u>Screening of Presumptive DR-TB Patient.</u></p> <ol style="list-style-type: none"> Get patient's Personal information. Get the initial vital signs of the patient, Assess Patient if symptomatic and do Physical examination. Review Patient's history of TB treatment and also social and sexual history. Provide information about MDR-TB and explain the importance and the possible results of Gene Xpert testing. Collection of specimen and submission of the specimen to gene Xpert technician. 	<p>STC Physician and STC Nurse on Duty</p>	<p>15 minutes</p>
	<p>STC Nurse on Duty</p>	<p>10 minutes</p>
	<p>STC Nurse on Duty</p>	<p>5 minutes</p>
<p><u>Releasing of Gene Xpert test results.</u></p>	<p>STC Nurse on Duty</p>	

<ul style="list-style-type: none"> • MTB NOT DETECTED: Explain the result and refer the patient back to the referring unit. • MTB DETECTED : Explain the result and refer the patient back to the referring unit. • MTB DETECTED; RIFAMPICIN RESISTANCE DETECTED: Enroll the patient for MDR-TB Treatment. Provide informations about Standardized Regimen for Drug Resistant Tuberculosis treatment (SRDR treatment) . 	STC Nurse on Duty	5minutes
		5minutes
	STC Nurse on Duty	30-40 minutes

XII. Adolescent Counseling

This service is provided **free-of-charge**

Clients/ Applicant	Service Provider	Processing Time
1. Log-in, history taking thru HEADSSS forum	Nurse on Duty	25 minutes
2.Fill-up survey or satisfaction form	Sanitary Inspector on Duty	1 minute

VII. EXECUTIVE OFFICE SERVICES

I. Securing Mayor’ Clearance and Certificate of Good Moral Character

ABOUT THE SERVICE

INDIVIDUALS NEED to secure a Mayor’s Clearance before they can apply for a firearms license. People seeking for employment sometimes are also required to secure the same. This is especially true for applicants to be a member of the Philippine National Police (PNP).

Some schools and overseas employment agencies require their students/recruits to secure a Certificate of Residency and of Good Moral Character before they are allowed to enroll or apply.

These documents can be secured from the Mayor’s Office.

REQUIREMENTS

For Mayor’s Clearance:

1. Original Copy of Barangay Clearance
2. Original Copy of Police Clearance
3. Original Copy of Court Clearance
4. Latest Community Tax Certificate (CTC)
5. Official Receipt for Request of Certification Fee from the Municipal Treasurer’s Office

For Certificate of Good Moral Character:

1. Barangay Certification (stating that the client is a resident of the barangay and has no derogatory records)
2. Official Receipt for Request of Certification Fee from the Municipal Treasurer’s Office

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/ Applicant	Service Provider	Processing Time
1. Service Request Submit requirements to service provider	Received required documents from applicant, validate the completeness	1 minute
2. Preparation of Clearance /Certification /Affidavits/ Others	Processes the Mayor's Clearance	2 minutes
3. Evaluation and Signing	Evaluates the document. The Local Chief Executive or authorized signatory signs the Clearance/Certificate	2 minutes
4. Release Receives the document	Log and releases document/s to client/s	3 minutes

II. Availing of Public Customer Assistance

ABOUT THE SERVICE

Residents of the Municipality and other clients may request the MMO for referral, recommendations, endorsements or communications so that they can avail of the free service.

Public Customer Assistance cover the following areas:

- Free Medical Assistance Indigents
- Job Recommendations for Residents of Dinalupihan
- Endorsement for Transfer- for Dinalupihēños in government service who are currently posted in other municipalities or provinces and would like to be transferred to Dinalupihan, Bataan

Each of these services requires separate requirements.

REQUIREMENTS

For Free Medical Assistance	<ul style="list-style-type: none"> • Medical prescription • Clinical diagnosis or doctor's referral • Barangay Certificate of Indigency
For Job Recommendations	<ul style="list-style-type: none"> • Complete Bio-data or Curriculum Vitae • Police Clearance • Past employment records • Barangay Certificate of Residency • Other relevant documents
For Endorsement for Transfer	<ul style="list-style-type: none"> • Letter of Request for transfer stating therein reasons for request • Certified Service Record, if available

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/ Applicant	Service Provider	Processing Time
1.Processing of Request Letter Submit letter of request to the Receiving clerk	Issue order of payment to client	5 minutes
2.Payment of Fees Pay prescribed fee at the Local Revenue Collectors	Receives payment and issues official receipt Municipal Treasurer’s Office	3 minutes
3.Preparation of Mayor’s Permit Presents Official Receipt to Mayor’s Office	Prepares Mayor’s Permit	5 minutes
4.Approval of permit	The Mayor or her authorized representative signs the permit	2 minutes
5.Release of Permit Receive copy of permit	Releases Mayor’s Permit to client	2 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents).

III. Securing Permit on All Advertising and Promotional Activities

ABOUT THE SERVICE

Corporations, groups and other entities wish to promote or advertise their product/s or services to the public through the means or process of promotion/advertisement such as the installation/posting of billboard, signage, streamers, posters and/or fliers and other similar materials.

REQUIREMENTS

FOR BILLBOARDS

1. Request letter (3 COPIES)
2. Design, details & specifications of the project
3. Site/ sketch plan of the project
4. If the site/location is a private Property, applicant must present written document showing consent of the owner
5. Affidavit of undertaking to assume all obligations and liabilities that may be caused to any third party by reason of such project.
6. Such other documents/papers that the municipality may require.

FOR STREAMERS/POSTERS/FLYERS

1. Written application addressed to the Municipal Mayor stating the total number, authorized areas to be posted and the period/duration of the posting.
2. Design, details & specifications of the project
3. Such other documents/papers that the municipality may require.

FEES: (SEE ANNEX A)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/ Applicant	Service Provider	Processing Time
1. Filing/Recording of Request Submit request letter to the receiving clerk or employee- in-charge, copy furnished the LCE and the Mun. Engineering Office.	Receives request letter, review and issues order of payment	10 minutes
2. Payment of Fees. Pay the prescribed fee at the Municipal Treasurer's Office	Receives payment and issues an Official Receipt Municipal Treasurer's Office	3 minutes
3. Preparation of Mayor's Permit Presents the Official Receipt and corresponding Streamers/posters.	Prepares the permit	10 minutes
4. Approval of Permit	The Local Chief Executive signs the permit	5 minutes
5. Release of Mayor's Permit Receives Mayor's Permit and leaves 1 copy with the Records Section for file.	Issues Mayor's Permit and retains 1 copy for file	5 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents).

IV. Using Government Facilities

ABOUT THE SERVICE

The MUNICIPAL GOVERNMENT of Dinalupihan offers the use of the following facilities ideal for seminars, conferences, gatherings, sports and other activities:

- Town Plaza
- Sports Complex
- Track and Field Oval
- Swimming Pool
- Bulwagan ng Bayan
- Meeting Halls

REQUIREMENTS

1. Letter request addressed to the Mayor, specifying the government facility to be used, date, time and purpose

FEES

SWIMMING POOL AND COTTAGE	Unlimited use of pool by Swimming Club Member	P 500.00 A MONTH
	Use of Cottage by Swimmign Club Member	P 100.00 PER DAY
	Use of pool by Non-Member of the Swimming Club	P 50.00 PER DAY PER PERSON

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	<p>Use of cottage by Non-Member of the Swimming Club</p> <p>Exclusive use of the swimming pool by NGOs, business companies or private person with the aim of promoting swimming</p> <p>Exclusive use of the pool for recreation purpose only</p> <p>DECS sponsored interschool competition</p>	<p>P 200.00 PER DAY</p> <p>P 750.00 PER HOUR OR FRACTION THEREOF, OR FIXED P 5,000.00 FOR MAXIMUM OF 8 HOURS</p> <p>P 5,000.00 FOR A MAXIMUM OF 8 HOURS USE OR P 400.00 PER HOUR</p> <p>FREE</p>
TOWN PLAZA	Stage and ground	
DINALUPIHAN CIVIC CENTER (SPORTS COMPLEX)	FACILITY	P12,000.00 / 4HRS IN EXCESS P3,000.00/HOUR
DINALUPIHAN TRACK AND FIELD OVAL		P5,000.00 FOR 8 HOURS P 500.00 FOR EVERY HOUR THEREAFTER
BULWAGAN NG BAYAN	FACILITY	P17,000.00 FOR 4 HOURS P 4,250.00 FOR EVERY HOUR IN EXCESS

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Clients/ Applicant	Service Provider	Processing Time
<p>1. Submission of Letter of Request, assessment and oayment</p> <p>Submit letter request to Treasury Office for assessment and payment</p>	<p>Receives letter request and issues order of payment if venue is available</p>	5 minutes
<p>2. Preparation of Mayor's Permit and approval</p>	<p>Prepares Mayor's Permit</p> <p>The Local Chief Executive signs the permit</p>	5 minutes
<p>5. Release of Mayor's Permit</p> <p>Receives Mayor's Permit and leaves 1 copy with the Records Section for file.</p>	<p>Issues Mayor's Permit and retains 1 copy for file</p>	5 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents).

V. HUMAN RESOURCE AND MANAGEMENT OFFICE SERVICES

- I. Applying for a Job with the Municipal Government
- II. Filing an Application for Leave
- III. Securing Service Record, Certificate of Employment and Other Personal Records

I. APPLYING FOR A JOB WITH THE MUNICIPAL GOVERNMENT

ABOUT THE SERVICE:

Employment with the Municipal Government of Dinalupihan is open to all provided that there is a vacant position. Applicants for vacant positions should possess the minimum qualification requirements of the position applied for. Vacancies are posted in the Municipal lobby, Public Market Office, Common Terminal and at the Civil Service Commission Provincial Field Office bulletin and published at the CSC Bulletin of Vacant Positions for fifteen (15) calendar days.

REQUIREMENTS:

1. Application letter to the Municipal Mayor/Vice Mayor;
2. Duly accomplished Personal Data Sheet (Form 212) or Curriculum Vitae with picture;
3. Photocopy of supporting documents such as eligibility/ies, trainings, etc.
4. Certificate of employment, service record, if any.

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

FEES: No fee is collected for the submission of application letters

HOW TO AVAIL OF THE SERVICE:

Client/Applicant	Service Provider	Processing Time
1. Applicant can proceed to the Municipal Hall and check with the Municipal Bulletin Board, Public Market Office Bulletin Board and Common Terminal Bulletin Board for any job opening. The applicant may also check out the Civil Service Commission Bulletin.		
2. Upon finding a vacancy matching his/her qualifications and eligibility (ies), the applicant submits or file an application letter specifying the position desired.	Virma T. Chavez (Administrative Officer IV)	2 minutes
3. Applicant undergoes a preliminary interview with the MHRMO – ICO. After the interview, the applicant is advised to come back on the scheduled date when the Personnel Selection Board (PSB) screens the applicant for filling up of the vacancy.	Angelica D. Cadigoy (MHRMO-ICO)	10 minutes
4. Only applicants who are able to meet the Minimum Qualification Standards of the position applied for will be called for an interview with the Members of the PSB. The PSB screens and interviews applicants.	PSB Members	1 hour

<p>5. The successful applicant is advised of the PSB decision. Employment papers are prepared by the person-in-charge.</p> <p>The new employee is given a list of other requirements that he/she will have to submit within the allowed period for the processing of appointment with the CSC.</p>	<p>Angelica D. Cadigoy (MHRMO-ICO)</p> <p>Virma T. Chavez (Administrative Officer IV)</p>	<p>10 minutes</p>
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(Total response time may vary depends on the rundown of the interview of the PSB)

II. FILING AN APPLICATION FOR LEAVE

ABOUT THE SERVICE:

Employees accrue leave credits each month and such credits may be used by the employees when in need to temporarily leave work arises, either due to illness or personal circumstances.

