SANGGUNIANG BAYAN OFFICE
External Services

1. MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

Prospective operators of motor tricycles should first secure a Motorized Tricycle Operator's Permit (MTOP) from the Sangguniang Bayan. An MTOP is a document granting franchise or license to a person, natural or juridical, allowing him to operate tricycle-for-hire over specified zones.

Only Filipino citizens and partnership or corporation with sixty percent (60%) Filipino equity shall be granted the MTOP. No MTOP shall be granted by the municipality unless the applicant is in possession of units with valid registration papers from the Land Transportation Office (LTO).

MTOP issued has a validity of three (3) years.

1. For New Applicant / Renewal

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Motorized Tricycle Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest OR and CR of the unit	Owner/Operator
2. TODA Certification	TODA
3. Community Tax Certificate (SEDULA)	Municipal Treasury Office/Barangay
4. Deed of Sale (only for new applicant, when the unit is not yet registered in the name of the owner)	Owner/Operator
Identification Card (ID)	Owner/Operator/Representative
• Additional requirements will be required on a case to case basis	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Office of the Sangguniang Bayan	1. Evaluate the requirements submitted and issue an order of payment	None	10 mins	Clerk III Administrative Assistant IV SB Secretary
2. Present the Motorized Tricycle Unit to MPDO assigned staff for Inspection	2. Conduct inspection of the unit, if all lights/accessories are complied and issue inspection report	None	10 mins	MPDO Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to the Municipal Treasury Office for payment of Permit Fees	3. Process payment and issue official receipt/s	Filing Fee - P 50.00 MTOP Fee – 400.00 (P 200.00 for applicants who are members of DH, SPBM and NAMA) Parking Fee – 300.00 Mayor's Permit – 240.00 **Additional Filing Fee (if there is any)* ** Penalty, if expired MTOP:* *One week to less than a month expired – P 50.00*	10 mins	MTO Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		One month to six months expired – P 250.00 For over six months to one year expired – P 500.00 Plus Additional Penalty for every year Expired - P 100.00	10 mins	MTO Staff
4. Present receipts and documents to Sangguniang Bayan Office for issuance of an MTOP Application subject for notary	4.1 Prepare the MTOP Application Form and the Special Authority for MCH Franchise. 1. Issue the MTOP Filled-up Application Form to Applicant for notary.	None	20 mins	Clerk III Administrative Assistant IV SB Secretary
5. Return the notarized MTOP Application Form to SB Office	5. Release the MTOP Application Form and Special Authority for MCH Franchise.	None	10 mins	Clerk III Administrative Assistant IV SB Secretary

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Present to the Municipal Treasury Office copy of the issued MTOP for the release of Mayor's Permit sticker.	6. Release the Mayor's Permit Sticker	None	10 mins	MTO Staff
TOTAL		**P 990.00 or P 790.00 (only for those members of DH, SPBM and NAMA) plus additional filing fee /penalty, if there is any**	**70 mins**	

Note: For securing MTOP only, meaning the applicant has already availed of the Mayor's Permit before the expiration of the MTOP, Step No. 2 will be omitted.

2. ISSUANCE OF DROPPING

Motorized Tricycle Operators who intend to stop service completely due to reasons like unserviceable unit or suspend service for more than one (1) month or the unit was sold to another person, the operator is required to file a Petition for Dropping for the issuance of an Order of Dropping.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Motorized Tricycle Operators

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest OR and CR of the unit 2. Community Tax Certificate (SEDULA) • Additional Requirements will be required on a case to case basis	Owner/Operator Municipal Treasury Office/Barangay

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Office of the Sangguniang Bayan.	1. Evaluate the requirements submitted and issue an order of payment	None	10 mins	Clerk III Administrative Assistant IV SB Secretary
2. Proceed to the Municipal Treasury Office for payment of Fees	2. Process payment and issue official receipt	Dropping Fee – P 100.00 ** Penalty, if expired MTOP:* *One week to less than a month expired – P 50.00*	10 mins	MTO Staff

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		One month to six months expired – P 250.00 *For over six months to one year expired – P 500.00* *Plus Additional Penalty for every year expired - P 100.00*		
3.Present receipt and documents to Sangguniang Bayan Office for issuance of an Application and Order of Dropping	3.1 Prepare the Application and the Order of Dropping 3.2 Issue the Filled-up Application to the Applicant for notary.	None	20 mins	Clerk III Administrative Assistant IV SB Secretary
4.Return the notarized Application to SB Office for the release of the same including the Order of Dropping	4. Release the Application and the Order of Dropping.	None	10 mins	Clerk III Administrative Assistant IV SB Secretary
TOTAL		**P 100.00** ***Plus additional payment if there is penalty**	**50 mins.**	

3. ISSUANCE OF CERTIFICATION OF NO RECORD OF FRANCHISE OR CONFIRMATION OF FRANCHISE

In the registration of Motorized Tricycle For Hire, LTO sometimes required the owner/operator the submission of Confirmation of Franchise.

