LOCAL GOVERNMENT UNIT OF RIZAL, NUEVA ECIJA

CITIZEN'S CHARTER
2026 (1ST EDITION)

I. MANDATES

The mandates of the Municipal Government of Rizal, Nueva Ecija, as a Local Government Unit, emanate from the provisions of Republic Act No. 7160 otherwise known as " The Local Government code of 1991". Pursuant to the General Welfare provision of the Code, the LGU is mandated to ensure and support, among other things, the following: (a) preservation and enrichment of culture; (b) promotion of health and safety; (c) enhancement of the right of the people to a balanced ecology;

(d) development of appropriate and self-reliant scientific and technological capabilities; (e) Improvement of public moral; (f) enhancement of economic prosperity and social justice; (g) promotion of full employment among the residents; (h) maintenance of peace and order; (i) preservation of the comfort and convenience of the inhabitants.

II. VISION

The Municipality of Rizal envisions itself as a developed gateway for promising tourism, agriculture, trade and industry in the province where God-centered and empowered citizenry are enjoying peaceful, safe, sustainable, inclusive, competitive, environment-friendly and disaster-resilient community governed by competent and responsive leaders.

III. MISSION

The Municipal Government of Rizal shall serve Rizaleños with quality and excellence and ensure that the government is geared toward providing for the people to make them prosper, live in justice and peace, and cater them with better quality of living through programs, projects and activities that will uphold their dreams, values, ideals and aspirations.

IV. SERVICE PLEDGE

WE, the officials and employees of the Municipal Government of Rizal, Nueva Ecija, do hereby swear and pledge to:

- Proactively serve the public and address their needs and concerns;

- Establish good relationship with our clients and effective leadership among our ranks;
- Ensure efficiency and responsiveness in addressing needs and concerns of the citizens;
- Provide just and sincere service to all citizens regardless of their age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity or political affiliation;
- Foster transparency and openness in a client-centered service and God-centered governance

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OFFICE OF THE MUNICIPAL MAYOR

EXTERNAL SERVICES

ISSUANCE OF ENDORSEMENT/RECOMMENDATION

With the endorsement or recommendation from the LCE or his authorized representative, an individual or organization may be supported through an assurance that the person/ organization will deliver based on purpose or mandate.

Office or Division		Office of the Mayor		
Classification		Simple		
Type of Transaction		G2C-Government to Citizen		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Intent/ Request		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Present Letter of Intent/Request	1.1 Receive letter and evaluate/review	None	2 minutes	*Clerk IV* Office of the Mayor
	1.1 Prepare Endorsement/Recommendation Letter for approval	None	10 Minutes	*Clerk IV* Office of the Mayor
	1.3. Approve and sign the endorsement/recommendation letter by the Municipal Mayor/Municipal Administrator	None	10 minutes	*Municipal Administrator/Municipal Mayor* Office of the Municipal Mayor
2. Receive the Endorsement/Recommendation Letter	2. Release the Endorsement/Recommendation Letter	None	3 Minute	*Clerk IV* Office of the Mayor
	TOTAL:	None	25 minutes	

ISSUANCE OF MAYOR'S CLEARANCE

Through this service, a requesting individual, not organic to the agency, is given attestation on the non-pendency of case filed against him based on available local records. This is used for a legal purpose.

Office or Division	Office of the Mayor
Classification	Simple
Type of Transaction	G2C-Government to Citizen
Who may avail	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
-Barangay Clearance (1 original) -Official Receipt (original) -Community Tax Certificate (original) -Duly accomplished requisition form	-Barangay Concerned -Office of the Municipal Treasurer -Office of the Municipal Treasurer -Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present requirements and submit accomplished requisition form	1. Receive request and complete requirements and advice client to pay the required fees at the Municipal Treasurer's Office	None	5 minutes	*Administrative Aide II* Office of the Mayor
2. Pay required fees at the Office of the Municipal Treasurer	2. Issue official receipt	PHP 100.00	5 minutes	*RCC I* Office of the Municipal Treasurer
3. Present official receipt at the office of the Mayor	3.1 Prepare Mayor's Clearance and endorse to Municipal Mayor/Municipal Administrator for approval	None	5 minutes	*Administrative Aide II* Office of the Municipal Mayor

	3.2 Approve and sign on the Mayor's Clearance	None	5 minutes	*Municipal Administrator/Municipal Mayor* Office of the Municipal Mayor
4. Receive the Mayor's Clearance and sign on the transaction logbook	4. Release the Mayor's Clearance and hand the transaction logbook to client	None	5 minutes	*Administrative Aide II* Office of the Municipal Mayor
	TOTAL:	PHP 100.00	25 minutes	

ISSUANCE OF MAYOR'S OCCUPATIONAL PERMIT

Through this service, an individual requesting permission, who is not affiliated with the agency, has been granted the authority to engage in certain occupations, activities, or businesses within the jurisdiction.

Office or Division		Office of the Mayor		
Classification		Simple		
Type of Transaction		G2C-Government to Citizen		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
-Barangay Clearance (1 original) -Official Receipt (original) -Community Tax Certificate (original) -Duly accomplished requisition form		-Barangay Concerned -Office of the Municipal Treasurer -Office of the Municipal Treasurer -Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Present requirements and submit accomplished requisition form	1. Receive request and complete requirements and advice client to pay the required fees at the Municipal Treasurer's Office	None	5 minutes	*Administrative Aide II* Office of the Mayor

2. Pay required fees at the Office of the Municipal Treasurer	2. Issue official receipt	PHP 200.00	5 minutes	*RCC I* Office of the Municipal Treasurer
3. Present official receipt at the office of the Mayor	3.1 Prepare Mayor's Occupational Permit and endorse to Municipal Mayor/Municipal Administrator for approval	None	5 minutes	*Administrative Aide II* Office of the Municipal Mayor
	3.2 Approve and sign on the Mayor's Occupational Permit	None	5 minutes	*Municipal Administrator/Municipal Mayor* Office of the Municipal Mayor
5. Receive the Mayor's Occupational Permit and sign on the transaction logbook	4. Release the Mayor's Occupational Permit and hand the transaction logbook to client	None	5 minutes	*Administrative Aide II* Office of the Municipal Mayor
	TOTAL:	PHP 200.00	25 minutes	

ISSUANCE OF SOLICITATION PERMIT

The Office of the Mayor issues Solicitation Permits to individuals and organizations to provide support to their needs.

Office or Division		Office of the Mayor		
Classification		Simple		
Type of Transaction		G2C-Government to Citizen		
Who may avail		All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
-Certificate of Indigency -Certificate of Low Income		-Office of the Municipal Social Welfare & Development Officer -Barangay Concerned		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Barangay Certification/Barangay Indigency	1.1. Receive and evaluate submitted documents.	None	5 minutes	*Clerk IV* Office of the Mayor
	1.2 Prepare Solicitation Permit and forward to the Mayor/Municipal Administrator for approval	None	5 minutes	*Administrative Aide II* Office of the Mayor
	1.3 Approve and sign the Solicitation Permit	None	5 minutes	*Municipal Administrator/Municipal Mayor* Office of the Municipal Mayor
2. Receive the approved Solicitation Permit and sign on the transaction logbook	2. Release the Solicitation Permit and hand the transaction logbook to client	None	5 minutes	*Administrative Aide II* Office of the Municipal Mayor
	TOTAL:	None	20 minutes	

LOCAL YOUTH DEVELOPMENT OFFICE

EXTERNAL SERVICES

TECHNICAL ASSISTANCE TO YOUTH ORGANIZATIONS

The Office of the Mayor through the designated LYDO provides technical assistance to registered and accredited youth organizations in Rizal in forms of capacity building, trainings, and seminars.

Office or Division:	Office of the Municipal Mayor
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Registered youth organizations in Rizal, Nueva Ecija

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
-Request letter signed by the youth organization president duly noted by their organization adviser specifying the type of assistance needed (1 original copy) -Letter of recommendation coming from the school or any institution which they are affiliated (I original copy) -Proposed activity flow (1 original copy)	-Respective Youth Organization -Recommending authority -Respective Youth Organization

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements to the LYDO	1. Check the completeness of submitted requirements	None	10 minutes	*Designated Local Youth Development Officer* Office of the Mayor
2.Undergo	2.1 Interview the	None	30 minutes	*Designated Local*

interview	requesting party with regards to the details of their proposal			*Youth Development Officer* Office of the Mayor
	2.2 Discuss the details with the training team and secure list of recommendation	None	1 hour	*Designated Local Youth Development Officer* Office of the Mayor
3. Wait for a written notice of request approval or disapproval within 2-3 days	3. Review the request of approval or disapproval	None	3 days	*Designated Local Youth Development Officer* Office of the Mayor
4. Receive notice request approval or disapproval	4. Issue notice of request approval or disapproval	None	5 minutes	*Messenger II* Office of the Mayor
	TOTAL	None	3 days, 1 hour, 40 minutes	

YOUTH ORGANIZATION REGISTRATION PROGRAM

The registration program caters all existing youth organizations in the municipality. There will be requirements to comply to validate the authenticity of their group and advocacies.

Office or Division:	Office of the Municipal Mayor
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen
Who may avail:	Active youth or youth serving organization in Rizal, Nueva Ecija

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly accomplished YORP registration form Directory of Officers and Advisers List of Members in Good Standing Constitution and By-Laws	LYDO Organization Concerned Organization Concerned Organization Concerned

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present requirements to the LYDO	1. Check the completeness of submitted requirements	None	10 minutes	*Designated Local Youth Development Officer* Office of the Mayor
2. Upload documents to YORP website	2.1 Advise organization representative to upload documents to the YORP website	None	1 hour	*Designated Local Youth Development Officer* Office of the Mayor
	2.2 Approve application	None	5 minutes	*Designated Local Youth*

	pending review of NYC			*Development Officer* Office of the Mayor
3. Wait for the approval of National Youth Commission		None	15 days	*Designated Local Youth Development Officer* Office of the Mayor
	Prepare Certificate of Registration once approved by NYC	None	10 minutes	*Designated Local Youth Development Officer* Office of the Mayor
	Sign at the Certificate of Registration	None	10minutes	*Designated Local Youth Development Officer* *Municipal Mayor* Office of the Mayor
Receive Certificate of Registration	Issue Certificate of Registration	None	5 minutes	*Designated Local Youth Development Officer* Office of the Mayor
	TOTAL	None	15 days, 1 hour, 40 minutes	

YOUTH ORGANIZATION REGISTRATION PROGRAM qualified for MULTI-STAGE PROCESSING

MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

EXTERNAL SERVICES

EMERGENCY RESPONSE OPERATION 24/7 (REQUEST FOR EMERGENCY MEDICAL SERVICES) *(INCLUDING HATID AT SUNDO PROGRAM)*

Provision of immediate response to any untoward incident reported/ monitored and providing First Aid and if possible transfer to appropriate health facilitie

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 valid ID (walk-in) verified information (at the scene)		client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Report to MDRRMO any untoward incident: What: Where : When:	1.1 Preposition materials/ equipment/ supplies needed for reponse.	None	1 minute	LDRRMO III MDRRMO
	2. Proceed to area of concern. 2.1 Administer first aid and document scene	None	14 mins	Responder/Rescuer MDRRMO
	3. If possible,indorse to agency of concern or transfer to the nearest hospital.	None	3 mins	Responder/Rescuer MDRRMO
	4. Prepare Documentation	None	2 mins.	MDRRMO - Staff MDRRMO
	TOTAL	None	20 Minutes	

EMERGENCY RESPONSE OPERATION 24/7 (REQUEST FOR EMERGENCY MEDICAL SERVICES WITH URGENCY)

Provision of immediate response to any untoward incident reported/ monitored and providing First Aid and if possible transfer to appropriate health facilitie

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 valid ID (walk-in) verified information (at the scene)		client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Report to MDRRMO any untoward incident: What: Where : When:	1.1 Preposition materials/ equipment/ supplies needed for reponse.	None	1 minute	LDRRMO III MDRRMO
	2. Proceed to area of concern. 2.1 Administer first aid and document scene	None	13 minutes	Responder/Rescuer MDRRMO
	3. If possible,indorse to agency of concern or transfer to the nearest hospital.	None	1 minute	Responder/Rescuer MDRRMO
	4. Prepare Documentation	None	2 minutes	MDRRMO - Staff MDRRMO
	TOTAL	None	17 Minutes	

DISASTER RESPONSE

The Office of the Local Disaster and Risk Reduction Management provides immediate response to any disaster or calamities and meet the basic subsistence needs of affected population based on acceptable standards during or immediately after a disaster.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Report on the occurrence of disaster or any emergency situation		client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a letter request from Barangay DRRM to MDRRMO.	1. Verify/ validate the reported cases of disaster and coordinate with concerned office.	None	1 Hour	*LDRRMO III* MDRRMO
	2. Convene the Rapid Damages Assessment Needs Analysis team.	None	1 Hour	*LDRRMO III* *LDRRMO I* MDRRMO
	3. Conduct Rapid Damage Assessment Needs Analysis to determine the needed resources for response.	None	1 Day	*LDRRMO I* *LDRRM ASSISTANT* MDRRMO
	4. Purchase relief goods (food and non- food for distribution).	None	1 Day	*MDRRMO Staff* MDRRMO
	5. Distribute relief	None	1 Day	*MDRRMO Staff*

				MDRRMO
TOTAL		None	**3 Days, 2 HourS**	

CAPACITY DEVELOPMENT(REQUEST FOR RESOURCE SPEAKER/ TRAINORS)

Provision of needed capacity to requesting person, organization,group,entity.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Intent		Office of the requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a letter of request.	1. Receive letter of request and coordinate with concerned office.	None	2 Minutes	*LDRRMO II* MDRRMO
	2. Inform the requesting entity of the status of their request.	None	1 Day	*LDRRMO I* *LDRRM Assistant* MDRRMO
TOTAL		None	**1 Day, 2 Minutes**	

CAPACITY DEVELOPMENT (REQUEST FOR DISASTER PREPAREDNESS TRAININGS AND SEMINARS)

Provision of needed capacity to requesting person, organization, group or entity.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Request		Requesting parties/ Individuals		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit a letter of request Address to LCE, Attention MDRRMO	1. Receive letter of request and classification of training being requested.	None	5 mins	*LDRRMO III* MDRRMO
	2. Review training design (in case provided for) and coordinate with concerned division or government agency.	None	1 day	*LDRRMO I* *LDRRM Assistant* MDRRMO
	3. Coordinate and endorse to division or government agency concerned.	None	1 day	*LDRRMO III* *LDRRMO I* MDRRMO
	4. Prepare training materials needed.	None	1 day	*LDRRMO I* *LDRRMO Assistant* *MDRRMO Staff* MDRRMO
	5. Inform the requesting entity of the status of their request.	None	1 day	*MDRRMO- Staff* MDRRMO
	TOTAL	None	**4 days 5 minutes**	

BASIC INFORMATION DRIVE

Provision of needed Information Education Communication materials to educate and contribute to the safety and will being of their communities.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Intent		Office of the requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a letter of request to MDRRMO.	1. Receive letter requested.	None	1 Minute	*LDRRMO III* MDRRMO
	2. Identify classify IEC materials being requested.	None	30 Minutes	*LDRRMO III* *LDRRMO I* MDRRMO
	3. Coordinate concerned division for the preparation of the IEC materials needed.	None	1 Day	*LDRRMO I* *LDRRM Assistant* MDRRMO
	4. Inform the requesting entity of the status of their request.	None	1 Day	*LDRRMO I* *MDRRMO Staff* MDRRMO
	TOTAL	None	**2 Days and 31 mins.**	

BASIC INFORMATION DRIVE (PROVISION OF MULTI- HAZARD MAPS)

To provides measures for reducing disaster risk and enhancing preparedness

Office or Division:	Municipal Disaster Risk Reduction and Management Office
Classification:	Simple
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.
Who may avail:	All

s of BDRRMC and other entities.

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Intent		Office of the requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit a letter request address to the MDRRMO	1. Receive of letter request and identification.	None	1 Minute	*LDRRMO III* *MDRRMO*
	2. Classification of hazard maps being requested.	None	2-3 Minutes	*LDRRMO III* *LDRRMO I* *MDRRMO*
	3. Coordinate concerned office for the preparation of hazard maps needed.	None	1 Day	*LDRRMO I* *LDRRM Assistant* MDRRMO
	4. Inform of the requesting of the status of their request.	None	1 Day	*LDRRM Assistant* *MDRRMO Staff* MDRRMO
	TOTAL	None	**2 Days and 4 mins.**	

REQUEST FOR EQUIPMENT ASSISTANCE

Provide assistance to communities to prevent/ minimize damage to property.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter of Intent		Office of the requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit a letter request address to the LCE	1. Receive the letter request.	None	1-2 Min	*LDRRMO III* MDRRMO
	2. Forward the request letter to the Mayor's office for approval.	None	1 Day	*LDRRM Assistant* *MDRRMO Staff* MDRRMO
	3. Determine the availability/ status of the equipment being requested.	None	1 Hour	*LDRRM Assistant* *MDRRMO Staff* MDRRMO
	4. Schedule the equipment being requested.	None	1 Hour	*LDRRMO I* MDRRMO
	5. Assign designate Manpower(driver and operator)	None	1-5 Hours	*LDRRMO I* *LDRRM Assistant* MDRRMO
	6. Inform the requesting entity of the status of their request.	None	5 Minutes	*LDRRM Assistant* *MDRRMO Staff* MDRRMO
	TOTAL	None	**1 Day 7 Hours and 2 Mins**	

REQUEST FOR SEARCH AND RESCUE ASSISTANCE

The Office of the Local Disaster and Risk Reduction Management provides immediate response to any disaster or calamities including emergencies and major incidents through water search and rescue operation and navigation and aid in body recovery searches.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Phone calls or radio call or Personal request		Office of the requesting party		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a request from Barangay DRRM to MDRRMO.	1. Verify/ validate the reported cases of disaster and coordinate with concerned office.	None	15 minutes	*LDRRMO III* MDRRMO
	2. Determine the degree of severity, nature of incident, and the rate of urgency	None	15 minutes	*LDRRMO I* MDRRMO
	3. Dispatch of Search and Rescue Team/s and coordination to other rescue personnel including BFP, PNP and other appropriate resources in the time of need.	None	30 minutes	*LDRRMO I* *LDRRM Assistant* MDRRMO
	4. Conduct the	None	3 hours	

	Search and Rescuing survivors			*LDRRMO I* *LDRRM Assistant* *MDRRM Staff* MDRRMO
	5. Provide emergency care for survivors	None	1 hour	*MDRRMO- Staff* MDRRMO
	TOTAL	None	**5 hours**	

REQUEST FOR SEARCH AND RESCUE ASSISTANCE WITH URGENCY

The Office of the Local Disaster and Risk Reduction Management provides immediate response to any disaster or calamities including emergencies and major incidents through water search to any disaster or calamities including emergencies and major incidents through water search.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	G2C Govt. to Citizen- G2B Govt. to Business- G2G Govt. to Govt.			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 valid ID (walk-in) and		Office of the requesting party		
verified information (at the scene)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit a request from Barangay DRRM to MDRRMO.	1. Verify/ validate the reported cases of disaster and coordinate with concerned office.	None	15 minutes	*LDRRMO III* MDRRMO
	2. Dispatch of Search and Rescue Team/s and coordination to other rescue personnel	None	30 minutes	*LDRRMO I* MDRRMO

	including BFP, PNP and other appropriate resources in the time of need.			
	3. Conduct the Search and Rescue/Search and retrieval operation	None	2 hours	*LDRRMO I* *LDRRM Assistant* *MDRRM Staff* MDRRMO
	4. Provide emergency care for survivors	None	1 hour	*LDRRM Assistant* *MDRRM Staff* MDRRMO
	TOTAL	None	**3 hours 45 minutes**	

OFFICE OF THE MUNICIPAL VICE MAYOR AND SANGGUNIANG BAYAN

EXTERNAL SERVICE

REQUEST FOR SOLICITATION BY DIFFERENT BARANGAYS AND ORGANIZATION

The Office of the Vice Mayor and Sangguniang Bayan receives requests for donation from citizens, organizations and others to aid their situation or cause.

Office or Division:	Office of the Municipal Vice Mayor and Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2B, G2C
Who may avail:	Barangays, CSOs,POs,NGOs

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of request	Client
Barangay Indigency	Barangay concerned
Medical Certificate	Physician
Medical Abstract	Physician/Hospital/Clinic

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit letter- request with the following documents)Barangay Indigency b.)Medical Certificate c.)Medical Abstract	Evaluate the submitted letter with the required documents Collect donation from the SB Members and the Vice Mayor. 1.3 Release collected donation to the requester	None	15 minutes	*Private Secretary* Office of the Vice Mayor and Sangguniang Bayan
TOTAL		NONE	15 minutes	

RECEIPT OF ENDORSEMENT LETTER TO PUBLIC HOSPITAL, RED CROSS, AND CCSO

The Office of the Vice Mayor and Sangguniang Bayan prepares Endorsement Letter to Public Hospital, Red Cross, and CCSO

Office or Division:	Sangguniang Bayan/Vice Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2B, G2G			
Who may avail:	Public Hospital, Red Cross, CCSO			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Endorsement letter from the Public Hospital Letter addressed to the Vice Mayor		Public Hospital Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit the following requirements: a.) Endorsement letter from the Public Hospital b.) Letter addressed to the Vice Mayor	Evaluate of the submitted letter Prepare Indorsement to the Public Hospital, Red Cross,CCSO Release endorsement letter	None	15 minutes	*Private Secretary* Office of the Vice Mayor and Sangguniang Bayan
	TOTAL	NONE	15 minutes	

REQUEST FOR RECOMMENDATION LETTER

The Office of the Vice Mayor and Sangguniang Bayan prepares recommendation letter for valid purposes

Office or Division:	Sangguniang Bayan/Vice Mayor's Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Clientele			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request for Recommendation Letter from Barangay		client Barangay Hall		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Submit Request for Recommendation Letter with the following requirement: a.) Letter from Barangay	1.1 Evaluate the submitted letter 1.4 Interview client Prepare requested recommendation 1.6 Release recommendation letter	None	15 minutes	*Private Secretary* *Vice Mayor* *Private Secretary* Office of the Vice Mayor and Sangguniang Bayan
	TOTAL	None	15 minutes	

ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS

Office or Division:	Office of the Municipal Vice Mayor and Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2B
Who may avail:	CSOs,POs,NGOs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter of Application	Client
Duly accomplished Application Form for Accreditation	SB
Duly approved Board Resolution Signifying intention for accreditation for the representation in the local special body	Client
Certificate of Registration or Certification of Accreditation (or in the case of IPOs certification issued by NCIP)	Client
List of current Officers and Members	Client
Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO 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 and after securing a Certificate of Accreditation from the Sanggunian	Client
For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary	Client
For existing CSOs, Annual accomplishment Report for the immediately preceding year	client

For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source (s) of funds For CSOs applying to be members of Local School or health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Letter of Application	1 Evaluate the submitted documents and/or conduct committee hearings by the responsible SB committee	None	65 days	Responsible SB Committee Office of the Municipal Vice Mayor and Sangguniang Bayan
1.1 Submit Duly accomplished Application Form for Accreditation	1.1 Conduct Committee hearing for the purpose	None		
1.2 Submit Duly approved Board Resolution Signifying intention for accreditation for the representation in the local special body;	1.3 Conduct Reporting and submission of recommendation by the committee	None		
1.3 Submit Certificate of Registration or	1.4 If recommended for			

Certification of Accreditation (or in the case of IPOs certification issued by NCIP);	Accreditation, prepare, sign and release SB Resolution Accrediting said NGO,PO,CSO.			
1.4 Submit List of current Officers and Members;	1.4 Receive document	None		
1.5 Submit Original Sworn Statement, issued by the chief executive officer or equivalent officer of the CSO 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 and after securing a Certificate of Accreditation from the Sanggunian	1.5 Receive document	None		

1.6 Submit the following: For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' board secretary; For existing CSOs, Annual accomplishment Report for the immediately preceding year; For existing CSOs, Financial Statement, at the minimum, signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the source (s) of funds; and For CSOs applying to be members of Local School or health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services, as prescribed in Sections 98 and 102 of RA 7160.	1.6 Receive document	None		

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

EXTERNAL SERVICES

AICS (ASSISTANCE IN CRISIS SITUATION)

AICS - a Financial Assistance Program of the LGU intended to indigent walk-in/referred clients which maybe medical, burial, transportation and misc. expenditures.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	Governement to Citizen - G2C
Who may avail:	Indigent walk-in/referred clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. General Intake Sheet	MSWD OFFICE
2. Certificate of Eligibility	MSWD OFFICE
3. Valid identification card of patient and client address (UMID or PWD or Voter's ID or Solo parent ID) two (2) photo copies	CLIENT
4. Certificate of Indigency (one (1) original & one (1) photo copy)	BARANGAY CAPTAIN
5. Medical Certificate, abstract, certificate of confinement with doctor's diagnosis or impression, updated medicine prescription with price quotation, (in case of medical assistance) (2 photo copies)	ATTENDING PHYSICIAN/HOSPITAL
- Laboratory request from the doctor with price quotation (for laboratory assistance) two (2) photo copies	ATTENDING PHYSICIAN/HOSPITAL
- Copies of running bill or promissory note from the hospital (for unpaid hospital billing assistance)	ATTENDING PHYSICIAN/HOSPITAL
- copies of treatment protocol with price quotation (e.g. for chemotherapy treatment and others)	ATTENDING PHYSICIAN/HOSPITAL
6. Death Certificate (one (1) certified, one (1) photo copy) in case of burial assistance	LCR OFFICE
7. Original receipt of burial expenses - one (1) original and one (1) photo copy)	FUNERAL PARLOR

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients logbook in the front window	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development

				Office
2. Submit all the supporting documents	2.1 Get all the papers/documents hand-carried by the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.2 Check all documents No.3 4 (5,6,7 optional)	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Be ready for personal interview	3.1 Personal interview with the client using the GIS (General Intake Sheet)	None	3 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.2 Fiil-up certificate of eligibility using data gathered through GIS	None	3 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.3 Submit all complete documents for outright financial assistance	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Received the financial assistance	4,1 Release the outright cash/financial assistance	None	2 minutes	Treasurer, Cashier I, Municipal Treasurer's Office
	TOTAL	None	14 minutes	

PROVISION OF CENTENARIAN GIFT

Centenarian Gift - An additional Benefit/Privilege to Filipino who reach the age of 100

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Walk-in/Referred Clients who reach the age of 100 years old

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Birth Certificate or Philippine Passport - Original and one (1) photo copy	Client
2. Senior Citizen's Identification Card (IDs) - original and one (1) photo copy	Client
3. Other Government valid IDs like LTO Driver's License, SSS, PRC, Postal ID, Comelec or Voter's ID that indicate the day and date of birth and nationality of centenarian secondary document:	Client
- Marriage Certificate of Centenarian	Client
- Birth Certificate of Children (PSA/LCR)	Client
4. Old school record or company indicating the birth date of Centenarian	Client
5. Affidavit of two disinterested person (age so above)	Client
6. Certified Baptismal	Client
7. Medical/Dental Record from attending physician and dentist	Client
8. Picture of the Centenarian	Client
9. In case of death after filing:	Client
- Power of Attorney authorizing one of the surviving children to receive the centenarian gift	
- Warranty and Release of liability	MSWD (Municipal Social Welfare and Development Office)

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients logbook in the front window	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Submit the	2.1 Receive and	None	3 minutes	MSWDO, SWO1,

complete requirements	check the submitted requirements			SWA I Municipal Social Welfare and Development Office
	2.2 Give copy of the submitted requirements to the LCE	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.3 Submit hard copies DSWD Regional Office, San Fernando, Pampanga through email	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.4 Submit hard copies of complete requirements to the DSWD Regional Office, San Fernando, Pampanga	None	2 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.5 Wait for the release of the Centenarian Gift	None	3 months	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	TOTAL	None	3 months, 2 hours and 10 minutes	

CICL (CHILDREN IN CONFLICT WITH THE LAW) SERVICES

Programs/Services, Intervention and Counseling or Support Given to minors who are in Conflict with the Law

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	CICL

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Child's presence	Client
2. Guardian's presence	
3. Referral letter	
4. Barangay blotter or police investigation report	
5. Birth certificate or any proof of the child's age	
6. Medical Certificate	
7. Completed the ff:	
- Intake Form	
- Child functioning assessment tool	
- Family functioning assessment tool	
- Index of value judgement tool	
- Level of moral development tool	

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients logbook in the front window	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.2 Advise the minor's guardian to secure birth certificate	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.3 Conduct interview to minor	None	20 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Fill-up/answer the	2.1 Provide	None	1 hour	MSWDO, SWO1,

provided questionnaire on act of discernment (optional to be fill-up by those who were referred by court)	questionnaire to client answering			SWA I Municipal Social Welfare and Development Office
	2.2 Interpret given data of the client for act of discernment	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.3 Conduct remedial intervention or diversion program	None	1 hour	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.4 Home visit client for possible intervention on family approach	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.5 Coordinate with CICL worker at barangay level for the community of minority	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3, Attend session for remedial intervention or deversion program	None	None	3 months	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	TOTAL	None	3 months, 3 hours and 27 minutes	

EARLY CHILDHOOD CARE AND DEVELOPMENT (ECCD) SERVICE

The placement of 3 to 4 years old children in a Child Development Centers so as to improve their motor development

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Children ages 3 to 4 years old
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Birth Certificate (Certified photo copy)	Client

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait at home for the house to house for early enrollment during the 1st month of the year January	1.1 House to House enrollment of enrollees for the next school year	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.2 House to House weighing of early enrolled children ages 3 to 4	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.3 Intake interview of children with the family	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.4 Computation of ages in months and nutritional status	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.5 Submission of report (Master list and Monthly Weighing Record)	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Attend orientation meeting for parents	2.1 Conduct orientation to all parents of children enrolled at Child Development	None	3 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office

	Centers			
	2.2 Conduct daily children sessions	None	3 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Prepare scheduled daily foods for supplemental feeding	3.1 Supervise preparation of hot meal by parents	None	2 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Assist children in their lunch feeding	4.1 Assist children with their parents during lunch	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
5. Do the after care and cleaning of utensils after feeding	5.1 Assist parents in the aftercare feeding of children	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
TOTAL		None	6 hours and 12 minutes	

PMC (PRE-MARRIAGE COUNSELING)

A service given once a week (every Thursday) to would-be-couples who filed their marriage license at LCR

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)			
Classification:	Simple			
Type of Transaction:	External Governement to Citizen - G2C			
Who may avail:	Would-Be-Couples (Ages 18-25 years old)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
No ne		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development

				Office
2. Fill-up application for PMC Counseling	2.1 Give the application form	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Fill-up PMC Questionnaire	3.1 Give the PMC questionnaire	None	15 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.2 Accomplish the PMC certificate	None	15 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.3 Sign the PMC certificate	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Attend PMC seminar	4.1 Counselor conduct PMC session	None	3 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
				POPOCOM/Office of POPCOM Municipal Health Office
5. Pay PMC at Treasurer's Office	5.1 Get official receipt for attachment at PMC Certificate	N 100	5 minutes	Treasurer, Cashier / Municipal Treasurer's Office
TOTAL		PHP 100	3 hours and 43 minutes	

IDENTIFICATION CARD AND PURCHASE BOOKLET ISSUANCE ON PWD, SOLO PARENT AND SCA

Identification Card issued for PWD, Solo Parent, SCA are all Valid IDs of Filipino Citizen and to know that a person is affiliated in any association under LGU

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Walk-in/referred clients who are PWD, Solo Parents and Senior Citizens

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Application Form for ID of PWD and SCA - one (1) copy	MSWD Office
2. ID pictures - one (1) 2x2 and two (2) pieces 1x1	Client
3. Medical Abstract/ Medical Certificate (Updated) of PWD - (original copy)	ATTENDING PHYSICIAN/HOSPITAL
4. Certificate of Disability from the Barangay - one (1) original copy	BARANGAY CAPTAIN
5. Death certificate of deceased husband/wife if Solo Parent - (certified photo copy)	Client
6. Birth Certificate of Senior Citizen - one (1) photo copy	Client
7. One (1) valid ID for Identfication - one (1) photo copy with original signature	Client

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Get application form for PWD, Solo Parent and SCA	2.1 Give the application form	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Fill-up application form for PWD, Solo Parent and SCA form	3.1 Get and cross application form and other	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare

and submit together with the supporting documents/requirements	supporting documents/requirements			and Development Office
	3.2 Process ID for PWD, Solo Parent and SCA	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.3 Release signed IDs and purchase booklet for PWD, Solo Parent and SCA	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
TOTAL		None	10 minutes	

PROVISION OF SOCIAL PENSION

Social Pension is additional government assistance in the amount of five hundred pesos (PHP 500.00) monthly stipend to augment the daily subsistence and other medical needs of indigent senior citizens ages 60 years old and above.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C

Who may avail:	Indigent Senior Citizens (60 and above years of age)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Application Form - one (1) copy		MSWD Office		
2. General Intake Sheet (GIS) - one (1) copy		MSWD Office		
3. Information Sheet of three (3) qualified representatives - one (1) copy/each		MSWD Office		
4. ID pictures - one (1) each for the client and 3 qualified representatives		Client		
5. Photo copy and SCA ID with original signature		Client		
6. SOCPEN Beneficiary update form		Client		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Get application form form, GIS, Information Sheet	2.1 Give the application form	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Fill-up application form and submit completely the provided forms are: (Application form, General Intake Sheet and Information Sheet)	Give the application form, GIS and Information forms to the client	None	2 days	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office

	3.1 Get and check the fully accomplished forms from the client	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.2 Submit the fully accomplished forms through email	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.3 Submit the fully accomplished forms in hard copy to the DSWD San Fernando, Pampanga	None	2 hours	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.4 Wait for the approval of the pensioner	None	3 months	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
TOTAL		None	3 months, 2 days, 2 hours and 4 minutes	

SUPPLEMENTAL FEEDING

Provision of hot meal to children inside Child Development Center so as to uplift nutritional level.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)			
Classification:	Simple			
Type of Transaction:	External Governement to Citizen - G2C			
Who may avail:	Indigent walk-in/referred clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Early enrolment of children age 3 to 4 in duplicate copies		CHILD DEVELOPMENT WORKERS		
2. Monthly weight record of children in duplicate (2) copies		CHILD DEVELOPMENT WORKERS		
3. Monthly nutritional status report in two (2) copies		CHILD DEVELOPMENT WORKERS		
4. Attendance of children with parents signature in two (2) copies		CHILD DEVELOPMENT WORKERS		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare

				and Development Office
2. Submit early enrollment of children ages 3 to 4	2.1 Receive the documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.2 File the documents	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Submit nutritional status report of children	3.1 Receive the documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.2 Check the documents	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.3 File the documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Submit attendance of children with parent's signature	4.1 Receive attendance of the children with parent's signature	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	4.2 Check attendance of the children with parent's signature	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	4.3 File attendance of the children with parent's signature	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development

				Office
	4.4 Release commodities/ food for supplemental feeding according to number of children development centers	None	5 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
TOTAL		None	17 minutes	

TRAVEL CLEARANCE ASSESSMENT

Travel Clearance are given to minor (Below 18 yearas old) who will travel abroad to spend quality time with their loved ones during holiday season

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Minor (below 18 years old in age)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly accomplished application forms	MSWD OFFICE
2. Assessment Report - four (4) copies	MSWD OFFICE
3. Birth Certificate - original and four (4) photo copies	PSA
4. Marriage Certificate - original and four (4) photo copies	PSA
5. Cenomar of Parent (in cae of illegitimacy) - original and four (4) photo copies	PSA
6. Notarized Affidavit of consent of both parents - original and four (4) photo copies	CLIENT, LAW OFFICE
7. Two (2) original colored passport size photos taken with	CLIENT
8. Affidavit of support from sponsoring person duly notarized from the place of documents place of origin	CLIENT
9. Certified copy of any evidence to show the financial capability of sponsor:	CLIENT
- Latest Income Tax	

- Bank Statement				
- Contract (employment) indicating the monthly compensation				
10. Certification from airlines for unaccompanied minor		CLIENT		
11. Waiver from the parents releasing DSWD from any liability/responsibility in case of untoward incident		CLIENT		
12. Official receipt of payment		CLIENT, TREASURER'S OFFICE		
CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Submit all documents	2.1 Accept all the requirements from the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	2.2 Check all requirements	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Client interview for the application and assessment processing	3.1 Interview the client	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.2 Fill-up the application and assessment	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Check the accomplished forms	4.1 Give accomplishment report to client for checking	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office

	4.2 Final encoding of forms (Application and Assessment)	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
5. Sign the final copies of Application Form	5.1 Give the finalize copies to client for signature	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	5.2 Sign the finalize copies	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
6. Pay the travel clearance assessment	6.1 Instruct the client to pay	None	2 minutes	Treasurer, Cashier I Municipal Treasurer's Office
TOTAL		PHP 300	44 minutes	

FOSTER PARENTING

Assessment of individual who is capable and voluntarily willing to foster care a child for a certain period especially special ocassion like Christmas, New Year, etc., so that a child will experience living with a family.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Interested couples who are willing to foster a child on their own will

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police clearance		PNP OFFICE		
Marriage certificate (if married) SECPA		LCR OFFICE		
Three (3) character references (relatives, friends or co-workers		CLIENT		
Latest Income tax return		BIR		
Result of Psychological evaluation		ATTENDING PHYSICIAN/HOSPITAL		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Wait for the staff who will assist to cater your needs	2.1 Staff will interview the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Answer the information needed for documentation	3.1 Write all gathered information from the client's interview	None	3 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Provide the necessary documents needed	4.1 Check the documents	None	3 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
5. Wait for the checking of documents and be ready for comments and completion of documents	5.1 Briefly and clearly explain the lacking documents subject for compliance	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
6. Wait for the foster parenting orientation	6.1 Advice client on the schedule of seminar/orientation	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
7. Wait for the foster	7.1 Remind client	None	2 months	MSWDO, SWO1,

parent capability approval	and constant follow-up		(minimum)	SWA I Municipal Social Welfare and Development Office
TOTAL		None	2 months and 11 minutes	

ADOPTION

Adoption is a legal act or measure of having a minor as one member of the family to be as He or Shes' own child.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Interested couples who are willing to foster a child on their own will

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Birth Certificate of the minor (original copy)	PSA (Philippine Statistics Authority)
Birth Certificate of the adoptee (original copy)	PSA (Philippine Statistics Authority)
Marriage contract of the adoptee (original copy)	PSA (Philippine Statistics Authority)
NBI Clearance of the adoptee	NBI (National Bureau of Investigation)
Police clearance	PNP (Philippine National Police)
Psychological evaluation	Attending Physician
Physical, Medical evaluation	Attending Physician
Latest Income tax return	BIR
Character References (3 persons)	client
3x5 photo	client
Certificate of Attendace Forum	MSWD
Consent of the Children	Client's children

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Express what is the	2.1 Assist client	None	2 minutes	MSWDO, SWO1,

purpose of visit	and provide the checklist of requirements			SWA I Municipal Social Welfare and Development Office
3. Complete documents and submit to used office for checking	3.1 Check the forwarded documents	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Wait for an interview	4.1 Clearly explain the flow of interview and or the process without delay	None	4 minutes	MSWDO, SWO1 Adoption worker Municipal Social Welfare and Development Office
5. Wait for the advise while the papers is on process by the DSWD Office regional	5.1 Worker will submit papers at the regional office for the certificate to declare a child ready for adoption	None	6 months	MSWDO, SWO1 Adoption worker Municipal Social Welfare and Development Office
6. Wait for further announcement on the aoorival of adoption	6.1 Update client on the progress of adoption	None	1 year onward	MSWDO, SWO1 Adoption worker Municipal Social Welfare and Development Office
TOTAL		None	1 year, 6 months and 9 minutes	

EDUCATIONAL ASSISTANCE

Educational Assistance given to the students who are indigent and with parents who are incapable to shoulder school expenses of their children needed for studying.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Indigent walk-in/referred clients
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**

1. Barangay Certificate of indigency (original copy)		Client		
2. Registration/Enrollment form from school		Client		
3. Latest I.D. (Photocopy)		Client		
4. Latest School Grades (Photocopy)		Client		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Get requirements on how to avail educational assitance	2.2 Give checklist of requirements	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Complete and submit all the requirements needed	3.1 Get and check the submitted documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Be ready for a brief interview	4.1 Interview applicants and explain the mode of assistance according to academic excellence:	None	3 days before of payout	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
5. Wait for scheduled payout of assistance	5.1 Process papers, prepare payroll, vouchers for educational assistance funding	None	1 day	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	5.2 Inform schedules on venue, time and date of educational	None	1 day	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office

	assistance payout			
6. Come on time on date of payout	6.1 Prepare all needed paraphernalia for the payout including venue preparation rental of chairs and sounds	None	1 day	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office Mayors Office staff
TOTAL		None	6 days and 3 minutes	

LAG (LIVELIHOOD ASSISTANCE PROGRAM)

Given to clients to augment their resources for daily living through the availment of financial assistance to start a livelihood project.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)			
Classification:	Simple			
Type of Transaction:	External Governement to Citizen - G2C			
Who may avail:	Indigent walk-in/referred clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Certificate of barangay indigency with a purpose - one (1) original and one (1) photo copy		Barangay Captain		
2. Valid identification card of patient and client address (UMID or PWD or voter's ID or solo parent ID) two 2 copies		Client		
3. Approved project proposal		MSWD OFFICE		
4. SAC Client's Form - one (1) photo copy		Client		
5. Masterlist of clients		MSWD OFFICE		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1.1 Coordinate with the funding agency to be included in the list of Municipality additional support from national agency	None	1 day	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office

	1.2 Wait for the confirmation on approved allocation	None	1 month (waiting time)	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office PDO II Provincial Development Office
	1.3 Coordinate with SLP Project Proposal Development Officer II for the entitled beneficiaries	None	30 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office PDO II Provincial Development Office
2. Sign in the clients logbook in the MSWD office	2.1 Give the logbook to the client	None	1 minute	MSWDO, SWA I LAG STAFF Municipal Social Welfare and Development Office
3. Submit documents	3.1 Check the documents	None	1 minute	MSWDO, SWA I LAG STAFF Municipal Social Welfare and Development Office
4. Sign the Documents	4.1 Check the signed documents	None	1 minute	MSWDO, SWA I LAG STAFF Municipal Social Welfare and Development Office
	4.2 Prepare the masterlist for submission with supporting documents	None	1 day	MSWDO, SWA I LAG STAFF Municipal Social Welfare and Development Office
	4.3 Sybmit	None	1 day	MSWDO, SWA I

	complete document to funding agency			LAG STAFF Municipal Social Welfare and Development Office
	4.4 Wait for the approval	None	15 days	MSWDO, SWA I LAG STAFF Municipal Social Welfare and Development Office
	4.5 Inform beneficiaries for the approval date of payout and time	None	1 day	MSWDO, SWA I, LAG STAFF Municipal Social Welfare and Development Office PDO II Provincial Development Office
	4.6 Payout proper	None	1 day	MSWDO, SWA I, LAG STAFF Municipal Social Welfare and Development Office PDO II Provincial Development Office
TOTAL		None	1 month 20 days and 32 minutes	

PHILHEALTH CERTIFICATION

A certification issued to indigent client to avail Philhealth who can't afford to fully cater the needed hospitalization

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C

Who may avail:	Indigent walk-in/referred clients			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Copy of barangay indigency with a purpose		Barangay Captain		
2. General intake of MSWD Office		MSWD OFFICE		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Present documents	2.1 Check all the presented documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Answer information from the questions during interview by the staff	3.1 Write all gathered information in the GIS Form from the client's interview	None	2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	3.1 Sign the presented documents	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
4. Receive the signed documents	4.1 Give the signed documents and advise the client to submit the signed document to the RHU	None	1 minute	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
5. Submit documents to RHU to avail Philhealth benefits				Client
TOTAL		None	6 minutes	

REQUEST FOR AMBULANCE

Request for ambulance conduction or tansfer of patients during emergency or scheduled clients doctor's visit

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Indigent walk-in/referred clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Physical Appearance or emergency call of relatives for the detailed patient' whereabouts and other information	

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients proceed to MSWD for ambulance assistance	1.1 Listen to the presented problem of walk-in clients during emergency (may it be emergency call or personal request)	None	1 to 2 minutes	MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.2 Staff will directly request for ambulance assistance in-behalf of worried clients	None	2 minutes	Ambulace Driver/Dispatcher MDRRMO MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
	1.3 Staff will relay information on whereabouts of clients may it be transfer of patients, convey or any emergency needs relayed to the MSWD Office	None	3 minutes	Ambulace Driver/Dispatcher MDRRMO MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
2. Client will wait for the confirmation of	2.1 Staff will relay the approval of	None	2 minutes	Ambulace Driver/Dispatcher

request	request			MDRRMO MSWDO, SWO1, SWA I Municipal Social Welfare and Development Office
3. Client will escort the ambulance to place of destination				
TOTAL		None	7 minutes	

REFERRAL FOR AFTER CARE PROGRAM OF A CHILD

A referral executed by the social workers referring a child to undergo After Care Program.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	CICL (Children in-conflict with the Law) CAR (Children at Risk)

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Referral Letter	MSWD Office
2. Social Case Study Report of the minor including the services provided at the center and the child's progress	MSWD Office
3. Case Conference	MSWD Office, Agency
4. After Care Contract	MSWD Office

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the clients logbook in the MSWD office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO I, SWA I Municipal Social Welfare and Development Office
	1.2 Worker will prefer the referral letter	None	5 minutes	MSWDO, SWO I, SWA I Municipal Social Welfare and Development Office
	1.3 Worker will sign the referral	None	1 minute	MSWDO, SWO I, SWA I Municipal

				Social Welfare and Development Office
	1.4 Worker will refer the client through phone call	None	2 minutes	MSWDO, SWO I, SWA I Municipal Social Welfare and Development Office
	1.5 Worker will instruct client on her/his way of reporting and the contact person	None	2 minutes	MSWDO, SWO I, SWA I Municipal Social Welfare and Development Office
2. Client will report to the concern where he's referral to.		None	30 minutes	client
TOTAL		None	40 minutes	

BALIK PROBINSYA

A program given to family or person who are willing to return back to province where he came from in the absence of employment, other eco-problem and lost of shelter in the city

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Family/person willing to avail the Balik-Probinsya Program

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original Certificate of barangay indigency with a purpose	LGU where he came from
2. Photocopy of Valid identification card of client with address (UMID or PWD or voter's ID or solo parent ID)	Client
During pandemic:	
-Rapid test (depends on the requirement of Province to reside with governing IATF guidelines)	Health Facility

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client's logbook in the MSWD	1.1 Give the logbook to the	None	1 minute	MSWDO, SWO1 Municipal Social

Office	client			Welfare and Development Office
2. Client will be subject for interview	2.1 Worker will interview client	None	2 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
3. Client will express his needs for the Balik Probinsya Assistance	3. Worker will assist client and refer to the LCE Local Chief Executive	None	2 to 10 minutes	LCE Local Chief Executive - Mayors Office
4. Client will wait for report	4. Worker will look on the presence of funding at the LGU	None	3 minutes	LCE Local Chief Executive - Mayors Office
5. Client will disclose his address	5.1 Worker will get the complete information, address and contact number of the client	None	2 to 5 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
	5.2 Worker will facilitate in rendering the needed service	None	5 to 20 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
TOTAL		None	41 minutes	

ESA (EMERGENCY SHELTER ASSISTANCE)

Assistance given to family/affected by the man-made calamity such as fire, typhoon and floodand those with destroyed or damaged dwelling house , who are illegally evicted due to squatting.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple

Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Family whose dwelling house where partially or totally damaged by calamity.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Copy of barangay indigency with a purpose	Barangay Captain
2. Copy of Valid identification card of client address (UMID or PWD or voter's ID or solo parent ID)	Client
3. Court order or notice of violation, if any	Court
4. Certificate that they were affected by the calamity	Barangay Captain
5. Barangay Blotter Report as additional requirement for those who were evicted	Barangay Captain

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1 Municipal Social Welfare and Development Office
2. Walk-in clients referred client will report on LGU	2.1 Worker will interview assess client and provide checklist for completion	None	5 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
3. Clients will submit needed documents	3.1 Worker will check on the completion of documents and check also that clients already affixed their signatures	None	5 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
	3.2 Worker will do the masterlisting process the papers and payroll	None	2 - 3 days	MSWDO, SWO1 Municipal Social Welfare and Development Office
	3.2 Follow-up papers for funding	None	2 days	MSWDO, SWO1 Municipal Social

				Welfare and Development Office
	3.4 Coordinate with the Treasures on the availability of fund	None	30 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
	4.1 Inform and Check on the disbursement and payout of ESA for the affected family	None	5 minutes	MSWDO, SWO1 Municipal Social Welfare and Development Office
4. Client will prepare for the release of ESA	5.1 Release of ESA	None	1 day	MSWDO, SWO1 Municipal Social Welfare and Development Office
TOTAL		None	6 days 15 minutes	

REQUEST FOR PARENTING CAPABILITY ASSESSMENT

An assessment done by social worker done through case conference and home visitation to measure the parenting capability of a certain parent.