Actual leave credits are deducted from these leave credits. If an employee’s leave period goes beyond the accrued credits, he/she will not be entitled to pay for the excess leave.

Applications for vacation leave must be filed at least five (5) days before the leave. For sick leaves, the application must be filed upon return to work except for medical check-up which can be filed in advance. Special Privilege Leave shall be filed one (1) week in advance. Mandatory five-day vacation leave/forced leave shall be arranged with the Department Head. Maternity/Paternity Leave shall be filed in every instance of pregnancy,

REQUIREMENTS:

1. Application for Leave (CSC Form No. 06)
2. Medical Certificate for sick leave exceeding five (5) days
3. Clearance from money and/or property responsibilities if claiming terminal leave (the monetary equivalent of the accumulated leave credits)

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

FEES: No fee is collected for the processing of Application for Leave

HOW TO AVAIL OF THE SERVICE:

Client/Applicant	Service Provider	Processing Time
<p>1. The employee wishing to file a Leave of absence accomplishes two (2) copies of an Application for Leave Form for signature of the Department Head or his/her immediate supervisor.</p>	<p>Rosario S. Cundangan (Administrative Assistant II)</p>	<p>10 minutes</p>
<p>2. Submit the Application for Leave to the MHRMO for posting, record and update of Leave /balances.</p>	<p>Rosario S. Cundangan (Administrative Assistant II)</p>	<p>10 minutes per Application for Leave</p>
<p>3. Forward Application for Leave Form to the Office of the Mayor/Office of the Sangguniang</p>	<p>Maria Angela S. Garcia Municipal Mayor</p>	

Bayan for the approval of the Municipal Mayor/Municipal Vice Mayor.	Renato M. Matawaran Municipal Vice Mayor	
4. Approved Application for Leave are then returned to the MHRMO after the approval of the Municipal Mayor/Municipal Vice Mayor. The MHRMO person-in-charge assigned for leave retains one (1) copy of the approved leave for records purposes and the employees claim the other copy.	Rosario S. Cundangan (Administrative Assistant II)	15 minutes

III. SECURING SERVICE RECORD, CERTIFICATE OF EMPLOYMENT AND OTHER PERSONAL RECORDS

ABOUT THE SERVICE:

The LGU employees and former employees may request the MHRMO for copies of service records, certificate of employment and other certifications and personal records.

These are usually required for loans, NOSA, Step Increments/Promotions, retirement and terminal leave purposes and employment to other companies/agencies upon resignation from the government service.

REQUIREMENT/S:

1. Letter request indicating the type of document being requested and its purpose

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

FEES: No fee is collected for the issuance of Service Records, Certificates of Employment and Other Personal Records

HOW TO AVAIL OF THE SERVICE:

Client/Applicant	Service Provider	Processing Time
a. Client submits letter request indicating the type of document being requested and its purpose Person-in-charge conducts interview regarding the requested document.	Virma T. Chavez (Administrative Officer IV) Lilibeth F. Perez (Administrative Assistant I)	3 minutes
b. Client waits while person-in-charge checks/updates records. Document is prepared and printed.	Virma T. Chavez (Administrative Officer IV) Lilibeth F. Perez (Administrative Assistant I)	8 minutes
c. Person-in-charge submits the printed document to the Municipal Human Resource and Management Officer-In-Charge of-Office for signature.	Angelica D. Cadigoy (MHRMO – ICO)	2 minutes

d. Clients receives the requested document from the person-in-charge.	Virma T. Chavez (Administrative Officer IV) Lilibeth F. Perez (Administrative Assistant I)	1 minute
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VI. PESO EMPLOYMENT SERVICES

- I. Securing local employment referrals (for applicants)**
- II. Local Recruitment Activity (for employers)**
- III. Availing of Special Recruitment Activity (SRA)**
- IV. Availing of Overseas Employment Facilitation Services (for employers)**
- V. Availing of Special Program for Employment of Students [SPES] (for applicants)**
- VI. To Avail Work Permit / Mayor's Certification**

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

I. Securing local employment referrals (for applicants)

ABOUT THE SERVICE

PESO provides employment assistance to job seekers through referral. Career guidance and counseling are also offered to assist the applicants in going about the recruitment process in different companies.

The office offers interview tips and guides on writing resumes or application letters, among others. It also assists clients in choosing the position/job that will match their abilities and interests.

REQUIREMENTS

1. Curriculum Vitae/Resume with 2" x 2" picture
2. Transcript of Records or graduation certificate (Form 138, for high school graduates)
3. Police Clearance (valid for 6 months) or NBI Clearance (valid for 1 year)
4. Extra picture, preferably 1" x 1"
5. Training Certificates, if available
6. Employment Certificates, if available

Important reminder:

Prepare a complete set of requirements. Put them inside a folder and DO NOT FOLD. Remember, these papers will speak a lot about you.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
e. Submit Requirements Submit the above requirements to the PESO Manager	Assesses the documents submitted Hector C. Lintag Labor and Employment Asst.	2 minutes
2. Skills Registration Program Fill up the SRP in a clear, legible manner. Make sure to indicate a contact number. If you do not have a telephone, provide a contact number	Issues and checks the documents submitted	5 minutes

and name of the person who can accept the call for you.		
<p>3. One-on-one Interview</p> <p>Undergo an interview with the PESO Manager . Career counseling is also available.</p>	<p>Interviews the applicants and job matched</p> <p>Hector C. Lintag Labor and Employment Asst.</p>	5 minutes
<p>4. Issuance of Referral Letter</p> <p>Wait for the referral letter(s). While waiting, you can read the Employability Enhancement articles posted on the PESO bulletin board, to help you in job hunting.</p>	<p>Issues a recommendation letter in the company he/she was job matched</p> <p>Hector C. Lintag Labor and Employment Asst.</p>	5 minutes
<p>5. Application with the Employer</p> <p>Proceed to the company you are referred to. Attach the referral letter to your curriculum vitae and other documents. One set of documents is required per referral. You will need to follow-up his application.</p>		

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

II. LOCAL RECRUITMENT ACTIVITY (for employers)

ABOUT THE SERVICE

PESO assists employers by conducting preliminary screening of applicants and referring to them applicants who meet their set standards.

This service is FREE OF CHARGE.

Employers may call or visit PESO to post job vacancies. Job vacancies are posted in the Website.

REQUIREMENTS

1. Name and address of the company
2. Person to whom the referral letter will be addressed
3. Contact number/Company's telephone number
4. Brief description of the company/Nature of business (if possible, please provide a copy of the company's profile or brochure)
5. Job vacancies/Positions
6. Number of persons to be hired
7. Nature of job/Area of assignments
8. Qualification requirements of applicants
9. List of necessary papers to be submitted by applicants

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Job Posting</p> <p>Call or visit the office and provide the required information. The job vacancies are, then, included in the weekly list of vacancies distributed.</p> <p>Copies of this list are distributed to the different barangays, schools, in the Municipality of Dinalupihan Bataan and Public Employment Service Offices in neighboring municipalities.</p>	<p>Posts the job vacancies local/abroad in the conspicuous places well as to the barangay, churches, Website and PESO Facebook Account.</p> <p>Hector C. Lintag Labor and Employment Asst.</p>	5 minutes
<p>2. Job Matching</p> <p>PESO Manager match applicants' qualifications with your set standards.</p> <p>Applicants, who meet your criteria, are referred to you. Request from referred applicants a PESO referral letter and other pertinent documents.</p> <p>You also have the option of coming to PESO personally, browsing the applicants' data cards and choosing applicants whom you wish to interview.</p>	<p>Checks the application form of the application, job matched with the open job announcement both local and abroad.</p> <p>Hector C. Lintag Labor and Employment Asst.</p>	10 minutes
<p>3. Hiring</p> <p>Employers decide whether to hire applicants referred by PESO, or not.</p>		

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

III. Availing of SPECIAL RECRUITMENT ACTIVITY (SRA)

ABOUT THE SERVICE

PESO assists various placement agencies in conducting their recruitment in the Municipality of Dinalupihan Bataan.

The office makes sure that these agencies are authorized by the Philippine Overseas Employment Administration (POEA). It also monitors the status of workers placed overseas.

REQUIREMENTS

1. Resume with picture
2. NBI Clearance
3. Birth Certificate
4. Employment/Training Certificates
5. License (for professional or skilled workers)
6. Passport

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>Wait for Announcements</p> <p>Overseas agencies may conduct recruitment at PESO anytime of the year. Announcements for recruitment through/facebook, website or posters/ streamers. You may also personally inquire at PESO.</p>		
<p>Prepare Requirements</p> <p>If recruitment will be conducted, prepare and bring the requirements that the recruitment agency may require.</p>	<p>Check the application document of the applicants</p>	<p>10 minutes</p>
<p>Application and Interview</p> <p>Fill-up the agency application form. You are usually required to undergo an interview. Other documents, if any, are prepared after your qualification have been assessed.</p>	<p>The agency representative Issues and interview the applicants.</p>	<p>10 minutes</p>

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

IV. Availing of Overseas Employment Facilitation Services (for employers)

ABOUT THE SERVICE

OVERSEAS PLACEMENT agencies may seek the assistance of PESO in conducting recruitment activities in the Municipality of Dinalupihan Bataan.

They may use the facilities and equipment of the office, and may request for staff support.

This service is offered **FREE OF CHARGE**.

REQUIREMENTS

1. SPECIAL Recruitment Authority (SRA)
2. Confirmed Job Order(s) from principal employer(s)

Both must be duly approved by the Philippine Overseas Employment Administration (POEA).

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>Recruitment Notification</p> <p>Notify the PESO of your desire to conduct hiring for abroad by forwarding the required documents.</p>		
<p>Recruitment</p> <p>Conduct recruitment activities. The facilities and equipment of the PESO are provided FREE OF CHARGE. To maximize the number of applicants, agencies are encouraged to advertise in various local period</p>	<p>Recruit, interview the qualified applicants</p> <p>Hector C. Lintag Labor and Employment Asst.</p>	5 minutes
<p>Reporting</p> <p>Overseas placement agencies are required to submit a terminal report. As required in the SRA, at the end of the recruitment period.</p> <p>A separate Deployment report should also be submitted after the hiring period.</p>	<p>Requires the overseas agencies top resculative to submit the terminal report was a requirement to be able to notify who are the</p>	10 minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

V. Availing of Special Program for Employment of Students [SPES] (for applicants)

ABOUT THE SERVICE

THE SPECIAL Program for Employment of Students (SPES) aims to help poor but deserving students and out-of-school youth in pursuing their education by is a minimum of 20 but not more than 75 days. Participants are entitled to at least a minimum wage. Of this, 60% is paid by the employer; 40% is paid by the Department of Labor and Employment (DOLE). Applications are screened at the PESO.