For those Dropped Units of Motorized Tricycle for Hire, owner/operator is also requesting for a Certification of No Record of Franchise.

These documents are requested and filed before the Sangguniang Bayan Office.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Motorized Tricycle Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Latest OR and CR of the unit • Additional Requirements will be required on a case to case basis	Owner/Operator

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit complete requirements to the Office of the Sangguniang Bayan.	1. Evaluate the requirements submitted, check related files and records to confirm the application and issue an order of payment	None	10 mins	Clerk III Administrative Assistant IV SB Secretary
1. Proceed to the Municipal Treasury Office for payment of Fees	2. Process payment and issue receipt/s	Certification Fee – P 100.00	10 mins	MTO Staff
3.Present receipts and documents to Sangguniang Bayan Office for the issuance of document	3. Prepare and release the document	None	10 mins	Clerk III Administrative Assistant IV SB Secretary
	TOTAL	**P 100.00**	**30 mins.**	

4. FILING OF APPLICATION FOR THE APPROVAL OF RECLASSIFICATION OF AGRICULTURAL LAND TO OTHER PURPOSE

Republic Act 7160, also known as the Local Government Code of 1991, vests a Municipality thru its Sanggunian with authority to reclassify agricultural land to other purpose.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Highly Technical
Type of Transaction:	Multiple Type of Transaction
Who may avail:	Citizen/Business/Corporation/Other Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of intent addressed to the Mayor /Vice Mayor.	1. Owner of the property or its authorized Representative
2. Title of the Property	2. Owner of the property or its authorized Representative
3. Tax Declaration of the Property	3. Owner of the property or its authorized Representative / Municipal Assessor
4. Certification from the Municipal Treasurer certifying for the payment of Real Property Tax	4. Municipal Treasury Office
5. Barangay Resolution interposing no objection in the request reclassification	5. Barangay where the property is located
6. Certification from DAR - PARO certifying that the property is a CARP/Non-CARP Coverage	6. DAR – PARO Dinalupihan
7. Inspection Report from the Municipal Agriculture Office	7. Municipal Agriculture Office
8. Certification from the Municipal Planning & Development Office certifying the property's zoning classification based on the CLUP	8. Municipal Planning and Development Office
9. Certification from the National Irrigation Administration certifying that the property is within or outside the irrigation service area/within or outside irrigable lands	9. National Irrigation Administration
10. Other documents supporting the request, such as: - Deed of Sale of the property - Authorization Letter/SPA, if representative - Location/Vicinity Map of the property - ID of the owner and rep.	10. Owner of the property or its authorized Representative.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
- Site Development Plan • Additional Requirements will be required on a case to case basis				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements to the Office of the Sangguniang Bayan in seven (7) sets/ copies.	1. Check and evaluate the requirements submitted and receive the documents.	None	20 mins	Clerk III Administrative Assistant I
	2. Include the application in the Calendar of Business for the next scheduled SB session.	None	None	SB Committee on Rules / Administrative Assistant IV
	3. Refer the application to appropriate/concern committee	None	30 days	SB Presiding Officer
	- Conduct Committee Meetings, Hearings and Ocular Inspection			SB Committee Concern
	- Prepare Committee Report and Proposal for calendar to SB Session			SB Committee Concern
	4. Approve the application	None	1 to 2 Regular Session	SB

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5. Draft the final approval and submit the same to Vice Mayor & Mayor for their signature	None	Maximum of 5 working days	SB Secretary Administrative Assistant I
	6. Receive approved and signed document	None	5 mins.	SB Secretary Administrative Assistant I
2. Return to SB Office for the issuance of an order of payment	1. Prepare and issue the order of payment	None	10 mins	SB Secretary Administrative Assistant I
3. Proceed to the Municipal Treasury Office for payment	1. Process the payment and issue corresponding receipt	P 2.00 per square meter	10 mins	MTO Staff
4. Present the payment receipt to SB Office for the release of the approved document.	1. Release the approved document	None	10 mins	SB Secretary Administrative Assistant I
	TOTAL	**P 2.00 per sq. m (Depending on the lot property area)**	**49 days and 55 mins.**	

5. FILING OF ADMINISTRATIVE CASE / COMPLAINT AGAINST ERRING BARANGAY OFFICIALS

A complaint against any elective barangay official shall be filed before the Sangguniang Bayan pursuant to the authority vested under Section 61 of R. A. 7160 otherwise known as the Local Government Code of 1991.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Citizens