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Governement to Citizen - G2C
Who may avail:	Indigent walk-in/referred clients

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Referral Letter	MSWD Office
2. Social Case Study Report of the minor including the services provided at the center and the child's progress	MSWD Office

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1 Municipal Social Welfare and Development

				Office
2. Client will report for case conference	2.1 Staff will set the case conference in an exclusive room (CRISIS INTERVENTION ROOM)	None	5 Minutes	SWO
	2.2 Staff casually talk to client to win rapport between the social worker and client	None	2 minutes	SWO
3. Client will answer the needed information of social worker to assess her capability on parenting	2.3 Staff will throughly assess the gathered information to depend the client on her reitegrate minor to her family	None	5-30 minutes	SWO
4. Client will wait for further interview and approval	4.1 Staff will process the paper and recommend parent on her parenting capability to reintegrate minor to her family	NONE	1 day	SWO
	4.2 Staff will submit the Parenting capability assessment report for approval	NONE	1 week	SWO
5. Client will attend Discharge conference	5.1 Staff will attend conference at agency /center where CICL or	None	1 day	SWO

	CAR will be discharge for reintegration			
6. Client will took responsibility on minors custody	6.1 Staff will do constant visit to family to see the result of minors reintegration and to know the parenting techniques of client	None	2 times a month	SWO
TOTAL		None		

REQUEST FOR ASSISTANCE TO A CHILD ALLEGED VICTIM OF ABUSE, NEGLECT AND EXPLOITATION AND ASSISTANCE TO THE CHILD'S FAMILY

Assistance given to victim of family of abuse neglected and exploited minor

Office or Division:	MSWDO (Municipal Social Welfare and Development Office)
Classification:	Simple
Type of Transaction:	External Government to Citizen - G2C
Who may avail:	Victin Family or Victim Herself

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Report (maybe written or oral) / Referral letter and or blotter report if from barangay or WCPD	PNP, Barangay
2. Multi-disciplinary team (doctor, psychometrician, social worker, police investigator)	Attending Physician
3. Signed Intervention Contract	

CLIENT'S STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the client's logbook in the MSWD Office	1.1 Give the logbook to the client	None	1 minute	MSWDO, SWO1 Municipal Social Welfare and Development Office
2. Walk-in clients will	2.1 Worker will	none	2 to 30	SWO , MSWDO
report directly to assigned worker	assist client and asess the urgency of their problem		minutes	

	2.1 Upon assessmnet if theres urgency for inquest of perpetrator worker will immediately seek help to PNP	none	30 minutes to 1 hour	SWO, PNP, CLIENT
3. Client victim will relay info during the interview	3.1 if there's no urgent need for police assisatance worker will take interview assessment on needs	none	5 minutes	SWO
	3.2 For victims worker will coordinate and accompany victim to PNP for the request of medical examination	none	5 to 10 minutes	SWO, PNP, VICTIM, AND FAMILY MEMBER
4. Victim with the family member will seek medical check-up at accredited hospital	4.1 Worker will wait for the result of medical and secure also the Birth Certificate of minor	none	2 minutes	SWO, VICTIM AND FAMILY MEMBER
	4.2 If there's a need of temporary placement, victim will be refered further in a placement center	none	2 minutes	
	4.3 Worker will make initial Social	none	30minutes and 1 hours	

	Case for admission			
5. Victim will go Antigen test	5.1 Worker will refer client for test by the Center Admission	none	1 hours	
6. Client will prepare for the temporary placement	6.1 Worker with the victim will undergo Pre-admission conference to complete the process of admission	none	1 to 3 hours	ADMITTING AGENCY, SOCIAL WORKER, SWO, VICTIM MEMBER
	6.2 Worker will sign paper for the placement of victims	none	5 minutes	SWO, ADMITTING SWO
TOTAL		None		

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

EXTERNAL SERVICES

TIMELY REGISTRATION OF LIVE BIRTH (NOT MARRIED)

The Local Civil Registrar's Office are accepting Registration for Live Birth in all individuals that the events of their birth are happen within the Municipality of Rizal

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ACCOMPLISHED LIVE BIRTH FORM (4 original Live Birth Form 102)	RURAL HEALTH UNIT (RHU)/PRIVATE MIDWIFE
ANY VALID I'D OF PARENT'S (2 Photocopies)	GOVERNMENT ID's/SCHOOL ID's
CEDULA(1 original)/Minor are not Required	TREASURERS OFFICE /BARANGAY HALL
Medical Certificate Hospital,Clinic,or Midwife /Affidavit of traditional midwife or "hilot"	RURAL HEALTH UNIT (RHU)/PRIVATE MIDWIFE / TRADITIONAL MIDWIFE (Hilot)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Admin Aide II Bookbinder/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	1 Hour	Admin Aide II Bookbinder I/LCR Office
4.Fill up the interview form	4.1 Prepare and Register the Live Birth Form.	None	1 Hour	Admin Aide II Bookbinder I/LCR Office
	4.2 Prepare the Affidavit Use the Surname Of Father sign by the Mother of the child		1 Hour	Admin Aide II Bookbinder I/LCR Office
5.Check and Sign the Live Birth Form and the Affidavit to use the Surname of	5. Submit to MCR for final Checking and signing	None	1 Hour, 15 minutes	MCR/ LCR Office

Father.				
6.Pay the required fees at the Municipal Treasurer	None	Reg. fee- PHP 50.00 Service fee/	2 Hours	MUN. TREASURER
		Sec. fee- PHP 300.00		
7. Return to LCR Office for processing and releasing	6.Check the Official Receipt and Issue the Registered Certificate of Live Birth to the client	None	1 Hour	Sports & Game INS.1/LCR Office
TOTAL		**PHP 350.00**	**1 day**	

TIMELY REGISTRATION OF LIVE BIRTH (MARRIED)

The Local Civil Registrar's Office are accepting Registration for Live Birth in all individuals that the events of their birth are happen within the Municipality of Rizal

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
ACCOMPLISHED LIVE BIRTH FORM (4original Live Birth Form)	RURAL HEALTH UNIT (RHU)/PRIVATE MIDWIFE
MARRIAGE CONTRACT OF PARENTS(1 origal ,1 photocopy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE
Medical Certificate Clinic,or Midwife /Affidavit of traditinal midwife or "hilot"	RURAL HEALTH UNIT (RHU)/PRIVATE MIDWIFE / TRADITIONAL MIDWIFE (Hilot)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Admin Aide II Bookbinder/LCR Office
3. Submit all the	3. Receive the	None	1 Hour	Record Officer

Requirements needed	Requirements for checking			II/LCR Office
4.Fill up the interview form	4. Prepare and Register the Live Birth Form	None	2 Hours	Record Officer II/LCR Office
5.Check and Sign the Live Birth Form	5. Submit to MCR for final Checking and signing	None	1 Hour, 15 minutes	MCR/ LCR Office
6.Pay the required fees at the Municipal Treasurer		Reg. fee- PHP 50.00	2 Hours	MUN. TREASURER
7. Return to LCR Office for processing and releasing	6.Check the Official Receipt and Issue the Registered Certificate of Live Birth to the client	None	1 Hour	Admin Aide III CLERK I/LCR Office
	TOTAL	**PHP 50.00**	**1 day**	

DELAYED REGISTRATION OF LIVE BIRTH (MARRIED)

The Local Civil Registrar's Office are accepting Registration for Live Birth in all individuals that the events of their birth are happen within the Municipality of Rizal

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEGATIVE RESULT OF BIRTH CERTIFICATE(1 original)	PSA CABANATUAN CITY
National Certification (if born 1944 and below)	National Archives
Affidavit of two disinterested person	Notary Public / Attorney
Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of the mother(and name of father if the child has been acknowledged) BAPTISMAL (1 original, 1 photocopy) SCHOOL RECORDS(nursery, kindergarten, preparatory, Form 137) (1 original, 1 photocopy)	CHURCH / RELIGIOUS SECT. SCHOOL(where the clients graduated) BEREAU OF INTERNAL REVENUE/OWNERS COPY INSURANCE COMPANY CLINIC/HOSPITAL BARANGAY HALL

INCOME TAX OF PARENTS'(1 original, 1 photocopy) INSURANCE POLICY (1 original, 1 photocopy) MEDICAL RECORD(1 original, 1 photocopy) Others such as Barangay Captains Certification (1 original, 1 photocopy) NATIONAL ID/ELECTRONIC DIGITAL COPY (1 original, 1 photocopy)	
Other authentic/valid documents showing name, date and place of birth of the applicant (e.i) MARRIAGE CONTRACT(1 original, 1 photocopy) VOTER'S REGISTRATION RECORD(1 original, 1 photocopy) SSS, etc. (1 original, 1 photocopy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE COMMELEC SSS OFFICE
VALID I'D OF PARENT'S (1 Photocopy)	GOVERNMENT ID's
MARRIAGE CONTRACT(1 original, 1 photocopy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE
CEDULA(1 original)	TREASURERS OFFICE (Window 2)/BARANGAY HALL

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Sports & Game INS.1/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Sports & Game INS.1/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 Hours	Admin Aide II Bookbinder/LCR Office
4.Fill up the interview form	4.1 Prepare the Live Birth Form	None	1 hour ,15 minutes	Admin Aide III CLERK I/LCR Office
	4.2 Registered the Accomplished Live Birth Form	None	1 Hour	Record Officer II/LCR Office
5.Check and Sign the Live Birth Form	5. Submit to MCR for final Checking and signing/Posting	None	10 Days	MCR /LCR Office

6.Pay the required fees at the Municipal Treasurer	None	Delayed Reg. fee PHP 300.00	2 Hours	MUN. TREASURER
7. Return to LCR Office for processing and releasing	6.Check the Official Receipt and Issue the Registered Certificate of Live Birth to the client	None	1 Hour	Record Officer II/LCR Office
TOTAL		**PHP 300.00**	**11 days**	

DELAYED REGISTRATION OF LIVE BIRTH (NOT MARRIED)

The Local Civil Registrar's Office are accepting Registration for Live Birth in all individuals that the events of their birth are happen within the Municipality.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NEGATIVE RESULT OF BIRTH CERTIFICATE(1 original, 1 photocopy)	PSA CABANATUAN CITY
Any two of the following documentary evidences which may show the name of the child, date and place of birth, and name of the mother(and name of father if the child has been acknowledged) BAPTISMAL (1 original, 1 photocopy) SCHOOL RECORDS(nursery, kindergarten, preparatory, Form 137) (1 original, 1 photocopy) INCOME TAX OF PARENTS'(1 original, 1 photocopy) INSURANCE POLICY (1 original, 1 photocopy) MEDICAL RECORD(1 original, 1 photocopy) Others such as Barangay Captains	CHURCH / RELIGIOUS SECT. SCHOOL(where the clients graduated) BEREAU OF INTERNAL REVENUE/OWNERS COPY INSURANCE COMPANY ATTENDING PHYSICIAN BARANGAY HALL

Certification (1 original, 1 photocopy				
VALID I'D OF PARENT'S (1 Photocopy)		GOVERNMENT ID's		
CEDULA(1 original)/Minor are not Required		TREASURERS OFFICE /BARANGAY HALL		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Sports & Game INS.1/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Sports & Game INS.1/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 Hours	Admin Aide II Bookbinder/LCR Office
4.Fill up the interview form	4.1 Register the Live Birth Form 4.2 Prepare the Affidavit Use the Surname Of father sign by the Mother of the child	None None	2 Hours, 15 minutes	Record Officer II/LCR Office
5.Check and Sign the Live Birth Form and the Affidavit to use the Surname of Father.	5. Submit to MCR for final Checking and signing/Posting	None	10 Days	MCR/ LCR Office
6.Pay the required fees at the Municipal Treasurer	None	Delayed Reg. fee- PHP300.00 Service fee/ Sec. fee- PHP 300.00	2 Hours	MUN. TREASURER
7. Return to LCR Office for processing and releasing	6.Check the Official Receipt and Issue the Registered Certificate of Live Birth to the client	None	1 Hour	Admin Aide II Bookbinder 1/LCR Office
TOTAL		**PHP 600.00**	**11 days**	

TIMELY REGISTRATION OF MARRIAGE CERTIFICATE

The Local Civil Registrar's Office are accepting Registration for Marriage in all individuals that the events of their Marriage are happen within the Municipality

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
ACCOMPLISHED MARRIAGE FORM (4 original copies)		RELIGION / RELIGIOUS SECTOR/CIVIL		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1..1 Give the Logbook for sign in	None	15 minutes	Sports & Game Ins. I/LCR Office
2. Submit the Accomplished Marriage Contract Form	2. 1 Receive the Accomplished Marriage Contract Form	None	30 minutes	Sports & Game Ins. I/LCR Office
3.Check the Marriage Contract Form	3.1 Register the Marriage Contract Form	None	2 Hours	Admin Aide II Bookbinder/LCR Office
	3.2 Submit to MCR for final Checking and signing	None	2 Hours	MCR/ LCR Office
4.Pay the required fees at the Municipal Treasurer	None	Reg. fee- PHP 50.00	2 hours 15 minutes	MUN. TREASURER
5. Return to LCR Office for processing and releasing	5.Check the Official Receipt and Issue the Registered Certificate of Marriage to the client	None	1 Hour	Admin Aide II Bookbinder/LCR Office
TOTAL		**PHP 50.00**	**1 day**	

DELAYED REGISTRATION OF MARRIAGE CERTIFICATE

The Local Civil Registrar's Office are accepting Registration for Marriage in all individuals that the events of their Marriage are happen within the Municipality

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOUR COPIES OF MARRIAGE CERTIFICATE(Original)	LOCAL CIVIL REGISTRAR
NEGATIVE RESULT OF MARRIAGE CERTIFICATE(1 original, and 1 photocopy)	PSA CABANATUAN CITY
OLD COPY OF MARRIAGE CONTRACT(1 original, and 1 photocopy)	OWNER'S COPY
AFFIDAVIT OF CONTRACTING PARTIES STATING THEIR NAMES,AND DATE AND PLACE OF MARRIAGE (3 original copies)	NOTARY PUBLIC
AFFIDAVIT OF TWO DISINTERESTED PERSONS STATING THE CIRCUMSTANCES OF MARRIAGE SUCH AS DATE AND PLACE OF MARRIAGE, NAME OF THE CONTRACTING PARTIES AND NAME OF THE SOLEMNIZING OFFICER	NOTARY PUBLIC
AFFIDAVIT OF THE SOLEMNIZING OFFICER STATING EXACT PLACE, DATE OF MARRIAGE, FACTS AND CIRCUMTANCES SURROUNDING THE MARRIAGE AND THE REASON OR CAUSE OF THE DELAY REGISTRATION	NOTARY PUBLIC
CEDULA(1 original)	TREASURERS OFFICE/BARANGAY HALL

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2.1 Receive the Requirements for checking	None	30 minutes	Sports & Game Ins. I/LCR Office
3.Fill up the interview form	3.1 Prepare the Marriage Contract Form	None	2 Hours	Admin Aide II Bookbinder 1/LCR Office
	3.2 Registered the Accomplished Marriage Contract	None	2 Hours	Admin Aide II Bookbinder 1/LCR Office
4.Check and Sign the Accomplished Marriage Contract Form	4.1 Submit to MCR for final Checking and signing/Posting	None	10 days	MCR/ LCR Office
5.Proceed to Attorney's Office	None	None	None	NOTARY PUBLIC

for signing				
6.Pay the required fees at the Municipal Treasurer		Delayed Reg. fee- PHP300.00	2 Hours, 15 minutes	MUN. TREASURER
7. Return to LCR Office for processing and releasing	5. Check the Official Receipt and Issue the Registered Certificate of Marriage to the client	None	1 Hour	Admin Aide III CLERK 1/LCR Office
TOTAL		**PHP 300.00**	**11 days**	

TIMELY REGISTRATION OF DEATH CERTIFICATE

The Local Civil Registrar's Office are accepting Registration for Death in all individuals that the event
of their Death are happen within the Municipality

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
FOUR (4) COPIES OF DEATH DULY ACCOMPLISHED FORM 103	LOCAL CIVIL REGISTRAR
BARANGAY CERTIFICATION (1original and 1 photocopy)	BARANGAY HALL
POLICE REPORT (if the caused of Death is Accident or Murder)(1orig. and 1 photocopy)	POLICE STATION

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 minutes	Admin Aide II Bookbinder/LCR Office
3.Fill up the interview form	3. Prepare the Death Certificate	None	30 minutes	Admin Aide III CLERK 1/LCR

	Form			Office
4.Check and Sign the Accomplished Death Certificate Form	None	None	1 Hour	Admin Aide II Bookbinder/LCR Office
5.Proceed to Municipal Health Officer for signing	None	None	1 Hour, 45 minutes	MUN HEALTH OFFicer
6. Proceed to Funeral Services for signing	None	None	2 Hour	EMBALMER
7. Return to LCR Office and Bring The Accomplished Death Certificate Form	7.1 Submit to MCR for final Checking and signing	None		MCR/ LCR Office
8.Pay the required fees at the Municipal Treasurer	None	Reg. Fee- PHP 50.00 Burial Fee- PHP 55.00 Lot Fee- PHP 1,000.00	1 Hour	MUN. TREASURER
9. Return to LCR Office for releasing	9.1. Check the Official Receipt and Issue the Registered	None	1 Hour	Admin Aide II Bookbinder/LCR Office
TOTAL		**PHP 1,105.00**	**1day**	

DELAYED REGISTRATION OF DEATH CERTIFICATE

The Local Civil Registrar's Office are accepting Registration for Death in all individuals that the events of their Death are happen within the Municipality

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Four (4) COPIES OF CERTIFICATE OF DEATH (original)	LOCAL CIVIL REGISTRAR
NEGATIVE RESULT OF DEATH CERTIFICATE(1 original, and 1 photocopy)	PSA CABANATUAN CITY
BARANGAY CERTIFICATION (1original and 1 photocopy)	BARANGAY HALL
AUTHENTICATED COPY OF THE CERTIFICATE OF BURIAL,CREMATION,OR OTHER MEANS OF CORPSE DISPOSAL(1 orig,1 Photo copy)	FUNERAL SERVICE/CREMATORIUM
AFFIDAVIT OF TWO DISINTERESTED PERSON(3 originals)	NOTARY PUBLIC
AFFIDAVIT FOR DELAYED REGISTRATION	LOCAL CIVIL REGISTRAR
CEDULA(1 original)	TREASURERS OFFICE/BARANGAY HALL
POLICE REPORT (if the caused of Death is Accident or Murder)(1orig. and 1 photocopy)	POLICE STATION

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder 1/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 minutes	Admin Aide II Bookbinder 1/LCR Office
3.Fill up the interview form	3. Prepare the Death Certificate Form	None	1 Hour	Admin Aide III Clerk I)/LCR Office
4.Check and	None	None	1 Hour	Admin Aide III

Sign the Accomplished Death Certificate Form				Clerk I)/LCR Office
5.Proceed to Municipal Health Officer for signing	None	None	1 Hour	MUN. HEALTH OFFicer
6. Proceed to Funeral Services for signing	None	None	1 Hour, 15 minutes	EMBALMER
7.Proceed to Attorney's Office for Notarization	None	None	None	NOTARY PUBLIC
8. Return to LCR Office for Registration	4.Registered the Accomplished Death Certificate Form	None	1 Hour	Bookbinder II/LCR Office
9.Pay the required fees at the Municipal Treasurer	None	Delayed Reg. Fee PHP 300.00	1 Hour	MUN. TREASURER
10. Return to LCR Office for releasing	5. Submit to MCR for final Checking and signing	None	10 days	MCR/ LCR Office
	6. Check the Official Receipt and Issue the Registered Certificate of Death to the client	None	1 Hour	Admin Aide II Bookbinder/LCR Office
TOTAL		**PHP 300.00**	**11 days**	

ENDORSEMENT (BIRTH,MARRIAGE,AND DEATH CERTIFICATE)

The Local Civil Registrar's Office are accepting Indorsement for the said Documents for advance copy and authentication to PSA Cabanatuan City

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
NEGATIVE RESULT (1 original, and 3 photocopy)	PSA CABANATUAN CITY
NEWLY REGISTERED FORM (1 original, and 3 photocopy)	LOCAL CIVIL REGISTRAR OFFICE
INDORSEMENT LETTER (4 original copies)	LOCAL CIVIL REGISTRAR OFFICE
LETTER OF PROOF OF URGENCY	AGENCY CONCERNED

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2.1 Receive the Requirements for checking	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office
	2.2 Prepare the Documents form		30 Minutes	
3.Check the Accomplished Documents	3.1. Submit to MCR for final Checking and signing		30 Minutes	MCR/ LCR Office
4.Pay the required fees at the Municipal Treasurer	None	Endorsement Fee- PHP 330.00/per doc.	1 hour	MUN. TREASURER
5. Return to LCR Office for processing and releasing	5.Check the Official Receipt and Issue the finished documents to clients.	None	15 Minutes	Admin Aide II Bookbinder/LCR Office
TOTAL		**PHP 330.00**	**3 Hours**	

ISSUANCE OF LOCAL (BIRTH,MARRIAGE,AND DEATH CERTIFICATE)

This Office are issuing a Local copy of Birth, Marriage and Death Certificate in all individuals that were Registered in the Local Civil Registry Office of this municipality.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
VALID ID's of the owners and (1original, and 1 photocopy)	GOVERNMENT ID'S
VALID ID's of the authorized person (1 original, and 1 photocopy)	GOVERNMENT ID'S
AUTHORIZATION LETTER (1 original Copy)	OWNER OF THE DOCUMENTS

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 Minutes	Admin Aide II Bookbinder/LCR Office
	2.2 Prepare the Documents form	None	30 Minutes	Record Officer II/LCR Office
3.Check the Accomplished Documents	4. Submit to MCR for final Checking and signing	None	30 Minutes	MCR/ LCR Office
4.Pay the required fees at the Municipal Treasurer	None	Local Certificate Fee PHP 110.00 per Doc. Documentary Stamp Fee per doc. Php 30.00	1 hour	MUN. TREASURER
5. Return to LCR Office for processing and releasing	5.Check the Official Receipt and Issue the finished documents to clients.	None	15 Minutes	Admin Aide II Bookbinder 1/LCR Office
TOTAL		**PHP 140.00**	**3 Hours**	

SECURING A PSA COPY OF BIRTH ,MARRIAGE,AND DEATH CERTIFICATE

The Local Civil Registrar's Office are accepting for Securing a PSA copy of the said documents for all individuals that they are need for reference purpose.

Office or Division:	Local Civil Registrar
Classification:	Complex Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
VALID ID's of the owners and (1original, and 1 photocopy)	GOVERNMENT ID'S
VALID ID's of the authorized person (1 original, and 1 photocopy)	GOVERNMENT ID'S
AUTHORIZATION LETTER (1 original Copy)	OWNER OF THE DOCUMENTS

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	20 Minutes	Sports & Game Ins. I/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	15 Minutes	Sports & Game Ins. I/LCR Office
4.Fill up the PSA form	4. Receive the Accomplished PSA Form	None	35 Minutes	Sports & Game Ins. I/LCR Office
5.Pay the required fees at the Municipal Treasurer	None	Service fee PHP 100.00/doc.	1 hour	MUN. TREASURER
6. Photocopy the OR and the Valid ID	6.1.Check the Official Receipt	None	20 Minutes	Admin Aide II Bookbinder 1/LCR Office
7. Return to LCR Office for processing and Pay another for	7.1 Receive the payment for PSA Copy and the	PSA COPY PHP 155/doc.	7 days	PSA OFFICE

PSA copy	photocopy of OR and Valid ID for processing			
8. Return to LCR Office for releasing the Documents	8.1 Issue the Secured PSA copy to the client	None	15 minutes	Admin Aide II Bookbinder 1/LCR Office
TOTAL		**PHP 255.00**	**7 days & 3 Hours**	

SECURING A PSA COPY OF CENOMAR

This Office are accepting for Securing a PSA copy of CENOMAR for all individuals that they are planning for marriage and for other reference purposes.

Office or Division:	Local Civil Registrar
Classification:	Complex Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
VALID ID's of the owners and (1original, and 1 photocopy)	GOVERNMENT ID'S
VALID ID's of the authorized person (1 original, and 1 photocopy)	GOVERNMENT ID'S
AUTHORIZATION LETTER (1 original Copy)	OWNER OF THE DOCUMENTS

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	20 Minutes	Sports & Game Ins. I/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	15 Minutes	Sports & Game Ins. I/LCR Office
4.Fill up the PSA form	4. Receive the Accomplished PSA Form	None	35 Minutes	Sports & Game Ins. I/LCR Office
5.Pay the required fees at the Municipal	None	Service fee PHP	1 hour	MUN. TREASURER

Treasurer		100.00 / doc.		
6. Photocopy the OR and the Valid ID	6.1 Check the Official Receipt	None	20 Minutes	Admin Aide II Bookbinder 1/LCR Office
7. Return to LCR Office for processing and Pay another for PSA copy	7.1. Receive the payment for PSA Copy and the photocopy of OR and Valid ID for processing	PSA COPY PHP 210.00 / doc.	7 days	PSA OFFICE
8. Return to LCR Office for releasing the Documents	8.1 Issue the Secured PSA copy to the client	None	15 minutes	Admin Aide II Bookbinder 1/LCR Office
TOTAL		**PHP 310.00**	**7 days & 3 Hours**	

APPLICATION AND ISSUANCE FOR MARRIAGE LICENSE (BOTH RESIDENTS)

This Office are issuing a Marriage License to all individuals that were planning for a marriage, or both applicants is a residents of the said municipality

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CEDULA (Both Applicants / original copy)	TREASURERS OFFICE (Window 2)/BARANGAY HALL
BIRTH CERTIFICATE (Both Applicants/ PSA Copy/Local copy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE
CENOMAR (Both Applicants / Original Copy)	PSA CABANATUAN CITY
1x1 picture (Both Applicants / 3 pcs. Each)	Photo Studio
Advice/Consent of parents if the Applicants are Below 25 yrs Old	Local Civil Registrar's Office
Family Planning Seminar/Pre-marriage Counselling seminar	Municipal Social Welfare Development Office(MSWDO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 Minutes	Bookbinder II/LCR Office
3.Fill up the Marriage Application Form	3.Prepare the Marriage Application Form	None	40 minutes	Record Officer II/LCR Office
4.Pay the required fees at the Municipal Treasurer	None	Apps. Fee PHP 600.00 Service Fee PHP 150.00	2 hour	MUN. TREASURER
5. Return to LCR Office for checking and Signing of Application of Marriage License	5.1.Check the Official Receipt and Receive the Accomplished Mar. Application Form for 10 days Public posting	None	10 days	Sports & Game Ins. I/LCR Office
6. Return to LCR Office After 10 days. for releasing the Marriage License	6.1. Submit to MCR for final Checking and signing	None	20 Minutes	MCR/LCR OFFICE
	6.2. Issue the approve Marriage License to the client	None	15 Minutes	Sports & Game Ins. I/LCR Office
TOTAL		**PHP 750.00**	**10 days & 4 hours**	

APPLICATION AND ISSUANCE FOR MARRIAGE LICENSE (ONE(1) OF THE APPLICANT IS NON RESIDENT)

This Office are issuing a Marriage License to all individuals that were planning for a marriage, one of the applicants is a residents and the other one is non resident of the said municipality

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
CEDULA (Both Applicants / original copy)	TREASURERS OFFICE /BARANGAY HALL
BIRTH CERTIFICATE (Both Applicants/ PSA Copy/Local copy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE
CENOMAR (Both Applicants / Original Copy)	PSA CABANATUAN CITY
1x1 picture (Both Applicants / 3 pcs. Each)	Photo Studio
Advice/Consent of parents if the Applicants are Below 25 yrs Old	Local Civil Registrar's Office
Family Planning Seminar/Pre-marriage Counselling seminar	Municipal Social Welfare Development Office(MSWDO)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 Minutes	Bookbinder II/LCR Office
3.Fill up the Marriage Application Form	3.Prepare the Marriage Application Form	None	40 minutes	Record Officer II/LCR Office
4.Pay the required fees at the Municipal Treasurer	None	Apps. Fee Php 750.00 Service Fee	2 hour	MUN. TREASURER

		PHP 150.00		
5. Return to LCR Office for checking and Signing of Application of Marriage License	5.1.Check the Official Receipt and Receive the Accomplished Mar. Application Form for 10 days Public posting	None	10 days	Admin Aide III CLERK I/LCR Office
6. Return to LCR Office After 10 days. for releasing the Marriage License	6.1. Submit to MCR for final Checking and signing	None	20 Minutes	MCR/LCR OFFICE
	6.2. Issue the approve Marriage License to the client	None	15 Minutes	Sports & Game Ins. I/LCR Office
TOTAL		**PHP 900.00**	**10 days & 4 hours**	

APPLICATION AND ISSUANCE FOR MARRIAGE LICENSE (ONE OF THE APPLICANT IS FOREIGNER)

This Office are issuing a Marriage License to all individuals that were planning for a marriage, one of applicant is a foreigner from other country and one of the applicants is a resident of the said municipality.

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CEDULA (Filipino Applicant / original copy)	TREASURERS OFFICE (Window 2)/BARANGAY HALL
BIRTH CERTIFICATE (Both Applicants/ PSA Copy/Local copy/Foreign copy)	PSA CABANATUAN CITY / LOCAL CIVIL REGISTRY OFFICE
CENOMAR (Filipino Applicant / Original Copy)	PSA CABANATUAN CITY
1x1 picture (Both Applicants / 3 pcs. Each)	Photo Studio
Passport (Foreigner applicant/Original Copy & 1 photocopy)	DFA / OWNER
Legal Capacity (Foreigner applicant/Original Copy)	EMBASSY
Advice/Consent of parents if the Applicants are Below 25 yrs Old	Local Civil Registrar's Office
Family Planning Seminar/Pre-marriage Counselling seminar	Municipal Social Welfare Development Office(MSWDO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Submit all the Requirements needed	2. Receive the Requirements for checking	None	30 Minutes	Admin Aide II Bookbinder/LCR Office
3.Fill up the Marriage Application Form	3.Prepare the Marriage Application Form	None	40 minutes	Admin Aide II Bookbinder 1/LCR Office
4.Pay the		Apps. Fee	2 hour	MUN.

required fees at the Municipal Treasurer	None	PHP 1,500.00 Service fee PHP 150.00		TREASURER
5. Return to LCR Office for checking and Signing of Application of Marriage License	5.1.Check the Official Receipt and Receive the Accomplished Mar. Application Form for 10 days Public posting	None	10 days	MCR/LCR OFFICE
6. Return to LCR Office After 10 days. for releasing the Marriage License	6.1. Submit to MCR for final Checking and signing	None	20 Minutes	MCR/LCR OFFICE
	6.2. Issue the approve Marriage License to the client	None	15 Minutes	Admin Aide III CLERK I/LCR Office
TOTAL		**PHP1,650.00**	**10 days ,4 hours**	

LEGITIMATION

This Office are accepting a Legitimation process for all individuals that their parents were not yet married during the time of the child's birth and it was Registered to her Mother's Surname.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BIRTH CERTIFICATE(1 original, 3 photocopies)	PSA CABANATUAN CITY
MARRIAGE CONTRACT(1 original, 1 photocopy)	PSA CABANATUAN CITY

JOINT AFFIDAVIT OF LEGITIMATION/RA 9858 (1 origal, 3 photocopies) Note: If one of the parents is deceased the requirements indicated in RA 9858 will APPLY		LCR OFFICE / NOTARY PUBLIC		
CENOMAR OF BOTH PARENTS		PSA CABANATUAN CITY		
VALID ID'S OF PARENTS		GOVERNMENT ID'S		
CEDULA OF BOTH PARENTS(1 original)		TREASURERS OFFICE /BARANGAY HALL		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder/LCR Office
3. Submit all the Requirements needed	3.1 Receive the Requirements for checking	None	30 Minutes	Admin Aide III CLERK I/LCR Office
	3.2 Prepare all the necessary documents Affidavit of Legitimation Affidavit of Acknowledgement Supplemental Joint Affidavit (gave birth at a minor age)	None	4 Hour	Admin Aide III CLERK I/LCR Office
4.Check and Sign the Affidavits	None	None	1 hour	Record Officer II/LCR Office
5.Proceed to Attorney's Office for Notarization	None	None	None	NOTARY PUBLIC
6. Return to LCR Office for processing the documents	6.1. Receive the Notarized Affidavits for MCR signing	Nome	2 days	MCR/LCR OFFICE
7.Pay the required fees at the Municipal Treasurer	None	Legitimation Fee PHP500.00 Endorsement	1 hour	MUN. TREASURER

		Fee PHP 330.00		
8. Return to LCR Office for releasing	6.Check the Official Receipt and Issue the Legitimated Documents to the client forwarded to PSA Central Office	None	15 Minutes	MCR/LCR OFFICE
	TOTAL	**PHP 830.00**	**3 days**	

USE SURNAME OF FATHER R.A 9255

This Office are processing an Affidavit to Use the Surname of Father for all individuals that their parents were not married during the time of the child's birth and it was Registered to her Mother's Surname.

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
BIRTH CERTIFICATE(1 original, 3 photocopies)	PSA CABANATUAN CITY
NOTARIZED AFFIDAVIT TO USE THE SURNAME OF THE FATHER (1 origal, 3 photocopies)	LCR OFFICE / NOTARY PUBLIC
TWO (2) VALID ID OF THE FATHER (1 origal, 1 photocopy)	GOVERNMENT ID
ONE (1) VALID ID OF THE MOTHER (1 origal, 1 photocopy)	GOVERNMENT ID
CEDULA OF FATHER(1 original)	TREASURERS OFFICE /BARANGAY HALL

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the	1. Give the Logbook	None	15 Minutes	Admin Aide II

Logbook	for sign in			Bookbinder/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder/LCR Office
3. Submit all the Requirements needed	3.1 Receive the Requirements for checking	None	1 hour	Admin Aide II Bookbinder 1/LCR Office
	3.2 Prepare all the necessary documents Affidavit of Acknowledgement	None	1 Hour, 30 minutes	Admin Aide II Bookbinder 1/LCR Office
4.Check and Sign the Affidavit	None	None	1 hour, 30 minutes	Record Officer II/LCR Office
5.Proceed to Attorney's Office for Notarization	None	None	None	NOTARY PUBLIC
6. Return to LCR Office for processing the documents	5. Receive the Notarized Affidavits for MCR signing/Posting	None	9 Days	MCR/LCR OFFICE
7.Pay the required fees at the Municipal Treasurer	None	R.A 9255/AUSF Fee PHP500.00 Endorsement Fee PHP 330.00	2 hours	MUN. TREASURER
8. Return to LCR Office for releasing	6.Check the Official Receipt and Issue the Legitimated Documents to the client for processing to PSA Central Office	None	20 Minutes	MCR/LCR OFFICE
TOTAL		**PHP 830.00**	**10 days**	

SUPPLEMENTAL REPORT

This Office are processing Supplemental Report for all individuals that their documents were lack of information and sometimes No Entry on their (Gender, Middle Name,Last Name, Place of Birth,Father's Full Name, Mother's Full Name) and all necessary information needed to the clients documents.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
BIRTH CERTIFICATE(1 original, 3 photocopies)	PSA CABANATUAN CITY
CEDULA (1 original)	TREASURERS OFFICE (Window 2)/BARANGAY HALL

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3. 1Receive the Requirements for checking	None	1 hour	Admin Aide II Bookbinder 1/LCR Office
	3.2. Prepare the necessary documents for Supplemental	None	1 hour	Admin Aide III CLERK 1/LCR Office
4.Check and Sign the Affidavit of Supplemental Report	5.Receive the Affidavit of Supplemental Report for MCR signing	None	1 hour	MCR/LCR OFFICE
5.Pay the required fees at the Municipal Treasurer	None	Supplemental Fee PHP550.00 Endorsement fee/ PHP 330.00	1 hour	MUN. TREASURER
6. Return to LCR Office for releasing	6.1Check the Official Receipt and Issued the accomplished Supplemental	None	15 Minutes	MCR/LCR OFFICE

	Report to the client for processing to PSA Central Office			
TOTAL		**PHP 880.00**	**5 hours**	

RA. 9048 CORRECTION OF CLERICAL ERROR

This Office has given the rights by law to perform a Correction of Clerical Error under RA 9048 for all individuals that their documents were sometimes Wrong Entry and typographical error on their information.

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified True machine copy of the certificate or the page of the Registry Book containing the entry/entries sought to be CORRECTED (1 original, 7 photocopies)	PSA CABANATUAN CITY LOCAL CIVIL REGISTRAR
At least 2 public or private documents showing the correct entry or entries upon which the correction shall be based such as but not limit to the following: BAPTISMAL (1original, 2 photocopies) BIRTH CERTIFICATE(Wife/Husband-for marriage petition) (1original, 2 photocopies) VOTER'S AFFIDAVIT/REGISTRATION RECORD (1original, 2 photocopies) GSIS/SSS RECORD(1original, 2 photocopies) MEDICAL RECORD (1original, 2 photocopies) BUSINESS RECORD(1original, 2 photocopies) SCHOOL RECORD (1original, 2 photocopies)	CHURCH/ RELIGIOUS SECT. PSA CABANATUAN CITY COMMELECT GSIS OFFICE/SSS OFFICE ATTENDING PHYSICIAN OWNERS COPY SCHOOL(where the clients graduated)

ID'S (1original, 2 photocopies)		GOVERNMENT ID'S		
MARRIAGE CERTIFICATE(OWNER/PARENTS) (1original, 2 photocopies)		PSA CABANATUAN CITY		
BIRTH CERTIFICATE(PARENTS/SIBLINGS)(1 original, 2 photocopies)		PSA CABANATUAN CITY		
DEATH CERTIFICATE OF PARENTS (if deceased) (1original, 2 photocopies)		PSA CABANATUAN CITY		
CEDULA (1 original) (1original, 2 photocopies)		TREASURERS OFFICE /BARANGAY HALL		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3.1 Receive the Requirements for checking	None	7 days	MCR/LCR OFFICE
	3.2 Prepare the necessary documents for Correction of Clerical Error	None	3 hour	Admin Aide III CLERK 1/LCR Office
4.Pay the required fees at the Municipal Treasurer	None	R.A 9048/CCE Fee PHP 1,000.00	1 hour	MUN. TREASURER
5.Return to LCR office for Check and Signing of Documents	5.1 Check the Official Receipt	None	2 hour 45 minutes	Record Officer II/LCR Office
	5.2 Receive the Signed Documents for 10 days Public posting.		10 Days	MCR/LCR OFFICE
6. Return to LCR	6.1. Issue the approve RA 9048 Documents to the client for		30 minutes	MCR/LCR

Office for releasing	processing to PSA Legal Dept.			OFFICE
	TOTAL	**PHP 1,000.00**	**18 days**	

Processing of R.A 9048 Correction of Clerical Error: Qualified for Multi stage processing

RA. 10172 CORRECTION OF CLERICAL ERROR (GENDER AND DATE OF BIRTH)

This Office has given the rights by law to perform a Correction of Clerical Error under RA 10172 for all individuals that their documents were sometimes wrong Entry and typographical error on their information.