Students and out-of-school youth applying under SPES must meet the following criteria:

- 15 to 30 years old
- enrolled during the present school year/semester immediately preceding the summer vacation or a drop-out who intends to enroll again
- parents’ net income after tax does not exceed P 36,000.00 per annum
- no failing grades

REQUIREMENTS

1. Registration Form 09 (RKS) with passport pictures – 3 copies
2. Any of the following to attest to the student-applicant’s age:
 - Birth or baptismal certificate
 - Joint affidavit of 2 disinterested parties

3. Any of the following to attest to the student-applicant's rating:
 - Form 138
 - Certification by the School Registrar that the student has passed during the previous semester or school year
 - Certified true copy of the student's class card where the passing grade could be determined
4. Any of the following to attest to the student's family income:
 - Latest Income Tax Return of the parents/guardian
 - Certification from the employer/union president that the parent/guardian of the applicant is to be displaced or has been displaced
 - Bureau of Internal Revenue (BIR) Certification that the parents do not file Tax Returns

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Fill-up RKS		
Ask for copies of Registration Form 09 (RKS) and fill it with complete and correct information. Submit the RKS, with 1" x 1" pictures, within 1 or 2 days.		
Assessment of Manpower Requirements		
	PESO Manager assesses the SPES manpower requirements of the different government line agencies and private companies based on job vacancies solicited starting from the month of February. Hector C. Lintag Labor and Employment Asst.	
SPES Orientation		
Attend a SPES Orientation for information on the details and guidelines of the program.	The PESO conducts a SPES orientation regarding the guideline (Rule & Regulation) as well as the values orientation MHRMO Staff	1 hour
Evaluation of RKS Form		
	Evaluates the RKS Form. Applicants are asked to come back on a scheduled date (right after the evaluation of the RKS forms). Students who qualify are contacted by phone. A list of qualified students is also posted /tex/at the PESO Bulletin Board. Hector C. Lintag Labor and Employment Asst.	

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Publication of Line-up		
If you are included in the master list or line-up, ask for a Referral Letter to a participating government agency or private establishment.	Recommendation/ Returned issued to the students where there will assign. Hector C. Lintag Labor and Employment Asst. I	1 hour
Work Assignment		
Proceed to the assigned office/ establishment and have your name listed. Bring your Referral Letter. A Monitoring Team is assigned to gather the lists of referred and placed SPES participants from the different government line agencies and private firms.	SPES conferences will be endorsed to the assigned work station and they will be monitored daily.	10 minutes
Evaluation of Requirements		
Submit the SPES requirements. PESO Manager will evaluate these.	Asses/evaluates the requirements to be submitted DOLE Officer Hector C. Lintag Labor and Employment Asst.	1 to 2 weeks
Signing of SPES Contract		
Sign the Employment Contract and SPES Certification.	PESO officer taps establishments in contract signing Hector Cajape Lintag Labor Employment Asst.	1 minute
Signing of Termination Report		
At the end of the work assignment report to PESO	Signs Termination Report Hector C. Lintag Labor and Employment Asst.	1minutes
Payroll Processing		
Forward your Daily Time Record (DTR) to the Accounting Office so that 60% SPES payroll paid by the employer) can be processed.	Checks the DTP and submit to the Accounting and treasury for the porcessing of 60%(paid by the employeee) Hector C. Lintag Labor and Employment Asst.	5 minutes
Submission of Reports to DOLE		
	Prepares all the required documents for submission to DOLE for valuation and processing of 40% salary. Hector C. Lintag Labor and Employment Asst.	2 weeks

Issuance of Check		
DOLE Representative issues check to SPES participants		
Checks will be issued upon a SPES participant's presentation of his/her enrollment form and ID.		

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

VI. Availing of Skills Training Program

ABOUT THE PROGRAM

The designated PESO/ CTEC is conducting a community based training program for the Out-of School Youths who are interested in technical-vocational courses.

Courses Offered:

- Arc Welding NC II
- Basic Electricity NC II
- Pipe Fitting
- Scaffolding

The training are free but it depends on the budget and availability of the training by TESDA.

REQUIREMENTS

1. At least 18 -40 years of age
2. Bonafide resident of Dinalupihan, Bataan
3. High School Graduate

HOW AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
	Coordinates to PESO/CTEC for the availability of the training HECTOR CAJAPE LINTAG PESO /CTEC	10 minutes
	Organizing Out- of-school youth group to target Barangay. HECTOR CAJAPE LINTAG PESO/CTEC	8 hours
Attends orientation meeting	Orientation and assessment of training needs to targeted participants Hector Cajape Lintag PESO/CTEC	2 hours
	Processing and submission of project proposal for approval Hector Cajape Lintag PESO/CTEC	20 minutes

Attendance to training	Conducts of actual training -Trainer- accredited by TESDA	140 training hours
Trade Test	Trade Testing for TESDA licensure/certificates TESDA STAFF Hector Cajape Lintag	10hours

VII. To Avail Work Permit / Mayor's Certification

Client/Applicant	Service Provider	Processing Time
1. Submit Requirements -Barangay Clearance -Community Tax Certificate	Assess the documents presented Hector C. Lintag Labor and Employment Asst.	1 minute
2. National Manpower Registry System -Fill Up the NMRS Form	Check the NMRS Filled Up	1 minute
3. Proceed to the Treasury Office for the Payment of Certification.	Submit to the Mayor's Office for the Approval and Signature of LCE	3 minutes

I. MUNICIPAL PLANNING AND DEVELOPMENT OFFICE SERVICES

- I. **Securing Locational Clearance**
- II. **Securing Zoning Certificate**
- III. **Securing Zoning Clearance For Business Permit**
- IV. **Securing Data from Municipal Planning and Development Office**

I. Securing of Locational Clearance

ABOUT THE SERVICE

All enterprises of public and private persons constructing new buildings or applying for expansion/renovation are required to secure Zoning Clearance upon application for Building Permit. This should be done before the start of the construction to ensure that the building to be constructed or activity to be undertaken is allowed in the area as per Comprehensive Land Use Plan of the municipality.

REQUIREMENTS

- 1. Duly notarized Application Form for Zoning Clearance - 1 copy
- 2. Vicinity Map - 1 copy
- 3. Bill of Materials - 1 copy
- 4. Real Property Tax Declaration - 1 copy
- 5. Site Development Plan (For Embankment) - 1 copy
- 6. Environmental Clearance Certificate (ECC), when needed
- 7. If lot is not owned - Duly Notarized Copy of :
 - Contract of Lease - 1 copy
 - Deed of Absolute Sale - 1 copy

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- Authorization to Occupy/Use Lot - 1 copy
- Special Power of Attorney - 1 copy

- Other documents:
- Affidavit of Undertaking
 - Ordinance of Reclassification or Conversion
 - Order from DAR

FEES: (Subject to change without prior notice)

A. Residential Structure, Single or Detached, Other than Apartment/Townhouses, Dormitories and Subdivisions/Condominiums, The Project Cost of which:	
(HLURB Rates)	
1. P 100,000.00 and below	P 288.00
3. Over P100,000 too P200,000	P 576.00
2. Over P 200,000.00	P 720.00 + 1/10 of 1% of cost in excess of P200,000.00
B. Apartments:	
1. Project cost of P 500,000.00 and below	P 1,440.00
1. Over P500,000 to 2 Million	P 2,160.00
2. Project cost over P 2 Million	P 3,600.00 + 1/10 of 1% of cost in excess of P2.M regardless of number of doors
C. Dormitories:	
1. Project cost of P 2 Million and below	P 3,600.00
2. Project cost over P 500,000.00	P3,600.00 + 1/10 of 1% of cost in excess of 2.M regardless of number of rooms
D. Institutional:	
1. below P2 Million	P 2,880.00
2. Over P2 Million	P2,880.00 + 1/10 of 1% of cost in excess of P2.M
E. Commercial, industrial, Agro-Industrial:	
1. Below P 100,000.00	P 1,440.00
2. Over P 100,000.00-P500,000.00	P 2,160.00
3. Over P 500,000.00	P 2,880.00
4. Over P1 Million-P2 Million	P 4,320.00
2. Over P 2 Million	P 7,200.00 + 1/10 of 1% of cost in excess of P2 Million
F. Special Uses/Special Projects including Memorial Parks:	
(Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
1. Below P2 Million	P 7,200.00+ 1/10 of 1% of cost in excess of P2 Million
2. Over P 2 Million	P 7,200.00 + 1/10 of 1% of cost in excess of P2 Million
G. Alteration / Expansion (Affected Area/Cost of Expansion Only) Same as Original Application:	

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time

<p>1. Accomplishment of requirements</p> <p>Secure Application Form from the staff in charge with the Checklist of required documents.</p>	<p>Assist the client on how to accomplish the form and explain the need for other documents.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>3minutes</p>
<p>2. Presentation/Submission of requirements</p> <p>Present Notarized Application Form with the required documents from the Checklist.</p>	<p>Validate documents submitted as per Checklist</p> <p>Review and assessment of the Bill of Materials</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>2minutes</p> <p>3minutes</p>
<p>3. Payment of Fees</p> <p>Secure Order of Payment from the person-in-charge or the MPDO</p> <p>Proceed to the Treasurer's Office for payment</p>	<p>Issue order of payment to the client for payment at the MTO</p>	<p>2minutes</p>
<p>4. Review and Verification of Documents and Payments</p> <p>Present all documents and the original receipt of payment to the person-in-charge or the MPDO</p>	<p>The person in charge checks, reviews and validate documents submitted.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>5minutes</p>
<p>5. Preparation of Locational / Zoning Clearance</p>	<p>Preparation /(printing) of the Locational / Zoning Clearance.</p> <p>Secure signature of the Zoning Administrator for Approval</p> <p>Records / Encode Locational Clearance for filing (Database)</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I. Engr. Diosdado R. Santos Jr. M.P.D.O.</p>	<p>5minutes</p> <p>3minutes</p> <p>5minutes</p>
<p>6. Issuance of the Locational / Zoning Clearance</p> <p>The client receives the approved Locational / Zoning Clearance.</p>	<p>The person in charge issues the Locational / Zoning Clearance to the client.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>2minutes</p>

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

II. Securing Zoning Certificate

ABOUT THE SERVICE

Site Zoning Certification is requested for record and reference purposes, based on the Comprehensive Land Use Plan of the municipality.

REQUIREMENTS

One (1) copy of :

1. Letter-Request addressed to the Zoning Coordinator/Planning and Development Officer
2. Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer
3. Transfer Certificate of Title (TCT) or Deed of Sale
4. Real Property Tax Declaration
5. Certificate of Real Property Tax Payment
6. If applicant is not the owner: Duly notarized copy of Contract of Lease or Deed of Absolute Sale, and authority to Occupy or Use
7. Special Power of Attorney of land owner’s authorized representative, if any

FEES

CERTIFICATION FEE - P 250.00/has

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Submission of Request Letter</p> <p>Submit letter request to the Clerk / Person-in-charge, together with the required document</p>	<p>Receives the letter and checks the submitted documents as per Checklist.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>5minutes</p>
<p>2. Review and Verification</p>	<p>Person-in-charge reviews and verify documents submitted</p> <p>Zoning Officer approves of the documents</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I Engr. Diosdado R. Santos Jr. M.P.D.O.</p>	<p>10minutes</p> <p>15minutes</p>
<p>3. Payment of Fees</p> <p>Secure Order of Payment from the person-in-charge. Proceed to the Treasurer’s Office for payment</p>	<p>Issue order of payment to the client for payment at the MTO</p>	<p>2minutes</p>

<p>4. Preparation of Zoning Certificate</p> <p>Submit Original Receipt of payment to the person-in-charge</p>	<p>Prepares / Prints the Zoning Certificate.</p> <p>Secure approval and signature of the Zoning Officer</p> <p>Records / Encode Zoning Certificate for filing (Database)</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I.</p>	<p>10minutes</p> <p>5minutes</p> <p>5minutes</p>
<p>5. Approval of the Zoning Certificate.</p>	<p>The Zoning Officer approves and signs the Zoning Certificate</p> <p>Engr. Diosdado R. Santos Jr. M.P.D.O.</p>	<p>3minutes</p>
<p>6. Issuance of the Zoning Certificate</p> <p>The client receives the approved Zoning Certificate</p>	<p>The person in charge issues the Zoning Certificate to the client.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>2minutes</p>

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

III. Issuance of Zoning Clearance for Business Permit

ABOUT THE SERVICE

Enterprises are required to secure a Zoning Clearance upon application for Business Permit to ensure that the enterprise is allowed in the chosen location as per the Comprehensive Land Use Plan of the Municipality and other relevant zoning and land use ordinances.