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Notarized Affidavit of Complaint (should contain the complete name and designation of the one being complained, the specific charge /s including prayer)	Citizen/Complainant
2. Notarized Certificate of Non Forum Shopping	Citizen/Complainant
3. Affidavit/s of witness/es	Citizen/Complainant/Witness/es
4. Certified Copies of evidence/s in support of the charge/s	Concern agencies/offices
5. Other documents to support the complaint	Citizen/Complainant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete requirements to the Office of the Sangguniang Bayan in fourteen (14) sets/ copies.	1.1 Check and evaluate the requirements submitted and receive the documents.	None	20 mins	Ma. Teresa Reyes / Mirazol G. Chavez
	1.2 Include the application in the Calendar of Business for the next scheduled Sangguniang Bayan session.	None	None	SB Committee on Rules / Maricel D. Manalili
	1.3 Refer the application to appropriate/concern committee	None	1 regular session day	SB Presiding Officer

2. Complete requirements to the Office of the Sangguniang Bayan in fourteen (14) sets/ copies.	2.1 Check and evaluate the requirements submitted and receive the documents.	None	20 mins	Ma. Teresa Reyes / Mirazol G. Chavez
	2.2 Include the application in the Calendar of Business for the next scheduled Sangguniang Bayan session.	None	None	SB Committee on Rules / Maricel D. Manalili
	2.3 Refer the application to appropriate/concern committee	None	1 regular session day	SB Presiding Officer
3. Submit complete requirements to the Office of the Sangguniang Bayan in fourteen (14) sets/ copies.	3.1 Check and evaluate the requirements submitted and receive the documents.	None	20 mins	Administrative Assistant I SB Secretary
	3.2 Include the application in the Calendar of Business for the next scheduled Sangguniang Bayan session.	None	None	SB Committee on Rules / Administrative Assistant IV
	3.3 Refer the application to appropriate/concern committee	None	1 regular session day	SB Presiding Officer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Attend committee meeting, hearings and ocular inspection	4.1 Schedule and conduct Committee Meetings, Hearings and Ocular Inspection	None	90 days	SB Committee Concern
	4.2 Prepare & Submit Individual Committee Member Recommendation.	None	7 days	SB Committee Members
	4.3 Render and approve Committee's Majority decision in a regular session of the Sanggunian.	None	30 days	SB
	4.4 Prepare the final document and submit the same to Vice Mayor & Committee Members for their signature	None	Maximum of 5 working days	Mirazol G. Chavez / Helen May Restar
5. Attend Regular SB Session	3.1 Render the promulgation of the case	None	1 day	SB
	4.2 Issue or release copies of the decision to both parties	None		Mirazol G. Chavez / Helen May Restar
	4.3 Disseminate copies of the decision to other concern offices and agencies.	None		Mirazol G. Chavez / Helen May Restar
	TOTAL	**None**	**134 days and 20 mins.**	

6. ISSUANCE OF CERTIFIED COPIES OF DOCUMENTS UPON REQUEST

Furnish, upon request of any interested party, certified copies of records of public character in custody, upon payment to the Municipal Treasury Office of such fees as may be prescribed by ordinance.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Simple
Type of Transaction:	Multiple Type of Instruction
Who may avail:	Citizen/Business/Corporation/Other Government Agencies

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Letter request 2. Filled-up request form	Requesting Party/Applicant SB Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit letter request to SB Office	1.1 Receive the request and ask to fill-up the request form.	None	10 mins	Mirazol G. Chavez / Helen May Restar
	1.2 Locate the file / record copy of the requested document	None	1 day	Mirazol G. Chavez / Helen May Restar
	1.3 Forward the request and filled-up request form to the SB Secretary & the Vice Mayor for their information, reference and approval.	None	1 day	Mirazol G. Chavez / Helen May Restar
2. Return to SB Office for issuance of an Order of Payment	2. Issue an Order of Payment	None	10 mins	Mirazol G. Chavez / Helen May Restar

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to the Municipal Treasury Office for processing of Payment	3. Process the payment and Issue an Official Receipt	P 50.00 per page	10 mins	MTO Staff
4. Present the payment receipt to SB Office for the release of the requested document.	4. Release the requested document	None	10 mins	Mirazol G. Chavez / Helen May Restar
TOTAL		**Depending on the number of pages of the requested document**	**2 days and 40 mins.**	