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certified True machine copy of the certificate or the page of the Registry Book containing the entry/entries sought to be CHANGED both the PSA copy and the LCRO Copy shall be submitted (1 original, 7 photocopies) POLICE CLEARANCE (1 original, 7 photocopies) NBI CLEARANCE (1 original, 7 photocopies) AFFIDAVIT OF NON-EMPLOYMENT/EMPLOYMENT/SELF-EMPLOYED(1 original, 2 photocopies) EARLIEST SCHOOL RECORD OR EARLIEST SCHOOL DOCUMENTS (1 original, 2 photocopies) MEDICAL RECORDS(1 original, 2 photocopies) MEDICAL CERTIFICATE(from government accredited physician) (1 original, 2 photocopies) BAPTISMAL CERTIFICATE (1original, 2 photocopies)	PSA CABANATUAN CITY/LOCAL CIVIL REGISTRAR POLICE STATION OFFICE NBI AGENCY COMPANY/NOTARY PUBLIC ELEM.SCHOOL(where the clients graduated) ATTENDING PHYSICIAN RURAL HEALTH UNIT I CHURCH/RELIGIOUS SECT.
VOTER'S REGISTRATION RECORD (1original, 2 photocopies)	COMMELEC
ID'S (1original, 2 photocopies)	GOVERNMENT ID'S
MARRIAGE CERTIFICATE(OWNER) (1original, 2 photocopies)	PSA CABANATUAN CITY

AFFIDAVIT OF PUBLICATION (1original copy)		PUBLISHING COMPANY		
CEDULA (1 original) (1original, 2 photocopies)		TREASURERS OFFICE (Window 2)/BARANGAY HALL		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3.1 Receive the Requirements for checking	None	7 days	MCR/LCR OFFICE
	3.2 Prepare the necessary documents for Correction of Clerical Error	None	3 hour	Admin Aide III CLERK 1/LCR Office
4.Pay the required fees at the Municipal Treasurer	None	R.A 10172/CCE Fee PHP 3,000.00	1 hour	MUN. TREASURER
5.Return to LCR office for Check and Signing of Documents	5.1 Check the Official Receipt	None	2 hour 45 minutes	Record Officer II/LCR Office
	5.2.Received the Signed Documents for 10 days posting	None	10 Days	MCR/LCR OFFICE
6. For Publication				PUBLISHING COMPANY
7. Return to LCR Office for releasing	7.1 Issue the approved RA 10172 Documents to the client for processing to PSA Legal Dept.		30 minutes	MCR/LCR OFFICE
	TOTAL	**PHP 3,000.00**	**18 days**	

Processing of R.A 10172 Correction of Clerical Error: Qualified for Multi stage processing

CHANGE OF FIRST NAME(Birth Certificate)

This Office has given the rights by law to process the Change of First Name in all individuals that their documents were sometimes wrong entry and typographical error on their First Name.

Office or Division:	Local Civil Registrar
Classification:	Highly Technical Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BIRTH CERTIFICATE (1 original, 7 photocopies)	PSA CABANATUAN CITY
VOTER'S REGISTRATION RECORD (1original, 2 photocopies)	COMMELEC
BAPTISMAL (1original, 2 photocopies)	CHURCH/ RELIGIOUS SECT.
ID'S (1original, 2 photocopies)	GOVERNMENT ID'S
MARRIAGE CERTIFICATE(OWNER) (1original, 2 photocopies)	PSA CABANATUAN CITY
BIRTH CERTIFICATE(SIBLINGS)(1 original, 2 photocopies)	PSA CABANATUAN CITY
NBI (1original, 2 photocopies)	NBI AGENCY
POLICE CLEARANCE(1original, 2 photocopies)	POLICE STATION
EMPLOYER'S CERT./SERV. RECORD/AFF. OF NON-EMPLOYMENT(1original, 2 photocopies)	COMPANY/NOTARY PUBLIC
EARLIEST SCHOOL RECORD/FORM 137(1original, 2 photocopies)	ELEMENTARY SCHOOL
AFFIDAVIT OF PUBLICATION (1original copy)	PUBLISHING COMPANY
CEDULA (1 original) (1original, 2 photocopies)	TREASURERS OFFICE (Window 2)/BARANGAY HALL

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office

Card (ID's)				
3. Submit all the Requirements needed	3.1 Receive the Requirements for checking	None	7 days	MCR/LCR OFFICE
	3.2 Prepare the necessary documents for Correction of Clerical Error	None	3 hour	Admin Aide II Bookbinder 1/LCR Office
4.Pay the required fees at the Municipal Treasurer	None	CFN Fee PHP 3,000.00	1 hour	MUN. TREASURER
5.Return to LCR office for Check and Signing of Documents	5.1 .Check the Official Receipt		2 hour 45 minutes	Record Officer II/LCR Office
	5.2.Received the Signed Documents for 10 days Public posting.	None	10 Days	MCR/LCR OFFICE
6. For Publication				PUBLISHING COMPANY
7. Return to LCR Office for releasing	7. 1 Issue the approved CFN Documents to the client for processing to PSA Legal Dept.	None	30 minutes	MCR/LCR OFFICE
	TOTAL	**PHP 3,000.00**	**18 days**	

Processing of Change of First Name: Qualified for Multi stage processing

REGISTRATION OF LEGAL INSTRUMENT

The Local Civil Registrar's Office are accepting Registration of Legal Instrument such as Legitimations and acknowledgements for Live Birth in all individuals that the events of their birth are happen within the Municipality of Rizal

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Four copies of Legal Instrument to be registered (4 original	LOCAL CIVIL REGISTRAR OFFICE
For Acknowledgement of Paternaity- the interested party must submit at least two(2) public/private instruments where the putative father duly recognized the child as his son/daughter INSURANCE POLICIES (2 Photocopies) SCHOOL RECORDS(1 original, 1photocopy)	INSURANCE COMPANY SCHOOL (where the clients graduated)
CEDULA(1 original)/Minor are not Required	TREASURERS OFFICE /BARANGAY HALL
VALID I'D OF PARENT'S (2 Photocopies)	RURAL HEALTH UNIT (RHU)/PRIVATE MIDWIFE / TRADITIONAL MIDWIFE (Hilot)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Record Officer II/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Record Officer II/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	1 Hour	Record Officer II/LCR Office
4.Fill up the interview form	4.1.Prepare the Legitimation Form	None	1 Hour, 30 minutes	Record Officer II/LCR Office
	4.2 Prepare the Acknowledgement Form to be sign	None	1 Hour, 30 minutes	Record Officer II/LCR Office

5.Proceed to Attorney's Office for signing	by the Father of the child None	None	None	NOTARY PUBLIC
5.Check and Sign Form Affidavit	5. Submit to MCR for final Checking and signing	None	1 Hour, 30 minutes	MCR/ LCR Office
6.Pay the required fees at the Municipal Treasurer	None	Service fee/ Sec. fee- PHP 300.00	1 Hour,15 minutes	MUN. TREASURER
7. Return to LCR Office for processing and releasing	7.1 .Check the Official Receipt and Issue the Documents to the client forwarded to PSA main Office		30 minutes	MCR/ LCR Office
TOTAL		**PHP 300.00**	**1 day**	

REQUEST FOR REGISTRATION OF COURT DECREES AND ORDERS

The Local Civil Registrar's Office are accepting Certified true copies of Court Decrees/Orders in all individuals that the events of their documents are happen within the Municipality of Rizal

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
COURT DECREES/ORDER TO BE CERTIFIED(original, photocopy)	TRIAL COURT OFFICE/OWNER'S COPY

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder 1/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 Hour, 45 minutes	MCR/ LCR Office
	3.2. Submit to MCR for final Checking and signing	None	2 hours	MCR/ LCR Office
6.Pay the required fees at the Municipal Treasurer	None	Fees for Judicial Decrees/ PHP 1,100.00	2 hours	MUN. TREASURER
7. Return to LCR Office for processing and releasing	6.Check the Official Receipt and Issue the Documents to the client forwarded to PSA main Office	None	30 minutes	MCR/ LCR Office
	TOTAL	**PHP 1,100.00**	**1 day**	

REQUEST FOR CERTIFICATE OF FINALITY AND ANNOTATION (RA 10172 & RA 9048)

This Office has given the rights by law to process a Finality to the approved petition for RA 10172 & RA 9048.

Office or Division:	Local Civil Registrar
Classification:	Complex Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORIGINAL COPY OF THE DECISION OF THE CIVIL REGISTRAR GENERAL/PSA(original, photocopy)		PSA MAIN OFFICE/LOCAL CIVIL REGISTRAR		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	15 minutes	Admin Aide II Bookbinder 1/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 days	MCR/ LCR Office
	3.2. Submit to MCR for final Checking and signing	None	2 days	MCR/ LCR Office
5. Return to LCR Office for processing and releasing	5 Issue the Finality Documents to the client forwarded to PSA main Office	None	1 hour	MCR/ LCR Office
	TOTAL	**PHP 0.0**	**5 days**	

REQUEST FOR CERTIFIED TRUE COPIES OF CIVIL REGISTRY DOCUMENTS

The Local Civil Registrar's Office are accepting Certified True Copies for Birth, Marriage and Death in all individuals that the events of their birth are happen within the Municipality of Rizal.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of	G2C (Government to Citizens)

Transaction:	
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SPOUSE-can request copy/copies of the CRD's of his/her wife/husband and their children	OWNER OF THE DOCUMENT
PARENT'S-can request copy/copies of the CRD's of their children provided their name is indicated in the latter's birth documents either as father or mother a. Duly accomplished application form b. Valid government issued ID (of document owner if legal age, if minor, that of the parents)	OWNER OF THE DOCUMENT
GUARDIAN- Appointed by Court or the person exercising substitute parental authority pursuant to article 216 of the Family code issuance of CRD's of minor a. Duly accomplished application form b. Valid government ID, Court decree of guardianship. Affidavit of guardianship(as may be applicable)	NOTARY PUBLIC
INSTITUTIONS LEGALLY IN-CHARGE OF MINORS-can only request copy issuance of CRD's of the minor if the Regional Director of the DSWD has issued an authorization to the concerned Child Caring Agency (CCA) a. Duly accomplished application form b. DSWD Authorization Letter on a per child basis	DSWDO
COURT OR PROPER PUBLIC OFFICIAL- in connection with administrative, judicial proceedings to determine the identity of the person. a. Duly accomplished application form b. Subpoena Duces tecum and Ad Testificadum	COURT
GOVERNMENT AGENCIES-in pursuance to their mandate a. Duly accomplished application form b. Data Sharing Agreement in accordance with NPC Circular 16-02	GOVERNMENT AGENCIES
NEAREST KIN- copy issuance/authentication of CRD's/certifications by nearest of kin of a	NOTARY PUBLIC

deceased person a. Duly accomplished application form b. Affidavit of Kinship stating he/she is the closest surviving relative				
OTHER PERSON AUTHORIZED BY THE DOCUMENT OWNER OR PERSONS ENTITLED TO COPY ISSUANCE OF CRD's/CERTIFICATIONS a. Duly accomplished application form b. Written Authorization from the document owner or other person's entitled to copy issuance of CRD's/certification together with 1 government issued ID of the document owner(parents if minor) as well as that of the representative. A captured /scanned image of the actual written authorization with signature that matches the accompanying ID is acceptable. However, if the document owner or person entitled to copy issuance of CRD's/certification is abroad, the letter should provide a copy of his/.her passport.			OWNER OF THE DOCUMENT	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	30 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Bookbinder II/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 hours	MCR/LCR OFFICE
	4 Prepare the necessary documents for Certified True Copies	None	2 hours	Record Officer II/LCR Office
4.Pay the required fees at the	None	Certified True Copy Fee	2 hour	MUN. TREASURER

Municipal Treasurer		PHP 220.00		
5.Return to LCR office for Check and Signing of Documents	5.Check the Official Receipt	None	30 minutes	Record Officer II/LCR Office
	6.Received the Signed Documents	None	30 minutes	MCR/LCR OFFICE
TOTAL		**PHP 220.00**	**1 day**	

REQUEST FOR CERTIFIED XEROX/ MACHINE COPIES OF CIVIL REGISTRY DOCUMENTS

The Local Civil Registrar's Office are accepting Certified Xerox/Machine Copies for in all individuals that the events of their Birth, Marriage and Death Certificate are happen within the Municipality of Rizal.

Office or Division:	Local Civil Registrar
Classification:	Simple Transactions
Type of Transaction:	G2C (Government to Citizens)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
REGISTERED ORIGINAL COPY OR PSA COPY OF MARRIAGE, BIRTH AND DEATH CERTIFICATE (1 original, photocopy)	PHILIPPINE STATISTICS AUTHORITY/ OWNER'S COPY
ORIGINAL COPY OF LOCAL BIRTH (1A), MARRIAGE (3A) AND DEATH CERTIFICATE(2A) (1 original, photocopy)	LOCAL CIVIL REGISTRAR/OWNER'S COPY

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Logbook	1. Give the Logbook for sign in	None	30 Minutes	Sports & Game Ins. I/LCR Office
2. Present any valid Identification Card (ID's)	2.Ask any valid Identification Card (ID's)	None	30 Minutes	Admin Aide II Bookbinder 1/LCR Office
3. Submit all the Requirements needed	3. Receive the Requirements for checking	None	2 hours	Record Officer II/LCR Office

	4 Prepare the necessary documents for Certified True Copies	None	2 hours	MCR/LCR OFFICE
4.Pay the required fees at the Municipal Treasurer	None	Certified Xerox Copy/Machine Copy Fee per Documents PHP 55.00 Documentary Stamp Fee per documents 30.00	2 hour	MUN. TREASURER
5.Return to LCR office for Check and Signing of Documents	5.1 Check the Official Receipt	None	30 minutes	Record Officer II/LCR Office
	5.2.Received the Signed Documents	None	30 minutes	MCR/LCR OFFICE
	TOTAL	**PHP 85.00**	**1 day**	

MUNICIPAL HEALTH OFFICE

EXTERNAL SERVICE

ANTI RABIES VACCINATION

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	Individuals who are bitten by dogs, cats, monkey and cattle
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Official Receipt	Municipal Treasurer Office

FOR RESIDENT OF RIZAL				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Proceed to ABTC Triage area	1. Issue client number ID, Interview and take vital signs	None	5 Minutes	Municipal Health Office
2. Go to ABTC treatment room for vaccination	2. Assess patient for vaccination, vaccinate the client, give vaccination card and instruct the client on the next date of visit, provide health education	None	1 Hour	Municipal Health Office
TOTAL		**None**	**1 hour, 5 minutes**	

FOR NON-RESIDENT OF RIZAL				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
3. Proceed to ABTC Triage area	3. Issue client number ID, interview and take vital signs	None	5 Minutes	Municipal Health Office

4. Proceed to ABTC treatment room	4. Assess patient for vaccination, issue payment order slip, advise client to pay prescribe fee prior to vaccination	None	10 Minutes	Municipal Health Office
5. Pay prescribe fee	5. Issue official receipt base on written payment order slip: • Anti Rabies Vaccine • Medical Supply • Anti Tetanus	Php 300.00 Php 100.00 Php 100.00	5 Minutes	Municipal Treasurer Office
6. Return to ABTC treatment room, present Official Receipt for vaccination	6. Check official receipt, vaccinate the client, issue vaccination card, advise client to return on the next schedule of vaccination, provide health education	None	5 Minutes	Municipal Health Office
TOTAL		**None**	**25 Minutes**	

APPLICATION FOR REGISTRATION OF MEAT HANDLERS, BUTCHER'S, ENTRAIL WORKERS AND OTHER SLAUGHTERHOUSE PRIVATE WORKERS

Inadequate hygienic practices during slaughtering or carcass handling result in high levels of microbial contamination in the meat thus impacting on public health through the sale of unsafe meat and reducing the shelf-life. Thus, it is in this light that this Office ensures that all meat handlers, butchers, entrail workers and other slaughterhouse private workers are properly registered and have undergone proper training with regards to good hygienic practices.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	Government to Business
Who may avail:	Meat Handlers, Butchers, Entrail workers and other slaughterhouse private workers
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Application Form	Municipal Health Office
Health Certificate	Municipal Health Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to MHO, submit documents, fill up application form	Issue and receive filled-out application form and health certificate, register in the official registry logbook for meat handlers/butchers/entrail workers and other slaughterhouse private workers	None	19 Minutes	Sanitation Inspector I
TOTAL		None	19 minutes	

ISSUANCE OF TRANSFER PERMIT OF CADAVER TO BE EXHUMED

Permit should be secured to prevent spread of infection if the cause of death is due to infectious disease. IRR under Chapter XXI of Sanitation Code of the Philippines "Disposal of Dead Persons".

Office of Division:	Municipal Health Office
Classification:	Sanitary
Type of Transaction:	G2P
Who may avail:	Family member of deceased

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Death Certificate	Local Civil Registrar
Transfer permit from place of origin	Place of origin
Application Form for transfer permit of cadaver/burial	Municipal Health Office
Official Receipt for transfer of cadaver/burial	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO, fill-up and submit application Form, present documentary requirements	1. Issue application form, assess documentary requirements, issue order of payment slip	None	5 Minutes	Municipal Health Officer Sanitation Inspector I
2. Pay prescribe fee	2. Issue Official Receipt	Php 500.00	3 Minutes	RCC 1 Municipal Treasurer's Office
3. Proceed to MHO	3. Receive official receipt, prepare, sign and issue transfer of cadaver permit	None	5 Minutes	Municipal Health Officer Sanitary Inspector I

APPLICATION FOR CREMATION PERMIT

Permit should be secured before commencing with cremation of cadaver. IRR under Chapter XXI of Sanitation Code of the Philippines “Disposal of Dead Persons”.

Office or Division:		Office Municipal Health Officer		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Family members of the deceased		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Death Certificate		Local Civil Registrar		
Transfer permit from place of origin (for non-residents of the locality)		Municipal Health Office of place of origin		
Official Receipt		Municipal Treasurer’s Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Death Certificate and transfer permit from place of origin (for non-residents of the locality)	1. Receive application form and issue permit	None	5 Minutes	*Sanitation Inspector* *Municipal Health Officer* Municipal Health Office
2. Pay prescribe fee for cremation permit	2. Issue Official Receipt	Php 500.00	3 Minutes	*RCC-I* Municipal Treasurer’s Office
	TOTAL:	Php 500.00	8 minutes	

REQUEST FOR LABORATORY TEST WITH PAP SMEAR

Test required to get a Health Certificate for individuals working as massage clinic attendants, hostesses and hospitality girls/boys etc. under the Sanitation Code of the Philippines.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2C (Government to Citizen)
Who may avail:	Individuals who wish to work or working as massage clinic attendants, hostesses and hospitality girls/boys etc.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of request	Municipal Health Office
Laboratory and Papsmear result	Any licensed/accredited laboratory performing the test

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO	1. Issue letter of request for PAPSMEAR	None	5 Minutes	Sanitation Inspector I
2. Present result of PAPSMEAR to MHO	2. Evaluate result, provide treatment if positive result	None	5 Minutes	Sanitation Inspector I Municipal Health Officer
TOTAL		None	10 minutes	

REQUEST FOR WATER ANALYSIS

Water analysis is needed before issuance of business permit for Water Refilling Station. Analysis should be done by a laboratory accredited by DOH.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	Government to Business
Who may avail:	Water refilling Station and private water sources
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of request	Municipal Health Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO	1. Issue letter of request for water analysis	None	3 Minutes	Municipal Sanitation Inspector-1
2. Proceed to MHO and submit result of water analysis	2. Evaluate result of water analysis and issue water analysis report	None	10 Minutes	Sanitary Inspector I
TOTAL		None	13 Minutes	

DENTAL HEALTH CARE SERVICES

This service is readily available for patients in need of dental check up and services which may be performed in the Rural Health Unit.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	Pregnant Women, 0-11 months old infant, Children 12-59 months old children, 5-9 years old children, 10-19 years old adolescent, 20-59 years old adult, 60 years old and above.
CHECKLIT OF REQUIREMENTS	**WHERE TO SECURE**
Patient dental record	Municipal Health Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to dental triage area	1. Issue dental patient number, retrieve patient dental record for old patient and make new record for new patient, interview and take vital signs	None	5 Minutes	Municipal Health Office Municipal Dentist
2. Proceed to dental room	2. Perform oral examination, perform oral prophylaxis (scaling) or gum treatment if necessary, advise client to pay prescribe fee prior to dental extraction if needed, provide health education/instruction	None	25 Minutes	Municipal Dentist
3. Pay prescribe fee	3. Issue official receipt	Php 250.00	25 Minutes	Municipal Treasurer Office
4. Return to dental room	4. Check official receipt, perform tooth extraction, provide oral health education/instruction and advise patient on the next	None	25 Minutes	Municipal Dentist

	schedule of treatment/follow up			
TOTAL		Php 250.00	1 hour, 20 minutes	

ISSUANCE OF HEALTH CERTIFICATE FOR FOOD/NON-FOOD HANDLERS

This service is to provide attestation to client's health status based on available and/or required test results.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2B – Government to business
Who may avail:	All workers of Food/Non-Food handlers and Guest Relations Officer
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Filled-out application Form for Food/Non-Food handlers/GRO	Municipal Health Office
Laboratory results of HBs Ag/Stool exam	Rafael Medical Clinic/Areola's Clinic/Procheck Clinic
Chest X-RAY result	Rafael Medical Clinic/Areola's Clinic/Procheck Clinic
Official Receipt for Health Card I.D.	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Business One Stop Shop/Sanitary Office	1. Issue blank application form and list of diagnostic procedures to be done	None	1 Minute	Sanitation Inspector I
2. Fill up and submit application form, chest x-ray and laboratory test result	2. Assess application form, chest x-ray and laboratory result, issue payment order slip,	None	15 Minutes	Municipal Health Officer Sanitary Inspector I

	advise client to pay prescribe fee			
3. Pay prescribe fee	3. Issue Official Receipt	Php 100.00	5 Minutes	Municipal Treasurer's Office
4. Submit Official Receipt and receive Health Card/ID	4. Receive official receipt and issue health card/ID	None	5 Minutes	Municipal Health Officer Sanitary Inspector I
TOTAL		Php 100.00	26 minutes	

ISSUANCE OF MEDICAL CERTIFICATE

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	Individuals in need of Medical Certificate for employment and student
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Result of diagnostic examination	Laboratory/Diagnostic facility prepared by client
Documentary Stamp	Municipal Treasurer Office
Official Receipt	Municipal Treasurer Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO	1. Issue requirement slip (diagnostic examination to be done)	None	1 Minute	Municipal Health Officer
2. Submit laboratory and diagnostic result to the MHO	2. Assess result of laboratory and diagnostic examinations done, issue payment order slip	None	5 Minutes	Municipal Health Office
3. Pay prescribe fee	3. Issue official receipt	Php 250.00 – Medical Certificate Php 30.00 – Documentary Stamp	5 Minutes	Municipal Treasurer Office
4. Return to MHO	4. Receive official receipt and put documentary stamp in the medical certificate,	None	2 Minutes	Municipal Health Office

	issue medical certificate			
TOTAL		Php 280.00	13 Minutes	

ISSUANCE OF MEDICO LEGAL CERTIFICATE

This service is to provide medical knowledge to legal problems which may include medical evaluation to prove a case.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	Individuals in need of Medico Legal Certificate
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to triage area	1. Interview client and take vital signs	None	30 Minutes	Municipal Health Officer
2. Proceed to consultation room	2. Assess client, perform physical examination, issue medico legal certificate	None	30 Minutes	Municipal Health Officer
TOTAL		None	1 hour	

ISSUANCE OF SANITARY PERMIT TO OPERATE

This service is to provide medical knowledge to legal problems which may include medical evaluation to prove a case. Sanitary Permit to Operate is required to make sure that concerned establishments observe the standard of the Sanitary Code of the Philippines.

Office of Division:	Municipal Health Office
Classification:	Complex
Type of Transaction:	Government to Business
Who may avail:	All commercial establishments
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Business Permit (Current Year)	Municipal Health Office
Health Certificate (Updated)	Municipal Treasurer's Office
Chest X-Ray of Employees (1 year validity)	Diagnostic Center
FDA License to Operate Product Registration (Industrial Establishment/Manufacturing/if needed)	Food and Drug Administration
Certificate of Water Potability (Water Station)	Municipal Health Office
First Aider Training Certificate (Industrial Establishment/Manufacturing/if needed)	Red Cross
DENR: Environmental Compliance Certificate, Certificate if Non-Coverage Waste Water Discharge Permit (Industrial Establishment/Manufacturing)	DENR
Pest Control Service Report (Food Establishment/If needed)	Pest Control Service Provider
Basic Occupational Safety and Health (BOSH) (Industrial Establishment/Manufacturing)	DOLE
Pollution Control Officer Certificates (Industrial Establishment/Manufacturing)	MENRO/DENR
PDEA Certificate (if needed)	PDEA
PNP Anti Fencing (Junk Shop)	PNP
SCC DOE	

Infectious Waste MOA	Waste Management Service Provider
Application Form for Sanitary Permit to Operate	Municipal Health Office
Official Receipt for Inspection Fee	Municipal Treasurers Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to BOSS/MHO and fill-up the application form for Re: Issuance/Renewal of Sanitary Permit to Operate, prepare checklist of requirements	1. Receive and evaluate application form	None	5 Minutes	Municipal Health Officer Sanitation Inspector I
	2. Perform inspection of establishment and issue order of payment	None	5 Minutes	Sanitary Inspector I
2. Pay prescribe fee	3. Issue official receipt	Php 200.00 for Business Cooperative Php 250.00 for 50 square meters and above lot area	3 Minutes	RCC I Municipal Treasurer's Office
3. Submit Official Receipt to Sanitary Inspector I	4. Receive official receipt, sign and issue permit to operate	None	5 Minutes	Sanitary Inspector Municipal Health Officer Municipal Mayor
4. Sign in the registry logbook	5. Secure signature of client in the official registry logbook	None	2 Minutes	Sanitary Inspector I
TOTAL		Php 450.00 (Fee may vary according to the square meter of the lot area)	20 minutes	

ISSUANCE OF SLUDGE/SEPTIC TANK CERTIFICATE

This service is to provide certification on the compliance of new establishments with septic tank with the Sanitary Code of the Philippines

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	
Who may avail:	All new establishments with septic tank
CHECKLIT OF REQUIREMENTS	**WHERE TO SECURE**
Approved blue print of septic tank	Municipal Engineering Office
Application Form for sludge/septic tank certificate	Municipal Health Office
Official Receipt for Inspection Fee/Sludge	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO, fill-up Application Form, present approved blueprint of septic tank	1. Issue application form, inspect documentary requirements, issue order of payment	None	5 Minutes	Municipal Health Officer Sanitation Inspector I
2. Pay prescribed fee	2. Issue Official Receipt	Php 500.00	3 Minutes	Municipal Treasurer's Office
3. Proceed to MHO	3. Issue Sludge/Septic Tank Certificate	Php 500.00	3 Minutes	Sanitary Inspector I Municipal Health Officer Municipal Mayor
TOTAL		Php 1,000.00	11 minutes	

ISSUANCE OF TRANSFER PERMIT OF CADAVER/BURIAL

This service is to provide permit to those who wish to bury their loved ones or transfer remains to the municipality.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	Family member of deceased
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Death Certificate	Local Civil Registrar
Transfer permit from place of origin	Place of origin
Application Form for transfer permit of cadaver/burial	Municipal Health Office
Official Receipt for transfer of cadaver/burial	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MHO, fill-up and submit application Form, present documentary requirements	4. Issue application form, assess documentary requirements, issue order of payment slip	None	5 Minutes	Municipal Health Officer Sanitation Inspector I
2. Pay prescribe fee	5. Issue Official Receipt	Php 500.00	3 Minutes	RCC 1 Municipal Treasurer's Office
3. Proceed to MHO	6. Receive official receipt, prepare, sign and issue transfer of cadaver permit	None	5 Minutes	Municipal Health Officer Sanitary Inspector I
TOTAL		Php 500.00	13 minutes	

MATERNAL AND CHILD CARE

ANTENATAL/POST-NATAL, DELIVERY AND CHILD IMMUNIZATION SERVICES

This service is to provide health care services to the mother and the child

Office of Division:	Municipal Health Office
Classification:	Complex
Type of Transaction:	
Who may avail:	Pregnant/Non-pregnant women, child and newborn
CHECKLIT OF REQUIREMENTS	**WHERE TO SECURE**
Medical record	Municipal Health Office
Official Receipt	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to Triage area	Secure clinical record, perform ante-natal/post-natal care or Family Planning	None	10 Minutes	Municipal Health Officer Nurse Midwife Medical Technologist
	Perform delivery	PhilHealth member - Free	Depending on condition and labor time of patient	
	Perform complete newborn care including Expanded Newborn Screening. Issue order of payment for newborn delivered in other facility	PhilHealth member- Free	Within 25 hours after delivery	
Secure official receipt for Expanded Newborn Screening (For deliveries done in other health facility)	Issue official receipt	Php 1,750	5 Minutes	Municipal Treasurers Office
	Receive official receipt and perform newborn screening	None	30 Minutes	Municipal Health Officer Nurse Midwife

				Medical Technologist
Submit child 1½ -12 months old for immunization	Schedule/perform routine immunization of child	None	5 Minutes	Municipal Health Officer Nurse Midwife
TOTAL		Php 1,750.00	Depending on the duration of the delivery	

MEDICAL CONSULTATION AND TREATMENT

Medical consultation for communicable and non-communicable diseases with treatment depending on the severity and classification of the disease.

Office of Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	G2P
Who may avail:	General Public
CHECKLIT OF REQUIREMENTS	**WHERE TO SECURE**
Medical record	Municipal Health Office
Official Receipt	Municipal Treasurer Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to triage area	1. Issue patient number, retrieve medical record for old patient and make new record for new patient, interview client and take vital signs	None	3 Minutes	Nurse, Midwife
2. Proceed to business area	2. Issue health facility number and card	None	3 Minutes	Encoders
3. Proceed to medical consultation room, wait name and client ID number to be called	3. Assess client, perform clinical management/treatment if needed, if for laboratory or diagnostic examination prior to treatment, advise client to proceed to laboratory, ultrasound or x-ray room, if no laboratory or diagnostic examination to be done, advise client to proceed to pharmacy to receive prescribe drugs and medicines	None	5 Minutes	Municipal Health Office
4. Proceed to Laboratory, x-ray or	4. Issue payment order slip	None	1 Minute	Physician, Rad. Tech., Med. Tech.

ultrasound room				
5. Pay prescribe fee	5. Issue official receipt depending on the laboratory/diagnostic examination or surgical procedure to be performed written in the payment order slip; • Urinalysis • Cholesterol • HDL • LDL • Uric • BUN • Blood Typing • Stool Exam • FBS/RBS • CBC • X-Ray • ECG • Ultrasound • General Surgical Dressing	Php 50.00 Php 120.00 Php 120.00 Php 120.00 Php 120.00 Php 120.00 Php 50.00 Php 50.00 Php 80.00 Php 150.00 Php 100.00 Php 100.00 Php 100.00 Php 50.00	1 Hour	Municipal Treasurer Office
6. Return to medical consultation room	6. Assess result of laboratory and or diagnostic examinations, perform clinical diagnosis and treatment, issue prescription, refer client to higher level of care if necessary	None	5 Minutes	Municipal Health Officer, Rural Health Physician

7. Proceed to pharmacy	7. Issue drugs and medicines prescribe in the prescription	None	5 Minutes	Pharmacist, Nurse, Midwife
TOTAL		Fee may vary according to the laboratory, diagnostic examination, or surgical procedure.	1 hour, 23 minutes or depending on the case	

MUNICIPAL AGRICULTURE OFFICE

EXTERNAL SERVICES

PROVISION OF SEEDS (SUBSIDY FOR RICE, CORN AND HIGH VALUE COMMERCIAL CROPS)

The Department of Agriculture is pushing for increased food sufficiency as an effort to ensure food availability, accessibility, and affordability on the country and to address the treat of food scarcity and hunger.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All farmers registered in RSBSA			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. 1 Xerox copy of Valid ID (National ID, or Driver's License, or PRC ID, or SSS ID, or GSIS eCard Plus, or Other IDs that may be approved by the DA for use e.g. PWD ID, Senior Citizen ID, etc.		1. PSA, LTO, PRC, SSS, GSIS and other agencies		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit CSM form	1. Check CSM form and assist farmer to sign the masterlist	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
2. Sign masterlist form	2.1. Collect CSM form and Xerox copy of Valid ID and assist farmer to sign the masterlist	none	1 minute	Agricultural Extension Worker Municipal Agriculture Office
	2.2. Issue releasing stub to farmer	none	1 minute	Agricultural Extension Worker Municipal Agriculture Office
3. Submit to Report Officer for encoding	3. Encode in Google Sheet	None	1 minute	Report Officer Municipal Agriculture Office
4. Claim releasing stub and release the seeds	4. Release the seeds to farmer	none	1 minute	Agricultural Extension Worker Municipal

				Agriculture Office
Total		**none**	**7 minutes**	

DISPERSAL SERVICES (FISHERY)
The Department of Agriculture provides fingerlings to help and improve the fishery sector in the Municipality of Rizal.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	Government to Citizen - G2C
Who may avail:	All Fisherfolk

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist farmer to sign in logbook to identify the purpose	none	1 minute	Information Officer Municipal Agriculture Office
2. Coordinate with Municipal Fishery Coordinator to request fingerlings	2.1. Interview and identify the needs of the fisherfolk	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
	2.2. Explain the necessary requirements needed to process the request	none	1 hour	Agricultural Extension Worker Municipal Agriculture Office
3. Submit all needed documents	3. Collect documents to be forwarded to Provincial Fishery Office/BFAR	None	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
4. Wait for text message or call from Municipal Fishery	Coordinate to fisherfolk for the scheduled	none	5 minutes	Agricultural Extension Worker Municipal

Coordinator for the scheduled release of fingerlings requested	released and assist in fingerlings dispersal			Agriculture Office
Total		**none**	**1 hour, 14 minutes**	

VETERINARY SERVICES

The Local Government of Rizal promotes welfare by regulating, establishing, maintaining, keeping and treating of all animals.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Livestock Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist farmer to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Report information needed by the veterinarian for case protocol	2. 1. Gather data for animal assessment and diagnosis	none	5 minutes	Veterinarian Municipal Agriculture Office
	2.2. Issue recommendations/conduct treatment of animal	none	1 hour	Veterinarian Municipal Agriculture Office
Total		**none**	**1 hour, 6 minutes**	

ANTI RABIES VACCINATION (MASS VACCINATION)

RA 9482 The Anti Rabies Act, aims to control and eliminate human and animal rabies, mandating responsible pet ownership, registration and vaccination of dogs and penalties for violation.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Dog and Cat Owners			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring the animal in vaccination area	1.1 Interview the client for dog registration	none	1 minute	Veterinarian Agricultural Extension Worker
	1.2 Assess the animal if fit to vaccinate	none	1 minute	Veterinarian Agricultural Extension Worker
	1.3 Vaccinate the animal and issued vaccination card	none	1 minute	Veterinarian Agricultural Extension Worker
Total		**none**	**3 minutes**	

ANTI-RABIES VACCINATION (AT THE MUNICIPAL AGRICULTURE OFFICE)

RA 9482 The Anti Rabies Act, aims to control and eliminate human and animal rabies, mandating responsible pet ownership, registration and vaccination of dogs and penalties for violation.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Dog and Cat owners			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist owner to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Proceed to Veterinarian or Agricultural Extension Worker	2. Assess the animal if fit to vaccinate	none	1 minute	Veterinarian/ Agricultural Extension Worker
	2.1 Vaccinate the animal and issued vaccination card	none	1 minute	Veterinarian/ Agricultural Extension Worker
Total		**none**	**3 minutes**	

PROVISION OF FARM MECHANIZATION

This service is provided to all farmers to promote the development and adoption of modern, appropriate and cost-effective and environmentally-safe agricultural and fisheries machinery and equipment to enhance farm productivity and efficiency in order to achieve food security and safety and increase farmers' income.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Farmers Cooperatives and Associations			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Certificate of Compliance for cooperatives Certificate of Registration for Farmers' Association Security Exchange Commission Registration Certificate of Accreditation		CDA DOLE SEC DA RFO III		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Secure pro-forma of application for farm mechanization	2. Give pro-forma of application to client	none	1 minute	Agricultural Extension Worker Municipal Agriculture Office
3. Fill-out the pro-forma and prepare all necessary documents needed and submit to Municipal Agriculture Office	3. Check the pro-forma if it is properly filled out and check the documents if it is complete	none	1 hour	Agricultural Extension Worker Municipal Agriculture Office
4. Submit the application at Provincial Agriculture Office and wait for the approval of their request	4. Give the endorsement letter	none	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**none**	**1 hour, 7 minutes**	

FARM SOIL ANALYSIS

The Municipal Agriculture Office conducts farm soil analysis to provide the correct recommendation of fertilizers to be applied to their farm.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Coordinate with Municipal Soils Coordinator to conduct soil analysis	2. Explain the proper collection of soil sample	none	30 minutes	Agricultural Extension Worker Municipal Agriculture Office
3. Submit soil samples	3. Prepare and conduct laboratory analysis	none	1 hour	Agricultural Extension Worker Municipal Agriculture Office
4. Wait for soil analysis report	4. Issue fertilizer recommendation from the soil sample tested	none	30 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total			**2 hour, 1 minute**	

FARM YOUTH DEVELOPMENT AND FARM HOME EXTENSION PROGRAM

The Municipal Agriculture Office adheres to the state policy to give the youth highest priority to the development of agriculture such that equitable distribution of benefits and opportunities is realized through the empowerment of small farmers.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Coordinate with Municipal FYDP/FHRM	2.1. Interview and identify the needs of the client	none	20 minutes	Agricultural Extension Worker Municipal Agriculture Office
	2.2. Explain the necessary requirements needed to process the request	none	10 minutes	Agricultural Extension Worker Municipal Agriculture Office
3. Coordinate with the barangay officials for youth/home makers for meeting and organization	3. Courtesy call to barangay captains for youth/ homemakers organization	none	30 minutes	Agricultural Extension Worker Municipal Agriculture Office
4. Gather youth/homemakers for meeting and organization	4. Meeting with the youth to be organized. Once organized,	none	2 hours	Agricultural Extension Worker Municipal Agriculture Office

	determine the official monthly meeting date of the group for regular follow up and meetings			
5. Submit the list of members of the organized club	5. Collect documents to be forwarded to provincial FYDP/FHRM coordinator	none	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
6. Submit project proposals/request for trainings of the organized club	6. Evaluate project proposals, request letters to be submitted to provincial coordinators or other agencies for approval and funding	none	1 day	Agricultural Extension Worker Municipal Agriculture Office
7. Wait for a call from Municipal FYDP/FHRM coordinator for scheduled trainings/seminars requested	7. Coordinate to organized club for the scheduled training/seminar and assist in the conduct of training/ seminar	none	30 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**none**	**1 day, 3 hours, 36 minutes**	

APPLICATION FOR REGISTRATION OF DOGS

The Local Government Unit of Rizal promotes the registration of dogs in compliance with RA 8485 also known as the Animal Welfare Act.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	Government to Citizen - G2C
Who may avail:	All Dog and Cat Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
none	none

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Report information needed by the AEW for dog registration	2.1. Gather data needed for dog registration (dog name, age, sex, color)	none	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
	2.2. Encode the necessary data for registration	none	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
	2.3. Issuance of dog registration certificate	none	2 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**none**	**13 minutes**	

APPLICATION FOR REGISTRATION AND ORGANIZATIONAL SUPPORT AND ASSISTANCE OF NEWLY REGISTERED COOPERATIVES

The Local Government Unit of Rizal provides support and assistance to the newly registered cooperative. This is to decrease poverty and create food security, provide affordable finance, build local expertise and profits, create decent jobs and empower women.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Photocopy of Certificate of Compliance (COC)		Cooperative Development Authority (CDA)		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Coordinate with CDO	2.1. Identify the need of the client	none	10 minutes	MCDO Municipal Agriculture Office
	2.2 Explain and instruct all the necessary requirement needed to process the request	none	10 minutes	MCDO Municipal Agriculture Office
3. Submit all the requirement needed for the request	3.1. Collect all the requirement needed for the request (Photocop	none	5 minutes	MCDO Municipal Agriculture Office

	y of COC are important requirement)			
	3.2. Advice farmer to wait for the result of their request (the result depends on the availability of the program)	none	7 days	MCDO Municipal Agriculture Office
4. Wait for the approval of their request		none		
Total		**none**	**7 days, 26 minutes**	

REQUEST FOR SEEDLING DISPERSAL

The Local Government of Rizal provides seedling and other garden material to promote ecological and urban gardening.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
None		None		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Coordinate with Municipal Nursery Coordinator	2.1. Interview and identify the needs of the farmer	none	3 minutes	Nursery Coordinator Municipal Agriculture Office
	2.2. Explain the necessary requirement needed (requirement: no of seedling, farm location, variety of seedlings)	none	5 minutes	Nursery Coordinator Municipal Agriculture Office
3. Submit all the requirement needed	3. Collect documents and release the seedling that needed by the farmers	none	20 minutes	Nursery Coordinator Municipal Agriculture Office
Total		**none**	**29 minutes**	

PROVISION OF VETERINARY HEALTH CERTIFICATE

All traders and animal shippers are required to secure Veterinary Health Certificate to assure the possible spread of zoonotic diseases in the municipality.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen - G2C			
Who may avail:	All Livestock Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Valid Identification Card		LTO, SSS, COMELEC or other government issued ID		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Fill up questionnaire details for the transport of animal	2. Encode details on veterinary health certificate form and print	none	5 minutes	Agricultural Extension Worker Municipal Agriculture Office
3. Wait for the inspection of animal	3. Inspect the animal. If found healthy, advice the client to pay at the treasurer's office	none	5 minutes	Veterinarian Municipal Agriculture Office
4. Pay veterinary health certificate fee and documentary stamp	4. Receive the issued Official Receipt	Php 110.00 Php 30.00	3 minutes	Collector Municipal Agriculture Office
5. Receive the veterinary health certificate	5. Issue Veterinary Health Certificate	none	3 minutes	Veterinarian Municipal Agriculture Office
Total		**Php 100**	**17 minutes**	

PROVISION OF CERTIFICATE FOR RECLASSIFICATION

The primary purpose of land reclassification is to allow for the potential use of agricultural land for purposes other than farming as determined by land use plan.