REQUIREMENTS

Business License Application / Assessment Form with other documents duly checked and verified by the Permit and Licensing Division.

For Other Uses:

Environmental Compliance Certificate (ECC) from DENR

Affidavit of Undertaking

Ordinance of re-classification or Conversion Order from DAR

Additional requirements are needed for Special Uses/Projects such as Funeral, establishments, cell site, industrial projects, gasoline stations, slaughterhouse, poultry, piggery, etc.

FEES: CLEARANCE FEE - P 250.00

Schedule of fees are determined by the Municipal Treasurer's Offices Licensing Division as per the Revenue Code of the Municipal Government.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
<p>1. Accomplishment of Application Form and submission of requirements</p> <p>Client proceeds to MTO's Business and Licensing Division for review of required documents.</p>	<p>The person-in-charge tells the client to present the documents to MTO</p>	<p>5minutes</p>
<p>2. Review and Assessment of required documents</p>	<p>The person-in-charge checks the data on the application form for proper recording and reviews the documents attached</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>5minutes</p>
<p>3. Conduct site inspection (if necessary)</p> <p>Site inspection is usually conducted by duly organized Municipal Task Force of which MPDO staff are members</p>	<p>MPDO staff with the Municipal Task Force conducts site/ocular inspection</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I. Engr. Diosdado R. Santos Jr. M.P.D.O</p>	<p>2 hours</p>
<p>4. Recording of the transaction</p> <p>The Original Official Receipt of payment is presented to the person-in-charge</p>	<p>The frontline person signs the application form and keep it on record together with the O.R.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>2minutes</p>
<p>5. Release / Issuance of Zoning Clearance for Business Permit</p> <p>Client receives the approved Zoning Clearance for business permit.</p>	<p>The Zoning Clearance Business Permit is issued to the client.</p> <p>Ariel Mañalac / Mabel Nuguid Administrative Clerk I</p>	<p>2minutes</p>

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

IV. Securing Data from Municipal Planning and Development Office

ABOUT THE SERVICE

Information about the Municipality and its development thrust, plans, programs and projects are available at the MPDO which includes:

- Socio-Economic Profile
- Land Use Plan
- Economic Development Data
- Development Plans
- Municipal statistics

- Municipal and Barangay Maps

REQUIREMENTS

- Letter Request stating the data/information needed, the purpose or why such data is needed.
- Identification Card of the requesting party

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
Inquiry		
Approach the person in charge and request the data needed. Present letter request and ID for verification.	Verify availability of data. If available, information is given to client, otherwise makes referral / endorsement to other office. Pinky P. Manuel -Admin. Assistant I Diane Kay Torrecarion- Admin. Clerk I	10minutes
Issuance of Information Needed		
Receives document from service provider and signs in the logbook.	Reviews and issues information to client. Pinky P. Manuel -Admin. Assistant I Diane Kay Torrecarion- Admin. Clerk I	15minutes

(Processing time may exceed the specified time indicated depending on the completeness of the requirements and other minimum supporting documents)

K. MUNICIPAL ENGINEERING OFFICE SERVICES

- I. Issuance of Building Permit
- II. Issuance of Fencing Permit
- III. Issuance of Sign Permit
- IV. Issuance of Certificate of Occupancy
- V. Engineering investigations, survey, design and preparation of program of works, detailed estimates and plans of local infrastructure and public works projects.
- VI. Issuance of Electrical Permit

I. Issuance of Building Permit/ Fencing Permit/ Sign Permit

ABOUT THE SERVICE

Section 301 of the National Building Code provides that any person, firm or corporation, agency or instrumentality of the government who will construct, alter, repair, use, occupy, convert, move or demolish any building or structure, or cause the same to be done is required to obtain a building permit first from the Office of the Building Official assigned in that place where the building or structure is located.

A building permit is a document issued by the Building Official giving permission to an applicant to proceed construction of a building project upon approval of the building plans, specifications and other pertinent documents found conforming to the provisions of the National Building Code of the Philippines. In addition, permits supplementary to a building permit such as Ancillary and Accessory permits shall also be applied. These are the following: a) Architectural Permit; b) Civil Structural Permit; c) Electrical Permit; d) Mechanical Permit; e) Sanitary Permit; f) Plumbing Permit; g) Electronics Permit

BUILDING PERMIT APPLICATION REQUIREMENTS:

Six (6) set of :

1. Accomplished Application Forms
2. Architectural Plans
4. Structural Plans/Structural Analysis
5. Sanitary/Plumbing Plans
6. Electrical Plans
7. Mechanical Plans
8. General Notes and Specification
9. Bill of Materials
10. Structural Analysis
11. TCT (Land Title), Land Ownership Title, CLOA Rights
12. Current Tax Receipt (Amiliar)
13. Tax Declaration
14. Brgy. Clearance for Construction
15. DPWH Clearance

REQUIREMENTS FOR FENCING PERMIT:

This is secured prior to actual construction of a fence up to 1.80m high.

1. Accomplished Fencing Permit Form (DPWH Form no. 2003-013-B)
2. Fencing plans, details and structural details
3. Bill of Materials and Cost Estimates
4. Lot survey plan sign and sealed by Geodetic Engineer
5. Transfer Certificate with Title (TCT)
6. Deed of Sale/Lease of Contract to Sell (if the TCT is not in the name of the owner/applicant)
7. Updated Real Property Tax Declaration
8. Certificate of Real Property Tax Payment
9. Barangay Construction Clearance
10. Row Clearance (DPWH if along National Road)

FEES: (See annex “A” for the Fees)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. SECURE Building Permit, Sanitary Permit and Electrical Permit Application Forms (6 sets) & comply with requirements from checklist	ISSUE building permit, sanitary permit and electrical permit application forms and checklist of requirements and give appropriate instructions to client Engr. Alvin Paul Antiojo Arch. Alner E. Pablo Engr. Marise Layug	15 minutes
2.SUBMIT accomplished building permit Application	1.RECEIVE application documents and check compliance to requirements.	15 minutes

	<p>Eileen Joyce Santos Arch. Alner E. Pablo</p> <p>2.ENSDORSE 1 set of plans, specifications and bill of materials to the Municipal Assessors Office.</p> <p>3.ENDORSE application to the Municipal Zoning Office and Bureau of Fire Protection (BFP).</p> <p>Engr. Marise Layug</p> <p>4.If necessary, PREPARE endorsement to concerned regulatory agencies affecting the application (DPWH, PEO, LTWD, MGB-DENR, NGCP, DOH, brgy, etc..)</p>	
<p>3.SECURE Locational clearance, Fire Safety Evaluation Report, and if required, clearances from other regulatory agencies. Pay corresponding fees.</p>	<p>REFER to Municipal Planning & Development Office (MPDO) Citizens Charter and Local Bureau of Fire Protection (BFP) Citizens Charter</p> <p>Arch. Alner E. Pablo Engr. Marise Layug</p>	
<p>4.SUBMIT clearances together with application documents to the Office of the Building Official</p>	<p>RECEIVE application documents and checks locational clearance and other clearances. If complete, go to next step (no. 5)</p> <p>Arch. Alner E. Pablo Engr. Marise Layug</p>	<p>2 minutes</p>
<p>5.SECURE Line & Grade approval</p>	<p>CONDUCT inspection and check compliance to established easements/setbacks</p> <p>Engr. Alvin Paul Antiojo Ms. Eileen Joyce Santos</p> <p>VERIFIES if application needs additional clearances from other agencies</p> <p>Engr. Alvin Paul Antiojo Arch. Alner E. Pablo</p>	<p>2 hours (depends on location)</p>
<p>6.SECURE approval of the following sections:</p>	<p>1. Architectural- Technical Evaluation assessment of fees & approval</p>	<p>20 minutes</p>

	Mr. Isagani T. Chavez Arch. Alner E. Pablo	
	2. Structural-Technical Evaluation & approval Mr. Isagani T. Chavez Arch. Alner E. Pablo Engr. John Paul Castro	20 minutes
	3. Electrical-Technical Evaluation, assessment of fees & approval Mr. Isagani T. Chavez Arch. Alner E. Pablo Engr. Marise Layug	20 minutes
	4. Plumbing & Sanitary-Technical Evaluation, assessment of fees & approval Arch. Alner E. Pablo Engr. Alvin Paul Antiojo	20 minutes
	COMPUTE and PREPARE order of payment Arch. Alner E. Pablo	5 minutes
7.PAY the of Building Code fees at the Municipal Treasury Office (MTO) Window 3	RECEIVE payment and PREPARE Official Receipt Revenue Collection Clerk	6 minutes
8.SUBMIT Official receipt back to Engineering Office/Office of the Building Official	RECORDS and TYPES application number including other relevant information in the application forms Arch. Alner E. Pablo Ms. Lea Bernardo Engr. Marise Layug	20 minutes
9.	1. REVIEW and check completeness of application documents by the Chief of Processing Division. Mr. Isagani T. Chavez Arch. Alner E. Pablo	25 minutes
	2. FINAL EVALUATION and approval by the Building Official. Mr. Isagani T. Chavez Arch. Alner E. Pablo	25 minutes
	3. TYPING of building permit number, recording, sorting, and filing of application	10 minutes

	documents. Arch. Alner E. Pablo Engr. Marise Layug Ms. Eileen Joyce Santos	
10.RECEIVE approved Building Permit	RELEASE owner's copy of permit. Mr. Isagani T. Chavez Arch. Alner E. Pablo	1 minute

Note: Maximum processing time is based on the completeness of required documents and its adherence to the requirements of the National Building Code.

For applications involving buildings/ structures already constructed without permit, the same process and requirements applies. However, both occupancy certificate and building permit applications may be applied at the same time.

For Fencing Permit applications, the signatories of evaluators on Electrical, Sanitary and Bureau of Fire Protection are not required.

For Sign (billboard) Permit applications, the signature of the Sanitary section is not required.

IV. Issuance of Certificate of Occupancy

ABOUT THE SERVICE

The owner of the building or structure who is granted a building permit shall, upon completion of the building, apply for a **Certificate of Occupancy** from the Office of the Building Official.

A **Certificate of Occupancy** shall be issued by the Building Official within 30 days, if after inspection and submittal of a Certificate of Completion by the Architect or Civil Engineer in charge of the construction, it is found that the building/structure has complied with the provisions of the Building Code.

A building/structure erected without a building permit may be issued a certificate of occupancy provided the owner will be made to comply with the requirements and specifications of the Building Code and other pertinent laws.