7. ISSUANCE OF CSO ACCREDITATION

The Local Government Code of 1991 mandates local government units to promote the active participation of non-governmental organizations (NGOs) in government affairs and activities towards common objective. DILG Memorandum Circular No. 2022 – 083 provides for the guidelines in the accreditation of civil society organizations which provides that the power to issue CSO Accreditation is within the Sangguniang Bayan.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Civil Society Organizations/Non-Government Organizations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Application	CSO/NGO
2. Duly accomplished Application Form for Accreditation	CSO/NGO
3. Board Resolution signifying intention for accreditation or re-accreditation	CSO/NGO
4. Certificate of Registration from the appropriate government agency or body	CSO/NGO
5. List of Current Officers and Members	
6. Original Sworn Statement stating that the CSO is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the people's interest through its membership in a local special body, after satisfying all the requirements and set criteria, as stated in DILG Memorandum Circular No. 2022 – 083 dated June 15, 2022, and after securing accreditation from the Sangguniang Bayan	CSO/NGO CSO/NGO
7. CY 2024 Annual Accomplishment Report	CSO/NGO
8. CY 2024 Financial Statement	
9. Profile indicating the purposes and objectives of the organization	CSO/NGO CSO/NGO
10. Copy of the Minutes of the CY 2024 Meeting of the organization	CSO/NGO
11. By-laws of the organization	CSO/NGO Barangay where NGO/CSO Office is located

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. Barangay Certification that the association is existing	Municipal Agriculture Office
13. MAO Certification attesting to the existence of the association (for farmers Association only)	CSO/NGO
14. Other documents that would support the request accreditation	CSO/NGO
15. For CSOs applying to be members of the Local School Board and Local Health Board: Photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in the health or education sector	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to the Office of the Sangguniang Bayan in fourteen (14) sets/copies	1.1 Check and receive the documents.	None	10 mins	Administrative Assistant I SB Secretary
	2.2 Include the application in the Calendar of Business for the next scheduled SB session.	None		SB Committee on Rules/ Administrative Assistant IV
	2.3 Refer the application to appropriate / committee oncern	None	1 regular session day	SB Presiding Officer
2.Attend committee meetings, hearings and ocular inspection	2.1 Schedule and conduct committee meetings, hearings and ocular inspection.	None	30 days	Hazel S. Ebidag / SB Committee Concern
	2.2 Prepare Committee Report and Proposal	None	.	SB Committee concern

LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Schedule and calendar the report and proposal in SB Session for approval	None		SB Committee on Rules /
3. Submit complete requirements to the Office of the Sangguniang Bayan in fourteen (14) sets/copies	3.1 Check and receive the documents. 2.3 Include the application in the Calendar of Business for the next scheduled SB session. 3.3 Refer the application to appropriate / committee concern	None None None	10 mins 1 regular session day	Ma. Teresa Reyes / Mirazol G. Chavez SB Committee on Rules/ Maricel D. Manalili SB Presiding Officer
4. Attend committee meetings, hearings and ocular inspection	4.1 Schedule and conduct committee meetings, hearings and ocular inspection. 4.2 Prepare Committee Report and Proposal 4.3 Schedule and calendar the report and proposal in SB Session for approval 4.4 Draft the final approval and submit the same to Vice Mayor & Mayor for signature	None None None None	30 days Maximum of 5 working days	Clerk III SB Committee Concern SB Committee concern SB Committee on Rules / Administrative Assistant I SB Secretary Clerk III

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Receive approved and signed document	**None**	**5 mins.**	SB Secretary Clerk III
5. Proceed to SB Office for the release of the approved document.	5.Release the approved document	None	10 mins	SB Secretary Clerk III
	TOTAL	**None**	**36 days and 25 mins.**	

8. ISSUANCE OF FARE MATRIX FOR MOTOR TRICYCLE FOR HIRE

Furnish, upon request of TODA Operator/Driver, an official copy of Fare Matrix upon payment to the Municipal Treasury Office of such fees as may be prescribed by ordinance.

Office or Division:	Sangguniang Bayan (SB) Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Motorized Tricycle Operators

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Latest OR and CR of the unit, provided the applicant has an existing updated MTOP	Requesting Party/Applicant

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a copy of the Latest OR and CR of the unit to the Office of the Sangguniang Bayan.	1.Receive the copy of the Latest OR and CR and checked whether the applicant has an existing/updated MTOP and issue an Order of Payment.	None	10 mins	Joemariz Gigante/ Maricel D. Manalili / Rubelena
6. Proceed to the Municipal Treasury Office for processing of Payment	1. Process the payment and Issue an Official Receipt	P 100.00 per page	10 mins	MTO Staff
7. Present the payment receipt to SB Office for the release of the requested document.	1. Release the requested document	None	10 mins	Joemariz Gigante/ Maricel D. Manalili
	TOTAL		**30 mins.**	