Office or Division:	Municipal Agriculture Office
Classification:	Simple
Type of Transaction:	Government to Citizen - G2C
Who may avail:	All Land owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1 piece xerox copy of Land Title Request letter of lot owner Certification of land ownership from barangay 1 piece xerox copy of tax declaration Pictures of lot for reclassification	Barangay Hall

CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Present the required documents	2. Validate the submitted documents	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
3. Wait for the schedule of site inspection	3. Site Inspection	none	1 hour	Agricultural Extension Worker Municipal Agriculture Office
4. Pay certificate fee and documentary stamp	4. Receive the issued Official Receipt	php 110.00 php 30.00	3 minutes	Collector Municipal Agriculture Office
5. Receive the certificate of good standing	5. Issue certificate with documentary stamp	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**Php 100**	**1 hour 10 minutes**	

PROVISION OF CERTIFICATE OF ACTUAL FARMER

This certificate serves as proof that you are an actual farmer which is often required for availing agricultural loans, other government services, and for reference purposes related to tilling of agricultural land.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen- G2C			
Who may avail:	All farmers registered in RSBSA			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Valid Identification Card		LTO, SSS, COMELEC or other government issued ID		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Pay certificate fee and documentary stamp	2. Receive the issued Official Receipt	php 110.00 php 30.00	3 minutes	Collector Municipal Agriculture Office
3. Receive the certificate of actual farmer	3. Issue certificate of actual farmer	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**Php 100**	**7 minutes**	

PROVISION OF CERTIFICATE OF GOOD STANDING

The Municipal Agriculture Office issued Certificate of Good Standing to any Farmers Cooperatives and Association. It aims to verify that the organization has fulfilled its obligation and is legally authorized to operate or engage in certain activities.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen- G2C			
Who may avail:	All Farmers Cooperatives and Associations			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Certificate of Compliance Certificate of Registration for Association		Cooperative Development Authority (CDA) Security Exchange Commission (SEC) and Department of Labor and Employment (DOLE)		
CLIENT'S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in logbook	1. Assist client to sign in logbook	none	1 minute	Information Officer Municipal Agriculture Office
2. Present the required documents	2. Validate the submitted documents	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
3. Pay certificate fee and documentary stamp	3. Receive the issued Official Receipt	php 110.00 php 30.00	3 minutes	Collector Municipal Agriculture Office
4. Receive the certificate of good standing	4. Issue certificate of good standing	none	3 minutes	Agricultural Extension Worker Municipal Agriculture Office
Total		**php 100**	**10 minutes**	

OFFICE OF THE MUNICIPAL ASSESSOR

EXTERNAL SERVICES

ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION

This service allows the taxpayer to secure a duplicate copy of Tax Declaration as reference for payment of taxes and for other purposes it may serve.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners and Authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Real property tax official receipt or tax clearance evidencing full payment of realty tax for the current year- (1 original, 1 photocopy)	Municipal Treasurer's Office
2. Any valid ID of owner (corporate secretary, in case of corporation) – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
3. Official receipt of certification fee (1 photocopy)	Municipal Treasurer's Office
Additional requirements IF transacted by Representative:	
4. Valid ID of representative (1 photocopy)	Authorized Representative
5. Special Power of Attorney (or Authorization Letter (1 original, 1 photocopy)	Real Property Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit the requirements	1. Receive and check documents presented: **a. If complete**: Assign a unique identification number and issue acknowledgment receipt **b. If incomplete**, prepare notice slip indicating the reason for non-	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office

	processing, time received and time returned			
	1.1 Verification of records in the database 1.2 Generate and print the requested tax declaration	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	1.3 Issue order of Payment 1.4 Go to MTO and present copy of tax declaration to which the documentary stamp is to be affixed	None	1 Minute	
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue the official receipt 2.3 Affix documentary stamp	Certification Fee with affixed doc stamp Php 140.00	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3. Return to the Assessor's Office and present official receipt	3.1 Check the official receipt and the affixed documentary stamp	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	3.2 Review and approval	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
4. Release the certification and sign the logbook	4.1 Affix office seal 4.2 Issue Certification to the client	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office

TOTAL	Php140.00	25 Minutes	

APPLICATION FOR CERTIFICATE OF NO IMPROVEMENT

This service allows the taxpayer to secure a certification that will prove the property is vacant otherwise building/improvement constructed shall be appraised and assessed for real property taxation purposes.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners and Authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished request form or written request – (1 original)	Municipal Treasurer's Office
2. Proof of transfer – Duly notarized Deed of Sale, Deed of donation or Extra Judicial Settlement or any other document indicating the transfer of real property from one person to another – (1 photocopy)	Real Property Owner Notary Public
3. Any valid ID of owner (corporate secretary, in case of corporation) – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
4. Official receipt of certification fee – (1 original)	Municipal Treasurer's Office
Additional requirements if transacted by Representative:	
5. Valid ID of representative –(1 photocopy)	Authorized Representative
6. Special Power of Attorney (or Authorization Letter –(1 original)	Real Property Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit	1. Receive and check documents presented: **a. If complete**:	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office

the requirements	Assign a unique identification number and issue acknowledgment receipt **b. If incomplete**, prepare notice slip indicating the reason for non-processing, time received and time returned			
	1.1 Verification of records in the database	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	1.2 Generate and print the requested certification			
	1.3 Issue order of payment	None	1 Minute	
	1.4 Go to MTO and present copy of certification to which the documentary stamp is to be affixed			
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue the official receipt 2.3 Affix the documentary stamp	Certification Fee w/ affixed doc stamp Php 140.00 /copy	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3. Return to Assessor's Office and present official receipt	3.1 Check the official receipt and the affixed documentary stamp	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office

	3.3 Review and approval	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
4. Release the certification and sign the logbook	4.1 Affix office seal 4.2 Issue Certification to the client	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		Php140.00	25 Minutes	

APPLICATION FOR CERTIFICATION OF NON-OWNERSHIP OR NO PROPERTY HOLDINGS

This service allows the taxpayer to secure a certification that he/she has no properties/ownership for other purposes it may serve.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners and Authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Real property tax official receipt or tax clearance evidencing full payment of realty tax for the current year. (1 original, 1 photocopy)	Municipal Treasurer's Office
2. Any valid ID of owner(corporate secretary, in case of corporation) (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
3. Official Receipt of certification fee (1 original)	Municipal Treasurer's Office
Additional requirements if transacted by Representative:	
4. Valid ID of representative (1photocopy)	Authorized Representative
5. Special Power of Attorney (or Authorization Letter – (1 original)	Real Property Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit the requirements	1. Receive and check documents presented: **a. If complete**: Assign a unique identification number and issue acknowledgment receipt **b. If incomplete**, prepare notice slip indicating the	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office

	reason for non-processing, time received and time returned			
	1.1 Verification of records in the database 1.2 Generate and print the requested certification 1.3 Issue order of payment 1.4 Go to MTO and present copy of certification to which the documentary stamp is to be affixed	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue the official receipt 2.3 Affix documentary stamp	Certification Fee w/ affixed doc stamp Php 140.00 /copy	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3. Return to Assessor's Office and present official receipt	3.1 Check the official receipt and the affixed documentary stamp	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	3.3 Review and approval	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
4. Release the certification	4.1 Affix office seal	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office

and sign the logbook	4.2 Issue Certification to the client			
TOTAL		Php140.00	25 Minutes	

REQUEST FOR UPDATE OF OWNERSHIP BASED ON TRANSFER OF REAL PROPERTY

This service provides for an update and permanent record of real property owned (land, building and machineries) declaring and assessing the property indicating real property owners for purpose of real property taxation.

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Real Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Certified True Copy of Transfer Certificate of Title –(1 original & 2 photocopies)	Register of Deeds – Talavera, Nueva Ecija
2. Deed of Conveyance or any proof of transfer (Deed of Sale, Deed of Donation or Extra Judicial Settlement or any other document indicating the transfer of real property – (1 photocopy)	Real Property owner/ Notary Public
3. Real Property Tax Receipt for current year – (1 photocopy)	Office of the Municipal Treasurer
4. Transfer Tax receipt- (1 photocopy)	Provincial Treasurer's Office, Palayan City
5. Certificate Authorizing Registration – (1 original, 1 photocopy)	Bureau of Internal Revenue – Talavera, Nueva Ecija
6. Official Receipt for processing fee payment –(1 original)	Municipal Treasurer's Office
7. Any valid ID of owner or corporate secretary, in case of corporation –(1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
Additional requirements IF transacted by representative:	
8. Valid ID of representative –(1 photocopy)	Authorized representative
9. Special Power of Attorney (or Authorization Letter) (1 original)	Real Property Owner

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.3 Verification of records in the database	None	3 Minutes	*Assessment Clerk I*
	1.4 Issue order of payment	None	1 Minute	
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue Official Receipt	Transfer Fee Php110.00	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3.Return to Assessor's Office and present Official Receipt	3. Receive & attach the transfer fee receipt with all the submitted documents	None	2 Minutes	*Tax Mapper I* Municipal Assessor's Office
4. Receive acknowledgment receipt where the date of claim is indicated	4.1 Issue an acknowledgment receipt for date of claim	None	2 Minutes	*Administrative Aide* Municipal Assessor's Office
	4.2 Prepare Field Appraisal and Assessment Sheet (FAAS) and conduct field inspection (if needed)	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office
	4.3 Tie-up to the map and assign Property Index Number (PIN)	None	2 Minutes	

	4.4 Prepare/ Encode the Tax Declaration to Provincial Property Tax System (PRPTS)	None	5 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	4.5 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	4.6 Transmit and submit the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 Days	*Municipal Assessor* Municipal Assessor's Office
	4.7 Review and final approval of Provincial Assessor's Office at Palayan City	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
5. Claim the tax declaration and sign the logbook	5 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		Php110.00	5 Days, 38 Minutes	

REQUEST FOR APPRAISAL AND ASSESSMENT OF REAL PROPERTY

All real property, whether taxable or exempt, shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

Office or Division:	Municipal Assessor's Office
Classification:	Simple to **Complex*
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Real Property Owner or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished inspection request (for Sec. 203- with signed Sworn Statement) (1 original)	Real Property Owner
2. Proof of ownership (if landowner is not the owner of the building/improvement or machinery) – (1 original , 1 photocopy)	Real Property Owner
3. Building/Construction Permit and / or Occupancy Permit – (1 photocopy)	Municipal Engineering Office
4. Letter request to the Barangay (for Sec. 204 - with no signed Sworn Statement (1 original)	Barangay where property is located
5. Duly accomplished Sworn Statement of True Value of Property – (1 original, 1 photocopy)	Municipal Assessor's Office Notary Public
6. Current colored photos (building/structure and/or machinery) – (1 original)	Real Property Owner
7. Any valid ID of owner or corporate secretary, in case of corporation – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
Additional requirements IF transacted by representative:	
8. Valid ID of representative –(1 photocopy)	Authorized representative
8. Special Power of Attorney (or Authorization Letter) (1 original)	Real Property Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
2. Receive acknowledgment receipt where the date of claim is indicated	2.1 Issue an acknowledgment receipt for date of claim	None	3 Minutes	*Administrative Aide* Municipal Assessor's Office
	2.2 Prepare Field Appraisal and Assessment Sheet (FAAS) and conduct field inspection (if needed)	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office
	2.3 Tie-up to the map and assign Property Index Number (PIN)	None	3 minutes	
	2.4 Prepare/ Encode the Tax Declaration to Provincial Property Tax System (PRPTS)	None	10 minutes	*Assessment Clerk I* Municipal Assessor's Office
	2.5 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 minutes	*Municipal Assessor* Municipal

	2.6 Transmit and bring the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 days	Assessor's Office
	2.7 Review and final approval of Provincial Assessor at Palayan City	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
3. Claim the tax declaration and sign the logbook	3 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
	TOTAL	None	5 Days, 36 minutes	

REASSESSMENT OF REAL PROPERTY BASED ON ITS ACTUAL USE

This service pertains to the issuance of tax declaration to the properties with updated classification and valuation for taxation purposes

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen, G2G –Government to Government
Who may avail:	Real Property Owners or authorized representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Certified true copy of title –(1 original (for verification) 2 photocopies)	Register of Deeds, Talavera, Nueva Ecija
2. Letter request addressed to the Municipal Assessor -(1 original)	Real Property owner
3. Tax Declaration of Land & Building - (1 photocopy)	Office of the Municipal Assessor
4. Updated Realty Tax receipt or Tax Clearance – (1 photocopy)	Office of the Municipal Treasurer
5. Picture of the property – (1 original)	Real Property owner
6. Zoning Certificate – (1 original)	MPDO
7. Inspection report of the subject property –(1 original)	Office of the Municipal Assessor
8. Any valid ID of owner or corporate secretary, in case of corporation – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
9. Valid ID of Representative- (1 Photocopy)	Authorized Representative
10. Special Power of Attorney or Authorization letter – (1 original)	Real Property Owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**:	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office

	1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned			
	1.3 Inspect and verify the property subject for reassessment 1.4 Issue order of payment	None	1 Hour	*Municipal Assessor/ Tax Mapper I* Municipal Assessor's Office
2. Pay the required fees	2.1 Accept the payment based on the order of payment 2.2 Prepare the inspection report	*Inspection fee	5 Minutes	*Tax Mapper I* Municipal Assessor
3. Receive acknowledgment receipt where the date of claim is indicated	3.1 Issue an acknowledgment receipt for date of claim	None	3 Minutes	*Administrative Aide* Municipal Assessor's Office
	3.2 Prepare Field Appraisal and Assessment Sheet (FAAS)	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office
	3.3 Tie-up to the map and assign Property Index Number (PIN)	None	3 Minutes	
	3.4 Prepare/ Encode the Tax Declaration to Provincial Property Tax System (PRPTS)	None	10 Minutes	*Assessment Clerk I* Municipal Assessor's Office

	3.5 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	3.6 Transmit and submit the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 Days	*Municipal Assessor* Municipal Assessor's Office
	3.7 Review and final approval of provincial Assessor at Palayan City	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
4. Claim the tax declaration and sign the logbook	4 .1 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		*Inspection Fee	5 Days, 1 Hour & 41 minutes	

* Inspection Fee:

(a) Area less than 500 sqm - Php 250.00
(b) 500 to 1000 sqm - Php 300.00
(c) 1001 to 2000 sqm - Php 365.00
(d) 2001 to 5000 sqm - Php 425.00

APPLICATION FOR RECLASSIFICATION OF AGRICULTURAL LAND TO OTHER NON-AGRICULTURAL USAGE

This service pertains to the issuance of tax declaration whose land will be utilized from being agricultural to its highest and best use such as residential, commercial or industrial.

Office or Division:	Municipal Assessor's Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen, G2G –Government to Government
Who may avail:	Real Property Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Certified true copy of title –(1 original, 2 photocopies)	Register of Deeds – Talavera, Nueva Ecija
2. Letter request addressed to the Municipal Assessor -(1 original copy)	Real Property owner
3. Tax Declaration of Land & Building - (1 photocopy)	Municipal Assessor's Office
4. Updated Realty Tax receipt or Tax Clearance – (1 original , 1 photocopy)	Municipal Treasurer's Office
5. Picture of the subject property – 1 original	Real Property owner
6. MARO certification – (1 original, 1 photocopy)	DAR – Talavera, Nueva Ecija
7. Department of Agriculture Certification – (1 original, 1 photocopy)	Office of the Municipal Agriculturists
9. Inspection Report – (1 original)	Municipal Assessor's Office
10. Zoning Certificate –(1 original, 1 photocopy)	Municipal Planning & Development. Office
11. Municipal Council Resolution- (1 original, 1 photocopy)	Sangguniang Bayan
13. Approved Subd. Plan / Sketch Plan –(1 photocopy)	Real Property owner / Geodetic Engineer
14. . Any valid ID of owner or corporate secretary, in case of corporation – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.3 Inspect and verify the property subject for reclassification 1.4 Issue order of payment	None	1 Hour	*Municipal Assessor/ Tax Mapper* I Municipal Assessor's Office
2. Pay the required fees	2.1 Accept the payment based on the order of payment 2.2 Issue the official receipt	*Inspection fee/reclassification fee	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3. Present Official receipt and receive acknowledgment receipt where the date	3.1 Receive the official receipt and issue an acknowledgment receipt for date of claim	None	3 Minutes	*Administrative Aide* Municipal Assessor's Office

of claim is indicated	3.2 Prepare inspection report	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office
	3.3 Endorse the application for reclassification to Mayor's Office upon completion of the requirements	None	3 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	3.4 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	3.5 Transmit and submit the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 days	*Municipal Assessor* Municipal Assessor"s Office
	3.6 Review and final approval of tax declaration	None	1 Day	*Provincial Assessor Assistant Provincial Assessor* Provincial Assessor's Office
4. Claim the tax declaration and sign the logbook	4 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		*Inspection Fee/ *Reclassification Fee	6 Days, 1 Hour & 29 minutes	

* Inspection Fee:

(a) Area less than 500 sqm	- Php 220.00
(b) 500 to 1000 sqm	- Php 275.00
(c) 1001 to 2000 sqm	- Php 330.00
(d) 2001 to 5000 sqm	- Php 385.00
(e) 5001 to 1 hectare	- Php 600.00
(f) 1 hectare and above	- Php 880.00

Reclassification Fee: Php 5.00 per square meter

REQUEST FOR CANCELLATION OF TAX DECLARATION FOR IMPROVEMENT

Cancellation of Assessment records serve as the basis for computing the annual tax dues of the building. Property owners occasionally request the cancellation or dropping of the assessment of their property/ies from Assessment roll for the valuation adjustment of their real property.

Office or Division:	Municipal Assessor's Office
Classification:	Simple to *Complex*
Type of Transaction:	G2C – Government to Citizen, G2G –Government to Government
Who may avail:	Owners of buildings, machineries located in Rizal, Nueva Ecija whose property had been destructed / demolished

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Filled out application form/Letter request – (1 original)	Property owner
2. Latest Real Property Payment or tax clearance -(1 original, 1 photocopy)	Municipal Treasurer's Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.3 Inspect and verify the property subject for cancellation 1.4 Issue order of payment	None	1 hour	*Municipal Assessor* Assessor's office

2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue Official Receipt	*Inspection Fee	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3.Return to Assessor's Office and present Official Receipt	3. Receive & attach the official receipt with the submitted documents	None	2 Minutes	*Tax Mapper I* Municipal Assessor's Office
4. Receive acknowledgment receipt where the date of claim is indicated	4.1 Issue an acknowledgment receipt for date of claim	None	5 days	*Administrative Aide* Municipal Assessor's Office
	4.2 Prepare notice of cancellation of assessment	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
	4.3 Review, Sign and recommend for the approval of cancellation	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	4.4 Submit the hard copy of Notice of Cancellation of Assessment to Provincial Assessor's Office for review and final approval	None	4 Days	*Municipal Assessor* *Municipal Assessor's Office*
	4.5 Review and final approval of cancellation	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
5. Claim the notice of cancellation (if the owner needs copy) and sign the logbook	5 .Issue a copy of NCA (if the client requested for a copy)	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office

TOTAL	*Inspection Fee	5 Days, 1 Hour, 30 minutes	

* Inspection Fee:		
	(a) Area less than 500 sqm	- Php 250.00
	(b) 500 to 1000 sqm	- Php 300.00
	(c) 1001 to 2000 sqm	- Php 365.00
	(d) 2001 to 5000 sqm	- Php 425.00
	(e) 5001 to 1 hectare	- Php 600.00
	(f) 1 hectare and above	- Php 880.00

**Extension of processing time due to approval of Provincial Assessor at Palayan City*

APPLICATION FOR SUBDIVISION OF OWNERSHIP OF REAL PROPERTY

This service provides for an update of the division of land into smaller ownership, subdividing and assessing the property and indicating real property owners for purposes of real property taxation.

Office or Division:	Municipal Assessor's Office
Classification:	Simple to **Complex*
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	Real Property Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Transfer Certificate of Title (TCTY) or approved Lot Technical Description, in case of untitled land – (1 original-for verification, 1 photocopy)	Real Property Owner
2. Approved plan of land – (1 photocopy)	Licensed Geodetic Engineer
3. Official Receipt for processing fee payment – (1 photocopy)	Municipal Treasurer's Office
4. Any valid ID of owner or corporate secretary, in case of corporation – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, National ID
Additional requirements IF transacted by representative	
5. Valid ID of representative – (1 photocopy)	Authorized representative
6. Special Power of Attorney (or Authorization Letter) – (1 original)	Real Property owner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office

	1.3 Verification of records in the database 1.4 Issue order of payment	None	3 minutes	*Assessment Clerk I*
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue Official Receipt	Processing Fee Php110.00	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3.Return to Assessor's Office and present Official Receipt	3. Receive & attach the official receipt with all the submitted documents	None	2 Minutes	*Tax Mapper I* Municipal Assessor's Office
4. Receive acknowledgment receipt where the date of claim is indicated	4.1 Issue an acknowledgment receipt for date of claim	None	3 Minutes	*Administrative Aide* Municipal Assessor's Office
	4.2 Prepare Field Appraisal and Assessment Sheet (FAAS) and conduct field inspection (if needed)	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office
	4.3 Tie-up to the map and assign Property Index Number (PIN)	None	3 Minutes	
	4.4 Prepare/ Encode the Tax Declaration to Provincial Property Tax System (PRPTS)	None	10 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	4.5 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	4.6 Transmit and bring the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 Days	*Municipal Assessor Municipal Assessor's Office*

	4.7 Review and final approval of tax declaration	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
5. Claim the tax declaration and sign the logbook	5 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
	TOTAL	Php110.00	5 Days, 44 Minutes	

**Extension of processing time due to final approval of Provincial Assessor at Palayan City*

APPLICATION FOR CONSOLIDATION OF OWNERSHIP OF REAL PROPERTY

This service provides for an update of combining two or more parcels by creating one large single ownership, consolidating, creating one large single ownership, assessing and indicating real property owners for purposes of real property taxation.

Office or Division:	Municipal Assessor's Office
Classification:	Simple to *Complex
Type of Transaction:	G2C – Government to Citizen G2G – Government to Government
Who may avail:	All Real Property Owners of Rizal, Nueva Ecija

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Transfer Certificate of Title (TCTY) or approved Lot Technical Description, in case of untitled land – (1 photocopy)	Register of Deeds, Talavera, Nueva Ecija
2. Approved Plan of Land –(1 photocopy)	Licensed Geodetic Engineer
3. Official Receipt for processing fee payment – (1 photocopy)	Municipal Treasurer's Office
4. Any valid ID of owner or corporate secretary, in case of corporation – (1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, National ID
If transacted by representative: 5. Valid ID of representative – (1 photocopy) 6. Special Power of Attorney (or Authorization Letter) –(1 photocopy)	 Authorized Representative Real property Owner
If with Transfer: 7. Proof of transfer – (1 photocopy) 8. Certificate Authorizing Registration (CAR) –(1 photocopy) 9. Transfer Tax – (1 photocopy)	 Real Property Owner Bureau of Internal Revenue Provincial Treasurer's Office, Palayan City

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out Client Request Form (CRF) and submit documentary requirements	1. Receive and check documents presented **If complete**: 1.1 Assign a unique identification number **If incomplete**: 1.2 Prepare notice slip indicating the reason for non-processing, time received and time returned	None	10 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.3 Verification of records in the database 1.4 Issue order of payment	None	3 minutes	*Assessment Clerk I*
2. Pay the required fees by showing the order of payment	2.1 Accept the payment based on the order of payment 2.2 Issue Official Receipt	Php110.00	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3.Return to Assessor's Office and present Official Receipt	3. Receive & attach the official receipt with all the submitted documents	None	2 Minutes	*Tax Mapper I* Municipal Assessor's Office
4. Receive acknowledgment receipt where the date of claim is indicated	4.1 Issue an acknowledgment receipt for date of claim	None	3 Minutes	*Administrative Aide* Municipal Assessor's Office
	4.2 Prepare Field Appraisal and Assessment Sheet (FAAS) and conduct field inspection (if needed)	None	5 Minutes	*Tax Mapper I* Municipal Assessor's Office

	4.3 Tie-up to the map and assign Property Index Number (PIN)	None	3 Minutes	
	4.4 Prepare/ Encode the Tax Declaration to Provincial Property Tax System (PRPTS)	None	10 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	4.5 Review, Sign and recommend for the approval of FAAS and Tax Declaration	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
	4.6 Transmit and bring the hard copy of Tax Declarations with supporting documents to Provincial Assessor's Office for review and final approval	None	4 Days	*Municipal Assessor* *Municipal Assessor's Office*
	4.7 Review and final approval of tax declaration	None	1 Day	*Provincial Assessor/Assistant Provincial Assessor* Provincial Assessor's Office
5. Claim the tax declaration and sign the logbook	5 .Record the reference number and issue tax declaration	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		Php110.00	5 Days & 44 Minutes	

REQUEST FOR ISSUANCE OF TAX MAP

This service aims to accommodate the request of property based on the tax mapping records and Geographic Information System (GIS) and for other purposes it may serve. However, the data shall not be used for settling boundary disputes.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Any valid ID of owner or corporate secretary, in case of corporation –(1 photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG
Additional requirements IF transacted by Representative:	
3. Valid ID of representative – (1 photocopy)	Property Owner's Representative
4. Special Power of Attorney (or Authorization Letter) – (1 original)	Real Property Owner

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill out Client Request Form (CRF) and submit requirements	1. Receive and check completeness of filled out request form	None	3 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.2 Verification of records in the Geographical Information system (GIS) and the tax mapping records	None	30 Minutes	*Assessment Clerk I* Municipal Assessor's Office
2.The client takes picture of the tax map	2. Issue picture of the map	None	5 Minutes	*Administrative Aide I* Municipal Assessor
3. Sign in the logbook for release of requested tax map	3. Release the requested tax map	None	3 Minutes	*Administrative Aide I* Municipal Assessor"s Office

Total		None	41 Minutes	

REQUEST FOR CERTIFICATION OF ADJOINING LOTS

It is issued for purposes of stating the exact location and nearby lot owners within the boundaries of a particular property requested by the owner

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Filled out Application Form/ Letter request – (1 original)	Real property Owner

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill out Client Request Form (CRF)	1.1 Receive the form and validate request	None	3 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.2 Issue order of payment	None	1 Minute	
2.Pay the required fee based on the order of payment	2. Accept payment and issue official receipt	Certification Fee 110.00	3 Minutes	*Revenue Cpllection Clerk I* Municipal Treasurer's Office
3. Present the Official Receipt	3.1 Verify the record thru GIS and section map	None	6 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	3.2 Prepare the certification and submit for approval	None	3 Minutes	

	3.3 Review and approve certification	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
4. Receive the certification and sign the logbook	4.1 Affix office seal, reference number and date to Certification 4.2 Issue Certification to the client	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		Php110.00	21 Minutes	

REQUEST FOR CERTIFIED TRUE COPY OF TAX MAP

This service allows the taxpayer to identify the particular location of a property based on the latest tax mapping record, whether manual or Geographical Information system (GIS) and for other purposes it may serve.

Office or Division:	Municipal Assessor's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Real Property Owners or Authorized Representative

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Filled out application form/ letter request – (1 original)	Real Property Owner

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1.Fill out Client Request Form (CRF)	1.1 Receive the form and validate request	None	3 Minutes	*Tax Mapper I* Municipal Assessor's Office
	1.2 Search the location map of property and print the requested tax map 1.3 Issue order of payment	None	1 Minute	

	1.4 Go to Treasurer's office and present copy of Tax Map to which the documentary stamp is to be affixed			
2.Pay the required fee based on the order of payment	2.1 Accept payment and issue official receipt 2.2 Affix documentary stamp	Certification Fee with affixed documentary stamp 140.00	3 Minutes	*Revenue Cpllection Clerk I* Municipal Treasurer's Office
3. Present the Official Receipt	3. 1 Check the official receipt and the affixed documentary stamp	None	6 Minutes	*Assessment Clerk I* Municipal Assessor's Office
	3.2 Review and approve certification	None	3 Minutes	*Municipal Assessor* Municipal Assessor's Office
4. Receive the requested certification and sign the logbook	4.1 Affix office seal, reference number and date to Certification 4.2 Issue Certification to the client	None	2 Minutes	*Administrative Aide I* Municipal Assessor's Office
TOTAL		Php140.00	21 minutes	

MUNICIPAL ENGINEERING OFFICE

EXTERNAL SERVICES

PROCESSING OF THE APPLICATION FOR BUILDING PERMITS AND OTHER ANCILLARY/ACCESSORY PERMITS PURSUANT TO P.D. 1096, ALSO KNOWN AS THE "NATIONAL BUILDING CODE OF THE PHILIPPINES"

It is a document issued by the Local Building Official to ensure safe occupancy and conforms to the provisions of P.D. 1096, also known as the "National Building Code of the Philippines" and its Implementing Rules and Regulations.

Office or Division:	Municipal Engineer's Office - Building Official
Classification:	Indigenous Building - Simple Standard Building Structure: 1-storey Building - Complex 2-storey building and above - Highly Technical
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
COSH Clearance	DOLE Palayan City, Nueva Ecija
Locational Clearance (Zoning and Locational Clearance) (1 original copy)	Municipal Planning and Development Office
Certified True Copy of Land Title (5 photocopies) If the name in the land title is not the same with Building Owner or the name of the applicant (submit one, whichever is applicable) -Notarized Deed of Absolute Sale -Notarized Contract of Lease - Notarized Affidavit of Consent -Notarized Special Power of Attorney (SPA)	Registry of Deeds, Talavera, Nueva Ecija, Land Owner
For Corporation, Notarized Secretary's Certificate appointing the authorized person who will sign for and in behalf of the company For Community Association, Applicant's Certificate of Membership in that Community Association or Notice of Award	President or Secretary of the Association concerned
Latest Tax Declaration (5 photocopies)	Municipal Assessor's Office

Current Real Property Tax Receipts or Tax Clearance (5 photocopies)	Municipal Treasurer's Office
Barangay Clearance (1 original copy, 4 photocopies)	Barangay Hall concerned where the proposed construction will be located
Community Tax Certificate (CEDULA) of Building Owner (1 photocopy)	Municipal Treasurer's Office or Barangay Hall where the proposed construction will be located
For 1-storey building with roof deck or mezzanine and 2-storey building and up: Structural Analysis and Design with Foundation and Seismic Analysis that conforms to the latest National Structural Code of the Philippines (NSCP), and must be originally signed and sealed by duly licensed and registered Structural or Civil Engineer and the Building Owner LGU (1 original copy, 3 photocopies)	Registered Civil Engineer
For 3-storey building and up and at areas with potential geological or geotechnical hazards: Soil Boring Test Result and Report with design bearing capacity as well as results of tests, originally signed and sealed by duly licensed and registered Civil/Geotechnical Engineer and Building Owner	Registered Civil Engineer Engineer or Geotechnical
Long Folder (2 pcs)	Building Owner or Applicant
FOR STANDARD BUILDING OR STRUCTURE	
Permit Forms -Building Permit (originally signed and sealed by duly licensed and registered Civil Engineer/Architect) (5 original copies) -Electrical Permit (originally signed and sealed by duly licensed and registered Professional Electrical Engineer) (5 original copies) -Mechanical Permit (originally signed and sealed by duly licensed and registered Professional Mechanical Engineer) (5 original copies)	Municipal Engineering Office or Professional Civil Engineer and/or Architect Municipal Engineering Office or Professional Electrical Engineer Municipal Engineering Office or Professional Mechanical Engineer Municipal Engineering Office or Sanitary Engineer/Master Plumber

-Sanitary/Plumbing Permit (originally signed and sealed by duly licensed and registered Sanitary Engineer/Master	

Plumber) (5 original copies) -Electronics Permit (originally signed and sealed by duly licensed and registered Electronics Communication Engineer) (5 original copies) Note: All permit forms must be filled-up completely and must be signed by the professionals concerned and the building owner/applicant.	Municipal Engineering Office or Elect and Communications Engineer
Long Folder (2 pcs)	Building Owner or Applicant
5 sets of complete Drawing Plans drawn in A3 and/or blueprint paper originally signed and sealed by duly a licensed and registered Professionals (5 original copies)	Concerned Licensed and Registered Professionals
Detailed Cost Estimates and Specifications originally signed and sealed by duly licensed and registered concerned Professionals (5 original copies)	Concerned Licensed and Registered Professionals
ADDITIONAL REQUIREMENTS	
Sanitary Design Analysis and Specifications: for deep well, water purification plants, water collection and distribution systems, reservoirs, drainage and sewer systems, sewage treatment plants and sewage disposal system -If along National Highway: Road Right-of-way Clearance -Barangay Resolution of Interposing No Objection for projects involving construction of Industrial projects, Subdivision projects, Towers, Malls, Hospitals, Funeral Homes, Memorial Parks, Resorts, Hotels, etc. -Permit to Construct for Hospitals and health hazard related building or structures	Sanitary Engineer Department of Public Works and Highways, District Office, Talavera, Iueva Ecija Barangay concerned within Rizal, Nueva Ecija Department of Health Regional Office, San Fernando Pampanga
-Environmental Compliance Certificate (ECC) for environmentally critical projects	Department of Environmental and Natural Resources (DENR), San Fernando, Pampanga

-Wastewater or Sewage Treatment Plant Plans and Design -Hydraulic Design Analysis	Sanitary Engineer Civil Engineer Civil Aviation Authority of the Philippines

-Height Clearance -Neighbor's Consent		(CAAP) Applicant/Owner		
FOR INDIGENOUS BUILDING OR STRUCTURE: (FOR FLOOR AREA BELOW 20-SQ. M. AND PROJECT COST OF BELOW P15,000.00 AND MADE OF INDIGENOUS MATERIALS)				
-Sketch or Drawing Plan (3 original copies) consists of: -Electrical Layout (3 original copies) -Photos for elevations (front, rear, left and right side) of the indigenous dwelling (1 original copy)		Building Owner or Applicant		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements with plans and specifications for Building and other Ancillary permits to the Municipal Engineer's Office (MEO).	1.1 Receive the requirements and check their completeness. If requirements are complete, proceed to:	None	30 minutes	Engineering Assistant / Municipal Engineering Office
	1.2 Evaluation of the Drawing Plans	None	4 hours	Engineering Assistant / Municipal Engineering Office
	1.3 Conduct on-site inspection	None	4 hours	Engineering Assistant / Municipal Engineering Office

	1.4 Assess Building Fees and Charges and prepare order of payment	See Table below on Schedule of Fees and Charges	2 days	Engineering Assistant / Municipal Engineering Office

2. Receive the assessment and order of payment and proceed to the Municipal Treasurer's Office for payment	2. Inform the client through text messaging for the payment of assessed fees and charges	None	10 minutes	Engineering Assistant / Municipal Engineering Office
3. Go back to the Municipal Engineer's Office to present the Official Receipt	3.1 Receive the Official Receipt and prepare an endorsement to the Bureau of Fire for Fire Safety Evaluation Clearance	None	10 minutes	Fire Marshall / Bureau of Fire Protection
	3.2 Advice the Client to go back to Municipal Engineer's Office after Securing the Fire Safety Evaluation Clearance with all documents attached			
4. Proceed to the Bureau of Fire Protection Office for Fire Safety Evaluation Clearance with the pertinent documents and plans with the Endorsement letter from the Municipal	41. Bureau of Fire Protection Office receive the pertinent documents with the Endorsement letter 4.2 Evaluate and Inspect the project applied for Fire Safety Evaluation Clearance	Bureau of Fire Protection Fees	5 Days	Fire Marshall / Bureau of Fire Protection

Engineer's Office				
5.1 Go back to Municipal Engineer's Office with the pertinent documents attached Fire Safety	5.1 Receive and facilitate the pertinent documents attached Fire	None	1 hour	Fire Marshall / Bureau of Fire Protection or Engineering

Evaluation Clearance	Safety Evaluation Clearance and facilitate the signatures of the permit forms.			Assistant / Municipal Engineering Office
5.2 Proceed to Mayor's Office for Mayor's Permit	5.2 Endorse to Mayor's Office the official receipt for Mayor's permit	PHP 150	1 hour	Mayor's Staff / Office of the Mayor
	5.3 Record the approved building permit. 5.4 Notification of the client through text messaging to claim the permit.	None	10 Minutes	Engineering Assistant / Municipal Engineering Office
6. Receive the Approved Building permit	6. Release the Building Permit	None	10 minutes	Engineering Assistant / Municipal Engineering Office
	TOTAL:	None	8 days, 3 hours and 10 minutes	

SCHEDULE OF FEES AND OTHERS CHARGES:

Construction/addition/renovation/alteration of buildings/structures under Groups and Sub-divisions shall be assessed as follows: a. Division A-1

Area in square meters	**Fee per square meter (in Philippine Peso)**
i. Original complete construction up to 20 sq. meters	PHP 2.00
ii. Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	PHP 2.40
iii. Above 20 – 50 sq. meters	PHP 3.40
iv. Above 50 – 100 sq. meters	PHP 4.80
v. Above 100 – 150 sq. meters	PHP 6.00
vi. Above 150 sq. meters	PHP 7.20

b. Division A-2

Area in square meters	**Fee per square meter (in Philippine Peso)**
i. Original complete construction up to 20 sq. meters	PHP 3.00
ii. Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	PHP 3.40
iii. Above 20 – 50 sq. meters	PHP 5.20
iv. Above 50 – 100 sq. meters	PHP 6.60
v. Above 100 – 150 sq. meters	PHP 8.00
vi. Above 150 sq. meters	PHP 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 square meters	**Fee per square meter (in Philippine Peso)**
i. Up to 500	PHP 23.00
ii. Above 500 – 600	PHP 22.00
iii. Above 600 – 700	PHP 20.50
iv. Above 700 – 800	PHP 19.50
v. Above 800 – 900	PHP 18.00
vi. Above 900 – 1,000	PHP 17.00
vii. Above 1,000 – 1,500	PHP 16.00
viii. Above 1,500 – 2,000	PHP 15.00
ix. Above 2,000 – 3,000	PHP 14.00
x. Above 3,000	PHP 12.00

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

Area in square meters	**Fee per square meter (in Philippine Peso)**
i. Up to 500	PHP 12.00

ii. Above 500 – 600	PHP 11.00
iii. Above 600 – 700	PHP 10.20
iv. Above 700 – 800	PHP 9.60
v. Above 800 – 900	PHP 9.00
vi. Above 900 – 1,000	PHP 8.40
vii. Above 1,000 – 1,500	PHP 7.20
viii. Above 1,500 – 2,000	PHP 6.60
ix. Above 2,000 – 3,000	PHP 6.00
x. Above 3,000	PHP 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)

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 per square meter (in Philippine Peso)
i. 5 kVA or less	PHP 200.00
ii. Over 5 – 50 kVA	PHP 200.00 + 20.00/kVA
iii. Over 50 – 300 kVA	PHP 1,100.00 + 10.00/kVA
iv. Over 300 – 1,500 kVA	PHP 3,600.00 + 5.00/kVA
v. Over 1,500 – 6,000 kVA	PHP 9,600.00 + 2.50/kVA
vi. Over 6,000 kVA	PHP 20,850.00 + 1.25/kVA

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

	Fee (in Philippine Peso)
i. 5 kVA or less	PHP 40.00
ii. Over 5 – 50 kVA	PHP 40.00 + 4.00/kVA
iii. Over 50 – 300 kVA	PHP 220.00 + 2.00/kVA
iv. Over 300 – 1,500 kVA	PHP 720.00 + 1.00kVA
v. Over 1,500 – 6,000 kVA	PHP 1,920.00 + 0.50kVA
vi. Over 6,000 kVA	PHP 4,170.00 + 0.25kVA

c. Pole/Attachment Location Plan Permit

	Fee (in Philippine Peso)
i. Power Supply Pole Location	PHP 30.00/pole
ii. Guying Attachment	PHP 30.00/attachment

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
i. Residential	PHP 15.00	PHP 15.00
ii. Commercial/Industrial	PHP 60.00	PHP 36.00
iii. Institutional	PHP 30.00	PHP 12.00

e. Formula for Computation of Fees: The Total Electrical Fees shall be the sum of Sections 4a to 4d of this Rule.

f. Forfeiture of Fees: If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), 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.

MECHANICAL FEES:

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i. Refrigeration (cold storage), per ton or fraction thereof	PHP 40.00
ii. Ice Plants, per ton or fraction thereof	PHP 60.00
iii. Packaged/Centralized Air Conditioning Systems: up to 100 tons, per ton	PHP 90.00
iv. Every ton or fraction thereof above 100 tons	PHP 40.00
v. Window type air conditioners, per unit	PHP 60.00
vi. Mechanical Ventilation, per kW or fraction there of blower or fan or metric equivalent	PHP 40.00
vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually	

For Evaluation Purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.1):

-1.10 kW per ton, for compressors up to 5 tons capacity

-1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity -

0.97 kW per ton, for compressors above 50 tons capacity For Ice Making

(refer to 5.a.2):

-3.50 kW per ton, for compressors up to 5 tons capacity

-3.25 kW per ton, for compressors above 5 tons up to 50 tons capacity -

3.00 kW per ton, for compressors above 50 tons capacity For Air

Conditioning (refer to 5.a.3):

-0.90 kW per ton, for compressors 1.20 tons to 5 tons capacity

-0.80 kW per ton, for compressors above 5 tons up to 50 tons capacity -
0.70 kW per ton, for compressors above 50 tons capacity b. Escalators
and Moving Walks, Funiculars and the like:

i. Escalator and moving walk, per linear meter or fraction thereof	PHP 10.00
ii. Escalator and moving walks up to 20.00 lineal meters or fraction thereof	PHP 20.00
iii. Every lineal meter or fraction thereof in excess of 20.00 lineal meters	PHP 10.00
iv. Funicular, per linear meter or fraction thereof a. Per lineal meter travel	PHP 200.00 PHP 20.00
v. Cable car, per linear meter or fraction thereof a. Per lineal meter travel	PHP 40.00 PHP 5.00

c. Elevators, per unit

i. Motor driven dumbwaiters	PHP 600.00
ii. Construction elevators for materials	PHP 2,000.00
iii. Passenger elevators	PHP 5,000.00
iv. Freight elevators	PHP 5,000.00
v. Car elevators	PHP 5,000.00

d. Boilers, per kW

i. Up to 7.50 kW	PHP 500.00
ii. Above 7.50 kW to 22 kW	PHP 700.00
iii. Above 22 kW to 37 kW	PHP 900.00
iv. Above 37 kW to 52 kW	PHP 1,200.00
v. Above 52 kW to 67 kW	PHP 1,400.00
vi. Above 67 kW to 74 kW	PHP 1,600.00
vii. Every kW or fraction thereof above 74 kW	PHP 5.00

Note:

(a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1)boiler kW.

(b) Steam from this boiler used to propel any prime-mover is exempted from fees. (c) Steam engines/turbines/etc. propelled from geothermal source will use the same Schedule of fees above.

e. Pressurized water heaters, per unit ---------- PHP 200.00

f. Water sump and sewage pumps for commercial/industrial use, per kW or fraction thereof ---------- PHP 60.00

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

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

i.1 Every kW up to 50 kW ---------- PHP 25.00

ii.2 Above 50 kW up to 100 kW ---------- PHP 20.00 iii.3 Every kW above 100 kW ---------- PHP 3.00

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

j. Gas Meter per unit---------- PHP 100.00

k. Power piping for gas/steam/etc. per lineal meter or fraction thereof or per. cu meter or fraction thereof whichever is higher----------PHP.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 kW PHP 10.00 ----------

ii. Above 50 kW ---------- to 100 kW PHP12.00

iii. Every above 100 kW or fraction thereof ---------- PHP 3.00

m. Pressure Vessels, per cu. Meter or fraction thereof ---------- PHP 60.00

n. Other Machinery/Equipment for Commercial/Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof ---------- PHP60.00

o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per linear meters or fraction thereof ---------- PHP 10.00

p. Weighing Scale Structure, per ton or fraction thereof ---------- PHP 50.00

Note: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

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 ---------- PHP24.00

b. Every fixture in excess of one unit:

i. Each water closets	PHP 7.00
ii. Each floor drain	PHP 3.00

iii. Each sink	PHP 3.00
iv. Each lavatory	PHP 7.00
v. Each faucet	PHP 2.00
vi. Each shower head	PHP 2.00

c. Special Plumbing Fixtures:

Each Slop Sink	PHP 7.00
Each urinal	PHP 4.00
Each bath tub	PHP 7.00
Each grease trap	PHP 7.00
Each garage trap	PHP 7.00
Each bidet	PHP 4.00
Each dental cuspidor	PHP 4.00
Each gas-fire water heater	PHP 4.00
Each drinking fountain	PHP 2.00
Each bar or soda fountain sink	PHP 4.00
Each laundry sink	PHP 4.00
Each laboratory sink	PHP 4.00
Each fixed-type sterilizer	PHP 2.00

d. Each water ---------- meter PHP 2.00

i. 12 to 25 ---------- mm Ø PHP 8.00 ---------- ii. Above 25 mm Ø PHP 10.00

e. Construction of septic tank, applicable in all Groups:

i. Up to 5.00 cu. meters of digestion chamber ---------- PHP 24.00 ii. Every cu. Meter or fraction thereof excess of 5.00 cu. m. ------- PHP 7.00

ELECTRONICS FEES:

a. Central Office switching, equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching / routing / distribution equipment used for voice, data image text, facsimile,	PHP 2.40 per port

internet service, cellular, paging and other types/forms of wired or wireless communications.	
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, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location.	PHP 1,000.00 per location
c. Automated teller machines ticketing, vending and other types of electronic dispensing machines telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically controlled apparatus or devices, whether located indoors or outdoors.	PHP 10.00 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 connected.	PHP 2.40 per outlet
e. Station/terminal/control point/port/central of remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance	PHP 2.40 per termination
system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcements/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected.	
f. Studios, auditoriums, theatres, and similar structures for radio and TV broadcast, recording, audio/video reproduction or simulation and similar activities.	PHP 1,000.00 per location
g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	PHP 1,000.00 per structure
h. Electronic or electrically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc. i. Poles and attachment: i. Per Pole (to be paid by pole owner) ii. Per attachment (to be paid by any entity who attaches to the pole of others)	PHP 50.00 per unit PHP 20.00 PHP 20.00

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

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 (Sections 3.a to 3.d of this schedule).

b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (PHP 0.25) per cu. 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 cum -------- PHP 20.00

i. In excess of 20.00 cubic meters ---------- PHP 8.00

d. Swimming Pools, per cubic meters or fraction thereof

i. Group A Residential	PHP 3.00
ii. Commercial/Industrial Groups B,E,F,G	PHP 36.00
iii. Social/Recreational/Institutional Groups C,D,H,I	PHP 24.00
iv. Swimming pools improved 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.	Based on above rates
v. Swimming pool shower rooms/locker rooms: (A) Residential Group A (B) Group B,E,F,G (C) Group C,D,H	 PHP 6.00 PHP 18.00 PHP 12.00

e. Construction of firewalls separate from the building:

i. Per sq. meter or fraction thereof ---------- PHP 3.00 ii.