REQUIREMENTS

Two (2) copies of :

1. Certificate of Completion
2. Fire Safety Clearance
3. Photocopy of Building Permit

FEES: (See annex "A" for the Fees)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1.SECURE Application Forms	ISSUE application forms and checklist of requirements Arch. Alner E. Pablo Engr. Marise Layug	3 minutes
2.ACCOMPLISH and SUBMIT application forms and documents required from the checklist	CHECK documents and SCHEDULE date of inspection Mr. sagani T. Chavez Arch. Alner E. Pablo	5 minutes

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<p>3.ACCOMPANY inspection team to the building site</p>	<p>CONDUCT inspection of building and check its compliance to the approved building plans & specifications covered by the issued building permit</p> <p style="text-align: center;">Arch. Alner E. Pablo Engr. Alvin Paul Antiojo</p>	<p>2.5 hours</p>
<p>4.RETURN to the Engineering and Zoning Office and secure the approval of the inspection team</p>	<p>1. SIGNING of Certificate as to compliance with the following (in any order):</p> <ul style="list-style-type: none"> a. Line and Grade b. Architectural c. Structural d. Electrical e. Sanitary/ Plumbing f. Zoning (step 5) <p style="text-align: center;">Mr. sagani T. Chavez Arch. Alner E. Pablo Engr. Alvin Paul Antiojo Engr. arise Layug</p> <p>2. PREPARE endorsement to the local BFP. Applicant is advised to proceed to the Local Fire Station</p> <p>3. PREPARE order of payment for building code fees.</p>	<p>2 minutes per Signatory</p> <p>2 minutes</p> <p>2 minutes</p>
<p>5.SECURE Zoning Officer Approval and payment of fees.</p>	<p>c/o of Zoning Officer</p> <p>Refer to MPDO Citizens Charter</p>	
<p>6.SECURE Bureau of Fire Protection certificate of inspection and payment of fees.</p>	<p>c/o of Local Bureau of Fire Protection</p> <p>Refer to local BFP citizens charter</p>	
<p>7.PAY the Building Code fees at the Municipal Treasury Office (window 3)</p>	<p>RECEIVE payment and PREPARE Official Receipt</p> <p style="text-align: center;">Revenue Collection Clerk</p>	<p>6 minutes</p>
<p>8.SUBMIT OR to the Engineering Office/ Office of the Building Official</p>	<p>1. RECEIVES OR and process application</p> <p>2. ENDORSE application to the Chief of Processing Division</p> <p style="text-align: center;">Arch. Alner E. Pablo Engr. arise Layug Ms.een Joyce Santos</p>	<p>5 minutes</p>
	<p>1. EVALUATE and review completeness of documents</p> <p>2. ENDORSE application to the Building Official for final approval</p>	<p>10 minutes</p>

	Mr. Isagani T. Chavez Arch. Alner E. Pablo 3. FINAL EVALUATION and approval by the Building Official Arch. Alner E. Pablo	5 minutes
9. RECEIVE owners copy of Occupancy Certificate	1. FINAL PROCESSING , recording, and sorting of application 2. RELEASE owners copy of the Occupancy Certificate Arch. Alner E. Pablo Engr. Marise Layug	10 minutes

Note: Maximum processing time is based on the completeness of required documents and its adherence to the requirements of the National Building Code.

For applications involving buildings/ structures already constructed without permit, the same process and requirements applies. However, both occupancy certificate and building permit applications may be applied at the same time.

V. Engineering investigations, survey, design and preparation of program of works, detailed estimates and plans of local infrastructure and public works projects.

ABOUT THE SERVICE

The Office of the Municipal Engineer is primarily responsible in the administration, coordination, supervision and control of the construction, maintenance, improvement, repair of all infrastructure and public works projects of the Municipality.

The office is also mandated to provide engineering services for public welfare upon request and endorsed by the Barangay Council and the Local Chief Executive. The following are the technical services that may be availed from the engineering office : a) Engineering investigation and surveys; b) Preparation of Architectural and Engineering Design plans; c) Detailed Engineering (Preparation of Plans, Program of Works and Detailed Estimates), d) Project Management and Supervision.

WHO CAN AVAIL OF THE SERVICE

The Local Government Unit, General Public, NGO’s, CSO’s, and Barangay councils.

REQUIREMENTS

1. Letter Request
2. Barangay resolution endorsing the request
3. Local Chief Executive endorsement

FEES: (See annex “A” for the Fees)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
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<p>1.PRESENT copy of Barangay request/resolution duly endorsed by the LCE</p>	<p>1. Receive and record request. 2. Forward request to Municipal Engineer. 3.Assign technical personnel/ project engineer Engr. Frenzie Renzaeller Francisco Engr. John Paul Castro Engr. John Mike Gacusan Engr. Krisel Jane Paloma Mr. Isagani T. Chavez</p>	<p>2 minutes 5 minutes</p>
<p>2.ACCOMPANY team at the project site</p>	<p>CONDUCT inspection and or technical survey. PREPARE technical report, or, when necessary to include PREPARE design plans, detailed estimates and Program of Work Mr. Isagani T. Chavez Engr. Frenzie Renzaeller Francisco Engr. John Paul Castro Engr. John Mike Gacusan Engr. Krisel Jane Paloma Arch. Alner E. Pablo Engr. Alvin Paul Antiojo Engr. Marise Layug</p>	<p>1 day 2 days 5 days for simple structures and 30 days for buildings/ complex structures</p>
	<p>REVIEW report/Program of Work and PREPARE endorsement to the LCE for appropriate action or approval. Mr. Isagani T. Chavez Engr. Frenzie Renzaeller Francisco</p>	<p>30 minutes to 1 hour</p>
	<p>REVIEW and approval of report/Program of Work by the LCE See Mayor’s Office Citizens Charter</p>	
<p>3.RECEIVE Copy of report/Program of Work</p>	<p>RELEASE copy of report/Program of Work Engr. John Mike Gacusan Engr. Krisel Jane Paloma Arch. Alner E. Pablo</p>	<p>5 minutes</p>

VI. Issuance of Electrical Permit

ABOUT THE SERVICE

Permit for Electrical is issued by the Office of the Building Official to applicants who wish to be connected with electrical service during the construction of their buildings/structures and other permitted activities that needs temporary lighting.

REQUIREMENTS :

1. Original copy of Barangay Installation Clearance issued by the Barangay Captain
2. Original copy of the electrical layout/plan duly signed by a Registered and Licensed Electrical Engineer or a Master Electrician. (Provide a photocopy of the PRC ID of the Electrical Engineer or Master Electrician for validation)
3. Photocopy of Tax Declaration and the Updated Tax Receipt
4. Printed pictures showing all sides of the structure
5. Proof of ownership of the Lot/House

Provide any of the following:

- a. Photocopy of the TCT-Transfer Certificate Title (For applicants who own the lot where the structure is built or being constructed)

- b. Photocopy of the TCT-Transfer Certificate Title of the lot owner plus an original copy of Notarized Letter of Permission of the Lot Owner. (For applicants who are not the lot owner.)

- c. . Photocopy of Lot Certification issued by the Barangay Captain and PAMB Certificate issued by The Protected Area Management Board (PAMB). (For applicants residing at Barangay Roosevelt, Bangal and portion of Barangay San Pablo)

- d. Photocopy of Notarized Lot Certification (Right) given by the private lot owner or a Notarized Deed of Sale, Donation and Agreement to/with the lot owner.

- e. Original copy of NCIP Certificate issued by the National Commission on Indigenous People Office for **IP applicants** living at Barangay Payangan, Tubo-tubo and Bayan-bayanan.

FEES: (See annex "A" for the Fees)

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1.SECURE Electrical Permit Requirements	ISSUE Electrical Permit Requirements and give appropriate instructions. Engr. Marise Layug	1 minute
2.SUBMIT all Electrical Permit Requirements application is still on process.	RECEIVE and evaluate application as to compliance with requirements. ACCOMPANY client to Municipal Assessor's Office to evaluate RPT and other related documents. Engr. Marise Layug	6 minutes
3.	PREPARE Electrical Permit Engr. Maris eLayug	1 minute 1 minute

	SECURE final approval of the Building Official Arch. Alner E. Pablo	
4.PAY Electrical Permit Fees at the Municipal Treasury Office	RECEIVE payment and PREPARE Official Receipt Revenue Collection Clerk	6 minutes
5.SUBMIT Official Receipt	CHECK and RECORD Official Receipt Engr. Marise Layug	2 minutes
6.RECEIVE copy of Electrical Permit	RELEASE copy of Electrical Permit Engr. Marise Layug	2 minutes

“ANNEX A”

NEW SCHEDULE OF BUILDING CODE FEES AND OTHER CHARGES

1. Basis of assessment
 - a. Character of Occupancy
 - b. Cost of construction
 - c. Floor area
 - d. Height

2. Regardless of type of construction, the cost of construction of any building/ structure for the purpose of assessing the corresponding fees shall be based on the following tables

LOCATION	GROUP		
	All cities and Municipalities	A, B, C, D, E, F, G, H, I	F
	P 10,000.00	P8,000	P6,000

3. Construction/addition/renovation/alteration of buildings/structures under group/s sub-divisions shall be assessed as follows:

- a. Division A-1

	Area in sq. meters	Fees per sq.m.
i. Original complete construction up to 20.00 sq.m.....		P 2.00
ii. Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction		2.40
iii. Above 20 sq.meters to 50 sq. meters		3.40
iv. Above 50 sq. meters to 100 sq. meters		4.80
v. Above 100 sq. meters to 150 sq.meters		6.00
vi. Above 150 sq. meters		7.20

- b. Division A-2

	Area in sq. meters	Fees per sq.m.
i. Original complete construction up to 20.00 sq.m.....		P 3.00
ii. Additional/renovation/alteration up to 20.00 sq.m. regardless of floor area of original construction		3.40
iii. Above 20 sq.meters to 50 sq. meters		5.20
iv. Above 50 sq. meters to 100 sq. meters		8.00
v. Above 150 sq. meters		8.40

c. Divisions B-1/C-1/E-1,2,3/F-1/G-1.2.3.4.5/H-1,2,3,4/I-1 and J-1,2,3

	Area in sq. meters	Fees per sq.m.
i.	Up to 5,000	P 23.00
ii.	Above 5,000 to 6,000	22.00
iii.	Above 6,000 to 7,000	20.50
iv.	Above 7,000 to 8,000	19.50
v.	Above 8,000 to 9,000	18.00
vi.	Above 9,000 to 10,000	17.00
vii.	Above 10,000 to 15,000	16.00
viii.	Above 15,000 to 20,000	15.00
ix.	Above 20,000 to 30,000	14.00
x.	Above 30,000	12.00

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

i.	Up to 5,000	P 12.00
ii.	Above 5,000 to 6,000	11.00
iii.	Above 6,000 to 7,000	10.20
iv.	Above 7,000 to 8,000	9.60
v.	Above 8,000 to 9,000	9.00
vi.	Above 9,000 to 10,000	8.40
vii.	Above 10,000 to 15,000	7.20
viii.	Above 15,000 to 20,000	6.60
ix.	Above 20,000 to 30,000	6.00
x.	Above 30,000	5.00

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Section 3.a to 3.d).