Provided, that the minimum fee shall be ---------- PHP 48.00

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

Use of Character/Occupancy	Self-Supporting	Trilon Guyed
i. Single detached dwelling units	PHP 500.00	PHP 150.00

ii. Commercial/Industrial (GROUPS B,E,F,G) up to 10.00 meters in height	PHP 2,400.00	PHP 240.00
(a) Every meter or fraction thereof in excess of 10.00 meters	PHP 120.00	PHP 12.00
iii. Education/Recreational/Institutional (GROUPS C,D,H,I)	PHP 1,800.00 PHP 120.00	PHP 120.00 PHP 12.00
up to 10.00 meters in height (a) Every meter or fraction thereof in excess of 10.00 meters		

g. Storage Silos, up to 10.00 meters in height ---------- PHP 2,400.00 i. Every meter or fraction thereof in excess of 10.00 meters ----- PHP 150.00 ii. Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e of this schedule

h. Construction of Smoker stacks and Chimneys for Commercial/Industrial Use Groups B,E,F and G:

i. Smokestacks, up to 10.00 meters in height, measured from the base (a) every meter or fraction thereof in excess of 10.00 meters	PHP 240.00 PHP 12.00
ii. Chimney up to 10.00 meters in height, measured from the base (a) every meter or fraction thereof in excess of 10.00 meters	PHP 48.00 PHP 2.00

i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas ---------- PHP 48.00 j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume ---------- PHP 2.00

k. Construction of reinforced concrete or steel tanks or above ground ---- PHP 12.00

i. Every cubic meter or fraction thereof in excess of 2.00 cu. meters	PHP 12
ii. For all other than GROUPS A and B, up to 10.00 cu. meters (a) every cu. meter or fraction thereof in excess of 10.00 cu. m.	PHP 480 PHP 24

l. Construction of Water and Waste Water Treatment Tanks: (including Cisterns, Sedimentation and Chemical Treatment Tanks)

Per cu. meter of volume ---------- PHP 7.00

m. Construction of reinforced concrete or steel tanks except for Commercial/Industrial Use:

i. Above ground, up to 10.00 cu. Meters…… Every cu. meter or fraction thereof in excess of 10.00 cu. Meters……	PHP 480.00 PHP 24.00
ii. Underground, up to 20.00 cu. meters Every cu. meter or fraction thereof in excess of 20.00 cu. meters	PHP 40.00 PHP 24.00

n. Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:

i. Underground, per cu. meter or fraction thereof of excavation	PHP 3.00
ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	PHP 3.00
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. meter or fraction thereof of floor area:

i. Construction of permanent type	PHP 10.00
ii. Construction of temporary type	PHP 5.00
iii. Inspection of knock-down temporary type, per unit	PHP 24.00

p. Construction of buildings and other accessory structures within cemeteries and memorial parks:

i. Tombs, per sq. meter of covered ground	PHP 5.00
ii. Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	PHP 5.00
iii. Totally enclosed mausoleums, per sq. meter of floor area	PHP 12.00
iv. Multi-level interment inches per sq.	PHP 5.00
meter, per level	
v. Columbarium, per sq. meter	PHP 18.00

ACCESSORY FEES:

a. Establishment of Line and Grade all sides fronting or abutting streets, esteros, rivers, and creeks, first 10.00 meters ---------- PHP 24.00 i. Every meter or fraction thereof in excess of 10.00 meters ---------- PHP2.40

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 determinecompliance to line and grade, setbacks yards/easements and parking requirements.

i. Inspection and Verification Fee	PHP 200.00
ii. Per cu. meter of excavation	PHP 3.00
iii. Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	PHP 50.00
iv. Per cu. meter of excavation for foundation with basement	PHP 4.00
v. Excavation other than foundation or basement, per cu. meter	PHP 3.00
vi. Encroachment of footings or foundations of buildings / structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	PHP 250.00

c. Fencing Fees:

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

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

e. In excess of 20 sq. meter or fraction thereof of paved areas intended for commercial/ industrial/institutional use, such as parking and sidewalk areas, gasoline stations premises, skating rinks, pelota courts, tennis and basketball courts and the like ----------

---------- PHP 3.00

f. Use of Streets and Sidewalks, Enclosures and Occupancy of Sidewalks up to 20.00 sq. meters, per calendar month ---------- PHP 240.00 i. Every sq. meter or fraction thereof in excess of 20.00 sq. meter ----------PHP 12.00

g. Erection of Scaffolding Occupying Public Areas, per calendar month.

i. Up to 10.00 meters in length	PHP 50.00
ii. Every lineal meter or fraction thereof in excess f 10.00 meters	PHP 2.00

h. Sign Fees:

i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area (a) Every sq. meter or fraction thereof in excess of 4.00 sq.m.	PHP 120.00 PHP 24.00
ii. Installation Fees, per sq. meter or fraction thereof of display surface: Type of Sign Display: 1.1 Business Signs 1.2 Advertising Signs 1.3 Neon 1.4 Illuminated 1.5 Others 1.6 Painted-on iii. Annual Renewal Fees, per sq. meter or fraction thereof of display surface: Type of Sign Display: 1.1 Business Signs 1.2 Advertising Signs 1.3 Neon 1.4 Illuminated	 PHP 36.00 PHP 52.00 PHP 24.00 PHP 36.00 PHP 24.00 PHP 18.00 PHP 36.00, min. fee shall be PHP 124.00 PHP 46.00, min. fee shall be PHP 200.00 PHP 18.00, min. fee shall be PHP 72.00 PHP 38.00, min. fee shall be PHP 150.00

i. Repair Fees:

i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meters, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all GROUPS	PHP 5.00

ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures in square meters, such as floorings, ceilings and roofing, shall be assessed in accordance with the following rate, For all GROUPS	PHP 5.00
iii. Repairs on building/structures in all GROUPS costing more than five thousand pesos (PHP 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to replace with same or new substitute and labor)	

j. Raising of Building/Structures Fee:

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

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

k. Demolition/Moving of Building/Structures Fees, per sq. meter of area or dimension involved.

i. Building in all GROUPS per sq. meter floor area	PHP 3.00
ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including fences.	PHP 4.00
iii. Structures of up to 10.00 meters in height (a) Every meter of portion thereof in excess of 10.00 meters	PHP 800.00 PHP 50.00
iv. Appendage of up to 3.00 cu. meter/unit (a) Every cu. meter or portion thereof in excess of 3.00 cu.m.	PHP 50.00 PHP 50.00
v. Moving Fee, per sq. meter of area of building/structure to be moved	PHP 3.00

PROCESSING OF THE APPLICATION FOR CERTIFICATE OF OCCUPANCY PURSUANT TO P.D. 1096, ALSO KNOWN AS THE "NATIONAL BUILDING CODE OF THE PHILIPPINES".

It is a document issued by the Local Building Official to ensure safe occupancy and that the building or structure conforms to the provisions of P.D. 1096, also known as the "National Building Code of the Philippines".

Office or Division:	Municipal Engineer's Office - Building Official
Classification:	Indigenous Building – Simple Standard Building Structure: 1-storey Building – Complex 2-storey building and above - Highly Technical
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Complete Building Plan (As Built Plan) signed and sealed by Licensed Civil Engineer or Licensed Architect (3 original copies)	Building Owner or Applicant
Notarized Actual Building Cost (3 original copies)	Building Owner or Applicant
Pictures of the completion of the building or structure, showing four (4) side elevations and its interior (2 original copies)	Building Owner or Applicant
Approved Permits (1 photocopy): -Building Permit -Electrical Permit -Sanitary/Plumbing Permit - Mechanical Permit, if applicable -Electronics Permit, if applicable	Building Owner or Applicant
Fire Safety Evaluation Clearance (1 Photocopy)	Building Owner or Applicant

Fire Safety Checklist attachment (1 original copy)		Building Owner or Applicant		
Long Folder (1 piece)		Building Owner or Applicant		
Notarized Certificate of Completion: (3 original copies): Note: All completion forms must be filled-up completely and must be signed by the Engineer in-charge in construction and the building owner/applicant.		Municipal Engineer's Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit requirements for Certificate of Occupancy to the Municipal Engineer's Office (MEO).	1.1 Receive the requirements and check their completeness.	None	5 minutes	Engineering Assistant / Municipal Engineering Office
	1.2 If requirements are complete, proceed to:	None	5 minutes	Engineering Assistant / Municipal Engineering Office
	1.3 Conduct on-site inspection	None	4 hours	Engineering Assistant / Municipal Engineering Office
1.4 Endorse and proceed to Bureau of Fire Protection for final inspection	1.4 Assess Occupancy Fees and Charges and prepare order of payment	Pursuant to RA 9514 (Fire Code of the Philippines)	3 days	Bureau of Fire Protection Personnel / Bureau of Fire Protection
1.5 Receive the final Inspection clearance for Occupancy	1.5 Assess Certificate of Occupancy	Pursuant to PD 1096 and Local Revenue Code	10 minutes	Engineering Assistant / Municipal Engineering Office

2. Receive the assessment and order of payment and proceed to the Municipal Treasurer's Office for payment.	2.1 Inform the client through text messaging for the payment of assessed fees and charges	None	3 minutes	Engineering Assistant / Municipal Engineering Office
3. Go back to the Municipal Engineer's Office to present the Official Receipt and Certificate.	3.1 Receive the Official Receipt and encode the Certificate of Occupancy number	None	5 minutes	Engineering Assistant / Municipal Engineering Office
6. Receive the Approved Certificate of Occupancy.	6.1 Release the Certificate of Occupancy	None	3 Minutes	Engineering Assistant / Municipal Engineering Office
	TOTAL:		3 days, 4 hours, 31 minutes (Standard Building Structure, Indigenous Building, less than 7 days)	

SCHEDULE OF FEES:

1. Certificates of Use or Occupancy (Table II.G.1 for Fixed Costing)

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

i. Costing up to ₱150,000.00 ---------- PHP 100.00 ii. Costing more than ₱150,000.00 up to ₱400,000.00 ---------- PHP 200.00 iii. Costing more than ₱400,000.00 up to ₱850,000.00 ---------- PHP 400.00 iv. Costing more than ₱850,000.00 up to ₱1,200,000.00 ---------- PHP 800.00 v. Every million or portion thereof in excess of ₱1,200,000.00 ---- PHP 800.00

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 ₱150,000.00 ---------- PHP 200.00

ii. Costing more than ₱150,000.00 up to ₱400,000.00 ---------- PHP 400.00 iii. Costing more than ₱400,000.00 up to ₱850,000.00 ---------- PHP 800.00 iv. Costing more than ₱850,000.00 up to

₱1,200,000.00 ---------- PHP 1,000.00 v. Every million or portion thereof in excess of ₱1,200,000.00 ------ PHP 1,000.00

c. Divisions C-1, 2/D-1, 2, 3 Buildings:
i. Costing up to ₱150,000.00 ---------- PHP 150.00 ii. Costing more than ₱150,000.00 up to ₱400,000.00 ---------- PHP 250.00 iii. Costing more than ₱400,000.00 up to ₱850,000.00 ---------- PHP 600.00 iv. Costing more than ₱850,000.00 up to ₱1,200,000.00 ---------- PHP 900.00 v. Every million or portion thereof in excess of ₱1,200,000.00 ------ PHP900.00

d. Divisions J-1 Buildings:
i. With floor area up to 20.00 sq. meters ---------- PHP 50.00 ii. With floor area above 20 up to 500 sq. meters ---------- PHP 240.00 iii. With floor area above 500 up to 1,000 sq. meters ---------- PHP 360.00 iv. With floor area above 1,000 up to 5,000 sq. meters ---------- PHP 480.00
v. With floor area above 5,000 up to 10,000 sq. meters ---------- PHP 1,200.00 vi. With floor area above 10,000 sq. meters ---------- PHP 2,400.00

e. Division J-2 Buildings:
i. Garages, 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 rates as for Section 10.d above.
iii. Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:
(a) First 10.00 meters of height from the ground ---------- PHP 800.00
(b) Every meter or fraction thereof in excess of 10.00 meters ---------- PHP 50.00
f. Change in Use/Occupancy, per sq. meter or fraction thereof of area affected ---------- PHP 5.00

PROCESSING FOR THE ISSUANCE OF CERTIFICATE OF ANNUAL INSPECTION (BUILDING)

It is a document issued by the Local Building Official to ensure safe occupancy and that the building or structure conforms to the provisions of P.D. 1096, also known as the "National Building Code of the Philippines".

Office or Division:		Municipal Engineer's Office - Building Official		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen G2B - Government to Business G2G - Government to Government		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Barangay Clearance (1 original copy)		Barangay where they located		
Building Permit issued (1 photocopy)		Building Owner or Applicant		
Occupancy Permit (1 photocopy)		Building Owner or Applicant		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present one (1) original copy of Barangay Clearance	1.1 Receive the requirements and check their completeness 1.2 Conduct site inspection of Building	None	10 minutes 1 hour	Municipal Engineer / Municipal Engineering Office
2. Present application form for Business	2. Assessed for order of payment	See attached Schedule of Fees and other charges (PD 1096)	20 minutes	Municipal Engineer / Municipal Engineering Office
3. Proceed to Municipal Treasurer's Office for payment	3. Receive the official receipt	None	5 minutes	Municipal Engineer / Municipal Engineering Office

4. Record and log the Certificate of Annual Inspection	4. Encode the Certificate of Annual Inspection	None	10 minutes	Engineering Assistant / Municipal Engineering Office
5. Release the approved Certificate of Annual Inspection	5. Release the Certificate of Annual Inspection	None	10 minutes	Municipal Engineer / Municipal Engineering Office
		Total	1 hour, 55 minutes	

ANNUAL INSPECTION FEES:

a. Divisions A-1 and A-2;

i. Single detached dwelling units and duplexes are not subject to annual inspections.

ii. If the owner request inspections, the fee for each services enumerated below is ---------- PHP 120.00

-Land Use Conformity
-Architectural Accountability
-Sanitary and Health Requirements
-Fire-Resistive Requirements

b. Divisions B-1/D-1, 2, 3/E-1, 2,3F-1/G-21,2,3,4,5/ H-1,2,3,4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

i. Appendages of up to 3.00 cu. Meters/unit ---------- PHP 150.00 ii. Every cu.m. of fraction thereof in excess of 3.00 cu.meters ---------- PHP 50.00 iii. Flooe area up to 100.00 sq.meters ---------- PHP 120.00 iv. Above 100.00 sq.m. up to 200.00 sq.m. ----------PHP 240.00 v. Above 200.00 sq.m. up to 350.00 sq.m. ---------- PHP 480.00 vi. Above 350.00 sq.m. up to 500.00 sq.m ---------- PHP 720.00 vii. Above 500.00 sq.m. up to 750.00 sq.m ---------- PHP 960.00 vii. Above 750.00 sq.m. up to 1000.00 sq.m ---------- PHP 1200.00 ix. Every 1000.00 sq.m. or its portion in excess of 1,000 sq.m ---------- PHP 1,200.00

c. Divisions C-1,2, Amusement Houses, Gymnasia and the like:

i. First class cinematographs or theaters ---------- PHP 1200.00 ii. Second class cinematographs or theaters ---------- PHP 720.00 iii. Third class cinematographs or theaters ---------- PHP 520.00 iv. Grandstand,Bleachers, Gymnasia and the like ----------PHP 720.00 d. Annual plumbing inspection fees, each plumbibng unit ---------- PHP 60.00 e. Electrical Inspection Fees:

i. A one time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction. ii. Annual Inspection Fees are are the same as Section 4.e. f. Annual Mechanical Inspection Fees:

i. Refigeration and Ice Plant, per ton:

(a) Up to 1oo tons capacity ---------- PHP 25.00

(b) Above 100 tons, up to 150 tons per ton: ---------- PHP 20.00 (c) Above 150 tons, up to 300 tons per ton: ---------- PHP 15.00

(d) Above 300 tons, up to 500 tons per ton: ---------- PHP 10.00

(e) Every ton of fraction thereof 500 tons ---------- PHP 5.00 ii. Air Conditioning Systems:

(a) Window type air conditioners, per unit ---------- PHP 40.00 iii. Packaged or centralized air conditioning systems:

(a) Up to 100 tons capacity ---------- PHP 25.00

(b) Above 100 tons, up to 150 tons per ton: ---------- PHP 20.00 (c) Above 150 tons, up to 300 tons per ton: ---------- PHP 15.00

(d) Above 300 tons, up to 500 tons per ton: ---------- PHP 10.00

(e) Every ton of fraction thereof 500 tons ---------- PHP 5.00

iv. Mechanical ventilation, per unit, per kW:

(a) Up to 1 kW ---------- PHP 10.00

(b) Above 1 kW to 7.5 kW ---------- PHP 50.00

(c) Every kW above 7.5 kW ---------- PHP 20.00

v. Escalators and Moving Walks; Funiculars and the like:

(a) Escalators and Moving Walks, per unit ---------- PHP 150.00

(b) Funiculars; per kW or fraction thereof ---------- PHP 50.00

(c) Per lineal meter or fraction thereof of travel ----------PHP 10.00

(d) Cable car, per kW of fraction thereof ---------- PHP 25.00

(e) Per lineal meter of travel ---------- PHP 2.00 vi. Elevators per unit: ----------

(a) Passenger ---------- elevators PHP 500.00 ---------- (b) Freight elevators PHP 400.00

(c) Motor driven dumbwaiters PHP 50.00

(d) Construction elevators for materials ---------- PHP 400.00

(e) Car elevators ----------

PHP 500.00

(f) Every landing above first five (5) landing for all the above elevators ------ PHP 50.00

vii. Boilers, per unit:

(a) Up to7.5 kW ---------- PHP 400.00

(b) 7.5 kW up to 22 kW ---------- PHP 550.00

(c) 22 kW up to 37 kW ---------- PHP 600.00

(d) 37 kW up to 52 kW ---------- PHP 650.00

(e) 52 kW up to 67 kW ---------- PHP 800.00

(f) 67 kW up to 74 kW PHP 900.00

(g) Every kW or fraction thereof above 74kW ---------- PHP 4.00

viii. Pressurized Water Heaters, per unit ---------- PHP 120.00 ix. Automatic Fire Extinguishers, per sprinkler head ---------- PHP 2.00 x. Water, Sump and Sewage pump for buildings and structures for commercial/industrial purposes per kW:

(a) Up to 5 Kw ---------- PHP 55.00

(b) Above 5 kW to 10 kW ---------- PHP 90.00

(c) Every kW or fraction thereof above 10 kW ---------- PHP 2.00

xi. Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like per kW:

(a) Per kW, up to 50 kW ---------- PHP 15.00

(b) Above 50 kW up to 10 kW ---------- PHP 10.00

(c) Every kW or fraction thereof above 100 kW ---------- P2.00

xii. Compressed air, vacuum, commercial/institutional/industrial gases per outlet ---------- PHP 10.00

xiii. Power piping for gas/steam/etc. per lineal meter or fraction thereof or per cu. Meter or fraction thereof, whichever is higher ---------- PHP 2.00 xiv. Other internal Combustion Engines, Including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,

(a) Per unit, up to 10 kW ----------PHP 100.00 (b) Every kW above 10 kW ---------- PHP 3.00 xv. Other machineries and/or equipment for commercial/industrial/institutional use not else where specified per unit:

(a) Up to ½ kW ---------- PHP 8.00

(b) Above ½ kW up to 1 kW ---------- PHP 23.00

(c) Above 1 kW up to 3 kW ---------- PHP 39.00

(d) Above 3 kW up to 5 kW ---------- PHP 55.00

(e) Above 5 kW up to 10 kW ----------PHP 80.00 (f) Every kW above 10 kW or fraction thereof ---------- PHP 4.00 xvi. Pressure Vessels, per cu. Meter or fraction thereof ---------- PHP 40.00 xvii. Pnuematic tubes, Conveyors, Monorails for materials handling, per lineal meter or

fraction thereof ----------PHP 2.40

xviii. Weighing Scale Structure, per ton or fraction thereof ---------- PHP 30.00 xix. Testing/ Calibration of pressure gauge, per unit ---------- PHP 24.00 xx. Every mechanical ride inspection etc. used in amusement centers of fairs, such as ferris wheel, and the like, per unit ---------- PHP 30.00

(g) Annual electronics inspection fess shall be the same as the fess in Section 7. Of the schedule.

12. Certifications:

(a) Certified true copy of the Building permit ---------- PHP 50.00

(b) Certified true copy of Certificate of Used/Occupancy --------- PHP 50.00

(c) Issuance of certificate of Damage ---------- PHP 50.00

(d) Certified true copy of Certificate of Damage ---------- PHP 50.00

(e) Certified true copy of Electrical Certificate ---------- PHP 50.00

(f) Issuance of Certificate of Gas Meter Installation ---------- PHP 50.00

(g) Certified true copy of Certificate of Operation ---------- PHP 50.00

(h) Other Certifications———PHP 50.00

Note: The specifications of the Gas Meter shall be:

---------- Manufacturer

Serial ---------- Number

Gas ---------- Type

Mater ---------- Classification/Model

Maximum Allowable Operating Pressure - psi(kPa)-------

Hub Size – mm(inch) ----------

Capacity – m3/hr (ft3/hr ----------)

MUNICIPAL ENGINEERING OFFICE

INTERNAL SERVICE

MANDATORY SUBMISSION OF QUARTERLY REPORT ON GOVERNMENT PROJECTS, PROGRAMS/ACTIVITIES

This report is mandatory for monitoring and evaluation purposes pursuant to the Memorandum Circular No. 2015-006 of the Commission on Audit.

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Planning and Development Office, DILG/Budget Officer, Commission on Audit/ PSA			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Quarterly Report on Government Projects / Programs / Activities		Municipal Engineer's Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSIN G TIME**	**PERSON RESPONSIBLE**
1. Send letter of request to Municipal Engineer's Office for quarterly report.	1.1 Receive and refer the letter to the Municipal Engineer	None	5 minutes	Clerk Assistant / Municipal Engineer / Municipal Engineering Office
	1.2 Prepare report per division	None	30 minutes	Clerk Assistant / Municipal Engineer / Municipal Engineering Office
	1.3 Consolidate reports	None	5 minute	Clerk Assistant / Municipal Engineer / Municipal Engineering Office
	1.4 Review and Check the report	None	1 day	Clerk Assistant / Municipal Engineer /

				Municipal Engineering Office
	1.5 Submit to the Mayor's Office for signature	None	1 hour	Mayor's Staff / Mayor's Office
	1.6 Approval of the report by the Municipal Mayor	None	30 minutes	Mayor's Staff / Mayor's Office
2. Receive the approved quarterly report for appropriate action.	2.1 Submit the approved consolidated quarterly report to the concerned office	None	10 minutes	Clerk Assistant / Municipal Engineering Office
TOTAL		None	1 day, 2 hours, 15 minutes	

OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

EXTERNAL SERVICES

MUNICIPAL STATISTIC DATA/DOCUMENTS/MAPS/OTHER TRANSACTIONS/CERTIFICATIONS

Research assistance on Municipal Data/Documents is provided to any individual/organization.

Office or Division:		Office of the Municipal Planning and Development Coordinator		
Classification:		Simple		
Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Any individual /organization		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request letter		Government Agency concerned		
Any valid identification card		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit request letter or fill-up request form	2. Receive letter of request or filled-up request form and issues Order of Payment	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
3. Pay corresponding fees and Documentary Stamp at the Municipal Treasurer's Office (Window 1-4)	3. Issuance of Official Receipt	Please see Table of Fees below Documentary Stamp Php 30.00 per page	3 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4. Present the Official Receipt at the Office of the Municipal Planning and	4. Prepare data/document requested	None	20 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

Development Coordinator				
	4.1 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.2 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Receive requested data/document and return borrowed documents thereafter, if any	5.Record, File & Release requested data/document	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	5.1 Received borrowed documents thereafter, if any	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:		49 minutes	

Other Transactions/Certifications	
Application/Request for:	
Advertisement Approval	Php720.00
Cancellation/Reduction of Performance Bond	Php2,880.00
Lifting of Suspended License to Sell	Php2,880.00
Exemption from Cease and Desist Order	Php216.00
Clearance to Mortgage	Php1,440.00
Lifting of Cease and Desist Order	Php2,880.00
Change of Name/Ownership/Amendments of CRLS	Php1,440.00
Voluntary Cancellation of CRLS	Php1,440.00
Revalidation Renewal of Permit (Condominium)	60% of Current Processing Fee
Other Certifications	
Zoning Certification	Php720.00/ha
Certification of Town Plan/Zoning Ordinance Approval	Php216.00
Certification of new Rights/Sales	Php216.00
Certificate of Registration (form)	Php216.00
License to Sell (form)	Php216.00
Certificate of Creditable Withholding Tax (maximum of 5 lots per certificate)	Php216.00/lot or unit
Other, to include:	
• Availability of records/public request	Php288.00
• Certificate of no record on file	Php288.00
• Certification of with or without CRLS	Php288.00
• Certified true copy of documents (report size) -Document of five (5) pages or less -Every additional page	Php43.20 Php4.40
• Photocopy of Documents	Php3.00
• Other not listed above	Php216.00

ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING CONSTRUCTION

Locational Clearance shall be secured by all owners/developers constructing a new building or applying for expansion/renovation prior to the application for Building Permit. Locational Clearance can be secured at the Zoning Administrator at the Municipal Planning and Development Office per Zoning Ordinance No. 625, S.2018.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person, whether natural or juridical, with lot /property within the municipality and have the intention to apply for Building permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished and Notarized Locational Clearance Application Form	Office of the Municipal Planning and Development Coordinator/Notary Public
Any of the following requirements relative to right over land:	
• Photocopy of the certificate of title, in case registered in the name of the applicant;	Registry of Deeds
• In the absence of existing certificate of title in the name of the applicant, submit:	
-Certified true copy of the Latest Tax Declaration	Municipal Assessor
-Duly Accomplished Pro-Forma Affidavit Form	Office of the Municipal Planning and Development Coordinator / Notary Public
-Copy of Transfer Certificate of Title	Registry of Deeds
-Deed of Sale if applicable	Client
-Affidavit of consent if applicable	Client
-Contract of Lease if applicable	Client
Blue Print copy of Building Plan containing Perspective / Site Development Plan and Vicinity Map duly signed and sealed by an Architect or Civil Engineer	Architect / Civil Engineer
Bill of Materials	Architect / Civil Engineer

Road-Right-of-Way Clearance from DPWH or PEO (if applicable)		Department of Public Works and Highways		
Authority to process and follow-up application if applicant is not the owner		Client		
Barangay Certificate		Office of the Barangay Captain		
Certificate of Non-Coverage (if applicable)		Department of Environment and Natural Resources - Environmental Management Bureau (Online)		
Environmental Compliance Certificate (if applicable)		Department of Environment and Natural Resources - Environmental Management Bureau (Online)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2.Submit filled up application form with complete requirements	2. Receive filled up application form and complete requirements	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Initial review and validation of submitted documents	None	30 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.2Crosschecking of Location against CLUP and Zoning Map	None	15 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 Conduct Onsite Inspection for Other Land Use Except for Commercial Areas	None	6 hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.4 Assessment and issuance of Order of Payment for	None	10 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator

	Locational Clearance			
3. Pay required fees and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	Please see Table of Fees below Documentary Stamp Php 30.00 per page	3 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4. Present Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Preparation of Locational Clearance	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approval of Locational Clearance	None	15 minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim Locational Clearance	5. Record, file for office copy and release the Locational Clearance to client	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
TOTAL			7 Hours and 48 Minutes	

ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING PERMIT FOR HIGH RISE BUILDING

Locational Clearance shall be secured by all owners/developers constructing a new high rise building or applying for expansion/renovation prior to the application for Building Permit. Locational Clearance can be secured at the Zoning Administrator at the Municipal Planning and Development Office per Zoning Ordinance No. 625, S.2018.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person, whether natural or juridical, with lot /property within the municipality and have the intention to apply for Building permit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly Accomplished and Notarized Locational Clearance Application Form	Office of the Municipal Planning and Development Coordinator/Notary Public
Certificate of Height Clearance	Civil Aviation Authority of the Philippines for Tall Structure
Clearance if project is located in existing subdivision, condominium or PUD	Property Manager/Administrator of Homeowners Association
Permit if project has Groundwater Extraction	National Water Resources Board
Drainage Impact Statement if Project is a Major development	Client
Socio-Economic Impact Statement if Project has a Large Employment	Client
Initial Environmental Examination (IEE) duly certified by a licensed Environmental Planner and according to the format specified by the DENR for Industrial Facilities	Department of Environment and Natural Resources
Water Management Plan if Project is a Heavy water-using Facility	Client
Historic Site/Facility Development Statement if project is a historic site or with Historic Facility	Client

Traffic Impact Statement if Project is a potential Traffic Generating Development		Client		
Notarized Certificate of No Objection from affected neighbors if project has Firewall/Abutment on any side of the property		Homeowners Association/ Notary Public		
Line and Grade Clearance if the project is affected by road widening and construction		Municipal Engineering Office		
Waterways Clearance if the project is adjacent to or with waterways		Municipal Engineering Office		
Flood Protection Elevation Certification if the project is within Flood Overlay Zone		Client		
Soil Test regarding soil and related conditions- Liquefaction Overlay Zone		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. 1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit filled up application form with complete requirements	2. Receive filled up application form and complete requirements	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Initial review and validation of submitted documents	None	18 days	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2Crosschecking of Location against CLUP and Zoning Map	None	1 day	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 Conduct Onsite Inspection for Other Land Use	None	6 hours	*Zoning Inspector I* Office of the Municipal Planning and

	Except for Commercial Areas			Development Coordinator
	2.4 Assessment and issuance of Order of Payment for Locational Clearance	None	30 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Pay required fees and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	Please see Table of Fees below Documentary Stamp Php 30.00 per page	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4. Present Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Preparation of Locational Clearance	None	30 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approval of Locational Clearance	None	45 minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim Locational Clearance	5. Record, file for office copy and release the Locational	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and

	Clearance to client			Development Coordinator
TOTAL			19 days, 7 hours, and 47 minutes	

ISSUANCE OF DEVELOPMENT PERMIT/LOCATION CLEARANCE FOR CELL SITE

Development Permit/Locational Clearance is required prior the establishment of a Cell Site in accordance with the approved Comprehensive Land Use Plan and Zoning Ordinance. The Development Permit/Location Clearance can be secured at the Office of the Municipal Planning and Development Coordinator.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual/organization /legal entity who wish to apply for a Development Permit/ Locational Clearance for the purpose of establishing a Cell Site in the Municipality of Rizal, Nueva Ecija.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Locational Clearance application Form	Client/ Office of the Municipal Planning and Development Coordinator
Vicinity Map	Client/ Surveyor
Site Development Plan	Client/ Surveyor
Certified True Copy of Transfer Certificate of Title and Certified True Copy of Tax Declaration not more than three (3) months old upon filling of application. In the absence of the foregoing, a Contract to Sell or Lease; or written and duly notarized owner's consent to use	Client/ Registry of Deeds
Current tax receipt on Non-Tax Delinquency Certificate	Client/ Office of the Municipal Assessor
Survey Plan of the lot/s as described in the Certificate of Title of lots subject of the application	Client / Surveyor
Certified True Copy of National Telecommunications Provisional Authority (PA). In the absence of the foregoing Necessity (CPCN) or	Client/ National Telecommunications Commission

Certificate of Registration to provide Telecommunication Services which may operate the wireless communication.	
Environmental Compliance Certificate (ECC)	Client/ Department of Environment and Natural Resources-Environmental Management Bureau (Online)
Conversion Order from the Department of Agrarian Reform (DAR) if the project is located within agricultural area/zone.	Client/ Department of Agrarian Reform
Radiation evaluation Report from the Radiation Health Service of the Department of Health.	Client/ Department of Health
Written consent	Client
Subdivision Plan	Client
Approval of the governing body/board of the duly constituted Homeowners Association (HOA) if base station is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of the base station.	Client / Homeowners Association
In the absence of an established HOA, consent/ affidavit of non-objection from majority of actual occupants and properties within a radial distance equivalent to the height of the proposed base station measured from its base, including all those whose properties is adjoining the proposed base site of the base station.	Client / Homeowners Association
1. Buildings	Client
a. If base station shall be constructed on an unoccupied building, consent from the owner/developer.	Client /Owner/Developer

b. If base station shall be constructed on an occupied building, the following shall be obtained;		Client		
b.1 Consent / affidavit on non-objection from owner / developer unless he has divested himself from all interest in the building and turned over ownership of common areas to the condominium or building association.		Client / Owner/Developer		
b.2 Approval of the governing board / body of the duly constituted condominium, association including all tenants occupying the top most floor directly below the base station and in addition the consent of the owner and majority of tenants of the adjoining building.		Client / Housing and land Use Regulatory Board		
b.2.a. Barangay Council Resolution favorably endorsing the base station and recommending for the approval of the proposed project as a result of a conducted Public Hearing.		Client / Barangay Council		
b.2.b. Bill of Materials and Cost Estimates		Client / Civil Engineer		
b.2.c Authorization of persons allowed to follow-up the clearance.		Client		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit accomplished application form and	2. Receive the accomplished application form and complete requirements	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

complete requirements				
	2.1 Evaluate / Review application and documents submitted	None	10 days	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2 Conduct ocular inspection, prepare and submit Zoning Report, application and documents to the Mayor's Office	None	6 hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 The Office of the Mayor endorses the documents to the Office of the Sangguniang Bayan	None	15 minutes	*Clerk III* Office of the Mayor
	2.4 The Office of the Sangunniang Bayan deliberates on the approval / denial of Development Permit (through Resolution) and furnish a copy thereof to the Office of the Municipal Planning and Development Coordinator	None	14 days	Office of the Sangguniang Bayan
	2.5 Issuance of Order of Payment.	None	10 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Pay corresponding fees and Documentary	3. Issuance of Official Receipt	Please refer to attached Table.	3 minutes	*Revenue Collection Clerk I* /Municipal Treasurer's Office

Stamp at the Municipal Treasurer's Office		Permit Fees on Special Uses / Special Projects Documentary Stamp Php 30.00 per page		
4. Present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Prepare Development Permit/Location Clearance	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approve Development Permit / Locational Clearance	None	15 minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the Development Permit / Locational Clearance	5. Record, file for office copy and release the Development Permit / Locational Clearance to client	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

	TOTAL		24 days, 18 hours, and 53 minutes	

ISSUANCE OF CERTIFICATE OF ZONING CLASSIFICATION

Land Use Zoning Certificate is requested by a taxpayer and/or any individual for them to know the land use of the lot they own, whether residential, commercial, industrial or institutional. This is being issued for the purpose of ensuring compliance to the Comprehensive Land Use Plan and Zoning Ordinance of the Municipality. The Zoning Certification can be secured at the Office of the Municipal Planning and Development Coordinator.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person,whether natural or juridical, with lot /property within the municipality

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Notarized application form (ZA Form No.5)	Office of the Municipal Planning and Development Coordinator
Photocopy of Land Title and Tax Declaration	Office of the Municipal Assessor
Current Real Property Tax Payment receipt, Lot Plan and Vicinity Map	Office of the Municipal Treasurer/Client
Affidavit of Non-Tenancy	Client
Photocopy of Official Receipt for Zoning Classification Certificate	Client
	Geodetic Engineer

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit notarized application form and submit complete requirements	2. Receive notarized application form, review submitted requirements	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Conduct Site Inspection and prepare	None	6 hours	*Zoning Inspector I* Office of the Municipal Planning and

	inspection report there after			Development Coordinator
	2.2 Issuance of Order of Payment	Please refer to attached Table. Zoning/ Locational Clearance Documentary Stamp Php 30.00 per page	10 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Pay corresponding fees and Documentary Stamp at the Municipal treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	None	3 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4. Present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Prepare Certificate of Zoning Classification	None	15 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approve Certificate of Zoning Classification	None	15 minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's

				Office
5. Claim Certificate of Zoning Classification	5. Record, file for office copy and release the Certificate of Zoning Classification to client	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
TOTAL			7 hours and 10 minutes	

Housing and Land Use Regulatory Board (HLURB) 2013 Schedule of Fees

1. ZONING/LOCATIONAL CLEARANCE	
A. Single residential structure attached or detached	
1. Php100,000.00 and below	Php288.00
2.Over Php100,000 to Php200,000	Php576.00
3.Over Php200,000.00	Php720+(1/10 of 1%in excess of Php200,000.00)
B. Apartments/Townhouses	
1. Php500,000.00 and below	Php1,440.00
2. Over Php500,000.00 to Php2,000,000.00	Php2,160.00
3. Over Php2,000,000.00	Php3,600.00+(1/10 of 1% cost in excess of Php2,000,000.00 regardless of the number of floors)
C. Dormitories	
1. Php2,000,000.00 and below	Php3,600.00
2.Over Php2,000,000.00	Php3,600.00 + (1/10 of 1% cost in excess of Php2,000,000.00 regards of the number of floors)
D.Institutional	
Project Cost of which is:	
1. Below Php2,000,000.00	Php2,880.00
2.Over Php2,000,000.00	Php2,880.00+ (1/10 of1% of cost in excess of Php2,000,000.00)
E. Commercial,Industrial and Agro-Industrial Project Cost of which is:	
1. Below Php100,000.00	Php1,440.00
2. Over Php100,000.00-Php500,000.00	Php2,160.00
3.Over Php500,000.00	Php2,880.00
4. Over Php1,000,000.00-Php2,000,000.00	Php4,320.00
5.Over Php2,000,000.00	Php7,200+(1/10 of 1% of cost in excess of Php2,000,000.00)
F. Special Uses/Special Projects	
(Gasoline Station,Cells Sites,Slaughter House,Treatment Plants,etc)	
1. Below Php2,000,000.00	Php7,200.00
2. Over Php2,000,000.00	Php7,200.00+(1/10 of 1% of cost in excess of Php2,000,000.00)
G. Alteration/Expansion (affected areas/cost only)	

ISSUANCE OF PRELIMINARY APPROVAL AND LOCATIONAL CLEARANCE (PALC) FOR SUBDIVISION AND CONDOMINIUM PROJECTS (UNDER PD 957), SUBDIVISION & CONDOMINIUM PROJECTS (UNDER BP 220), INDUSTRIAL/COMMERCIAL SUBDIVISION, FARMLOT SUBDIVISION, AND MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM

Preliminary Approval and Locational Clearance (PALC) is required in developing any kind of above mentioned project. This is addressed to the Sangguniang Bayan but submitted to the Office of the MPDC / Zoning Administrator for review of documents and processing of the approval. If all requirements are satisfactory, application will be endorsed to the LCE for endorsement to the Sangguniang Bayan for the approval of the said subdivision development plan.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person / legal entity with lot/property within the municipality and have the intention to undertake any of the above-mentioned projects.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly accomplished and notarized Application Form	Office of the Municipal Planning and Development Coordinator
Two (2) sets of Site Development Plan (schematic plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed lay-out of streets, lots, parks and playgrounds and other features duly signed and sealed by any licensed and registered Architect, Environmental Planner, Civil Engineer or Geodetic Engineer.	Client /Architect / Environmental Planner / Civil or Geodetic Engineer
A set of the following documents duly signed and sealed by a licensed geodetic engineer:	Client / Architect / Environmental Planner / Civil or Geodetic Engineer
• Vicinity Map	
• Topographic plan	
• Survey plan of the lot(s) as described in the title	

At least 2 copies of certified true copy of title(s)		Registry of Deeds		
Current tax receipts		Municipal Treasurer's Office		
Right to use or deed of sale of right of-way for access road		Client		
NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit accomplished application form and complete requirements	2. Receive accomplished application form and complete requirements	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Evaluate and review application form and documents submitted	None	10 Days	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.2. Conduct ocular inspection, prepare and submit Inspection Report, application and documents to the Office of the Mayor	None	2 days	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3. The Office of the Mayor endorses the documents to the Office of the Sangguniang Bayan	None	30 Minutes	*Clerk III* Office of the Mayor
	2.4 The Office of	None	14 Days	

	the Sangguniang Bayan deliberates on the Approval / Denial of Development Permit (through Resolution) and furnish a copy thereof to Office of the Municipal Planning and Development Coordinator.			*Office of the Sangguniang Bayan*
	2.5. Issue Order of Payment	None	10 Minute	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Pay corresponding fees and Documentary Stamp at Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	Please refer to attached Table. Permit Fees on Real Estate Development Documentary Stamp Php 30.00 per page	3 Minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
4. Present the Official Receipt at the Office of the Municipal Planning and Coordinator	4. Prepare PALC	None	20 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	4.1 Approve PALC	None	15 Minutes	*Municipal Planning and Development Coordinator*

				Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the approved PALC & Development Permit	5. Record, file for office copy and release the approved PALC to client	None	5 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:		26 days, 7 hours, and 23 minutes.	

Preliminary Approval and Locational Clearance (PALC) qualified for multi-stage processing

ISSUANCE OF DEVELOPMENT PERMIT FOR SUBDIVISION AND CONDOMINIUM PROJECTS (UNDER PD 957), SUBDIVISION & CONDOMINIUM PROJECTS (UNDER BP 220), INDUSTRIAL/COMMERCIAL SUBDIVISION, FARMLOT SUBDIVISION, AND MEMORIAL PARK/CEMETERY PROJECT/COLUMBARIUM

Development Permit is required to an enterprise/private person developing any kind of above mentioned project addressed to the Sangguniang Bayan but submitted to the Office of the MPDC/Zoning Administrator for review of documents and processing of the approval. If all requirements are satisfactory, application will be endorsed to the LCE for endorsement to the Sangguniang Bayan for the approval of the said subdivision development plan.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any person / legal entity with lot/property within the municipality and have the intention to undertake any of the above-mentioned projects.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Duly accomplished Development Permit / Locational Clearance Application Form	Office of the Municipal Planning and Development Coordinator
All requirements for application of Preliminary Subdivision Development Plan Approval	Architect / Engineer
Subdivision Development Plan consisting of site development plan at a scale ranging from 1:200 to 1:1,000 or any scale not exceeding 1:2,000 duly signed and sealed by any licensed and registered architect, environmental planner, civil engineer or geodetic engineer showing all proposals including the following:	Client / Civil Engineer

• roads, easements or right-of-way and roadway width	Client / Civil Engineer
• lot numbers, lines and areas and block numbers	Client / Surveyor
• site data such as number of residential and saleable lots typical lot size, parks and playgrounds and open spaces	Client / Civil Engineer
Civil and Sanitary Works and Design duly signed and sealed by a licensed civil engineer atleast two copies of road (geometric and structural) design/plan including the following:	Registry of Deeds
• Profile derived from the topographic map (prepared by geodetic engineer) showing the vertical control designed grade and all information needed in the construction	Client / Municipal Treasurer's Office
• Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, drop), culverts, etc.	Client / Sanitary Engineer or Civil Engineer
• At least 2 copies of site grading plan duly signed and sealed by a licensed civil engineer	Client / Civil Engineer
At least 2 copies of water system lay-out and details duly signed and sealed by a licensed sanitary engineer or civil engineer.	Sanitary Engineer or Civil Engineer
Certified true copy of tax declaration covering the property(ies)	Municipal Assessor's Office

subject of the application	
Zoning Certification from the HLURB Regional Office	Housing and Land use Regulatory Board (HLURB)
Certified true copy of DAR Conversion Order	Department of Agrarian Reform
Certified true copy of Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC), whenever is applicable, duly issued by the DENR-EMB.	DENR - Environmental Management Bureau (Online)
At least two copies of project description for projects having areas of 1 hectare and above to include the following:	Client
• Project Profile	
• Audited financial statement for the last 3 preceding years	
• Income tax return for the last 3 preceding years	
• Certificate of Registration with SEC	
• Articles of incorporation or partnership	
• Corporation by-laws and all implementing amendments	
• For new corporations (3 years and below)	
• Statement of capitalization and sources of income and cash flow to support work program	
Plans, specifications, bill of materials and cost estimates duly signed and sealed by the appropriate licensed professionals	Client /Civil Engineer
Application for permit to drill from National Water Resources Board (NWRB)	National Water Resources Board (NWRB)
Traffic Impact Assessment for projects 30 has. & above	Client

List of names of duly licensed professionals indicating he following:	Client
-Surname	
-First Name	
- Middle Name	
-Maiden name, in case of married women professional	
-Professional license number, date of issue and expiration of its validity;	
-Professional tax receipt & date of issue	
Permit to Cut Trees	Client / Department of Environment and Natural Resources
Letter authorizing applicant to file and follow up application and claim decision in case the applicant is not the owner of the project.	Client
NOTE: Additional requirements may be required after inspection and evaluation of documents. All documents should not be more than 3 months old upon filing.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit accomplished application form and complete requirements	2. Receive accomplished application form and complete requirements	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

	2.1 Evaluate and review application form and documents submitted	None	10 Days	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2. Conduct ocular inspection, prepare and submit Zoning Report, application and documents to the Office of the Mayor	None	6 Hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3. The Office of the Mayor endorses the documents to the Office of the Sangguniang Bayan	None	15 Minutes	*Clerk III* Office of the Mayor
	2.4 The Office of the Sangguniang Bayan deliberates on the Approval / denial of Development Permit (through Resolution) and furnish a copy thereof to Office of the Municipal Planning and Development Coordinator.	None	14 Days	*Administrative Aide IV* Office of the Sangguniang Bayan
	2.5. Issue Order of Payment	None	10 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Pay corresponding Fees and Documentary	3. Issuance of Official Receipt	Please refer to attached Table.	3 Minutes	*Revenue Collection Clerk I* Office of the Municipal

Stamp at Municipal Treasurer's Office (Windows 1-4)		Permit Fees on Real Estate Development Documentary Stamp Php 30.00 per page		Treasurer
4. Present the Official Receipt at the Office of the Municipal Planning and Coordinator	4. Prepare Development Permit	None	10 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	4.1 Approve Development Permit	None	15 Minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the approved PALC & Development Permit	5. Record, file for office copy and release the approved Development	None	3 Minute	*Administrative Aide I* Office of the Municipal

	Permit to client			Planning and Development Coordinator
	TOTAL:		24 days, 18 hours, and 53 minutes	

Preliminary Approval and Locational Clearance (PALC) qualified for multi-stage processing

Subdivision and Condominium Projects under PD 957	
A. Subdivision Projects	
1. Approval of Subdivision Plans (including townhouses)	
a. Preliminary Approval and Locational Clearance (PALC)/Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	Php360.00/ha or a fraction thereof
• Inspection Fee	Php1,500.00/ha regardless of density
b. Final Approval and Development Permit	
• Processing Fee	Php2,800.00/ha regardless of density
Additional Fee on Floor Area of Housing Component	Php3.00/sq.m.
• Inspection Fee	Php1,500.00/ha regardless of density
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	
• Processing Fee	Php2,800.00
3. License to Sell	
• Processing Fee	Php216.00/saleable lot
Additional Fee on Floor Area of Housing Component	Php14.40.00/sq.m.
• Inspection Fee	Php1,500.00/ha regardless of density
4. Certificate of Completion	
• Certificate Fee	Php216.00

• Processing Fee	
• Inspection Fee	Php1,500.00/ha. regardless of density
5. Extension of Time to Develop	
• Processing Fee	Php504.00
Additional Fee (unfinished area of development)	Php14.40.00/sq.m.
• Inspection Fee	Php1,500.00/ha regardless of density
B. Condominium Project	
1. Approval of Condominium Plans/Final Approval and Development Permit	
a. Preliminary Approval and Locational Clearance	
b. Final Approval/Development Permit	
• Processing Fee	Php720.00
-Land Area	Php7.20/sq.m.
-No. of Floors	Php288.00/floor
-Building Areas	Php23.05/sq.m. of GFA
• Inspection Fee	Php1,500.00/ha
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
d. Conversion (affected areas only)	-do-
2. Certification of Registration	
• Processing Fee	Php2,880.00
3. License to Sell	
a. Residential	Php17.30/sq.m. of saleable area
b. Commercial	Php36.00/sq.m. of saleable area
• Inspection Fee	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	Php504.00
Additional fee (unfinished floor area for development)	Php17.30/sq.m.
• Inspection fee	Php1,500.00/ha
5. Certificate of Completion	
• Certificate Fee	Php216.00

• Processing Fee	
• Inspection Fee	Php1,500.00/floor

Subdivision and Condominium Projects (under BP 220)	
A. Subdivision projects	
1. Approval of Subdivision Projects	
a. Preliminary Approval and Locational Clearance	
• Processing Fee	
-Socialized Housing	Php90.00/ha
-Economic Housing	Php216.00/ha
• Inspection fee	
-Socialized Housing	Php1,500.00/ha
-Economic Housing	Php1,500.00/ha
b. Final Approval and Development Permit	
• Processing Fee	
-Socialized Housing	Php600.00/ha
-Economic Housing	Php1,440.00/ha
• Inspection fee	
-Socialized Housing	Php1,500.00/ha
-Economic Housing	Php1,500.00/ha
(Projects already inspected for PALC application may not be charged inspection fee)	
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
d. Building Permit (floor area of housing unit)	Php7.20/sq.m.
2. Certificate of Registration	

• Processing Fee	
-Socialized Housing	Php420.00
-Economic Housing	Php720.00
3. License to Sell	
• Processing Fee	
-Socialized Housing	Php24.00/saleable lot
-Economic Housing	Php72.00/saleable lot
Additional fee on floor area of housing component	Php3.00/sq.m.
• Inspection fee	
-Socialized Housing	Php1,500.00/ha
-Economic Housing	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	
-Socialized Housing	Php420.00
-Economic Housing	Php504.00
Additional fee (unfinished area for development)	Php2.88/sq.m.
• Inspection fee	
-Socialized Housing	Php1,500.00/ha
-Economic Housing	Php1,500.00/ha
5. Certificate of Completion	
• Certification Fee	
-Socialized Housing	Php180.00
-Economic Housing	Php216.00
• Processing Fee	
-Socialized Housing	
-Economic Housing	
• Inspection fee	Php1,500.00/ha
6. Occupancy Permit	
• Processing Fee	
-Socialized Housing	Php6.00/sq.m.
-Economic Housing	Php7.20/ sq.m.

• Inspection fee (saleable floor area of the housing component)	
-Socialized Housing	Php1,500.00/ha
-Economic Housing	Php1,500.00/ha
B. Condominium Projects	
1. Approval of Condominium Plans	
a. Preliminary Approval and Locational Clearance	Php720.00
b. Final Approval and Development Permit	
• Processing Fee	
-Total land Area	Php7.20/ sq.m.
-No. of Floors	Php144.00/floor
-Building Areas	Php5.80/sq.m. of GFA
• Inspection fee	Php1,500.00/ha
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	Php720.00
3. License to Sell	
a. Residential	Php72.00/sq.m. of saleable lot
b. Commercial	Php10.65 / sq.m. of saleable lot
• Inspection Fee	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	Php3.00/sq.m.
• Inspection fee (unfinished area for development)	Php1,500.00/floor
5. Certificate of Completion	
• Certification Fee	Php216.00
• Processing Fee	
• Inspection fee	Php1,500.00/ floor
Industrial/Commercial Subdivision	

1. Approval of Industrial/Commercial Subdivision	
a. Preliminary Approval and Locational Clearance	
• Processing Fee	Php432.00/ha
• Inspection fee	Php1,500.00/ha
b. Final Approval and Development Permit	
• Processing Fee	Php720.00/ha
• Inspection fee	Php1,500.00/ha
(Projects already inspected for PALC application may not be charged inspection fee)	
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	Php2,880.00
3. License to Sell	
• Processing Fee	Php3.00/sq.m. of land area
• Inspection fee	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	Php504.00
• Additional Fee on Floor area of housing component and other development	Php14.40/sq.m.
• Inspection fee	Php1,500.00/ha
5. Certificate of Completion	
• Certificate Fee	Php216.00
• Processing Fee	Php504.00
-Industrial	Php720.00
-Commercial	
• Inspection fee	Php1,500.00/ha
Farmlot Subdivision	
1. Approval of Farmlot Subdivision	

a. Preliminary Approval and Locational Clearance	
• Processing Fee	Php288.00/ha
• Inspection fee	Php1,500.00/ha
b. Final Approval and Development Permit	
• Processing Fee	Php1,440.00/ha
• Inspection fee	Php1,500.00/ha
(Projects already inspected for PALC application may not be changed inspection fee)	
c. Alteration Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Registration	Php2,880.00
3. License to Sell	
• Processing Fee	Php720.00/lot
• Inspection fee	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	Php504.00
• Additional fee on Floor Area of Housing component and other development	Php14.40/ha
• Inspection fee	Php1,500.00/ha
5. Certificate of Completion	
• Certificate Fee	Php216.00
• Processing Fee	
• Inspection fee	Php1,500.00/ha
Memorial Park/Cemetery Project/Columbarium	
1. Approval of Memorial Park/Cemetery Project/Columbarium	
a. Preliminary Approval and Locational Clearance	

-Memorial Project	Php720.00/ha
-Cemeteries	Php288.00/ha
-Columbarium	Php3,600.00/ha
• Inspection Fee	
-Memorial Project	Php1,500.00/ha
-Cemeteries	Php1,500.00/ha
-Columbarium	Php1,500.00/ha
b. Final Approval and Development Permit	
-Memorial Project	Php3.00/sq.m.
-Cemeteries	Php1.50/ sq.m.
-Columbarium	Php7.20/sq.m. of land area
	Php3.00/floor
	Php23.05/sq.m. of GFA
• Inspection Fee	
(Projects already inspected for PALC application may not be charged inspection fee)	
-Memorial Project	Php1,500.00/ha
-Cemeteries	Php1,500.00/ha
-Columbarium	Php1,500.00/ha
• Alteration of Fee	Same as Final Approval/Development Permit
2. Certificate of Registration	Php2,880.00
3. License to Sell	
• Processing Fee •	
-Memorial Project	Php72.25/sq.m.
Apartment type	Php28.80/unit
-Cemeteries	Php28.80/tomb
-Columbarium	Php72.00/vault
• Inspection Fee	
-Memorial Project	Php1,500.00/ha
-Cemeteries	Php1,500.00/ha
-Columbarium	Php1,500.00/ha
4. Extension of Time to Develop	
• Processing Fee	Php504.00
Additional Fee (unfinished area for development)	
-Memorial Project	Php1,440.00
-Cemeteries	Php720.00/ha

-Columbarium	Php5.80/sq.m. of GFA
• Inspection Fee	
-Memorial Project	Php1,500.00/ha
-Cemeteries	Php1,500.00/ha
-Columbarium	Php1,500.00/floor
5. Certificate of Completion	
• Certificate Fee	Php216.00
• Processing Fee	
-Memorial Project	Php1,440.00
-Cemeteries	Php720.00/ha
-Columbarium	Php5.80/sq.m. of GFA
• Inspection Fee	
-Memorial Project	Php1,500.00/ha
-Cemeteries	Php1,500.00/ha
-Columbarium	Php1,500.00/floor

ISSUANCE OF ZONING CERTIFICATION FOR LAND CONVERSION

All owners, individuals / persons / corporations and / or developers who wish to apply for land use conversion are required to secure a clearance from the Municipal Government and subsequently conversion clearance if applicable from the Department of Agrarian Reform.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Lot owners, individuals/persons/corporations and/or developers who wish to apply for Land Use Conversion from a particular use to other uses.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Certified True Photocopy of Title plus Three (3) photocopies	Registry of Deeds
Certified True Copy of Tax Declaration plus Three (3) photocopies (for land use conversion/Agricultural land reclassification)	Municipal Assessor's Office Certification from
Certification from the Department of Agriculture that such land has ceased to be economically feasible and sound for agricultural purposes.	Office of the Municipal Agriculturist
Barangay Clearance from the Barangay Concerned	Barangay Government Unit concerned
Three (3) blue print copies of the Sketch Plan with Vicinity Map duly signed by a registered geodetic engineer.	Geodetic / Civil Engineer

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and

				Development Coordinator
2. Submit filled up application form and complete requirements	2. Receive filled up application form and complete requirements	None	3 Minutes	*Administrative Aide I,* Office of the Municipal Planning and Development Coordinator
	2.1 Review and validate submitted requirements to assess the eligibility of application	None	30 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2 Cross checking of Location against CLUP and Zoning Map	None	30 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 Conduct Onsite Inspection for Other Land Use Except for Commercial Areas	None	6 Hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator / *Administrative Aide I,* Office of the Municipal Planning and Development Coordinator
	2.4. Assessment of Zoning Fee and issuance of Order of Payment	None	15 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Payment of zoning Fee and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	PHP 720.00/ Hectare Documentary Stamp Php 30.00 per page	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office

4.Present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Preparation of Zoning Certificate	None	10 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approval of Zoning Certificate	None	15 Minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the approved Zoning Certificate	Record, file for office copy and release the Zoning Certificate to client	None	3 Minute	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:	PHP 720.00/ Hectare	8 hours and 6 minutes	

ISSUANCE OF LOCATIONAL CLEARANCE FOR BUSINESS

Locational Clearance for business shall be secured by any individual who will apply for new business or apply for renewal of business. This shall be secured at Zoning Administrator at the Municipal Planning and Development Office.

Office or Division:		Office of the Municipal Planning and Development Coordinator		
Classification:		Simple		
Type of Transaction:		G2C- Government to Citizen		
Who may avail:		Any individual applying for business		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Copy of Business License Application or permit		Municipal Treasurer's Office		
Proof of Ownership or Lease of Contract		Barangay Captain		
Brgy. Resolution		Sangguniang Barangay		
a. If Internet café				
b. If Bus. Does not conform with Land Use or Zoning Map				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit complete requirements	2. Receive complete requirements	None	5 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

	2.1 Review and validate submitted requirements to assess the eligibility of application	None	30 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2 Cross checking of Location against CLUP and Zoning Map	None	15 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 Conduct Onsite Inspection	None	6 Hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator / *Administrative Aide I,* Office of the Municipal Planning and Development Coordinator
	2.4. Assessment of Zoning Fee and issuance of Order of Payment	None	10 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Payment of locational clearance fee and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	PHP 110.00	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4.Present the Official Receipt at the Office	4. Preparation of Locational Clearance	None	10 Minutes	*Administrative Aide I* Office of the Municipal

of the Municipal Planning and Development Coordinator				Planning and Development Coordinator
	4.1 Approval of Locational Clearance	None	15 Minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
5. Claim the approved Locational Clearance	Record, file for office copy and release the Locational Clearance to client	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:		7 hours and 28 minutes	

ISSUANCE OF LOCATIONAL CLEARANCE FOR LAND TITLING AND OTHER LAND RELATED CERTIFICATION

Locational Clearance shall be secured by individual who will apply for land titling and other land related transactions.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Barangay Certificate	Barangay Captain
Request Letter from DENR /CENRO	DENR /CENRO
Vicinity Map	Civil Engineer/Geodetic Engineer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit complete requirements	2. Receive complete requirements	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Review and validate submitted requirements to assess the eligibility of application	None	15 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.2 Evaluates and assesses the submitted plans and pertinent documents for	None	30 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator

	compliance with the requirements of the MENRO, PENRO, MGB and other related laws			
	2.3 Conduct Onsite Inspection	None	6 Hours	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.4. Assessment of Zoning Fee and issuance of Order of Payment	None	10 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Payment of zoning certificate fee and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	PHP 720.00/ Hectare Documentary Stamp Php 30.00 per page	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4.Present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Preparation of Zoning Certificate	None	10 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approval of Zoning Certificate	None	3 Minutes	*Municipal Planning and Development Coordinator* Office of the Municipal

				Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the approved Zoning Certificate	5.Record, file for office copy and release the Zoning Certificate to client	None	3 Minute	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:	PHP 720.00/ Hectare	7 Hours and 39 Minutes	

ISSUANCE OF CERTIFICATE OF LAND USE FOR AGRICULTURE AND NON-AGRICULTURAL LAND

Certificate of land use for agriculture and non-agricultural land is requested by a land owner for them to know whether the land they own is an agricultural or non-agricultural. The Certification can be secured at the Office of the Municipal Planning and Development Coordinator.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Tax Declaration	Office of the Municipal Assessor
Transfer Certificate of Title Number	Client

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up clients logbook	1. Hand over office logbook to client	None	2 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Submit complete requirements	2. Receive complete requirements	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	2.1 Review and validate submitted requirements to assess the eligibility of application	None	5 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	2.3 Conduct Onsite Inspection	None	6 Hours	*Zoning Inspector I* Office of the Municipal

				Planning and Development Coordinator
	2.4. Assessment of Fee and issuance of Order of Payment	None	10 Minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
3. Payment of zoning Fee and Documentary Stamp at the Municipal Treasurer's Office (Windows 1-4)	3. Issuance of Official Receipt	PHP 110.00/ Hectare Documentary Stamp Php 30.00 per page	3 Minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
4.Present the Official Receipt at the Office of the Municipal Planning and Development Coordinator	4. Preparation of Certificate	None	10 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	4.1 Approval of Certificate	None	3 Minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
	4.2 Forward Document to Municipal Treasurer's Office for Documentary Stamp	None	10 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator

	4.3 Affix Documentary Stamp	None	5 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
5. Claim the approved Certificate	5.Record, file for office copy and release the Certificate to client	None	3 Minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	TOTAL:		6 Hours and 37 Minutes	

ISSUANCE OF ZONING CLEARANCE FOR BUSINESS

All owners, individuals / persons / corporations and / or developers who wish to apply for land use conversion are required to secure a clearance from the Municipal Planning and Development Office and subsequently conversion clearance if applicable from the Department of Agrarian Reform.

Office or Division:	Office of the Municipal Planning and Development Coordinator
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Lot owners, individuals/person/corporations and/or developers who wish to apply for Land Use Conversion from a particular use to other uses.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished business permit application (photocopy: 1 copy each)	
Barangay Business Clearance	Barangay Captain
DTI (Single Proprietorship)	Dept. of Trade and Industry
SEC (if Corporation or Inc.)	Securities and Exchange Commission
Lease of Contract (if place of business is rented)	Client
Barangay Resolution	Sangguniang Barangay
a. If internet café	
b. If business does not conform with Land Use or Zoning Map	
c. Franchise/SP Resolution (for internet café)	
Note: Some of the requirement may be removed or replaced depends on type of business applied for	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up visitors logbook and submit requirements	1. Received complete requirements	None	3 minute	*Administrative Aide I* Office of the Municipal Planning and

				Developm ent Coordinator
	1.1 Review and validate submitted requirements to assess the eligibility of application	None	30 minutes	*Administrative Aide I* Office of the Municipal Planning and Developm ent Coordinator
	1.2 Cross checking of Location against CLUP and Zoning Map	None	5 minutes	*Zoning Inspector I* Office of the Municipal Planning and Development Coordinator
	1.3 Conduct Onsite Inspection	None	6 hours	*Zoning Inspector I* Office of the

				Municipal Planning and Development Coordinator
	1.4 Assessment of zoning fee and issuance of order of payment	None	5 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
2. Pay required fees at the Municipal Treasurer's Office (Windows 1-4)	2. Issuance of Official Receipt	Php 720.00 / hectare	3 minutes	*Revenue Collection Clerk II* Municipal Treasurer's Office
3. Present Official Receipt at the Office of the Municipal Planning and Development Coordinator	3. Preparation of zoning certificate	None	3 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
	3.1 Approval of Zoning Certificate	None	3 minutes	*Municipal Planning and Development Coordinator* Office of the Municipal Planning and Development Coordinator
4. Claim the approved zoning clearance	4. Record, file for office copy and release the Zoning Certificate to client	None	1 minutes	*Administrative Aide I* Office of the Municipal Planning and Development Coordinator
TOTAL		Php 720.00 / hectare	6 Hours and 53 Minutes	

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

EXTERNAL SERVICES

CERTIFICATION FOR NO OBJECTION OF CUTTING/TRIMMING OF TREES

The Municipal Environment and Natural Resources Office (MENRO) issues Certification for No Objection of Cutting trees to the owner in the respected land areas whether it is privately owned by individual, schools/government offices, any tenurial instrument and institutions in compliance to Presidential Decree No. 705 and DENR DAO 2004-52 in order to travel the cut trees to other places.

Office or Division:		Office of the Municipal Environment and Natural Resources Officer (MENRO)		
Classification:		Simple		
Type of Transaction:		Government to Citizen –G2C, Government to Government – G2G		
Who may avail:		Any individual/organization		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter request addressed to DENR-CENRO		Client		
Photocopy of proof of ownership (Land Title/Deed of Donation/Deed of Sale)		Client		
Certification of No Objection - Barangay - PTA (for school only) - Photocopy of tenurial instrument (for tenurial instrument holder only)		Barangay Official PTA (School) Client		
Photos of tree/s to be cut		Client		
Official Receipts & Documentary Stamp		Municipal Treasurers Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up client's logbook	1. Handover the logbook to clients	None	2 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
1. Submit requirements	2.1 Received and review the submitted requirements	None	5 minutes	*Environmental Management Specialist II* Office of the Municipal

				Environment and Natural Resources Officer
	2.2 Conduct validation/inspection	None	4 hours	
2. Pay the required fees at Municipal Treasurer Office Certification fee Documentary Stamp	3. Issue of Official Receipt	 Php 110.00 30.00	10 minutes	*Revenue Collection Clerk* Office of the Municipal Treasurer's Office
4.Present the Official Receipt at the MENRO	4. Prepare the Certification	None	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
	4.2 Approval of the certification	none	2 minutes	*Municipal Environment and Natural Resources Officer(MENRO)* Office of the Municipal Environment and Natural Resources Officer
	4.3 Forward the certification to MTO for documentary stamp	None	10 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
	4.4 Affixed the documentary stamp	None	5 minutes	*Revenue Collection Clerk* Office of the Municipal Treasurer's Office

5. Claim the approved certification	3. Record and Release the approved certification	None	2 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
TOTAL:		Php 140.00	4 hours, 41 minutes	

Note: *Conduct of inspection/validation of requested trees to be cut is depend on the location of the area of requestee.*

ISSUANCE OF CERTIFICATION ON CHAINSAW REGISTRATION

The Municipal Environment and Natural Resources Office (MENRO) issues Certification on Chainsaw Registration in compliance to Republic Act No. 9175 for chainsaw owners who operate in this municipality in order to identify number of chainsaw in the entire municipality.

Office or Division:	Office of the Municipal Environment and Natural Resources Officer (MENRO)			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Any individual/organization			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Barangay Certification		Barangay Hall		
Proof of Ownership (with the Chainsaw model and Serial No.) (Bring the chainsaw to be registered)		Client		
Official Receipt		Municipal Treasure's Office		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up client's logbook	1. Handover the logbook to clients	None	2 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
2. Submit requirements	2.1 Received and review the submitted requirements	none	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
	2.2 Conduct validation/inspection	None	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and

	of chainsaw			Natural Resources Officer
3. Pay the required fees at Municipal Treasurer Office	3. Issue of Official Receipt	Php 110.00	10 minutes	*Revenue Collection Clerk* Municipal Treasurer's Office
4.Present the Official Receipt at the MENRO	4. Prepare the Certificatio n	None	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
	4.1 Approval of the certification	None	2 minutes	*Municipal Environment and Natural Resources Officer (MENRO)* Office of the Municipal Environment and Natural Resources Officer
4. Claim the approved certification	4. Record and release the approved certification	None	2 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
TOTAL		Php 110.00	31 Minutes	

ISSUANCE OF CERTIFICATION FOR BUSINESS PERMIT APPLICATION/RENEWAL

The Municipal Environment and Natural Resources Office (MENRO) issues clearance for Business Permit to business establishments in compliance to RA 9003 otherwise known as Philippine Ecological Solid Waste Management Act of 2000, Republic Act No. 8749 or Philippine Clean Air Act of 1999 and RA 9275 or the Philippine Clean Water Act of 2004, PD No. 1586 or Environmental Impact Statement System to maintain the health environment in the respective areas.

Office or Division:	Office of the Municipal Environment and Natural Resources Officer (MENRO)
Classification:	Simple
Type of Transaction:	G2C- Government to Citizen
Who may avail:	Any individual/organization

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Barangay Clearance /Certification	Barangay Hall
Community Tax Certificate	Municipal Treasure's Office
DTI Certification	Department of Trade and Industry Office
Duly filled-out form	Business Permit & Licensing Office
Environmental Compliance Certificate (ECC)/Certificate of Non-Coverage (NCN), Permit to Operate Air (POA)/Water Discharge Permit (WDP) (if Applicable)	DENR-Environmental Management Bureau Online
Garbage Bins (2 pcs)	Clients

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill up client's logbook	1. Handover the logbook to clients	None	2 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
2. Submit requirements	2.1 Received and review the submitted requirements	none	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and

				Natural Resources Officer
	2.2 Conduct inspection of the establishment	None	4 hours	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
3. Pay the required fees at Municipal Treasurer Office	3. Issue of Official Receipt	Php 110.00	10 minutes	*Revenue Collection Clerk* Office of the Municipal Treasurer's Office
4.Present the Official Receipt at the MENRO	4.1 Prepare the Certification	None	5 minutes	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
	4.2 Approval of the Certification	None	2 minutes	*Municipal Environment and Natural Resources Officer (MENRO)* Office of the Municipal Environment and Natural Resources Officer
5. Claim the approved certification	5.Record and release the approved certification	None	1 minute	*Environmental Management Specialist II* Office of the Municipal Environment and Natural Resources Officer
TOTAL		**Php 110.00**	**4 hours, 25minutes**	

Note*: Conduct of inspection/validation of business establishment is depend on the location of the area.*

OFFICE OF THE MUNICIPAL TREASURER

EXTERNAL SERVICES

ASSESSMENT AND COLLECTION OF REAL PROPERTY TAX

The Office of the Municipal Treasurer is mandated to impose collection of real property tax on all real properties within the territorial jurisdiction of Rizal, Nueva Ecija.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C –Government to Citizen
Who may avail:	All Real Property Owners

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Latest Tax Declaration (1 copy original or photocopy) 2. Notice of Assessment (1 copy original or photocopy) Latest Real Property Tax Official Receipts (1 copy original or photocopy) Certificate of Title or Notarized Deed of Sale (1 copy original or photocopy)	Municipal Assessor's Office, Municipal Building, Pob. Sur, Rizal, Nueva Ecija Municipal Assessor's Office, Municipal Building, Pob. Sur, Rizal, Nueva Ecija Owner's File Copy Owner's File Copy

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Sign in the client logbook in the office lobby	Assist client in writing in the logbook and provide priority number	None	2 minutes	*Information Officer* Municipal Lobby
2. Present requirement/s at the collecting agent/ officer upon call of priority number	2. Receive and verify requirements, check the database for any unsettled obligation.	None	20 minutes per property	*Bookbinder I* Municipal Treasurer's Office
3. Wait for the issuance of Tax Order of Payment per property.	3.1 Compute the total amount to be paid.	For Residential & Agricultural:	12 minutes per property	*Bookbinder I* Municipal Treasurer's Office

	3.2 Print RPT Order of Payment/Bill	Basic Tax = AV x 1% For Commercial Basic Tax = AV x 1% For Special Education Fund: SEF Tax = AV x 1% Where: AV = Assessed Value	2 minutes	*Bookbinder I* Municipal Treasurer's Office
4. Pay Real Property Tax Order of Payment/Bill at the collecting agent/officer.	4. Receive payment, issue and release official receipt.	Amount Indicated in RPT Order of Payment	10 minutes per property	*Bookbinder I* *Municipal Treasurer's Office*
TOTAL		**Amount Indicated in RPT Order of Payment**	**45 minutes**	

ISSUANCE OF REAL PROPERTY TAX CLEARANCE

The Municipal Treasurer's Office issues Real Property Tax Clearance/Certification to real property units with full payment on current accounts and no delinquency on prioryears accounts.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C –Government to Citizen
Who may avail:	All Real Property Owners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest Tax Declaration (1 copy original or photocopy) 2. Latest Real Property Tax Official Receipts (1 copy original or photocopy) 3. Certificate of Title or Notarized Deed of Sale (1 copy original or photocopy) 4. Authorization Letter (if not the owner) with photocopy of Identification Card (ID)	Municipal Assessor's Office, Municipal Building, Pob. Sur, Rizal, Nueva Ecija Owner's File Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirement/s at the collecting agent.	1. Receive and verify requirements, check the database for any unsettled obligation.	None	15 minutes	*Bookbinder I* Municipal Treasurer's Office
2. Pay the corresponding fees	2. Receive payment, issue and release official receipt.	PHP110.00 for tax clearance PHP 30.00 for documentary stamp	3 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
3. Wait for the issuance of the signed Tax Clearance/Certificate	3.1 Prepare and Print Tax Clearance/ Certification and affix constructive documentary stamp	None	10 minutes	*Bookbinder I* Municipal Treasurer's Office

	3.2 Signing of Tax Clearance/ Certification.		3 minutes	*Municipal Treasurer* Municipal Treasurer's Office
	3.4 Release documents		2 minutes	*Bookbinder I* Municipal Treasurer's Office
TOTAL		**Php 140.00**	**33 minutes**	

ISSUANCE OF OFFICIAL RECEIPT FOR COLLECTION OF REGULATORY AND SERVICE FEES

The Office of the Municipal Treasurer is mandated to impose collection of regulatory and service fees for every person availing services of different offices.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Citizens			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Order of Payment (1 original)		From various offices concern (LGU Rizal)		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the order of payment	1. Compute total amount to be paid	None	2 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
2. Pay the corresponding fees	2.1 Receive payment, issue and release official receipt	Amount indicated in Order of Payment	3 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office

	2.2 Affix constructive documentary stamp for certain certifications that require documentary stamp	PHP 30.00 for documentary stamp	1 minute	
	2.3 Advise the client to proceed to issuing office and present the Official receipt.	None	2 minutes	
TOTAL		**Amount indicated in Order of Payment**	**8 minutes**	

ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

The Municipal Treasurer's Office receive payment from community tax pursuant to Republic Act 7160 otherwise known as Local Government Code of 1991.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business
Who may avail:	All inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year, or who is engaged in business or occupation, or who owns real property with an aggregate assessed value of One thousand pesos (P1,000.00) or more, or who is required by law to file an income tax return.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly filled up Information Sheet One (1) copyProof of Income (Owner's Income Tax Return) Certificate of Incorporation and bylaws (1 photocopy) 4. Certificate of Registration (1 photocopy)	Municipal Treasurer's Office Owner's File Copy Securities Exchange Commission (Regional Office) Cooperative Development Authority (Regional Office)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Fill out Information Sheet and Present the requirements needed	1.1 Verify and Check requirements	None	2 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office
	1.2 Compute total payment	(See Annex B Below)	3 minutes	
2. Pay the corresponding fees	2.1 Receive payment	Amount indicated as per assess-ment	2 minutes	*Revenue Collection Clerk I* Municipal Treasurer's Office

	2.2 Have the individual affix his/her signature and thumb mark at the CTC	None	2 minutes	
3. Receive the CTC	3. Release Community Tax Certificate	None	1 minute	
TOTAL		**Amount indicated as per assess-ment**	**10 minutes**	

Annex B:

CTC INDIVIDUAL:
Basic Community Tax = Php5.00 + Additional Community Tax*

*Additional Community Tax (Tax not to exceed Php5,000.00):

1. Gross Receipts or Earnings derived from business during the preceding (Php1.00 for every Php1,000.00)
2. Salaries or Gross Receipt of earnings derive from exercise of profession or pursuit of any occupation (Php1.00 for every Php1,000.00)
3. Income from Real Property (Php1.00 for every Php1,000.00)

CTC Corporation = (Basic Community Tax Php 500.00) + (Additional Community Tax**)

**Additional Community Tax (Tax not exceed Php10,000.00):

1. Assessed value of Real Property owned in the Philippines (Php2.00 for every Php5,000.00)
2. Gross Receipts, including dividends/Earnings derived from business in the Philippines during the preceding year (Php2.00 for every Php5,000.00)

APPLICATION TO LEASE MARKET STALL

The Economic Enterprise Management Office - Market Operation under the supervision of Market Administrator/Supervisor take charge with the processing of application to lease market stall.

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Sector
Who may avail:	1. Bonafide resident of Rizal, Nueva Ecija 2. Other private corporation and individuals
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Business Permit (Original or Photocopy); 2. Valid Identification Card (1 Original and 1 Photocopy); and LIST OF ACCEPTABLE GOVERNMENT-ISSUED IDENTIFICATION CARDS (IDS) / DOCUMENTS 1. e-Card / UMID 2. Employee's ID / Office Id 3. Driver's License* 4. Professional Regulation Commission (PRC) ID * 5. Passport * 6. Senior Citizen ID 7. SSS ID 8. COMELEC / Voter's ID / COMELEC Registration Form 9. Philippine Identification (PhilID / ePhilID) 10. NBI Clearance * 11. Integrated Bar of the Philippines (IBP) ID 12. Firearms License * 13. AFPSLAI ID * 14. PVAO ID 15. AFP Beneficiary ID 16. BIR (TIN) 17. Pag-ibig ID 18. Person's With Disability (PWD) ID 19. Solo Parent ID 20. Pantawid Pamilya Pilipino Program (4Ps) ID * 21. Barangay ID * 22. Philippine Postal ID * 23. Phil-health ID 24. School ID ** 25. Other valid government-issued IDs or	Business Permit & Licensing Section Ground floor, Municipal Building, Pob. Sur, Rizal, Nueva Ecija.

26. Documents with picture and signature * Within its validity period ** Private / government school 3. Duly Accomplished Application Form to lease market stall/booth		Economic Enterprise Management Office - Market Operation		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Inquire as to availability of vacant stalls and procedure of application	1.1 Entertain and evaluate applicants and the available vacant stalls. 1.2. Brief on the procedure of application and the required documents to be submitted.		10 minutes	Market Supervisor III Economic Enterprise Management Office
2. Fill out Application Form to lease market stall/booth	2. Verify the requirement and assess surcharge if any.	None	15 minutes	Market Supervisor Economic Enterprise Management Office
3. Pay the Prescribe Fees	3.1. Receive payment and issue official receipt.	(See Annex G below)	5 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
	3.2 Record the official receipt number to lessee's ledger.	None	4 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
4. Receive Official Receipt	4.1 Release Official Receipt.	None	1 minute	Revenue Collection Clerk II Economic Enterprise Management Office

TOTAL	Amount indicated as per assessment	**35 minutes**	

COLLECTION OF MARKET STALL RENTAL

Market rental fee refers to the fee paid to and collected by the Municipal Treasurer concerned for the privilege of using public market equipment and facilities. *(Section 3.G, Market Code of Rizal, Nueva Ecija 2024)*

Office or Division:		Office of the Market Administrator		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business Sector		
Who may avail:		Rizal Public Market Stallholders		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Official Receipt showing the latest payment of the stall rental (Original or Photocopy)		Stallholder's Copy		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the document to the Rizal Public Market Office	1.1 Verify the requirement and assess surcharge if any.	None	2 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
2. Pay the prescribe fees	2.1. Receive payment and issue official receipt.	(See Annex G Below)	5 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
	2.2. Record the official receipt number to lessee's ledger.	None	4 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
3. Receive official receipt	3.1 Release Official Receipt.	None	1 minute	Revenue Collection Clerk II Economic Enterprise Management Office

TOTAL	**Amount indicated as per assessment**	**12 minutes**	

Annex G:

CLASSIFICATION AND COLLECTION OF FEES FOR STALL RENTAL
(Title 4, Section 2, Market Code - Rizal, Nueva Ecija)

KIND	AMOUNT FEES
RENTAL FEES (STALL FEE)	
DRY SECTION (BUILDING 1)	Corner Front - Php 2,300.00 monthly Corner Back - Php 2,300.00 monthly All other stalls - Php 1,800.00 monthly
WET SECTION (BUILDING 2) **(Meat, Fish, Chicken / Fowl)**	Php 1,500.00 monthly
FRUITS AND VEGETABLE SECTION	Php350.00 monthly w/ cash ticket daily
COMMERCIAL STALLS (10x10m) **a. Corner A (Front)** **b. Corner B (Back)** **c. All other stalls**	 Php 400.00/sqm. Php 200.00/sqm. Php 10,000 monthly
Perimeter Section **A – 8 m X 4 m** **B – 7m x 4 m**	 Php 3,000.00 monthly Php 3,000.00 monthly
Perimeter Stalls (4 m x 4 m) **Stall No. 1-10** **Stall No. 11 – last**	 Php 1,500.00 monthly Php 1,000.00 monthly
Sari-Sari Stalls (3 m x 3 m)	Php 700.00 monthly
Vacant Space (1.5 m x 2 m)	Php 350.00 monthly

ISSUANCE OF CASH TICKETS FROM MARKET VENDORS
Vendors who shall be placed in a specially designated area shall be imposed a cash tickets on daily basis.

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2B – Government to Business Sector
Who may avail:	Ambulant/Transient Vendors/Hawkers
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Business Permit (Original or Photocopy); and 2. Valid Identification Card (1 Original and 1 Photocopy) LIST OF ACCEPTABLE GOVERNMENT-ISSUED IDENTIFICATION CARDS (IDS) / DOCUMENTS 27. e-Card / UMID 28. Employee's ID / Office Id 29. Driver's License* 30. Professional Regulation Commission (PRC) ID * 31. Passport * 32. Senior Citizen ID 33. SSS ID 34. COMELEC / Voter's ID / COMELEC Registration Form 35. Philippine Identification (PhilID / ePhilID) 36. NBI Clearance * 37. Integrated Bar of the Philippines (IBP) ID 38. Firearms License * 39. AFPSLAI ID * 40. PVAO ID 41. AFP Beneficiary ID 42. BIR (TIN) 43. Pag-ibig ID 44. Person's With Disability (PWD) ID 45. Solo Parent ID 46. Pantawid Pamilya Pilipino Program (4Ps) ID * 47. Barangay ID * 48. Philippine Postal ID * 49. Phil-health ID 50. School ID ** 51. Other valid government-issued IDs or	Business Permit & Licensing Section Ground floor, Municipal Building, Pob. Sur, Rizal, Nueva Ecija.

52. Documents with picture and signature * Within its validity period ** Private / government school				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the requirement	1.1 Review the authenticity of the requirements	None	2 minutes	Market Inspector II Economic Enterprise Management Office
2. Pay and receive cash ticket	2.1 Assess the volume of products offered.	(See Annex Below)	5 minutes	Market Inspector II Economic Enterprise Management Office
	2.2 Issue Cash Ticket			
	TOTAL	**Amount indicated as per assessment**	**7 minutes**	

Annex H:

MARKET FEES FOR AMBULANT/TRANSIENT VENDORS/HAWKERS

(Title 4, Section 3, Market Code - Rizal, Nueva Ecija)

CASH TICKETS: DAILY		**AMOUNT OF FEES**
VEGETABLE CLASSIFICATIONS		
Bulbs (e.g. fennel, garlic, leek, onion, shallot, spring onion)		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/ Red Bag/ Ticlis	110.00
	Basket	20.00
Flowers (e.g. artichoke (globe), broccoli, cauliflower, broccoli, choi sum, courgette or other squash flowers, gai lan (Chinese sprouting broccoli))		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/Ticlis	55.00
	Basket	20.00
	Squash Flower/Bundle	10.00

Fruits (e.g. bitter melon, capsicum, chili, choko, courgette, cucumber, eggplant, fuzzy melon, Indian marrow, marrow, plantain, pumpkin and squash, scaloppini, tindora, tomatillo, tomato, turia (ribbed gourd))		
	Jeep/Trailer	Php 165.00
	Sack/ Bundle/ Ticlis	20.00
	Basket	10.00
Fungi (e.g. button white, Swiss brown, cup (opened not flat), enoki, oyster, Portabello (brown flat or cup), shiitake, truffle - black and white)		
	Jeep/Trailer	Php 110.00
	Sack/ Bundle/ Ticlis	20.00
	Basket	10.00

Leaves (e.g. bok choy, Brussels sprout, cabbage, lettuce,ongchoi, puha, radicchio, silverbeet, sorrel, spinach, tat soi, tung ho, watercress, witloof, wongngabaak (Peking cabbage))		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/ Ticlis	55.00
	Basket	20.00
Roots (e.g. beetroot, carrot, celeriac, daikon, parsnip, radish, swede, turnip)		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/ Ticlis	45.00
	Basket	15.00
Seeds (e.g. bean (green, French, butter, snake), broad bean, pea, snow pea, sweet corn)		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/ Ticlis	70.00
	Basket	20.00
Stems (e.g. asparagus, celery, kohlrabi)		
	Jeep/Trailer	Php 110.00
	Sack/ Bundle/ Ticlis	20.00
	Basket	10.00
Tubers (e.g. earth gem, Jerusalem artichoke, kumara, potato, yam)		
	Jeep/Trailer	Php 220.00
	Sack/ Bundle/ Ticlis	45.00
	Basket	15.00

CASH TICKETS: DAILY		AMOUNT OF FEES
FRUITS CLASSIFICATIONS		
Drupes (e.g. Mangoes, Lanzones, Chicos, Santol, Camachiles, Jack Fruit, Coconut, Tamarind, Guavas, and the like.		
	Jeep/Trailer	Php 110.00
	Sack/ Bundle/ Red Bag/ Ticlis	55.00
	Basket	10.00
Berries (e.g. Pineapple, Banana, Melons, Blue Berries, Raspberries, Strawberry, Dragon Fruit, Kiwi, and the like)		
	Truck	Php 110.00
	Jeep/Trailer	90.00
	Sack/ Bundle/ Box/ Ticlis	45.00
	Basket	10.00
Pomes (e.g. Apple, Pear, Chico, Jackfruit, Caimito, and the like)		
	Jeep/Trailer	Php 90.00
	Sack/ Bundle/ Red Bag/ Ticlis	45.00
	Basket	10.00
Hesperidia and Pepos (e.g. Oranges, Dalandan, Pomelo, and other citrus fruits and cucumbers, and the like)		
	Jeep/Trailer	Php 90.00
	Sack/ Box/ Red Bag/ Ticlis	45.00
	Basket	10.00
Dry fruits (e.g. Nuts and other dried fruits)		
	Jeep/Trailer	Php 220.00
	Sack/ Red Bag/ Ticlis	70.00
	Basket	10.00

CASH TICKETS: DAILY	AMOUNT OF FEES
FISH AND OTHER AQUATIC ANIMALS CLASSIFICATIONS	
Freshwater Fishes	
Per Baniera	Php 20.00
Other Fresh water animals (Shrimp, Crab,Tulya, Suso, etc.)	
Per Sack	Php 20.00
Per Basket	10.00
Saltwater Fishes	
Per Baniera	Php 20.00
Other Saltwater animals (Squid, Sea Shells,Tahong, Oyster etc.)	
Per Baniera/ Sack	Php 20.00
Per Basket	10.00
Other Aquatic Plants and Products	10.00

CASH TICKETS: DAILY	AMOUNT OF FEES
FARM ANIMALS, EGGS AND PETS	
Poultry (Chicken, Ducks and the like)	
Per head	Php 10.00
Livestock (Goat, pigs and the like)	
Per head	Php 20.00
Pigeon and Other Bird and Animal Pet	
Per cage	Php 10.00
Eggs	
Chicken Eggs/per basket	Php 10.00
Duck Eggs/ per basket	10.00
Quail Eggs/ per thousand pieces	10.00

CASH TICKETS: DAILY	AMOUNT OF FEES
MISCELLANEOUS	
General Merchandise/ per long truck	Php 220.00
General Merchandise/ per truck	175.00
General Merchandise/ per van	130.00
General Merchandise/ per jeep	90.00
Clothes Vendor – occupying 1.5 sq.m (Market day)	45.00
Ice cream vendor/ daily	10.00
Buko juice vendors & others	10.00
OTHERS	
Bagoong / jeep	Php 90.00
Salt / sack	20.00
Daing / per case	20.00
Tinapa / per case	20.00
Brooms/ per dosen	10.00
Other product not listed above/per case/dozen	20.00

ISSUANCE OF MARKET CLEARANCE/CERTIFICATION

The Market Administrator issues Market Clearance/Certification to stall holders with full payment on current accounts and no delinquency on prior-years accounts that will be used as a requirement in application for Business Permit.