4. Electrical Fees

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

a. Total Connected Load (kVA)

	Fee
i. 5 kVA or less	P 200.00
ii. Over 5 kVA to 50kVA	200.00+20.00/kVA
iii. Over 50 kVA to 300 kVA	1,100.00+10.00/kVA
iv. Over 300kVA to 1,500kVA	3,600.00+5.00/kVA
v. Over 1,500kVA to 6,000 kVA	9,600.00+2.50/kVA
vi. Over 6,000kVA	20,850.00+1.25/kVA

NOTE: Total Connected Load as shown in the Load Schedule.

b. Total Transformer/Uninterrupted Power Supply(UPS)/Generator Capacity (kVA)

	Fee
i. 5 kVA or less	P 40.00
ii. Over 5 kVA to 50kVA	40.00+P 4.00/kVA
iii. Over 50 kVA to 300 kVA	220.00+2.00/kVA
iv. Over 300kVA to 1,500kVA	720.00+1.00/kVA
v. Over 1,500kVA to 6,000 kVA	1,920.00+0.50/kVA
vi. Over 6,000kVA	4.170.00+0.25/Kva

NOTE: Total Transformer/UPS Generator Capacity shall include all transformer, UPS and generator which are owned /installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

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- i. Power Supply Pole Location 30.00/pole
- ii. Guying Attachment 30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	P 15.00	P 15.00
Commercial / Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fes shall be the sum of Section 4.a to 4.d of this Rule.

f. Forfeiture of Fees

If the Electrical works or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA7920), and the owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5. Mechanical Fees

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

- i. Refrigeration (cold storage), per ton or fraction thereof.....P 40.00
- ii. Ice plants, per ton or fraction thereof.....60.00
- iii. Packaged/Centralized Air Conditioning Systems: Up to 100 tons, per ton 90.00
- iv. Every ton or fraction thereof above 100 tons..... 40.00
- v. Window type air conditioners, per unit..... 60.00
- vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent
.....
40.00

vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be use as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.

b. Escalators and Moving Walks, funiculars and the like:

- i. Escalators and moving walk, per kW or fraction thereof.....P 10.00
- ii. Escalator and moving walks up to 20 linear meters or fraction thereof 20.00
- iii. Every linear meter or fraction thereof in excess of 20 linear meters..... 10.00
- iv. Funicular, per kW or fraction thereof (a) Per lineal meter travel 40.00
- v. Cable car, per kW or fraction thereof (a) Per lineal meter travel..... 5.00

c. Elevators, per unit:

- i. Motor driven dumbwaitersP 600.00
- ii. Construction elevators for material2,000.00
- iii. Passenger elevators5,000.00
- iv. Freight elevators5,000.00
- v. Car elevators5,000.00

d. Boilers, per kW:

- i. Up to 7.5 kWP 500.00
- ii. Above 7.5 kW to 22 kW700.00
- iii. Above 22 kW to 37 kW900.00
- iv. Above 37 kW to 52 kW1,200.00
- v. Above 52 kW to 67 kW1,400.00
- vi. Above 67 kW to 74 kW1,600.00
- vii. Every kW or fraction thereof above 74 kW 5.00

NOTE (a) Boiler rating shall be computed on the basis of 1.00 sq.m. of heating

surface for 1 boiler Kw

(b) Steam from this boiler used to propel any prime –mover is exempted from fees.

© Steam engine/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heater, per unit.....P 200.00

f. Water, sump and sewage pumps for commercial/industrial use per kW or fraction thereof ... 60.0

g. Automatic fire sprinkler system, per sprinkler head..... 4.00

h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the likes, per kW:

a. Every kW up to 50 kw 25.00

b. Above 50 kW up to 100 kW 20.00

c. Every kW above 100 kW 3.00

i. Compressed Air, Vacuum, Commercial, Institutional and or Industrial Gases, per outlet..... 20.00

j. Gas Meter, per unit 100.00

k. Power piping for gas/steam/etc., per ln. m. or fraction thereof or per cu.m. or fraction thereof whichever is higher 4.00

l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, Not registered with the LTO, per kW:

i. Up to 50 kW10.00

ii. Above 50 kW to 100 kW12.00

iii. Every above 100 kW or fraction thereof3.00

m. Pressure Vessels, per cu. M. or fraction thereof 60.00

n. Other Machinery/Equip’t for Comm’l/ Industrial/Institutional Use elsewhere specified, per kW or fraction thereof 60.00

o. Pneumatic tubes, Conveyors, Monotrails for materials handling and addition to existing supply and or exhaust Duct works and the like, per lineal meters or fraction thereof 10.00

p. Weighing Scale Structures, per ton or fraction thereof 50.00

NOTE: Transfer of machine or equipment location within a building requires a mechanical permit and Payment of fees.

6. Plumbing Fees

a. Installation fees, one (1) “UNIT” composed of one (1) water closet, two (2) floor drains, one (1) lavatory, One (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole “ UNIT” P 24.00

b. Every fixture in excess of one unit:

i. Each water closet P 7.00

ii. Each floor drain 3.00

iii. Each sink3.00

iv. Each lavatory 7.00

v. Each faucet 2.00

vi. Each shower head 2.00

c. Special Plumbing Fixtures:

i. Each slop sinkP 7.00

ii. Each urinal 4.00

iii. Each bath tub 7.00

iv. Each grease trap 7.00

v. Each garage trap 7.00

vi. Each bidet 4.00

vii. Each dental cuspidor 4.00

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viii.	Each gas fired water heater .	4.00
ix.	Each drinking fountain	2.00
x.	Each bar or soda fountain sink.	4.00
xi.	Each laundry sink	4.00
xii.	Each lavatory sink	4.00
xiii.	Each fixed-type sterilizer	2.00

d.	Each water meter	P 2.00	
	i.	12 to 25 mm dia.	8.00
	ii.	Above 25 mm dia.	10.00
e.	Construction of septic tank, applicable in all Groups		
	i.	Up to 5.00 cu.m. of digestion chamber.	P 24.00
	ii.	Every cu.m. or fraction thereof in excess of 5.00 cu.m.	7.00

7. Electronics Fees

a. Central office switching equipment, remote switching units, concentrators, PABX/PBX’s cordless /wireless telephone and telecommunication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communication.....P 2.40 per port

b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/ relay radio and broadcasting communications stations communications centers, switching centers, control centers, operations or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communication services, including those used in navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.P1,000.00 per location

c. Automated teller machines, ticketing, vending and other types of electronic dispensing machine, telephone booths, pay phones, coin changers, location or direction finding system, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanner, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purpose and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors.....P 10.00 per unit

d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connectedP 2.40 per outlet

e. Station, terminal control point port/central or remote panels/outlets for security and alarm system (including watchman system, burglar alarms, intrusion detection system, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.) electronics fire alarm(including early detection systems, smoke detectors, etc.) sound-reinforcement background, music, paging/conference systems, and the like, CATV, MATV/CCTV and off-air television, electronically controlled conveyance systems, building automation, management system and similar types of electronic or electronically controlled installations whether a user terminal is connectedP 2.40 per termination

f. Studios, auditoriums, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activitiesP 1,000.00 per location

g. Antenna towers/masts or other structures for installation of any electronic and or communications transmission/receptionP 1,000.00 per structure

h. Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi media signs, etc.P 50.00 per unit

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- i. Poles and attachment:
 - a. Per Pole (to paid by pole owner)P 20.00
 - b. Per attachment (to be paid by any entity who attaches to the pole of others) 20.00

j. Other types of electronics or electronically controlled device, apparatus, equipment, instrument, or units not specifically identified above.P 50.00 per unit

8. Accessories of the Building/Structure Fees

a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais, and the like, shall be charged 50% of the rate of the principal building of which they are a part (section 3.a to 3.d of this schedule).

b. Building with a height of more than 8.00 meters shall be charged an additional fee of twenty five centavos (P0.25) per cubic meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.

- c. Bank and Records Vaults with interior volume up to 20.00 cu. Meters.....P 20.00
 - i. In excess of 20.00 cu.m 8.00

- d. Swimming Pools, per cu. Meter or fraction thereof:
 - i. Group A ResidentialP 3.00
 - ii. Commercial / Institutional Groups B, E, F ,G ...36.00
 - iii. Social/ Recreational/Institutional Groups C, D, H, I ... 24.00
 - iv. Swimming pools improvised from local indigenous materials such as rocks, stones, and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.
 - v. Swimming pool shower rooms/locker rooms:
 - i. Per unit or fraction thereofP 60.00
 - ii. Residential GROUP A 6.00
 - iii. GROUP B, E, F, G, 18.00
 - iv. GROUP C, D, H, 12.00

- e. Construction of firewalls separate from the building:
 - i. Per sq.m. or fraction thereof 3.00
 - ii. Provided, that the minimum fee shall be 48.00

f. Construction of towers: Including Radio and TV towers, water tank supporting structures and the like:

	Use or Character of Occupancy	Self-Supporting	Trilon (Guyed))
i.	Single detached		
ii.	Dwelling units P 500.00		P 150.00
iii.	Commercial/Industrial		
iv.	(Groups B,E,F,G)		
	Up to 10.00 meters in height.....	2,400.00	240.00
	(a) Every meter		
	(b) or fraction thereof in excess of 10.00 meters	120.00	12.00
v.	Educational/Recreational		
vi.	/Institutional		
	(Groups C,D,H,I) up to 10.00 meters In height ...	1,800.00	120.00
	(a) Every meter or		
	(b) fraction thereof in excess of 10.00 meters	120.00	12.00

- g. Storage silos, up to 10.00 meters in height P 2,400.00
 - a. Every meter or fraction thereof in excess of 10.00 meters.,... 150.00
 - b. Silos with platforms or floors shall be charged an additional fee in accordance With section 3.e of this schedule

- h. Construction of smokestacks and chimneys for Commercial/Industrial Use Groups B,E,F and G:
 - a. Smokestacks, up to 10.00 meters in height, measured from the base.....P 240.00

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- (a) Every meter or fraction thereof in excess of 10.00 meters..... 12.00
- b. Chimneys up to 10.00 meters in height, measured from the base..... 48.00
- (a) Every meter or fraction thereof in excess of 10.00 meters.....2.00
- i. Construction of Commercial/Industrial Fixed Ovens, per square meters or fraction thereof Of interior floor areas 48.00

- j. Construction of Industrial Kiln/Furnace, per cu.m. or fraction thereof of volume..... 12.00
- k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B. up to 2 cu.m.. 12.00
 - i. Every cu.m. or fraction thereof in excess of 2.00 cu.m..... 12.00
 - ii. For all other than Groups A and B up to 10.00 cu.m.....480.00
 - (a) Every cu.m. or fraction thereof in excess of 10.00 cu.m..... 24.00
- l. Construction of Water and Waste Water Treatment Tanks (including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu.m. volume..... P 7.00
- m. Construction of reinforced concrete or steel tanks except for commercial/Industrial Use:
 - i. Above ground, up to 10.00 cu.meters 480.00
 - Every cu. Meter or fraction thereof in excess of 10.00 cu. Meters 480.00
 - ii. Underground up to 20.00 cu. meters540.00
 - Every cu. meter or fraction thereof in excess of 20.00 cu. meters 24.00
- n. Pull-outs and Reinstallation of Commercial / Industrial Steel Tanks:
 - i. Underground, per cubic meter or fraction thereof of excavation 3.00
 - ii. Saddle or trestle mounted horizontal tanks3.00
 - iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with section 8.k above
- o. Booths, Kiosks, Platforms, Stages and the like per sq.m. or fraction thereof of floor area:
 - i. Construction of permanent type..... 10.00
 - ii. Construction of temporary type..... 5.00
 - iii. Inspection of knock-down temporary type, per unit..... 24.00
- p. Construction of building and other accessory structures within cemeteries and memorial parks:
 - i. Tombs, per sq.m. of covered ground areas..... 5.00
 - ii. Semi-enclosed mausoleums whether canopied or not, per sq.m. of built-up area 5.00
 - iii. Totally enclosed mausoleums, per sq.m. of floor area..... 12.00
 - iv. Totally enclosed mausoleums, per sq.m. of floor area..... 5.00
 - v. Columbarium, per sq. meter 18.00

9. Accessory Fees

- a. Establishment of Line and Grade**, all sides fronting or abutting street, esteros, rivers and creeks, first 10.00 meters 24.00
 - i. every meter or fraction thereof in excess of 10.00 meters 2.40

b. Ground Preparation and Excavation Fee

i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

- (a) Inspection and Verification Fee P 200.00
- (b) Per cu. meters of excavation 3.00
- (c) Issuance of GP & EP valid only for thirty (30) days or superseded upon issuance of Building Permit 50.00
- (d) Per cu. meter of excavation for foundation with basement..... 4.00
- (e) Excavation other than foundation or basement, per cu.meter..... 3.00
- (f) Encroachment of footing or foundation of buildings/structures to

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public areas as permitted, Per sq. meter or fraction thereof of footing or foundation encroachment 250.00

c. Fencing Fees:

- i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof 3.00
- ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof..... 4.00
- iii. Made of indigenous materials, barbed, chicken or hog wires, per linear meter 2.40

d. Construction of Pavements, up to 20.00 sq. meters 24.00

e. In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating ring, pelota courts, tennis and basketball courts and the like 3.00

f. Use of Streets and Sidewalks, Enclosure and Occupancy of Sidewalks up to 20 sq.m., per calendar month 240.00

- i. Every sq. meter or fraction thereof in excess of 20.00 sq. meters 12.00

g. Erection of Scaffoldings and Occupying Public Areas, per calendar month.

- i. Up to 10.00 meters length 150.00
- ii. Every lineal meter or fraction thereof in excess of 10.00 meters 12.00

h. Sign Fees:

- i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area 120.00
 - (a) Every square meter or fraction thereof in excess of 4.00 sq.meters 24.00
- ii. Installation Fees, per sq. meter or fraction thereof of display surface:

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

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

Type of Display	Business Signs	Advertising Signs
Neon	P36.00, min. fee shall be P124.00	P46.00, min. fee shall be P200.00
Illuminated	P18.00, min. fee shall be P72.00	P38.00, min. fee shall be P50.00
Others	P12.00, min. fee shall be P40.00	P20.00, min. fee shall be P110.00
Painted-on	P8.00, min. fee shall be P30.00	P12.00, min. fee shall be P100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of building/structures in sq. meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all GroupsP 5.00
- ii. Alteration/renovation/improvement on horizontal dimensions of

buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all GroupsP 5.00

iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with the same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.

ii. The fees to be charged shall be as prescribed under section 3.a to 3.e of this schedule, whichever Group applies.

k. Demolition / Moving of Buildings/ Structures Fees, per sq. meter of area or dimensions involved:

i. Building in all Groups per sq. meter areaP 3.00

ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences 4.00

iii. Structures up to 10.00 meters in height800.00

(a) Every meter or portion thereof in excess of 10.00 meters 50.00

iv. Appendage of up to 3.00cu. meter/unit 50.00

(a) Every cu. meter or portion thereof in excess of 3.00 cu. Meters 50.00

v. Moving Fee, per sq. meter of area of building / structure to be moved..... 3.00

10. CERTIFICATES OF USE OR OCCUPANCY (Table 11.G.1 for fixed costing)

a. Division A-1 and A-2 Buildings:

- i. Costing up to P150,000.00..... P 100.00
- ii. Costing more than P150,000.00 up to P400,000.00 200.00
- iii. Costing more than P400,000.00 up to P850,000.00400.00
- iv. Costing more than P850,000.00 up to P1,200,000.00..... 800.00
- v. Every million or fraction thereof in excess of P1,200,000.008.00

b. Divisions B-1/E-1,2,3/F-1/G-1,2,3,4,5 / H-1,2,3,4 / and I-1 Buildings:

- i. Costing up to P150,000.00 P 200.00
- ii. Costing more than P150,000.00 up to P400,000.00..... 400.00
- iii. Costing more than P400,000.00 up to P850,000.00 800.00
- iv. Costing more than P850,000.00 up to P1,200,000.001,000.00
- v. Every million or fraction thereof in excess of P1,200,000.001,000.00

c. Division C-1,2 /D-1,2,3 Buildings:

- i. Costing up to P150,000.00P 150.00
- ii. Costing more than P150,000.00 up to P400,000.00.....250.00
- iii. Costing more than P400,000.00 up to P850,000.00 600.00
- iv. Costing more than P850,000.00 up to P1,200,000.00 900.00
- v. Every million or fraction thereof in excess of P1,200,000.00..... 900.00

d. Division J-1 Buildings/Structures:

- i. With floor area up to 20.00 sq. metersP 50.00
- ii. With floor area above 20.00 sq. meters up to 500.00 sq. meters 240.00
- iii. With floor area above 500.00 sq. meters up to 1,000.00 sq. meters 360.00
- iv. With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters .. 480.00
- v. With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters... 200.00
- vi. With floor area above 10,000.00 sq. meters 2,400.00

e. Division J-2 Structures:

- i. Garage, carports, balconies, terraces, lanais, and the like: 50% of the rate of the principal building, of which they are accessories

- ii. Aviaries, aquariums, zoo structures and the like: same rate as for Section 10.d. above.
- iii. Towers such as Radio and TV transmissions, cellsites, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
 - (a) First 10 meters of height from the ground P 800.00
 - (b) Every meter or fraction thereof in excess of 10.00 meters 50.00

f. Change in Use / Occupancy, per sq. meter or fraction thereof of area affected..... 5.00

L. SANGGUNIANG BAYAN SERVICES

AVAILABILITY OF SERVICES: Monday to Friday 8:00 AM to 5:00 PM

MUNICIPAL TRICYCLE OPERATOR'S PERMIT

ABOUT THE SERVICE

Municipal Tricycle Operator's Permit or MTOP is a permit giving franchise or license to a juridical person in order to operate a unit of motor tricycle for hire within the municipality.

REQUIREMENTS:

I. For Renewal

- 1.) Photocopy of the latest O. R. and C. R. of the unit
- 2.) Certification from TODA where the operator of the unit is a member
- 3.) Community Tax Certificate (Cedula)

II. For New Applicant/Change Unit

- 1.) Photocopy of the latest O. R. and C. R. of the previous unit
- 2.) Certification from TODA where the operator of the unit is a member specifying among others the specification of the new unit
- 3.) Community Tax Certificate (Cedula)
- 4.) Photocopy of the latest O. R. and C. R. of the new unit
- 5.) If the new unit was sold from another person, photocopy of the deed of absolute sale
- 6.) If the new unit was already an MCH for hire, photocopy of the dropping of line from the municipality where the unit is registered

III. For New Applicant on a dropped line

- 1.) Photocopy of the latest O. R. showing that the previous unit in a specified line is already registered as private in LTO.
- 2.) Photocopy of the latest O. R. and C. R. of the new unit
- 3.) Certification from TODA where the operator of the unit is a member

- 4.) Community Tax Certificate (Cedula)
- 5.) If the new unit was sold from another person, photocopy of the deed of absolute sale
- 6.) If the new unit was already an MCH for hire, photocopy of the dropping of line from where the municipality the unit is registered

IV. Dropping of Line

- 1.) Photocopy of the latest O. R. and C. R. of the unit
- 2.) Community Tax Certificate (Cedula)
- 3.) Valid I. D.
- 4.) If the person whose name appeared in a certain line is out of the country or decease, ask an assistance from the MTOP Officer regarding other documents to be presented

Note: Other documents will be required on a case to case basis.

FEES:

MTOP	-	P 400.00
Parking Fee	-	300.00
Filing Fee	-	50.00
Dropping Fee	-	100.00
MTOP Confirmation	-	100.00
Certification of No Records	-	100.00
Penalty for an expired franchise	-	50.00 (for one week to less a month expired) 250.00 (for one month to six months expired) 500.00 (for over six months to one year expired and additional 100.00 for every year thereafter)

HOW AVAIL OF THIS SERVICE FOLLOW THESE STEPS

FOR SECURING MTOP AND MAYOR'S PERMIT AT THE SAME TIME:

Steps	Service Provider	Processing Time
Sangguniang Bayan Office for verification, assessment, application form and issuance of order of payment	Ms. Elenita O. Alfonso SB MTOP Officer	5 to 10 minutes
MPDO for inspection	MPDO employee	5 minutes

MTO for payment and release of mayor's permit stickers	Revenue Collection Officer	5 minutes
Sangguniang Bayan Office for the release of the MTOP / other documents	SB MTOP Officer	10 – 15 minutes depending on the number of applicants

For securing MTOP only:

This only means that the operator has already availed of the Mayor's permit before the expiration of the franchise – Follow steps 1, 3 and 4 only

M. MUNICIPAL AGRICULTURE SERVICES

- I. Seed Production and Certification
- II. Technology Transfer

I. SEED PRODUCTION AND CERTIFICATION

ABOUT THE SERVICE:

The office of the Municipal Agriculturist will ensure that supply of certified seeds to farmers in this municipality is sufficient and available.

Requirement:

1. Recruitment of Seed Growers.
2. Application requirement.
3. Orientation Seminar.
4. Area/site validation for production.
5. Seed Growers Accreditation.
6. MOA Signing.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Submission of required documents.	Ramir T. Panlaqui (Seed Inspector)	5minutes
2. Validation of documents submitted	-do-	10minutes/transaction
3. Interview and assessment.	-do-	5minutes/seed grower
4.Processing of documents & Submission to concerned offices.	-do-	10minutes/documents
5.Must undergo Seed Production Seminars	DA Agricultural Technologist	2days

6. Comply to all requirements Required for seed certification	Municipal Agriculturist	1 week
7. Frequent monitor of farm activities	DA Agricultural Technologist.	1 day
8. Harvest undergo seed certification and laboratory testing	-do-	1 day
9. Harvest to be used for farmers seed production as seed stocks.	DA Agricultural Technologist	daily
10. Stock seeds produced by seed growers will be accounted by the seed inspector for the availability of seeds stock for farmers needs.	Municipal Agriculturist Ramir T. Panlqui Seed Inspector	At the end of the week
11. Seed growers produces served as bumper stocks during disaster needs	Ramir T. Panlaqui Seed Inspector	1 day

II. TECHNOLOGY TRANSFER:

ABOUT THE SERVICE:

The office of the Municipal Agriculturist it aims to initiate and institutionalize a delivery system, service center and a mechanism to facilitate effective and efficient provision of information and technology services in agriculture and other allied fields in active partnership with other resource centers.