Office or Division:		Office of the Market Administrator		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business Sector		
Who may avail:		Rizal Public Marker Stallholders		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Official Receipt showing the latest payment of the stall rental (1 Original or Photocopy)		Stallholder's Copy		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the document to the Economic Enterprise Management Office - Market Operation	1.1. Verify requirement, check the database for any unsettled obligation.	None	5 minutes	Market Supervisor III Economic Enterprise Management Office
2. Pay the corresponding fees	2.1. Receive payment, issue and release official receipt.	Php150.00	3 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
3, Wait for the issuance of the signed Market Clearance/Certificate	3.1. Print Market Clearance/Certification and release documents	None	10 minutes	Market Supervisor III Economic Enterprise Management Office
	TOTAL	**Php150.00**	**18 minutes**	

ISSUANCE OF MARKET CLEARANCE/CERTIFICATION
REQUEST FOR THE SEALING OF METRIC INSTRUMENTS OF WEIGHTS

Under the Consumer Act of the Philippines, the Office of the Municipal Treasurer, through the Economic Enterprises Management Office - Marker Operation, shall be responsible for testing, calibrating, sealing and licensing of weights and measures in all consumer related transaction to ensure the consumer's protection and satisfaction in terms of accuracy of weight of the goods purchased. In case of unsealed, inaccurate of defective weighing scale, the said shall be confiscated and corresponding penalty shall be applied.

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Sector
Who may avail:	Any person or business using weights and measures

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter; and	Owner's File Copy
2. Weighing Scale to be calibrated	Owner's File Copy

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the request letter and the weighing scale at the Economic Enterprise Management Office - Market Operation	1.1 Receive the request letter and determine the condition of the weighing scale to be calibrated. If weighing scale is already unserviceable, the same will be confiscated and impounded at the Public Market Office.	None	15 minutes	Market Supervisor III Economic Enterprise Management Office
	1.2 Calibrate and seal the functional weighing scale	None	15 minutes	Revenue Collection Clerk II Economic Enterprise Management Office

2. Pay the corresponding fees	2.1 Receive payment, issue and release official receipt.	(See Annex I)	3 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
3. Claim Official receipt and the weighing scale	3.1 Release sealed and calibrated weighing scale		2 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
	TOTAL	**None**	**35 minutes**	

Annex I:

FEES FOR SEALING AND LICENSING OF WEIGHTS AND MEASURES

KINDS OF SEALING AND WEIGHING INSTRUMENT	AMOUNT OF FEES
FOR SEALING LINEAR METRIC MEASURES	
Not over one (1) meter	Php 110.00
Measure over one (1) meter	110.00
FOR SEALING METRIC MEASURES OF CAPACITY	
Not over ten (10) liters	Php 165.00
Over ten (10) liters	275.00
FOR SEALING METRIC INSTRUMENTS OF WEIGHTS	
With capacity of not more than 30 kgs.	Php 220.00
With capacity of more than 30 kgs but not more than 300 kgs.	330.00
With capacity of more than 300 kgs but not more than 3,000 kgs.	550.00
With capacity of more than 3,000 kgs.	550.00
FOR SEALING APOTHECARY BALANCE OF PRECISION	
30 kgs. or less	Php 45.00
Over 30 kgs but not more than 300 kgs.	110.00
Over 300 kgs. but not more than 3,000 kgs.	155.00
Over 3,000 kgs.	220.00
FOR SEALING SCALE OR BALANCE WITH COMPLETE SET OF WEIGHTS	
For each scale or balance or other balance with complete set of weights for use therewith	Php 220.00
For each extra weight	60.00
FOR SEALING OF GASOLINE/DIESEL PUMPS	
Per pump	Php 220.00
Per pump (oil dispenser)	110.00
FOR SEALING OF EVERY TANKER COMPARTMENT OF GASOLINE/DIESEL AND OTHER PETROLEUM PRODUCTS PER COMPARTMENT	Php 110.00
FOR EACH AND EVERY RE-TESTING AND RE-SEALING OF WEIGHTS AND MEASURES INSTRUMENTS INCLUDING GASOLINE PUMPS OUTSIDE THE OFFICE UPON REQUEST OF THE OWNER OR OPERATOR, AN ADDITION SERVICE CHARGE OF P 220.00 FOR EACH INSTRUMENT SHALL BE COLLECTED.	

REQUEST FOR THE SEALING OF APOTHECARY BALANCE OF OTHER BALANCE PRECISION

Under the Consumer Act of the Philippines, the Office of the Municipal Treasurer, through the Economic Enterprises Management Office - Marker Operation, shall be responsible for testing, calibrating, sealing and licensing of weights and measures in all consumer related transaction to ensure the consumer's protection and satisfaction in terms of accuracy of weight of the goods purchased. In case of unsealed, inaccurate of defective weighing scale, the said shall be confiscated and corresponding penalty shall be applied.

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Sector
Who may avail:	Any person or business using apothecary balance of precision.
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter; and 2. Apothecary balance of precision to be calibrated.	Owner's File Copy Owner's File Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the request letter and the apothecary balance of precision at the Market Office	1.1 Receive the request letter and determine the condition of the apothecary balance of precision to be calibrated. If apothecary balance of precision is already unserviceable, the same will be confiscated and impounded at the	None	15 minutes	Market Supervisor III Economic Enterprise Management Office

	Public Market Office.			
	1.2. Calibrate and seal the apothecary balance of precision.	None	15 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
2. Pay the corresponding fees	2.1. Receive payment, issue and release official receipt.	(See Annex I)	3 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
3. Claim Official receipt and the apothecary balance of precision.	3.1. Release sealed and calibrated apothecary balance of precision		2 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
	TOTAL	**None**	**35 minutes**	

REQUEST FOR THE SEALING OF GASOLINE PUMPS

Under the Consumer Act of the Philippines, the Office of the Municipal Treasurer, through the Economic Enterprises Management Office - Marker Operation, shall be responsible for testing, calibrating, sealing and licensing of gasoline pumps to ensure the consumer's protection and satisfaction in terms of accuracy of gasoline purchased.

Office or Division:		Office of the Market Administrator		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen G2B – Government to Business Sector		
Who may avail:		Any person or business using gasoline pumps.		
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request Letter		Owner's File Copy		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the request letter for sealing of gasoline pumps.	1.1 Receive the request letter. 1.2 Visit to the location of the gasoline pumps and determine the condition of the gasoline pumps to be sealed.	None	60 minutes	Market Supervisor III Economic Enterprise Management Office
	1.2 Calibrate and seal the gasoline pumps	None	15 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
2. Pay the corresponding fees	2.1 Receive payment, issue and release official receipt.	(See Annex I)	3 minutes	Revenue Collection Clerk II Economic Enterprise Management Office

3. Claim Official Receipt.	3.1 Seal the calibrated the gasoline pumps.		2 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
TOTAL		**None**	**1 hour, 20 minutes**	

ISSUANCE OF CERTIFICATE OF OWNERSHIP AND TRANSFER OF OWNERSHIP OF LARGE CATTLE

In order to ensure that cattle slaughtered at the Municipal Slaughterhouse are not obtained through cattle rustling as well as to ensure that the cattle come from safe sources, a Certificate of Ownership is presented prior to slaughtering

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2C –Government to Citizen
Who may avail:	Any individual who owns large cattle and any individual who buys large cattle with Original Certificate of Ownership
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. For Original Certificate of Ownership: Certification from the Punong Barangay as to ownership of the large cattle (1 original); and	Barangay Hall concerned
2. For Certificate of Transfer of Ownership of Large Cattle: Original Certificate of Ownership	Owner's File Copy

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirement at the Economic Enterprises Office - Market Operation	1.1 Check authenticity of document and prepare certificate	None	20 minutes	Market Supervisor III Economic Enterprise Management Office
	1.2 Sign the certificate	None	1 minute	Revenue Collection Clerk II Economic Enterprise Management Office
	1.3 Bring the certificate to the relevant offices for signature: Office of the Secretary to Sangunian and Office of the Municipal Mayor	None	180 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
2. Pay the prescribed fees	2.1. Collect payment and issue official receipt	Php 220.00	5 minutes	Revenue Collection Clerk II Economic Enterprise Management Office
3. Receive certificate	3.1. Issue Certificate of Ownership of Large Cattle	None	5 minutes	Market Supervisor III Economic Enterprise Management Office
	TOTAL	**Php 220.00**	**3 hours, 31 minutes**	

REVIEW OF CCTV FOOTAGE

Review of CCTV Footage maybe be requested thru Economic Enterprise Management Office - Market Operation under the supervision of Market Administrator/Supervisor provided the site has installed CCTV cameras.

Office or Division:	Office of the Market Administrator
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Sector G2G - Government to Government
Who may avail:	1. Bonafide resident of Rizal, Nueva Ecija; and 2. Other private corporation and individuals
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Police Report; and 2. Valid Identification Card (1 Original and 1 Photocopy) LIST OF ACCEPTABLE GOVERNMENT-ISSUED IDENTIFICATION CARDS (IDS) / DOCUMENTS 1. e-Card / UMID 2. Employee's ID / Office Id 3. Driver's License* 4. Professional Regulation Commission (PRC) ID * 5. Passport * 6. Senior Citizen ID 7. SSS ID 8. COMELEC / Voter's ID / COMELEC Registration Form 9. Philippine Identification (PhilID / ePhilID) 10. NBI Clearance * 11. Integrated Bar of the Philippines (IBP) ID 12. Firearms License * 13. AFPSLAI ID * 14. PVAO ID 15. AFP Beneficiary ID 16. BIR (TIN) 17. Pag-ibig ID 18. Person's With Disability (PWD) ID 19. Solo Parent ID 20. Pantawid Pamilya Pilipino Program (4Ps) ID * 21. Barangay ID * 22. Philippine Postal ID * 23. Phil-health ID 24. School ID ** 25. Other valid government-issued IDs or 26. Documents with picture and signature * Within its validity period ** Private / government school	Philippine National Police Ground floor, Municipal Building, Pob. Sur, Rizal, Nueva Ecija.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present requirements at the Economic Enterprises Office - Market Operation	1.1 Verify the requirements.	None	2 minutes	Market Supervisor III Economic Enterprise Management Office
2. Review the CCTV Footage	2.1. Assist client for the review of CCTV footage.	None	30 minutes	Parking Aide I Economic Enterprise Management Office
3. Sign the CCTV Review Footage Logbook	3.1. Read the CCTV Review Footage Report to the client.	None	3 minutes	Parking Aide I Economic Enterprise Management Office
	TOTAL	None	**35 minutes**	

RELEASING OF CHECKS

Municipal Treasurer shall take charge of the disbursement of all government funds as provided under Sec. 470 (d)(3) of RA 7160 otherwise known as the Local Government Code. This includes Disbursements through checks for payment of all government obligations.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2C –Government to Citizen/ G2B –Government to Business/ G2G –Government to Government
Who may avail:	All claims

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government issued identification card with signature (for individual claim)	LGU RIZAL (HRMO), BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP
2. Official/Collection Receipts (for accredited establishments/suppliers with valid claims against the LGU (1 original copy)	Respective Business Establishments
3. For representative:	
3.1 if individual/sole proprietorship- Special Power of Attorney (SPA) (original)	From any Notary Public Office
3.2 if Corporation: Secretary's Certificate (original)	Corporate Secretary
3.3 Government issued identification card with signature of the claimant (1 original and 1 photocopy)	BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP
3.4 Government issued identification card with signature of the representative (1 original and 1 photocopy)	BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the requirements in the office of the municipal treasurer check receiving table.	1.1 Receive and review the authenticity of the requirements 1.2 Give the disbursement voucher for the claimant to issue appropriate official receipts	None None	15 minutes	*Municipal Treasurer* Municipal Treasurer's Office
2. Issue Official/Collection Receipts (for suppliers claimants)	2.1 Verify the correctness of the Official/Collection Receipts	None	15 minutes	*Municipal Treasurer Municipal Treasurer's Office*
3. Affix signature and fill up the received payment portion of the Disbursement Voucher	3.Review if the received portion of the disbursement voucher were completely filled up	None	10 minutes	*Municipal Treasurer Municipal Treasurer's Office*
4. Affix signature and date received in the check registry logbook	4. Release check to valid claimants and stamp the voucher "paid"	None	5 minutes	*Municipal Treasurer Municipal Treasurer's Office*
TOTAL		**None**	**1 hour**	

ASSESSMENT AND PAYMENT OF MTOP

Issuance of MTOP for the transportation of passenger within Rizal, Nueva Ecija. This shall be valid until December 31 from the date of approval of this petition unless sooner revoked due to unlawful cause. The permit issued shall be renewed within the first (20) calendar days of January thereafter.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All Tricycle Operators/ MTOP Holders

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Original receipt / certificate of registration (1 original and 1 photocopy) 2. Proof of purchase/ deed of sale (in caseof transfer application) (1 original and 1 photocopy) 3. Barangay Clearance (1 original and 1photocopy) 4. Police Clearance (1 original and 1photocopy)	Land Transportation Office, San Jose City, Nueva Ecija/ Palayan City, Nueva Ecija Owner's copy Barangay Hall concerned Police Station where the MTOP Holder resides

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present documentary requirement for evaluation.	Check and verify the Requirement presented	None	20 minutes	*Administrative Aide VI / Licensing Officer II*
2. Accomplish MTOP application form.	Assess Fees, Review and Approve MTOP Assessment	None	5 minutes	*Administrative Aide VI / Licensing Officer II*
3. Pay the corresponding fees.	Accept Payment and Issue Official Receipt	(See Annex Cbelow)	5 minutes	*Administrative Aide VI / Licensing Officer II*
	Advice the clientto proceed to Mayor's Office And submit O.R. and signed application form.	None	5 minutes maximum of 1 day upon compliance necessary requirements	*Administrative Aide VI / Licensing Officer II*
TOTAL		**Amount indicated as per assessment**	**35 minutes 1 day**	

Annex C:
For Tricycle-For-Hire

PARTICULAR	Amount of Fee
1. Filing fee	
• For the first five (5) units	₱ 350.00
• For each additional unit	500.00
2. Fare adjustment fee for fare increase	50.00
3. Filing fee for amendment of MTOP	100.00

For Private Use Only Tricycle

PARTICULAR	Amount of Fee
1. Filing fee	
• For the first five (5) units	₱ 250.00
• For each additional unit	500.00
2. Fare adjustment fee for fare increase	50.00
3. Filing fee for amendment of MTOP	100.00

PROCESSING OF APPLICATION FOR NEW BUSINESS PERMIT

Business permit is document issued to client/s who may apply for business in Rizal, Nueva Ecija to legally operate the same provided all requirements are complied with.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	All New Business Taxpayers within Rizal

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-requirements:	
1.Barangay Business Clearance	Business One Stop Shop (***BOSS***), Municipal Hall
2.Capitalization	Owner's File
3.Community Tax Certificate	Business One Stop Shop (***BOSS***), Municipal Hall.
4.2x2 Picture	Owner's File
5.Business Registration (DTI, SEC, CDA) Certificate of Compliance Issued by the national electrification Administration (NEA)	DTI Office Rizal, Nueva Ecija or DTI Website (online) SEC/CDA, Cab.City or Regional Office
6.Sketch of Location	Owner's File
7.Lease Contract, if space/ area is rented	Owner's File
Basic-requirements:	
1.Fire Safety Inspection Certificate (BFP)	Business One Stop Shop (***BOSS***), Municipal Hall
2. Building Annual Inspection Certificate	Business One Stop Shop (***BOSS***), Municipal Hall
3. Sanitary Permit to Operate Business	Business One Stop Shop (***BOSS***), Municipal Hall
4. Zoning Certification (MPDO)	Business One Stop Shop (***BOSS***), Municipal Hall
5. Compliance Certificate (MENRO)	Business One Stop Shop (***BOSS***), Municipal Hall
6. Public Market Clearance (if applicable)	Business One Stop Shop (BOSS), Municipal Hall
SPECIAL REQUIREMENTS:	
1.Certificate of Authority from SEC (for Financial Institution)	

	SEC, Cabanatuan City, Nueva Ecija
2.NFA Certificate (for GRAIN business)	NFA Regional Office, Cabanatuan City, Nueva Ecija
3.License to operate from FDA (for Food or Drug Store)	FDA Regional Office
4.License to operate from FPA (for AGRICULTURAL supply)	FPA Regional Office
5.Environmental Compliance Certificate from DENR (for Poultry, Piggery, Gasoline Station, Resort, Funeral Parlor, Cemetery)	Online or DENR Regional Office
6. Authority to Notarize	Regional Trial Court, Cabanatuan City N.E.
NATIONAL GOVERNMENT MANDATED REQUIREMENTS:	
1.Home Development & Mutual Fund clearance (PAG-IBIG)	PAG-IBIG Office, Cabanatuan City, Nueva Ecija
2.Social Security System clearance (SSS)	SSS, Cabanatuan City, Nueva Ecija/ San Jose City, Nueva Ecija
3.Philhealth Insurance Corporation clearance(PHILHEALTH)	PHilHealth Office, Cabanatuan City, Nueva Ecija

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
**Prior to going to BPL Office for the processing of business permit, applicants are expectedto have done the following: 1. Have read the List of Requirements posted in front of the Business Permit & LicensingOffice OR have taken a copy of the flyer/ leaflet at the BPLO entrance.				

Ocular Inspection is to follow				
STEP 1. FILING AND ASSESSMENT				
1.1 **FILING** and Submission of accomplished unified application form with attached complete documentary requirements. **1.2 ASSESSMENT.** Wait for the assessment of taxes, fees and charges	A. Review and validate B. One-time assessment of taxes, fees and charges. C. Preparation of Tax Order of Payment D. Advise to pay at the counter.	None None	30 minutes 5 minutes	*Administrative Aide VI* - Business Permit and Licensing Office *Licensing Officer II* - Business Permit and Licensing Office
TOTAL			35 minutes	
STEP 2. PAYMENT AND RELEASING				
2.1. PAYMENT of assessed taxes, fees and charges, and claim for the approvedbusiness permit. **2.2. RELEASING** of Mayor's Permit	A. Accept Payment B. Printing of Mayor's Permit	Fees vary dependingon the Capital, nature, location, number of employees and others. (See Annex D)	5 minutes maximum of 2 days upon compliance necessary requirements	*Revenue Collection Clerk I* *Administrative Aide VI* - Business Permit and Licensing Office
TOTAL			2 days and 5 minutes	

Annex D

PERMIT AND REGULATORY FEES

Mayor's Permit Fee on Business

Enterprise Scale	Asset Limit	Workforce
Micro-Industry	Php 150,000 and below	No specific
Cottage Industries	Above Php 150,000 to Php1.5M	Less than 10
Small-scale Industries	Php 1.5M to Php 15M	10-99
Medium-scale Industries	Php 15M to Php 60M	100-199
Large-scale Industries	Above Php 60M	200 or more

(a) On business subject to graduated Fixed taxes

Amount of Fee Per Annum

	CLASSIFICATION / CATEGORY	AMOUNT OF FEE
1	On Manufacturers / Importers / Producers	
	Micro-Industry	Php 240.00
	Cottage Industry	440.00
	Small Scale Industries	1,210.00
	Medium Scale Industries	2,420.00
	Large Scale Industries	4,400.00
2	On Banks	
	Rural, Thrift and savings Banks	Php 4,620.00
	Commercial, Industrial and Development Banks	7,260.00
	Universal Banks	12,100.00
3	On Other Financial Institution	
	Small	Php 3,520.00
	Medium	7,260.00
	Large	12,100.00
4	On Contractors / Service Establishments	
	Micro-Industry	Php 240.00
	Cottage Industry	540.00
	Small Scale Industries	1,190.00
	Medium Scale Industries	1,955.00
	Large Scale Industries	2,420.00
5	On Wholesale/ Retailers/ Dealers or Distributors	
	Micro-Industry	Php 240.00
	Cottage Industry	440.00
	Small Scale Industries	965.00
	Medium Scale Industries	1,935.00
	Large Scale Industries	2,420.00

6	On Trans-loading Operations		
		Medium	Php 4,840.00
		Large	9,680.00
7	On Telecommunication		
		Business Office	~~50,000.00~~
		Per Cell Site or Similar Devices	~~5,000.00~~
8	Other Businesses that does not classified in the above categories.		
		Micro-Industry	Php 260.00
		Cottage Industry	260.00
		Small Scale Industries	965.00
		Medium Scale Industries	1,930.00
		Large Scale Industries	2,420.00

Fees for Sealing and Licensing of Weights and Measures

KINDS OF SEALING AND WEIGHING INSTRUMENT	AMT. OF FEE
A. For sealing linear metric measures	
Not over one (1) meter	Php 110.00
Measure over one (1) meter	110.00
B. For sealing metric measures of capacity	
Not over ten (10) liters	165.00
Over ten (10) liters	275.00
C. For sealing metric instruments of weights	
With capacity of not more than 30 kgs.	220.00
With capacity of more than 30 kgs. but not more than 300 kgs.	330.00
With capacity of more than 300 kgs. but not more than 3,000 kgs.	550.00
With capacity of more than 3,000 kgs.	550.00
D. For sealing apothecary balance of precision	
30 kgs. or less	45.00
Over 30 kgs but not more than 300 kgs.	110.00
Over 300 kgs. but not more than 3,000 kgs.Over 3,000 kgs.	155.00
30 kgs. or less	220.00
E. For sealing scale or balance with complete set of weights	
For each scale or balance or other balance with complete set of weights for use therewith	220.00
For each extra weight	60.00
F. For sealing of gasoline/diesel pumps	
Per pump	220.00
Per pump (oil dispenser)	110.00
G. For Sealing of every tanker compartment of gasoline/diesel and other petroleum products per	110.00

compartment
H. For each and every re-testing and re-sealing of weights and measures instrumentsincluding gasoline pumps outside the office upon request of the owner or operator, an addition service charge of P 220.00 for each instrument shall be collected.

Permit Fee for Cockpits Owners/Operators/Licensees/
Promoters and Cockpit Personnel

PARTICULAR			AMOUNT OF FEE
A.	For the owner / operator / licensee of the cockpit		
	a.1	Application Filing Fee	Php 1,650.00
	a.2	Annual Cockpit Permit Fee	2,750.00
B.	From cockpit personnel		
	b.1	Promoter / Hosts	1,650.00
	b.2	PIt Manager	550.00
	b.3	Referee	550.00
	b.4	Bet taker / “Kristo” / “Llamador”	550.00
	b.5	Bet Manager / “Maciador” / “Kasador”	550.00
	b.6	Gaffer / Mananari	330.00
	b.7	Cashier	550.00
	b.8	Derby Matchmaker	550.00

Permit Fee for Agricultural Machineryand Other Heavy Equipment

KINDS OF MACHINERY & EQUIPMENT		Rate of Fee Per Annum
(a)	Hand Tractors	₱ 275.00
(b)	Light Tractors	₱ 1,100.00
(c)	Heavy Tractors	₱ 1,100.00
(d)	Bulldozer	₱ 1,650.00
(e)	Forklift	₱ 1,650.00
(f)	Heavy Graders	₱ 1,650.00
(g)	Light Graders	₱ 1,650.00
(h)	Mechanized Threshers	₱ 1,100.00
(i)	Manual Threshers	₱ 1,100.00
(j)	Harvester	₱ 2,200.00
(k)	Cargo Truck	₱ 1,650.00
	Dump Truck	
	Mini-dump truck	₱ 1,650.00
	Elf	₱ 1,650.00
		₱ 2,750.00

(l)	Forward	₱ 1,650.00
(m)	10-Wheeler Truck	₱ 1,650.00
(n)	Road Rollers	₱ 1,650.00
(o)	Payloader	₱ 1,650.00
	Prime movers/Flatbeds	— ----
	Backhoe/Excavator	₱ 1,650.00
	5 – 8 ft.	₱ 2,200.00
(p)	10 – 12 ft.	₱ 2,750.00
(q)	16 – 20 ft.	₱ 1,650.00
(r)	Rock Crusher	₱ 2,200.00
(s)	Batching Plant	₱ 2,200.00
(t)	Transit/Mixer Truck	₱ 2,200.00
	Crane	—
	Other agricultural machinery or heavy equipment not enumerated above	₱ 2,200.00

Permit and Inspection Fee on Machineries and Engines

KINDS OF MACHINERIES & ENGINES	Rate of Fee Per Annum
(a) Internal combustion engines	—
2Hp and below	₱ 43.00
5Hp and below but not lower than 3Hp	60.00
10Hp and below but not lower than 5Hp	88.00
14Hp and below but not lower than 10Hp	110.00
Above 15Hp	165.00
(b) Other stationary engines or machines	
3Hp and below	₱ 43.00
5Hp and below but not lower than 3Hp	60.00
10Hp and below but not lower than 5Hp	88.00
14Hp and below but not lower than 10Hp	110.00
Above 14Hp	165.00
(c) Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).	

Permit fee for the Storage of Flammable and

Combustible Materials

KINDS OF FLAMMABLE AND COMBUSTIBLE MATERIALS		Rate of Fee
(a) Storage of gasoline, diesel, fuel, kerosene and similar products		
1.	500 to 2,000 liters	P 550.00
2.	2,001 to 5,000 liters	660.00
3.	5,001 to 20,000 liters	825.00
4.	20,001 to 50,000 liters	1,650.00
5.	50,001 to 100,000 liters	2,200.00
6.	Over 100,000 liters	2,750.00
(b) Storage of cinematographic film		P 1,100.00 per location
(c) Gas Meter		P 110.00 / unit
(d) Gas Tank		P11.00/cylinder

Sanitary Inspection Fee

ESTABLISHMENTS	Amount of Fee
For house for rent	Php 550.00
For Apartment	220.00/unit
For each business, industrial, or agricultural establishment –	
- With an area of 25 sq. m. or more but less than 50 sq. m.	Php 220.00/stall
- With an area of 50 sq. m. or more but less than 100 sq. m.	275.00/stall
- With an area of 100 sq. m. or more but less than 200 sq. m.	300.00/stall
- With an area of 200 sq. m. or more but less than 500 sq. m.	330.00/stall
- With an area of 500 sq. m. or more but less than 1000 sq. m.	385.00/stall
- With an area of 1,000 sq. m. or more	440.00/stall

Service Fee for Garbage Collection

KINDS OF ESTABLISHMENTS		Amount of Fee Per Annum
Manufacturers, Millers, Assemblers, Processors and Similar Business		
a.	Not more than 100 sq. m.	₱ 1,320.00
b.	More than 100 sq. m.	2,200.00
Hotels, Apartments, Motels and Lodging Houses		
a.	Not more than 100 sq. m.	₱ 1,320.00
b.	More than 100 sq. m.	2,200.00
Restaurants, Day and Night Clubs, Cafes, and Eateries		
a.	Not more than 50 sq. m.	₱ 1,320.00
b.	More than 50 sq. m.	2,000.00
Hospitals, clinics, laboratories and similar business establishments		
a.	Not more than 10 sq. m.	₱ 1,650.00
b.	More than 10 sq. m.	2,200.00
Movie houses and Retailers		
a.	Not more than 10 sq. m.	₱ 550.00
b.	More than 10 sq. m.	770.00
Other business not mentioned above		
a.	Not more than 10 sq. m.	₱ 550.00
b.	More than 10 sq.m.	770.00

PROCESSING OF APPLICATION FOR BUSINESS PERMIT RENEWAL

Renewal of business permit is required for any existing business/es operating in Rizal, Nueva Ecija every January of the year pursuant the Local Government Code of 1991.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	All Business Taxpayers within Rizal

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-requirements:	
Pre-requirements:	
1.Barangay Business Clearance	Business One Stop Shop (***BOSS***), Municipal Hall
2.Capitalization	Owner's File
3.Community Tax Certificate	Business One Stop Shop (***BOSS***), Municipal Hall.
4.2x2 Picture	Owner's File
5.Business Registration (DTI, SEC, CDA) Certificate of Compliance issued by the National Electrification Administration (NEA)	DTI Office Rizal, Nueva Ecija or DTI Website (online) SEC/CDA, Cab.City or Regional Office
6.Sketch of Location	Owner's File
7.Lease Contract, if space/ area is rented	Owner's File
Basic-requirements:	
1.Fire Safety Inspection Certificate (BFP)	Business One Stop Shop (***BOSS***), Municipal Hall
2. Building Annual Inspection Certificate	Business One Stop Shop (***BOSS***), Municipal Hall
3. Sanitary Permit to Operate Business	Business One Stop Shop (***BOSS***), Municipal Hall
4. Zoning Certification (MPDO)	Business One Stop Shop (***BOSS***), Municipal Hall
5. Compliance Certificate (MENRO)	Business One Stop Shop (***BOSS***), Municipal Hall
6. Public Market Clearance (*if applicable)*	Business One Stop Shop (***BOSS***), Municipal Hall
SPECIAL REQUIREMENTS:	

1.Certificate of Authority from SEC (for Financial Institution)		SEC, Cabanatuan City, Nueva Ecija		
2.NFA Certificate (for GRAIN business)		NFA Regional Office, Cabanatuan City, Nueva Ecija		
3.License to operate from FDA (for Food or Drug Store)		FDA Regional Office		
4.License to operate from FPA (for AGRICULTURAL supply)		FPA Regional Office		
5.Environmental Compliance Certificate from DENR (for Poultry, Piggery, Gasoline Station, Resort, Funeral Parlor, Cemetery)		Online or DENR Regional Office		
6. Authority to Notarize		Regional Trial Court, Cabanatuan City N.E.		
NATIONAL GOVERNMENT MANDATED REQUIREMENTS:				
1.Home Development & Mutual Fund clearance (PAG-IBIG)		PAG-IBIG Office, Cabanatuan City, Nueva Ecija		
2.Social Security System clearance (SSS)		SSS, Cabanatuan City, Nueva Ecija/ San Jose City, Nueva Ecija		
3.Philhealth Insurance Corporation clearance(PHILHEALTH)		PHilHealth Office, Cabanatuan City, Nueva Ecija		
CLIENT STEPS				
**Prior to going to BPL Office for the processing of business permit, applicants are expectedto have done the following: Have read the List of Requirements posted in front of the Business Permit & LicensingOffice OR have taken a copy of the flyer/ leaflet at the BPLO entrance. Ocular Inspection is to follow	**AGENCYACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
STEP 1. FILING AND ASSESSMENT				

FILING and Submission of accomplished unified application form with attached complete documentary requirements. **ASSESSMENT.** Wait for the assessment of taxes, fees and charges	A. Review andvalidate B. One-time assessment of taxes, fees and charges. C. Preparation of Tax Order of Payment D. Advise to pay atthe counter.	None None	.	*Administrative Aide VI* - Business Permit and Licensing Office *Licensing Officer II* - Business Permit and Licensing Office
STEP 2. PAYMENT AND RELEASING				
2.1. **PAYMENT** of assessed taxes, fees and charges, and claim for the approvedbusiness permit. **2.2. RELEASING** of Mayor's Permit	A. Accept Payment B. Printing of Mayor's Permit	Fees vary dependingon the Capital, nature, location, number of employees and others. (See Annex D)	.	*Revenue Collection Clerk I* *Administrative Aide VI* - Business Permit and Licensing Office
TOTAL		**Amount indicated on the Tax Orderof Payment**	**1day upon compliance of the necessary requirements**	

PERMIT AND REGULATORY FEES

Mayor's Permit Fee on Business

Enterprise Scale	Asset Limit	Workforce
Micro-Industry	Php 150,000 and below	No specific
Cottage Industries	Above Php 150,000 to Php1.5M	Less than 10
Small-scale Industries	Php 1.5M to Php 15M	10-99
Medium-scale Industries	Php 15M to Php 60M	100-199
Large-scale Industries	Above Php 60M	200 or more

(a) On business subject to graduated Fixed

taxesAmount of Fee Per Annum

CLASSIFICATION / CATEGORY			AMOUNT OF FEE	
1	On Manufacturers / Importers / Producers			
		Micro-Industry	Php	240.00
		Cottage Industry		440.00
		Small Scale Industries		1,210.00
		Medium Scale Industries		2,420.00
		Large Scale Industries		4,400.00
2	On Banks			
		Rural, Thrift and savings Banks	Php	4,6200.00
		Commercial, Industrial and Development Banks		7,260.00
		Universal Banks		12,100.00
3	On Other Financial Institution			
		Small	Php	3,520.00
		Medium		7,260.00
		Large		12,100.00
4	On Contractors / Service Establishments			
		Micro-Industry	Php	540.00
		Cottage Industry		540.00
		Small Scale Industries		1,190.00
		Medium Scale Industries		1,955.00
		Large Scale Industries		2,420.00
5	On Wholesale/ Retailers/ Dealers or Distributors			
		Micro-Industry	Php	240.00
		Cottage Industry		440.00
		Small Scale Industries		965.00
		Medium Scale Industries		1,935.00
		Large Scale Industries		2,420.00
6	On Trans-loading Operations			
		Medium	Php	4,840.00

		Large	9,680.00
7	On Telecommunication		
		Business Office	~~50,000.00~~
		Per Cell Site or Similar Devices	~~5,000.00~~
8	Other Businesses that does not classified in the above categories.		
		Micro-Industry	Php 260.00
		Cottage Industry	260.00
		Small Scale Industries	965.00
		Medium Scale Industries	1,930.00
		Large Scale Industries	2,420.00

Fees for Sealing and Licensing of Weights and Measures

KINDS OF SEALING AND WEIGHING INSTRUMENT		AMT. OF FEE
A. For sealing linear metric measures		
Not over one (1) meter	Php	110.00
Measure over one (1) meter		110.00
B. For sealing metric measures of capacity		
Not over ten (10) liters		165.00
Over ten (10) liters		275.00
C. For sealing metric instruments of weights		
With capacity of not more than 30 kgs.		220.00
With capacity of more than 30 kgs. But not more than 300 kgs With capacity of more than 300 kgs. but not more than 3,000 kgs. With capacity of more than 3,000 kgs.		330.00 550.00 550.00
D. For sealing apothecary balance of precision 30 kgs. or less Over 30 kgs but not more than 300 kgs. Over 300 kgs. but not more than 3,000 kgs. Over 3,000 kgs		 45.00 110.00 155.00 220.00
E. For sealing scale or balance with complete set of weights For each scale or balance or other balance with complete set of weights for use therewith For each extra weight		 220.00 60.00
F. For sealing of gasoline/diesel pumps Per Pump Per Pump (oil dispenser)		 200.00 100.00
G. For sealing of every tanker compartment of gasoline/diesel and other petroleum products per compartment		100.00

H.	For each and every re-testing and re-sealing of weights and measures instrumentsincluding gasoline pumps outside the office upon request of the owner or operator, an addition service charge of P 200.00 for each instrument shall be collected.		100.00

Permit Fee for Cockpits Owners/Operators/Licensees/
Promoters and Cockpit Personnel

PARTICULAR			AMOUNT OF FEE
A.	For the owner / operator / licensee of the cockpit		
	a.1	Application Filing Fee	Php 1,650.00
	a.2	Annual Cockpit Permit Fee	2,750.00
B.	From cockpit personnel		
	b.1	Promoter / Hosts	1,650.00
	b.2	Plt Manager	550.00
	b.3	Referee	550.00
	b.4	Bet taker / “Kristo” / “Llamador”	550.00
	b.5	Bet Manager / “Maciador” / “Kasador”	550.00
	b.6	Gaffer / Mananari	330.00
	b.7	Cashier	550.00
	b.8	Derby Matchmaker	550.00

Permit Fee for Agricultural Machineryand Other Heavy Equipment

	KINDS OF MACHINERY & EQUIPMENT	Rate of Fee Per Annum
(a)	Hand Tractors	₱ 275.00
(b)	Light Tractors	₱ 1,100.00
(c)	Heavy Tractors	₱ 1,100.00
(d)	Bulldozer	₱ 1,650.00
(e)	Forklift	₱ 1,650.00
(f)	Heavy Graders	₱ 1,650.00
(g)	Light Graders	₱ 1,650.00
(h)	Mechanized Threshers	₱ 1,100.00
(i)	Manual Threshers	₱ 1,100.00
(j)	Harvester	₱ 2,200.00
(k)	Cargo Truck	₱ 1,650.00
	Dump Truck	----
	Mini-dump truck	₱ 1,650.00
	Elf	₱ 1,650.00
	Forward	₱ 2,750.00
(l)	10-Wheeler Truck	₱ 1,650.00
(m)		₱ 1,650.00

(n)	Road Rollers	₱ 1,650.00
(o)	Payloader	₱ 1,650.00
	Prime movers/Flatbeds	----
	Backhoe/Excavator	₱ 1,650.00
	5 – 8 ft.	₱ 2,500.00
(p)	10 – 12 ft.	₱ 2,750.00
(q)	16 – 20 ft.	₱ 1,650.00
(r)	Rock Crusher	₱ 2,200.00
(s)	Batching Plant	₱ 2,200.00
(t)	Transit/Mixer Truck	₱ 2,200.00
	Crane	₱ 2,200.00
	Other agricultural machinery or heavy equipment not enumerated above	₱ 2,200.00

Permit and Inspection Fee onMachineries and Engines

KINDS OF MACHINERIES & ENGINES	Rate of Fee Per Annum
(b) Internal combustion engines	
2Hp and below	₱ 43.00
5Hp and below but not lower than 3Hp	30.00
10Hp and below but not lower than 5Hp	88.00
14Hp and below but not lower than 10Hp	110.00
Above 15Hp	165.00
(b) Other stationary engines or machines	
3Hp and below	₱ 43.00
5Hp and below but not lower than 3Hp	60.00
10Hp and below but not lower than 5Hp	88.00
14Hp and below but not lower than 10Hp	110.00
Above 14Hp	165.00
(c) Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).	

Sanitary Inspection Fee

ESTABLISHMENTS	Amount of Fee
For house for rent	₱ 550.00
For Apartment	220.00/unit
For each business, industrial, or agricultural establishment –	
- With an area of 25 sq. m. or more but less than 50 sq. m.	₱ 220.00/stall
- With an area of 50 sq. m. or more but less than 100 sq. m.	275.00/stall
- With an area of 100 sq. m. or more but less than 200 sq. m.	300.00/stall
- With an area of 200 sq. m. or more but less than500 sq. m.	330.00/stall
- With an area of 500 sq. m. or more but less than 1000 sq. m.	385.00/stall
- With an area of 1,000 sq. m. or more	440.00/stall

Sanitary Inspection Fee

ESTABLISHMENTS	Amount of Fee
For house for rent	₱ 550.00
For Apartment	220.00/unit
For each business, industrial, or agricultural establishment –	
- With an area of 25 sq. m. or more but less than 50 sq. m.	₱ 220.00/stall
- With an area of 50 sq. m. or more but less than 100 sq. m.	275.00/stall
- With an area of 100 sq. m. or more but less than 200 sq. m.	300.00/stall
- With an area of 200 sq. m. or more but less than 500 sq. m.	330.00/stall
- With an area of 500 sq. m. or more but less than 1000 sq. m.	385.00/stall
- With an area of 1,000 sq. m. or more	440.00/stall

Service Fee for Garbage Collection

KINDS OF ESTABLISHMENTS		Amount of Fee Per Annum
Manufacturers, Millers, Assemblers, Processors and Similar Business		
a.	Not more than 100 sq. m.	₱ 1,320.00
b.	More than 100 sq. m.	2,200.00
Hotels, Apartments, Motels and Lodging Houses		
a.	Not more than 100 sq. m.	₱ 1,320.00
b.	More than 100 sq. m.	2,200.00
Restaurants, Day and Night Clubs, Cafes, and Eateries		
a.	Not more than 50 sq. m.	₱ 1,320.00
b.	More than 50 sq. m.	2,000.00
Hospitals, clinics, laboratories and similar business establishments		
a.	Not more than 10 sq. m.	₱ 1,650.00
b.	More than 10 sq. m.	2,200.00
Movie houses and Retailers		
a.	Not more than 10 sq. m.	₱ 550.00
b.	More than 10 sq. m.	770.00
Other business not mentioned above		
a.	Not more than 10 sq. m.	₱ 550.00
b.	More than 10 sq.m.	770.00

GRADUATED TAX ON BUSINESS

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

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	222.75
10,000.00 or more but less than 15,000.00	297.00
15,000.00 or more but less than 20,000.00	407.50
20,000.00 or more but less than 30,000.00	594.00
30,000.00 or more but less than 40,000.00	891.00
40,000.00 or more but less than 50,000.00	1,113.75
50,000.00 or more but less than 75,000.00	1,782.00
75,000.00 or more but less than 100,000.00	2,227.50
100,000.00 or more but less than 150,000.00	2,970.00
150,000.00 or more but less than 200,000.00	3,712.50
200,000.00 or more but less than 300,000.00	5,197.50
300,000.00 or more but less than 500,000.00	7,425.00
500,000.00 or more but less than 750,000.00	10,800.00
750,000.00 or more but less than 1,000,000.00	13,500.00
1,000,000.00 or more but less than 2,000,000.00	18,562.50
2,000,000.00 or more but less than 3,000,000.00	22,275.00
3,000,000.00 or more but less than 4,000,000.00	25,690.00
4,000,000.00 or more but less than 5,000,000.00	31,185.00
5,000,000.00 or more but less than 6,500,000.00	32,906.25
6,500,000.00 or more	At a rate not exceeding thirty-seven and a half percent (46.8%) of one percent (1%) in excess of P6,500,000.00

(b) On wholesalers, distributors, or dealers in any article of commerce of whateverkind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	24.30
1,000.00 or more but less than 2,000.00	44.55
2,000.00 or more but less than 3,000.00	67.50
3,000.00 or more but less than 4,000.00	97.20
4,000.00 or more but less than 5,000.00	135.00
5,000.00 or more but less than 6,000.00	163.35
6,000.00 or more but less than 7,000.00	193.05
7,000.00 or more but less than 8,000.00	222.75
8,000.00 or more but less than 10,000.00	252.45
10,000.00 or more but less than 15,000.00	297.00
15,000.00 or more but less than 20,000.00	370.75
20,000.00 or more but less than 30,000.00	445.50
30,000.00 or more but less than 40,000.00	594.00
40,000.00 or more but less than 50,000.00	891.00
50,000.00 or more but less than 75,000.00	1,336.50
75,000.00 or more but less than 100,000.00	1,782.00
100,000.00 or more but less than 150,000.00	2,524.50
150,000.00 or more but less than 200,000.00	3,334.60
200,000.00 or more but less than 300,000.00	4,455.00
300,000.00 or more but less than 500,000.00	5,942.00
500,000.00 or more but less than 750,000.00	8,910.00
750,000.00 or more but less than 1,000,000.00	11,840.00
1,000,000.00 or more but less than 2,000,000.00	13,500.00
2,000,000.00 or more	At a rate not exceeding sixty one & 8/10 percent (61.80%) of one percent (1%) in excess of P2,000,000.00

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors. dealers or retailers of essential commodities enumerated hereunderat a rate not exceeding one-half (1/2) of the rates prescribed under subsections(a), (b), and (d) of this Article:

(1) Rice and Corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;

(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;

(6) Poultry feeds and other animal feeds;

(7) School supplies; and

(8) Cement

(d) On retailers.