TO AVAIL OF THIS SERVICE FOLLOW THESE STEPS

Client/Applicant	Service Provider	Processing Time
1. Farmers Field School (FFS) 1.1. Document on approved project. 1.2. Information to clients on the project. 1.3. Orientation/Briefing 1.4. FFS Implementation (Informal Education) 1.5. Graduation/Field Day	AT/MA/Clerk DA- Agricultural Technologist DA Staff DA Staff DA Staff	2 hrs. 1 day ½ day/FFS 4 months 1 day
2. Techno Demo Farm: 2.1. Submission of Techno Demo Site. 2.2. Identification of recipient/ site validation. 2.3. Orientation/Briefing 2.4. MOA Signing 2.5. Assessment of the Demo Farm. 2.6. Submission of periodic reports on the progress of the demo. 2.7. Conduct Field Day 2.8. Prepared & Submission of Terminal Report.	DA Agricultural Technologist DA Agricultural Technologist -do- -do- AT/assigned AT/Assigned DA Staff AT/Assigned	5 minutes 1 day ½ day 5 minutes Weekly basis Monthly 1 day 2 days
3. Promotion of Organic Farming: 3.1. Documents/Approval of project. 3.2. Information Dissemination. 3.3. Identification of beneficiaries.	Janice Anne F. Imperial Mun. Organic Agriculture Focal Person DA Agricultural Technologist DA Agricultural Technologist	1 day 2 days

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<p>3.4. Implementation of organic farming technologies.</p> <p>3.5. Assessment of the on-going project.</p> <p>3.6. Submission of progress reports.</p> <p>3.7. Field Day</p> <p>3.8. Prepared & Submission of Terminal Report.</p>	<p>DA Agricultural Technologist DA Agricultural Technologist DA Agricultural Technologist DA Staff DA Agricultural Technologist</p>	<p>1 week</p> <p>4 month</p> <p>Weekly basis</p> <p>Monthly basis</p> <p>1 day</p> <p>3 days</p>
<p>4. Rice Commercialization Program:</p> <p>4.1. Documents/Approved project.</p> <p>4.2. Identification of recipients.</p> <p>4.3. Orientation/Briefing</p> <p>4.4. Implementation of the project.</p> <p>4.5. Monitoring and Assessment</p> <p>4.6. Reporting and submission of progress report.</p> <p>4.7. Conduct Field Day.</p> <p>4.8. Prepared & Submission of Terminal Report.</p> <p>4.9. Consolidation of Report for submission.</p>	<p>AT/MA/Clerk DA Agricultural Technologist DA Staff Agricultural Technologist Assigned AT- Assigned AT- Assigned</p> <p>AT – Assigned AT – Assignedexec</p> <p>Municipal Agriculturist</p>	<p>2-4 hrs. 1 day ½ day 4 months</p> <p>Weekly basis Monthly</p> <p>1 day 2 days</p> <p>1-2 days</p>
<p>5. Seminars/symposium/Farmers/RIC/4-H Club on IGP</p> <p>5.1. Prepared program, projects proposal and invitation.</p> <p>5.2. Identification of prospective participants.</p> <p>5.3. Conduct of seminars/symposium proper.</p> <p>5.4. Prepared progress report about the seminars/symposium conducted.</p> <p>5.5. Submission of Terminal Report.</p>	<p>DA Staff</p> <p>DA Agricultural Technologist</p> <p>DA Staff</p> <p>DA Staff</p> <p>DA Staff</p>	<p>1 day</p> <p>2-3 days</p> <p>2-3 days</p> <p>1 day</p> <p>1 day</p>
<p>6. Animal Health Care and Management:</p> <p>- (SEMINARS/SYMPOSIUM)</p> <p>6.1. Submission of required documents.</p> <p>6.2. Validation of documents and processing of papers.</p> <p>6.3. Conduct seminars/symposium on animal health care and management.</p> <p>6.4. Prepared database on animals population.</p> <p>6.5. Consolidation & Submission of database reports.</p> <p>(VACCINATION/DEWORMING)</p> <p>6.1. Program of activities</p> <p>6.2 Target date of implementation</p>	<p>Municipal Vet/ Vaccinators</p>	

<p>6.3 Notice prepared to barangays concerned 6.4 Schedule of vaccination/deworming 6.5 Listing of number of animal vaccinated/dewormed. 6.6 Consolidation of reports</p>		
<p>7. Anti-Rabies Vaccination 7.1 Anti-Rabies Drive 7.2 Distribution of pamphlet, brochure, Fliers about rabies 7.3 Conduct massive rabies vaccination 7.4 Listing of dogs and cats vaccinated 7.5 Monitor incidence of dogs bites 7.6 Assist for medication assistance</p>	<p>Municipal Vet./ Vaccinators</p>	
<p>8. FARM AND HOME VISIT APPROACH 8.1 Itinerary of Travel prepared 8.2 Personal visit to farmer clients regards farm activities and consultation 8.3. Prepared progress report on the activities undertaken. 8.4. Submission of report and supporting papers.</p>	<p>DA Agricultural Technologist DA Agricultural Technologist DA Agricultural Technologist</p>	<p>1day 4hours 10minutes</p>
<p>9, Rehabilitation Program: Disaster (Typhoon/Flood/Drought) Affected 9.1 Monitoring & Assessment of crops damaged/affected. 9.2 Report of partial crops damaged per barangay 9.3. Final Report of crops damaged per technician of barangays assignment. 9.4 Compilation of Municipal Damaged report 9.5 Submission of Municipal Crops Damaged report to concern Agencies. 9.6 Validation of actual area of crops Damaged and number of farmers Affected. 9.7 Master listing of farmers affected By typhoon/flood. 9.8 Distribution of certified seeds to Affected farmers.</p>	<p>DA Agricultural Technologist DA Agricultural Technologist DA Agricultural Technologist Municipal Agriculturist Municipal Agriculturist COA/DA Region & OPA DA- Agricultural Technologist DA- Agricultural Technologist</p>	
<p>10. Techno Pinoy Center: 10,1 Prepare Techno Pinoy Center Action Plan and submission to concerned agencies. 10,2 Spearheads the development and implementation of an information communication plan for the center. 10,3 Submits to the FITS Manager reports on the ICT services provided and other ICT needs 10,4 Assist the FITS Manager in assessing needs, formulating, implementing, monitoring,</p>	<p>Municipal Agriculturist FITS Manager Ramir Panlaqui FITS Information Service Specialist Agricultural Technologist FITS Technology Service Specialist Agricultural Technologist FITS Technology Service Specialist</p>	<p>2 days Daily Weekly Daily Daily</p>

<p>evaluating and updating strategies for efficient and effective provision of technology</p> <p>10.5 Coordinates in networking activities with individual and organizations in providing technology services financing and others.</p> <p>10.6 INFORMATION SERVICES: (MAJOR OUTPUT)</p> <p>10.6.1. No. of IEC materials in various multi-media formats provided.</p> <p>10.6.2. No. of new technologies, product and services exhibited.</p> <p>10.6.3. Pieces of information and technologies accessed through internet.</p> <p>10.6.4. No. of Information inquiry through SMS.</p> <p>10.6.5. No. of encoded records Upgrade in the FITS is Database.</p> <p>10.7. TECHNOLOGY SERVICES: (MAJOR OUTPUT)</p> <p>10.7.1. No. of technology training and forum conducted (FITS & MS).</p> <p>10.7.2. No. of technical consultancy provided to clients (techno clinics)</p>	<p>Ramir Panlaqui FITS Information Service Specialist -do- -do- -do- -do-</p> <p>Agricultural Technologist FITS Technology Service Specialist -do-</p>	
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<p>10.7.3. No. of clients linked to experts, financial institutions, input suppliers and market.</p> <p>10.7.4. No. of technical assistance on enterprise development rendered.</p> <p>10.7.5. No. of quality planting materials and animal stocks made available to clients.</p>		
<p>11. Issuance of DA Certification 11.1 Prepare DA Certification</p>	<p>MA/DA Personnel</p>	<p>15 minutes</p>
<p>12. Other Projects: FARM MECHANIZATION PROGRAM:</p> <p>12.1 Agricultural Farm Equipment/Post Harvest Facilities for request .</p> <p>12.1.1 Board resolution of Farmers Association requirements</p> <p>12.1.2 Prepared endorsement Papers</p> <p>12.1.3. Preparation of supporting Papers.</p> <p>12.1.4 Submission of complete supporting documents to agencies concerned.</p> <p>12. 1.5 Follow-up request.</p> <p>12.1.6 Awarding</p>	<p>Farmers Association Municipal Agriculturist AT assigned FA/DA Personnel FA/DA Personnel</p> <p>DA Personnel</p> <p>DA Personnel Barangay Officials AT's assigned</p>	<p>30 minutes 3-4 hours</p>

<p>12.2 Farm to Market Roads/Bridges 12.2.1 Barangay Resolution 12.2.2 Location of the Project. 12.2.3 Length 12.2.4 No. of beneficiaries benefited 12.2.5 Program of Work 12.2.6 Inspection and Validation</p>	<p>Barangay Council MAO office Engineering National/Regional</p>	
<p>12.3. High Value Commercial Crops (HVCC) Program 12.3.1 Planting Materials Intervention 12.3.2 Resolution or Request of Upland Farmers Association 12.3.3 Number of Farmers, Location of Farm and number of area to be planted 12.3.4 endorsement to Agency concerned 12.3.5 Validation of Request 12.3.6 Follow-up Request 12.3.7 Distribution of intervention 12.3.8 Frequent visitation of area planted . 12.3.9 Planting and Harvesting Report 12.4 Farm Equipment/Implement Intervention 12.4.1 Resolution or Request from Farmers Association 12.4.2 Supporting papers requirements 12.4.4 Endorsements 12.4.5 Follow-up of request 12.4.6 Awarding</p>	<p>Lei Ann T. Punla Mun. HVCCDP Coordinator Farmers Association HVCC Coordinator/ FA MAO office MAO Office -do- -do- HVCC Coordinator -do- Farmers Association FA/ATs assigned MAO office -do- -do-</p>	

N. FEEDBACK AND COMPLAINTS MECHANISMS

HOW TO SEND FEEDBACK

- Answer the client feedback form and drop it in the designated Comment and Suggestion Box located at the Public Assistance and Complaint Desk.
- Post feedback at Bayan ng Dinaupihan Page ([facebook.com/BayangngDinalupihan](https://www.facebook.com/BayangngDinalupihan))

HOW FEEDBACK IS PROCESSED

- The assigned Officer of the Day opens the drop box and compiles and records all feedback submitted to Human Resource Management Office (HRMO) every week.
- Positive and negative feedbacks will be forwarded to concerned office/personnel. For negative feedbacks, the concerned office/personnel will be required to explain in written addressed to HRMO within 72 hours upon receipt hereof.
- The explanation of the office/personnel will then be relayed to the client.
- For inquiries and follow-ups, clients may contact the MHRMO at 09175517478
- For feedbacks posted at Bayan ng Dinalupihan Page, it will be forwarded to concerned office/personnel and will reply the soonest.

HOW TO FILE A COMPLAINT

- Fill-up the client Complaint Form located at the Public Assistance and Complaint Desk. Submit the form to the officer of the day for proper recording.
- Complaints may be also filed via telephone and social media at Bayan ng Dinalupihan page. Make sure to provide the following information:
 - Name of complainant, contact number and date of complaint
 - Name of the person/office being complained
 - Incident
 - Evidence
- For inquiries and follow-ups, clients may contact this number MHRMO at 09175517478

HOW COMPLAINTS ARE PROCESSED

- The Municipal Human Resource and Management Officer evaluates submitted complaints.
- Upon evaluation, the MHRMO shall start the investigation and forward the complaint to the relevant office for their explanation.
- The MHRMO will create a report and will be submitted to the Local Chief Executive for appropriate action.
- The MHRMO will give feedback to the client for the action taken.
- For inquiries and follow-ups, clients may contact this number MHRMO at 09175517478