Amount of Gross Sales/Receipts For thePreceding Calendar Year	Amount of Taxper Annum
₱400,000.00 or less	2.70%
More than P400,000.00	1.35%

(e) On contractors and other independent contractors in accordance with the following schedule.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	37.10
5,000.00 or more but less than 10,000.00	83.03
10,000.00 or more but less than 15,000.00	141.08
15,000.00 or more but less than 20,000.00	222.75
20,000.00 or more but less than 30,000.00	371.25
30,000.00 or more but less than 40,000.00	519.75
40,000.00 or more but less than 50,000.00	742.50
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,782.00
100,000.00 or more but less than 150,000.00	2,673.00
150,000.00 or more but less than 200,000.00	3,564.00
200,000.00 or more but less than 250,000.00	4,900.50
250,000.00 or more but less than 300,000.00	6,237.00
300,000.00 or more but less than 400,000.00	8,316.00
400,000.00 or more but less than 500,000.00	11,137.50
500,000.00 or more but less than 750,000.00	12,487.50
750,000.00 or more but less than 1,000,000.00	13,837.50
1,000,000.00 or more but less than 2,000,000.00	15,525.00
2,000,000.00 or more	At a rate not exceeding fifty percent (67.50%) of one percent (1%) in excess of 2,000,000.00

(f) On banks and other financial institutions, at the rate of fifty percent of one percent (50% of 1%) of the gross receipts of the preceding calendar year derivedfrom interest, commissions

and discounts from lending activities, income fromfinancial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On businesses hereunder enumerated, the graduated tax rates are hereby imposed:

1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;
2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night

   clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
3. Commission agents
4. Lessors, dealers, brokers of real estate;
5. On travel agencies and travel agents
6. On boarding houses, pension houses, motels, apartments, apartelles, andcondominiums
7. Subdivision owners/ Private Cemeteries and Memorial Parks
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medicallaboratories, dental laboratories;
10. Operators of Cable Network System
11. Operators of computer services establishment
14. General consultancy services
15. All other similar activities consisting essentially of the sales of services fora fee.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	37.50
5,000.00 or more but less than 10,000.00	83.16
10,000.00 or more but less than 15,000.00	141.08
15,000.00 or more but less than 20,000.00	222.75
20,000.00 or more but less than 30,000.00	371.25
30,000.00 or more but less than 40,000.00	519.75
40,000.00 or more but less than 50,000.00	742.50
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,782.00
100,000.00 or more but less than 150,000.00	2,673.00
150,000.00 or more but less than 200,000.00	3,564.00
200,000.00 or more but less than 250,000.00	4,900.50
250,000.00 or more but less than 300,000.00	6,237.00
300,000.00 or more but less than 400,000.00	8,316.00
400,000.00 or more but less than 500,000.00	11,137.50
500,000.00 or more but less than 750,000.0	12,487.50
750,000.00 or more but less than 1,000,000.00	13,837.50
1,000,000.00 or more but less than 2,000,000.00	15,525.00
2,000,000.00 or more	At a rate not exceeding fifty percent (52.50%) of one percent (1%) in excess of 2,000,000.00

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

ISSUANCE OF CERTIFICATION OF RETIREMENT OF BUSINESS

Retirement of Business is required in the event a business owner/s decide to stop business operation. This will relieve the business owner to incur penalties and fees, if the retirement is acted upon retirement of the business operation.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	All Business Taxpayers within Rizal

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Barangay Business Closure Certificate 2. Latest Mayor's Permit issued (original) 3. Sworn statement of gross sales or receipt (current year) 4. Board resolution regarding closure for corporation	Barangay Hall ConcernedOwner's File Copy Business Owner/s Corporate Secretary

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the document to the BPLO	1.1 Receive the original business permit.	None	5 minutes	*Administrative Aide VI* *Licensing Officer II* BPLO
	1.2 Check and verify the requirements presented.	None		
	1.3 Conduct assessment of taxes and fees due, if any	None 2. Fees vary depending on the declared Gross Sales or Receipt of current	10 minutes	*Licensing Officer II* BPLO
	1.4 Prepare order of payment		5 minutes	*Licensing Officer II* BPLO
2. Pay the corresponding fees	2.1Receive payment, issue and release official receipt.		5 minutes	*Revenue Collection Clerk I* BPLO

		year compare to last year Gross sales or receipts. (refer to graduated business tax table- Annex F).		
3. Claim Certification of Business Retirement	3.1 Print and sign the Certification and release document	None	5 minutes	*Administrative Aide VI /Licensing Officer II-* BPLO
TOTAL			30 minutes	

Annex F:

GRADUATED TAX ON BUSINESS

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

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	222.75
10,000.00 or more but less than 15,000.00	297.00
15,000.00 or more but less than 20,000.00	407.50
20,000.00 or more but less than 30,000.00	594.00
30,000.00 or more but less than 40,000.00	891.00
40,000.00 or more but less than 50,000.00	1,113.75
50,000.00 or more but less than 75,000.00	1,782.00
75,000.00 or more but less than 100,000.00	2,227.50

100,000.00 or more but less than 150,000.00	2,970.00
150,000.00 or more but less than 200,000.00	3,712.50
200,000.00 or more but less than 300,000.00	5,197.50
300,000.00 or more but less than 500,000.00	7,425.00
500,000.00 or more but less than 750,000.00	10,800.00
750,000.00 or more but less than 1,000,000.00	13,500.00
1,000,000.00 or more but less than 2,000,000.00	18,562.50
2,000,000.00 or more but less than 3,000,000.00	22,275.00
3,000,000.00 or more but less than 4,000,000.00	25,690.00
4,000,000.00 or more but less than 5,000,000.00	31,185.00
5,000,000.00 or more but less than 6,500,000.00	32,906.25
6,500,000.00 or more	At a rate not exceeding thirty-seven and a half percent (46.8%) of one percent (1%) in excess of P6,500,000.00

(b) On wholesalers, distributors, or dealers in any article of commerce of whateverkind or nature in accordance with the following schedules:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	24.30
1,000.00 or more but less than 2,000.00	44.55
2,000.00 or more but less than 3,000.00	67.50
3,000.00 or more but less than 4,000.00	97.20
4,000.00 or more but less than 5,000.00	135.00
5,000.00 or more but less than 6,000.00	163.35
6,000.00 or more but less than 7,000.00	193.05
7,000.00 or more but less than 8,000.00	222.75
8,000.00 or more but less than 10,000.00	252.45
10,000.00 or more but less than 15,000.00	297.00
15,000.00 or more but less than 20,000.00	370.75
20,000.00 or more but less than 30,000.00	445.50
30,000.00 or more but less than 40,000.00	594.00
40,000.00 or more but less than 50,000.00	891.00
50,000.00 or more but less than 75,000.00	1,336.50
75,000.00 or more but less than 100,000.00	1,782.00
100,000.00 or more but less than 150,000.00	2,524.50
150,000.00 or more but less than 200,000.00	3,334.60
200,000.00 or more but less than 300,000.00	4,455.00
300,000.00 or more but less than 500,000.00	5,942.00
500,000.00 or more but less than 750,000.00	8,910.00
750,000.00 or more but less than 1,000,000.00	11,840.00
1,000,000.00 or more but less than 2,000,000.00	13,500.00

2,000,000.00 or more	At a rate not exceeding sixty one & 8/10 percent (61.80%) of one percent (1%) in excess of P2,000,000.00

(c) On exporters, and on manufacturers, millers, producers, wholesalers,distributors. dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections(a), (b), and (d) of this Article:

(1) Rice and Corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;

(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;

(6) Poultry feeds and other animal feeds;

(7) School supplies; and

(8) Cement

(d) On retailers.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than ₱30,000.00	2.70%
₱30,000.00 to ₱400,000.00	1.35%
More than P400,000.00	

(e) On contractors and other independent contractors in accordance with the following schedule.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	37.10
5,000.00 or more but less than 10,000.00	83.03
10,000.00 or more but less than 15,000.00	141.08
15,000.00 or more but less than 20,000.00	222.75
20,000.00 or more but less than 30,000.00	371.25
30,000.00 or more but less than 40,000.00	519.75
40,000.00 or more but less than 50,000.00	742.50
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,782.00
100,000.00 or more but less than 150,000.00	2,673.00
150,000.00 or more but less than 200,000.00	3,564.00
200,000.00 or more but less than 250,000.00	4,900.50
250,000.00 or more but less than 300,000.00	6,237.00
300,000.00 or more but less than 400,000.00	8,316.00
400,000.00 or more but less than 500,000.00	11,137.50
500,000.00 or more but less than 750,000.00	12,487.50
750,000.00 or more but less than 1,000,000.00	13,837.50
1,000,000.00 or more but less than 2,000,000.00	15,525.00
2,000,000.00 or more	At a rate not exceeding fifty percent (67.50%) of one percent (1%) in excess of 2,000,000.00

(f) On banks and other financial institutions, at the rate of fifty five percent of one percent (55% of 1%) of the gross receipts of the preceding calendar year derivedfrom interest, commissions and discounts from lending activities,

income fromfinancial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On businesses hereunder enumerated, the graduated tax rates are herebyimposed:

12. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;

13. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.

14. Commission agents

15. Lessors, dealers, brokers of real estate;

16. On travel agencies and travel agents

17. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums

18. Subdivision owners/ Private Cemeteries and Memorial Parks

19. Privately-owned markets;

20. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;

21. Operators of Cable Network System

22. Operators of computer services establishment

14. General consultancy services

15. All other similar activities consisting essentially of the sales of services fora fee.

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

APPLICATION, COLLECTION AND ISSUANCE OF MAYOR'S PERMIT ON OCCUPATION

Issue to every person who shall be engage in the practice of occupation or calling not requiring government examination in the Municipality.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Employees or workers of every business establishment (18 years &above).

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1.Barangay Clearance	1. Barangay Hall where the employee workers resides.
2. 1 x 1 ID picture	2. Owner's File

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Accomplished application form and the required documents.	Check the documents and collection form.	None	5 minutes	*Administrative Aide VI /* Licensing OfficerII BPLO
2. Pay the corresponding amount.	Collect payments together with the one-time payment of taxes, fees, and charges; and preparation of permit.	Php220.00 per worker For cockpit personnel fees vary depending on the designation. (See Annex J)	10 minutes	*Revenue Collection Clerk I* BPLO

3. Claim Mayor's Permit for occupation.	Issuance of permit together with the Mayor's Business Permit and other documents.	None	5 minutes	*Administrative Aide VI / Revenue Collection Clerk I* BPLO
TOTAL		**Php250.00 or amount indicated on cockpit employee table.**	**20 minutes**	

Annex J:

Permit Fee for Cockpits Owners/Operators/Licensees/Promoters and Cockpit Personnel

PARTICULAR			**AMOUNT OF FEE**
A.	For the owner / operator / licensee of the cockpit		
	a.1	Application Filing Fee	₱ 1,650.00
	a.2	Annual Cockpit Permit Fee	2,750.00
B.	From cockpit personnel		
	b.1	Promoter / Hosts	1,650.00
	b.2	PIt Manager	550.00
	b.3	Referee	550.00
	b.4	Bet taker / “Kristo” / “Llamador”	550.00
	b.5	Bet Manager / “Maciador” / “Kasador”	550.00
	b.6	Gaffer / Mananari	330.00

	b.7	Cashier	530.00
	b.8	Derby Matchmaker	530.00

APPLICATION FOR OTHER CERTIFICATION

This service allows the Business Owner/Establishment to obtain a certification for certain situation.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1.Original Mayor's Permit	1. Owner's File

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the necessary requirements.	Check the required document s.	None	5 minutes	*Administrative Aide VI* / Licensing OfficerII
2. Pay the corresponding amount.	Collect payments and issue Official Receipt		15 minutes	Revenue Collection Clerk/ BPLO

3. Claim Mayor's Permit for occupation.	Issuance of permit together with the Mayor's Business Permit and other documents.	None	10 minutes	*Administrative Aide I/ Licensing Officer II* BPLO
TOTAL		**filling**	**30 minutes**	

APPLICATION FOR CLEARANCE TO OPERATE MEAT ESTABLISHMENT

This service allows the Business Owner/Establishment to obtain a Clearance to Operate Meat Establishment.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1. Shipping Permit	1. Slaughter House (point of Origin)
2. Market Clearance for market stall holder.	2. Slaughter House (point of Origin)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TOBE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the necessary requirements.	Check the required document s.	None	5 minutes	*Administrative Aide VI* / Licensing OfficerII

2. Pay the corresponding amount.	Collect payments and issue Official Receipt	PHP 75.00 per certification	15 minutes	Revenue Collection Clerk/ BPLO
3. Claim Mayor's Permit for occupation.	Issuance of permit together with the Mayor's Business Permit and other documents.	None	10 minutes	Administrative Aide I/ Licensing Officer II BPLO
TOTAL			**Php75.00**	**30 minutes**

APPLICATION FOR TRANSFER OF LOCATION/BUSINESS ADDRESS

This service allows the Business Owner/Establishment to obtain permit for transfer of location or business address.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1. Recent Mayor's Permit (Original)	1. Owner's File
2. Business Registration (DTI,SEC, CDA)	2. DTI Office Rizal, Talavera, Llanera of Cabanatuan City; SEC/CDA, Cabanatuan City

Barangay Business Clearance		3.Barangay Hall Concerned		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the necessary requirements.	Check the required documents.	None	5 minutes	*Administrative Aide VI* / Licensing Officer II
2. Pay the corresponding amount.	Collect payments and issue Official Receipt	Php220.00	5 minutes	Revenue Collection Clerk/ BPLO

3. Claim Mayor's Permit for change of business location/address	Issuance of permit together with the Mayor's Business Permitand other documents.	None	15 minutes	*Administrative Aide I/ Licensing Officer II* BPLO
TOTAL		**Php220.00**	**30 minutes**	

APPLICATION FOR ADDITIONAL LINE OF BUSINESS (SAME LOCATION AREA)

This service allows the Business Owner/Establishment to apply permit for additional line of business (same location area).

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1. Recent Mayor's Permit (Original)	1. Owner's File
2. Business Registration (DTI,SEC, CDA)	2. DTI Office Rizal, Talavera, Llanera of Cabanatuan City; SEC/CDA, Cabanatuan City

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the necessary requirements.	Check the required documents.	None	5 minutes	*Administrative Aide VI* / Licensing OfficerII
2. Pay the corresponding amount.	Collect payments and issue Official Receipt	Fees vary depending on the business activity	15 minutes	Revenue Collection Clerk/ BPLO

3. Claim Mayor's Permit for change of business location/address	Issuance of permit together with the Mayor's Business Permitand other documents.	None	10 minutes	*Administrative Aide I/ Licensing Officer II* BPLO
TOTAL		Fees vary dependin g on the business activity	**30 minutes**	

APPLICATION FOR LINE OF BUSINESS (ADDITIONAL CHANGE OF AREA)

This service allows the Business Owner/Establishment to apply permit for line of business (additional change of area).

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Pre-requirements:	
1. Fire Safety Inspection Certificate (BFP)	1. BFP Office Poblacion Centro Rizal Nueva Ecija.
2. Building Annual Inspection Certificate	2. Municipal Engineer's Office 2nd Floor, Municipal Building.
3.Sanitary Permit to Operate Business	3.Rural Health Unit, Pob. Norte, Rizal Nueva Ecija.
4.Zoning Clearance	4.Municipal Planning and Development Office/Municipal Hall New Bldg. Rizal N.E.
5.Compliance Certificate (MENRO)	5.Municipal Planning and Development Office/Municipal Hall New Bldg. Rizal N.E

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit the necessary requirements. 2. Pay the corresponding amount.	Check the required documents . Collect payments and issue Official Receipt	None Fees vary depending on the business activity	5 minutes 15 minutes	*Administrative Aide VI* / Licensing Officer II Revenue Collection Clerk/ BPLO

3. Claim Mayor's Permit	Issuance of permit together with the Mayor's Business Permitand other documents.	None	10 minutes	*Administrative Clerk III / Licensing Officer II* BPLO

TOTAL		**30 minutes**	

AWARDING OF SAFETY SEAL CERTIFICATE

The Certification scheme affirms that an establishment is compliant with the minimum public health standards.

Office or Division:	Business Permit and Licensing Office
Classification:	Simple
Type of Transaction:	G2B –Government to Business
Who may avail:	Owner, Employees or workers of every business establishment.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Pre-requirements:	
1. Valid Business Permit/Mayor's Permit	Owners File
2. Use of StaySafe.ph or any contact tracing tool integrated with the same.	Download App
3. Availability of temperature scanner	Business Establishment
4. Availability of health declaration sheet for employees and clients.	Business Establishment
5. QR Codes for Staysafe.ph and any other contract tracing tool conspicuously placed for registration of employees and clients.	Business Establishment
6. Availability of isolation area for identified symptomatic employees.	Business Establishment
7. BHERTs and other COVID-19 Emergency hotlines are displayed in conspicuous area.	Business Establishment
8. Availability of handwashing station	Business Establishment
9. Installed physical barriers in enclosed area to maintain social distancing.	Business Establishment
10. Availability of personnel-in-charge for monitoring and maintaining social distancing, and ensuring the compliance of clients/visitors to health protocols and areas in the establishments.	Business Establishment
11. Availability of windows for adequate air exchange in enclosed (indoor) areas as cited in DOLE Department Order No. 224-21 or the Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control The Spread of Covid-19.	Business Establishment
12. Compliance to the disinfection protocol in accordance with DOH Department Memorandum No. 2020-157 and 0157-A.	Business Establishment

13. Conduct regular cleaning and disinfection in the establishment in compliance to the Cleaning and Disinfection of Environmental Surfaces in the Context of Covid-19 by the WHO		Business Establishment		
14. Personnel, employees, clients and visitors always wear facemask.		Business Establishment		
15. Presence of designated Safety Officer		Business Establishment		
16. Availability of storage facility for proper collection, treatment and disposal of used facemasks and other infectious waste.		Business Establishment		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the application form for Safety Seal Certification. 2. Assist the Inspection Team	1.1Check the required documents. 2. Inspection of establishment.	None None	5 minutes 15 minutes	Inspection Team Inspection Team
3. Claim Safety Seal Certificate	Issuance/Awarding of Safety Seal Certificate	None	10 minutes	*Inspection Team*

TOTAL	None	**30 minutes**	

OFFICE OF THE MUNICIPAL TREASURER

INTERNAL SERVICES

PAYROLL DISBURSEMENT

This service allows the agency to record absences of an employee on account of his/her illness or of an immediate family member, other personal reasons, and/or any circumstance that may cause an employee to be off from work.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G/ G2C –Government to Citizen
Who may avail:	All LGU employees, non-government organization or individuals receiving salaries and wages, honorarium, allowances and other claims

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government issued identification card with signature of the claimant (1 original) 2. For representative: ✓ Special Power of Attorney (SPA) or Authorization Letter (whichever is appropriate) ✓ Government issued identification card with signature of the claimant (1 original and 1 photocopy) ✓ Government issued identification card with signature of the representative (1 original and 1 photocopy)	LGU RIZAL (HRMO), BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP Any Notary Public Office LGU Rizal(HRMO), BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP BIR, LTO, DFA, PSA, PRC, GSIS, PAGIBIG, IBP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. When it's your turn present the requirements in the Cashier window	1. Receive and review the authenticity of the requirements	None	10 minutes	*Cashier II* Municipal Treasurer's Office
2. Sign the payroll in the column corresponding to their name.	2. Pay in cash the exact net amount indicated in the payroll	None	10 minutes	*Cashier II* Municipal Treasurer's Office
TOTAL		**None**	**20 minutes**	

ISSUANCE OF ACCOUNTABLE FORMS

The Office of the Municipal Treasurer is the custodian of all accountable forms requisitioned by the Municipality of Rizal. The office maintained complete records and facilitate for its receipt,issue and transfer.

Office or Division:	Municipal Treasurer's Office
Classification:	Simple
Type of Transaction:	G2G - Government to Government
Who may avail:	All Barangay Treasurers and Accountable Officers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Invoice And Receipt of Accountable Forms (3 copies) 2. Request and Issue Slip (3 copies) 3. Confirmation Letter of the Bonded Accountable Officer (presented on the First request of Accountable Form)	Office of the requesting party Office of the requesting party Bureau of Treasury (Cabanatuan City)

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Register in the Client Logbook at the Office entrance	1. Give the Logbook to the client	None	3 minutes	*Local Revenue Collection Officer I* Municipal Treasurer's Office
2. Present all requirements to the Accountable Form Incharge	2. Review the requirements as to authenticity and completeness and issue order of payment	None	3 minutes	*Local Revenue Collection Officer I* Municipal Treasurer's Office
3. Give the order of payment and pay	3. Receive payment and issue Official receipt	AF No.51= Php172.00 BIR 0016= Php 90.00	3 minutes	*Revenue Collection Clerk I* Municipa l Treasurer's Office

4. Present the Official Receipt as proof of payment to the Accountable Form In-charge	4.1 Receive and review the Official Receipt.	None	2 minute	*Local Revenue Collection Officer I* Municipal Treasurer's Office
	4.2 Prepare Invoice and Receipt of Accountable Form (duly signed)		4 minutes	

5. Check and receive the Accountable forms requested and sign the logbook of the AF In-charge	5. Release the Accountable Forms requested and give the Logbook to the client	None	5 minutes	*Municipal Treasurer* Municipal Treasurer's Office
TOTAL		**Amount indicated in Order of Payment**	**20 minutes**	

MUNICIPAL ACCOUNTING OFFICE

EXTERNAL SERVICES

REVIEW BARANGAY DISBURSEMENT VOUCHER

Review and receive the monthly barangay disbursement voucher and its supporting documents.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	Barangay Treasurers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal Report (1 original copy, 2 photocopies) 2. Copy of Punong Barangay Certification (1 original copy, 2 photocopies) 3. Disbursement Voucher with complete supporting documents (1 original copy, 2 photocopies)	Barangay Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
2. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Barangay Accounting Clerk* (Municipal Accounting Office)
	3.3 Encode the transaction in the Check Disbursement Journal			

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

3. Receive the reviewed disbursement voucher (Barangay File)	4.1 Release the Barangay File disbursement voucher	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)

	(for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
4. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
	TOTAL	**None**	**7 hours & 8 minutes**	

REVIEW BARANGAY COLLECTION REPORT

Review and receive the monthly barangay disbursement voucher and its supporting documents.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	Barangay Treasurers

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Summary of AF51 Issued (1 original copy, 2 photocopies) 2. Duplicate Copies of AF51 Issued (1 original copy, 2 photocopies) 3. Disbursement Voucher with complete supporting documents (1 original copy, 2 photocopies)	Barangay Treasurer

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
5. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Barangay Accounting Clerk* (Municipal Accounting Office)

	3.3 Encode the transaction in the Check Disbursement Journal			
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	the originating department together with a list of lacking documents and/or signatures.			
6. Receive the reviewed disbursement voucher (Barangay File)	4.1 Release the Barangay File disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)

7. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Barangay Accounting Clerk* (Municipal Accounting Office)
	TOTAL	**None**	**7 hours & 8 minutes**	

RELEASE OF CERTIFICATION (BIR RMO 02-2025 Annex C)

The certification is being secured and used by the suppliers and/or contractors in requesting a Tax Clearance for Final Settlement of Government Contracts (TCFG) in the Bureau of Internal Revenue.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Business - G2B
Who may avail:	LGU Suppliers and/or Contractors

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Request Letter	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Submit the request letter.	2.1 Receive the request letter.	None	2 minutes	*Accountant I* (Municipal Accounting Office)
	2.2 Prepare the certification.	None	1 hour	*Accountant I* (Municipal Accounting Office)
	2.3 Record the certification in the Certification Logbook.	None	30 minutes	*Accountant I* (Municipal Accounting Office)
	2.4 Sign the certification.	None	1 hour	*Municipal Accountant I* (Municipal Accounting Office)

3.Payment of Secretary's Fee and Documentary Stamps Tax	3.1 Accompany the client to the Treasurer's Office.	None	2 minutes	*Accountant I* (Municipal Accounting Office)
	3.2 Release the certification to the Treasurer's Office personnel.	None	1 minute	*Accountant I* (Municipal Accounting Office)
	3.3 Receive the payment, issue the official receipt and stamp the document for the constructive affixture of documentary stamp	Secretary's Fee - Php 82.50 Documentary Stamp Tax - Php 30.00 per page	5 minutes	*Revenue Collection Clerk I* (Municipal Treasurer's Office)
4. Receive the certification.	4.1 Release the certification.	None	2 minutes	*Accountant I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Accountant I* (Municipal Accounting Office)
	TOTAL	**None**	**2 hours & 46 minutes**	

OFFICE OF MUNICIPAL ACCOUNTANT

INTERNAL SERVICE

PROCESSING OF DISBURSEMENT VOUCHER
(Cash Advances for Payroll, PERA & RATA)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
4. Disbursement Voucher (3 original copies) 5. Payroll Registry (3 original copies) 6. Approved DTR (1 original copy, 1 photocopy)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
8. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
9. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

10. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
11. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of First Salary)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Certified True Copy of duly approved Appointment (3 copies)	

3. Certified True Copy of Oath of Office (3 copies) 4. Statement of Assets, Liabilities & Net Worth (1 orginal copy, 2 photocopies) 5. Approved DTR (1 original copy, 1 photocopy) 6. BIR Form 1902 and 2305 (1 original copy & 2 photocopy) *Additional Requirements for Transferees (from one government office to another)* 1. Clearance from money, property and legal accountabilities from the previous office. (1 original copy & 2 photocopy) 2. Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat. (1 original copy & 2 photocopy) 3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) (1 original copy & 2 photocopy)	Originating Department

7. Certificate of Available Leave Credits (1 original copy & 2 photocopy) 8. Service Record (1 original copy & 2 photocopy) *Additional Requirements if claimed by person other that the payee* 1. Authorization from the claimant duly signed by him/her (1 original copy & 2 photocopy) 2. Photocopy of ID with original signature. The original ID will be presented for verification. (1 copy, 2 photocopy)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Salary, if deleted from the Payroll)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Approved DTR (1 original copy, 2 photocopies) 3. Notice of Assumption (1 original copy, 2 photocopies) 4. Approved Application for Leave, Clearances & Medical Certificate, if on sick leave for five days or more (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2.Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3.Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher	None	3 hours	*Clerk I* (Municipal Accounting Office)

	(JEV) in the disbursement voucher.			

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Individual Claim of RATA)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Copy of Office Order or Appointment (3 photocopies) 3. Approved DTR (1 original copy, 2 photocopies) 4. Certification that the official/employee did not use government vehicle and is not	

assigned any government vehicle (1 original copy, 2 photocopies) 5. Certification that the amount was spent for Representation & Transportation expenses (1 original copy, 2 photocopies) *Additional Requirements for initial claim.* 1. Certificate of Assumption (1 original copy, 2 photocopies) 2. Certification by the LCE that the revised RATA rates is still within the PS Limitation prescribed under Section 325(a) of RA 7160 (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Salary of Job Orders/Contracts of Services)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Payroll Registry (3 original copies) 3. Approved DTR (1 original copy, 2 photocopies)	

4. Accomplishment Report (1 original copy, 2 photocopies) *Additional Requirements for initial claim.* 1.Copy of Job Order Contract or Contract of Services (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Salary Differentials due to Promotion and/ or Step Increment, Last Salary & Salary due to heirs of deceased employee)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Salary Differentials due to Promotion and/or Step Increment 1. Disbursement Voucher (3 original copies)	

2. Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of Step Increment/ Salary Increase (3 photocopies) 3. Certificate of Assumption (1 original copy, 2 photocopies) 4. Approved DTR or certification that the employee has not incurred leave without pay (1 original copy, 2 photocopies) 5. Certification by the LCE that the promotion/step increment still within the PS Limitation prescribed under Section 325(a) of RA 7160 *Payment of Last Salary* 1. Disbursement Voucher (3 original copies) 2. Clearance from money, property and legal accountabilities (1 original copy, 2 photocopies) 3. Approved DTR (1 original copy, 2 photocopies)	Originating Department Originating Department
Salary due to heirs of deceased employee 1. Disbursement Voucher (3 original copies) 2. Clearance from money, property and legal accountabilities (1 original copy, 2 photocopies) 3. Approved DTR (1 original copy, 2 photocopies) 4. Death Certificate authenticated by Philippine Statistics Authority (PSA) (3 certified true copy) 5. Marriage Contract authenticated by PSA, if applicable (3 certified true copy) 6. Birth Certificates of surviving legal heirs authenticated by PSA (3 certified true copy) 7. Designation of next-of-kin (1 original copy, 2 photocopies)	Originating Department

8. Waiver of right of children 18 years old and above (1 original copy, 2 photocopies)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Maternity Leave)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Certified True Copy of approved application for leave (3 copies) 3. Certified true copy of Maternity Leave Clearance (3 copies) 4. Medical Certificate for Maternity Leave (1 original copy, 2 photocopies)	

Additional requirements for Unused Maternity Leave (upon assumption before expiration of the 105-day maternity leave) 1. Medical certificate that the employee is physically fit to work (1 original copy, 2 photocopies) 2. Certificate of Assumption (1 original copy, 2 photocopies) 3. Approved DTR (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Clothing Allowance)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For General Claims: 1. Disbursement Voucher (3 original copies) 2. Payroll Register for Clothing Allowance (3 original copies) *For Individual Claims:* 1. Certified true copy of approved appointment of new employee/s (3 copies) 2. Certificate of Assumption of new employee (1 original copy, 2 photocopies) 3. Certificate of non-payment from previous agency, for transferee/s (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
TOTAL		**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Cash Advances for Subsistence Allowance, Laundry Allowance and Hazard Pay)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Payroll Register for Subsistence and Laundry Allowance and Hazard Pay (3 original copies) 3. Approved DTR (1 original copy, 2 photocopies) 4. Accomplishment Report (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Disbursement Voucher Logbook				
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Cash Advances for Productivity Enhancement Incentive)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Payroll Register for Productivity Enhancement Incentive (PEI) (3 original copies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Overtime Pay)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Payroll Registry (3 original copies) 3. Overtime Authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1 original copy, 2 photocopies) 4. Approved DTR (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the	None	3 hours	*Clerk I* (Municipal Accounting Office)

	disbursement voucher.			
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or	4.1 Release the signed	None	2 minutes	*Clerk I*

signed disbursement voucher.	disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			(Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Year-End Bonus and Cash Gift)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For General Claims: 1. Disbursement Voucher (3 original copies) 2. Payroll Registry (3 original copies) *For Individual Claims:*	

1. Disbursement Voucher (3 original copies) 2. Clearance from money, property and legal accountabilities (1 original copy, 2 photocopies) 3. Certification from head of office that the employee is qualified to receive the Year End Bonus 7 Cash Gift pursuant to DBM Budget Circular No. 2003-2 dated May 09, 2003 (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	Logbook to the client.			
TOTAL		**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Terminal Leave Benefits)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Clearance form money, property and legal accountability. (1 original copy, 2 photocopies) 3. Certified photocopy of employees leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of Leave Credits issued by the Admin/Human Resource Management Office (HRMO) (3 copies) 4. Approved Leave Application (1 original copy, 2 photocopies) 5. Complete Service Record (1 original copy, 2 photocopies) 6. Statement of Assets, Liabilities and Net Worth (SALN) (1 original copy, 2 photocopies) 7. Certified photocopy of appointment/ Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest. (1 original copy, 2 photocopies) 8. Computation of terminal leave benefits duly signed/ certified by the	Originating Department

accountant (1 original copy, 2 photocopies)	

9. Applicant's Authorization (in affidavit form) to deduct all financial obligations with the employer/ agency/LGU (1 original copy, 2 photocopies) 10. Affidavit of applicant that there is no pending criminal investigation of prosecution against him/her (RA No. 3019) (1 original copy, 2 photocopies) 11. *In case of resignation,* employee's letter of resignation duly accepted by the Head of Agency (1 original copy, 2 photocopies) *Additional requirements in case of death of claimant* 1. Death Certificate authenticated by PSA (3 certified true copies) 2. Marriage Contract authenticated by PSA (3 certified true copies) 3. Birth Certificate of all surviving legal heirs authenticated by PSA (3 certified true copies) 4. Designation of next-of-kin (1 original, 2 photocopies) 5. Waiver of rights of children 18 years old and above (1 original, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Voucher Logbook				

3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Leave Monetization)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Approved leave application (ten days) with leave credit balance certified by HRMO (1 original copy, 2 photocopies) 3. Request for leave covering more than ten days duly approved by the Head of Agency (1 original copy, 2 photocopies) *For monetization of 50% or more:* 1. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1 original copy, 2 photocopies) 2. Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Disbursement Voucher Logbook				
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Loyalty Cash Award/Incentive)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For General Claims: 1. Disbursement Voucher (3 original copies) 2. Payroll Register of Loyalty Cash Award/Incentive (3 original copies) *For Individual Claims:* 1. Disbursement Voucher (3 original copies) 2. Service Record (1 original copy, 2 photocopies) 3. Certificate of non-payment from previous office (for transferee) (1 original copy, 2 photocopies) 4. Certification from the HRMO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate or more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Travelling Expenses for Local Travels)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Travel Order (1 original copy, 2 duplicate copies) 3. Itinerary of Travel (1 original copy, 2 duplicate copies) 4. Certificate of Travel Completed (1 original copy, 2 duplicate copies) 5. Certificate of Appearance (1 original copy, 2 duplicate copies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the	None	3 hours	*Clerk I*

	Journal Entry Voucher (JEV) in the disbursement voucher.			(Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Training Expenses for Local Travels)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Cash Advance:	Originating Department

1. Disbursement Voucher (3 original copies) ***If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Travel Order (1 original copy; 2 duplicate copies) 3. Itinerary of Travel (1 original copy; 2 duplicate copies) 4. Invitation Letter 5. Nomination Form (1 original copy, 2 duplicate copies) 6. Office Memo (1 original copy, 2 dulicate copies) *Additional Documents in case of reimbursement:* 1. Certificate of Travel Completed (1 original copy; 2 duplicate copies) 2. Certificate of Appearance (1 original copy; 2 duplicate copies) 3. Official Receipt for Registration Fees & Hotel Accommodation (1 original copy, 2 duplicate copies) 4. Plane, boat or bus tickets, boarding pass, terminal fee if applicable (1 original, 2 photocopies) 5. Terminal Report (1 original, 2 duplicate copies)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting	3.1 Receive the disbursement voucher & its	None	2 minutes	*Clerk I* (Municipal Accounting Office)

documents for review.	supporting documents.			
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or signed	4.1 Release the signed disbursement voucher (for	None	2 minutes	*Clerk I* (Municipal Accounting Office)

disbursement voucher.	disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Office Supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)*	

2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Additional Requirement for purchases Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Accountable Forms)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)*	Originating Department

2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 3. Acceptance and Inspection Report (1 original copy, 2 photocopies) 4. Requisition and Issuance Slip (1 original copy, 2 photocopies) 5. Original Receipt (1 original copy, 2 photocopies) 6. Invoice & Receipt of Accountable Forms (1 original copy, 2 photocopies)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Non-Accountable Forms)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies)	

****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases of Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A*	Originating Department Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Drugs and Medicines)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies)	Originating Department

7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Certificate of product registration from Food & Drug Administration (1 original copy, 2 photocopies) 12. Certificate of good manufacturing practice from FDA (1 original copy, 2 photocopies)	

13. Batch Release Certificate from FDA (1 original copy, 2 photocopies) 14. If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items. (1 original copy, 2 photocopies) 15. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases of Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Medical, Dental & Laboratory Supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department

Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Fuel, Oil & Lubricant)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies)	

4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Driver's Trip Ticket (1 original, 2 photocopies) 12. Fuel Consumption Report (1 original, 2 photocopies) 13. Fuel Requisition Slip (1 original copy, 2 photocopies) 14. Applicable Tax Clearance (3 photocopies)	Originating Department

Additional requirement for oils & lubricants: 1. Waste Material Report *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases of Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Spareparts & Tires of Motor Vehicle)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Waste Material Report (1 original, 2 photocopies) 12.Pre-Repair & Post Repair Inspection Report(1 original, 2 photocopies) 13. Photocopy of Waste Materials (3 copies) 14. Applicable Tax Clearance (3 photocopies)	Originating Department

Additional requirements: 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases of Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS*.* *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Agricultural Supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies)	

4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)		Originating Department		
Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)

3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Drinking Water Refill)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:*	Originating Department

1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)				
Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or signed	4.1 Release the signed disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

disbursement voucher.	voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Kitchen Supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)*	

2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department
Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement	2.1 Give the Incoming Disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

voucher in the Incoming Disbursement Voucher Logbook	Logbook to the client			
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Photocopy of Documents & Forms)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department

Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction	None	4 hours	*Accountant I* (Municipal Accounting Office)

	in the registry.			

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Medical Oxygen & Janitorial Supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies)	

3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department
Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional Requirement for purchases of above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming	2.1 Give the Incoming Disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Disbursement Voucher Logbook	Logbook to the client			
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	the originating department together with a list of lacking documents and/or signatures.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of ink & IT supplies)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department

Additional Requirement for purchases of Php50,000 & above but not more than Php200,000 *2.* Request for Quotation duly posted in PhilGEPS*.* *Additional Requirement for purchases of above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Internet, Water & Electricity Expenses)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Statement of Account (1 original copy, 2 photocopies) 3. Original Receipt (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the	2.1 Give the Incoming Disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Incoming Disbursement Voucher Logbook	Logbook to the client			
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Postage & Courier)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Original Receipt (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed	4.1 Release the signed disbursement voucher (for	None	2 minutes	*Clerk I* (Municipal Accounting Office)

disbursement voucher.	disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Telephone Expenses)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php2,000.00 & below, use the Petty Cash Voucher (3 original copies)*	

2. Statement of Account (for Post paid Accounts) (1 original copy, 2 photocopy) 3. Original Receipt (1 original copy, 2 photocopy) *Additional Requirement for Telephone Expenses (Pre-paid Accounts)* 1. Purchase Request (1 original copy; 2 photocopies) 2. Purchase Order (1 original copy; 2 photocopies) 3. Abstract of Canvass (1 original copy; 2 photocopies) 4. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 5. Notice of Award (1 original copy, 2 photocopies) 6. Acceptance and Inspection Report (1 original copy, 2 photocopies) 7. Requisition and Issuance Slip (1 original copy, 2 photocopies) 8. Original Receipt (1 original copy, 2 photocopies) 9. Cellular Card (1 original, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting	3.1 Receive the disbursement voucher & its	None	2 minutes	*Clerk I* (Municipal Accounting Office)

documents for review.	supporting documents.			
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or	4.1 Release the signed	None	2 minutes	*Clerk I*

signed disbursement voucher.	disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			(Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Lot Survey)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)*	

2. Contract of Service (1 original copy, 2 photocopies) 3. Original Receipt (1 original copy, 2 photocopies) 4. Sketch Plan (Lot Plan) (1 original copy, 2 photocopies) 5. Professional Tax Receipt (PTR) of the Surveyor (1 original copy, 2 photocopies) 6. BIR Certification (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Transfer of Funds: BREQS, 20% Bldg. Permit)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Abstract of Collection (1 original copy, 2 photocopies) *Additional requirements after the fund transfer:* 1. Original Receipt (1 original copy, 2 photocopies) 2. Deposit Slip (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement	2.1 Give the	None	2 minutes	*Clerk I*

voucher in the Incoming Disbursement Voucher Logbook	Incoming Disbursement Logbook to the client			(Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	documents . If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Government Remittances: BIR, GSIS, PhilHealth, HDMF)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Schedule of Remittance (3 original copies) *Additional requirement for BIR Remittances:* 1. BIR Form No. 1600 for VAT (3 original copies) 2. BIR Form No.1601-EQ for EWT (3 original copies) 3. BIR Form No. 1601-C for Compensation Withholding Tax (3 original copies) 4. BIR Form No. 2000v2018 for Documentary Stamp Tax (3 original copies) *Additional requirement for PhilHealth Remittance* 1. Preliminary Employees Premium Remittance List (PEPRL) (1 original copy, 2 photocopies) 2. Statement of Premium Account (SPA) (1 Original Copy; 2 Duplicate Copies) *Additional requirement for GSIS Remittance:* 1. GSIS eBilling and Collection System (1 Original Copy; 2 Duplicate Copies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Remittance: Ante Mortem, Post Mortem & 5% NBC Collection)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. List of Collection (1 original copy 2 photocopies) 3. Monthly Report of Collection and Deposits (1 original copy, 2 photocopies) 4. Monthly Report of Collection and Remittance of Local Treasurer (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Remittance: PTO Share in RPT & PTR)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Form 60 (1 original copy, 2 photocopies) 3. List of PTR Schedule (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Refund of Cash Performance/Bail Bond)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Photocopy of Official Receipt or proof of payment of Performance/Bail Bond (3 copies) 3. Copy of Surety Bond (3 copies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)

	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Refund of Unexpended Balance of Fund from NGA's)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Report of Disbursement or Liquidation Report (3 original copies) 2. Original Receipt (1 original copy, 2 photocopies) 3. Deposit Slip (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Waste Disposal)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Official Receipt (1 original copy, 2 photocopies) 3. Memorandum of Agreement (3 photocopies) 4. Statement of Account/Account Details (1 original copy, 2 photocopies) 5. Charge Invoice (1 original copy, 2 photocopies)) 6. Solid Waste Management Form (1 original copy, 2 photocopies) 7. Weigh Report (1 original copy, 2 duplicate copies) 8. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration) *If undergone public bidding, Additional Requirement needed, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents &	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
TOTAL		**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Burial Assistance: Materials for Tomb)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy, 2 photocopies) 3. Purchase Order (1 original copy, 2 photocopies) 4. Request Letter (1 original copy, 2 photocopies) 5. Certificate of Indigency (1 original copy, 2 photocopies) 6. Certificate of Death (1 original copy, 2 photocopies) 7. Sales Invoice (1 original copy, 2 photocopies) 8. Official Receipt (1 original copy, 2 photocopies) 9. Program of Work (1 original copy, 2 photocopies)	Originating Department

10. Quotation from 3 suppliers (1 original, 2 photocopies) 11. Abstract of Canvass (1 original copy, 2 photocopies) 12. Acceptance and Inspection Report (1 original copy, 2 photocopies) 13. Requisition and Issuance Slip (1 original copy, 2 photocopies) 14. Picture of Materials (3 copies) 15. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for AICS/Medical Assistance)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Request Letter (1 original copy, 2 photocopies) 3. Certificate of Indigency (1 original copy, 2 photocopies) 4. Medical Abstract/Physician Prescription (1 original copy, 2 photocopies) 5. Photocopy of ID (3 copies)	Originating Department

6. Identifying Information Form from MSWD (1 original copy, 2 photocopies)				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for SCA Burial Assistance)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Certificate of Indigency (1 original copy, 2 photocopies) 3. Certificate of Death (3 certified true copies) 4. Official Receipt (1 original copy, 2 photocopies) 5. Certification from Federation of Senior Citizen Association in the Philippines (1 original copy, 2 photocopies) 6. Photocopy of ID of Senior Citizen (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the	2.1 Give the Incoming Disburseme	None	2 minutes	*Clerk I* (Municipal Accounting Office)

Incoming Disbursement Voucher Logbook	nt Logbook to the client			
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete,	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disburseme	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	nt voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Notarial Services)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php2,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Official Receipt (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Tarpaulin)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies)	

****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies) 11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	Originating Department

Additional Requirement for purchases Php50,000 & above but not more than Php200,000 *1.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Donations for Cultural Activities)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Request Letter for Financial Assistance/Donation (1 original copy, 2 photocopies) 3. Official Receipt (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the	None	3 hours	*Clerk I* (Municipal Accounting Office)

	disbursement voucher.			

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the reviewed and/or signed	4.1 Release the signed disbursement voucher (for	None	2 minutes	*Clerk I* (Municipal Accounting Office)

disbursement voucher.	disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Membership Dues)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies)	

****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Official Receipt (1 original copy, 2 photocopies) 3. Statement of Account or Payment Order (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its	None	4 hours	*Municipal Accountant I*

	supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			(Municipal Accounting Office)
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Meals and Snacks)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies)	Originating Department

10. Sales Invoice (1 original copy, 2 photocopies) 11. Attendance or List of Beneficiaries with Signature (1 original copy, 2 photocopies) 12. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR 2303 (Certificate of Registration)	

4. BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases Php50,000 & above but not more than Php200,000* *3.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*	Originating Department			
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its	3.1 Receive the disbursement voucher & its	None	2 minutes	*Clerk I*

supporting documents for review.	supporting documents.			(Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Advertising Expenses)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Billing Statement or Statement of Account (1 original copy, 2 photocopies) 3. Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio Commercial (1 original copy, 2 photocopies) 4. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR 2303 (Certificate of Registration) *Additional Requirement for purchases Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Motor Vehicle Insurance)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) 2. Photocopy of OR/CR (Motor Vehicle) (3 copies) 3. Application Form from GSIS (1 original copy, 2 photocopies) 4. Latest Picture 4 Sides of Vehicle (3 copies) 5. Official Receipt (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Fidelity Bond)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies)	

2. General Form No. 58-A (1 original copy, 2 photocopies) 3. General Form No. 57-A (1 original copy, 2 photocopies) 4. Sworn Statement of Assets, Liabilities and Net Worth (1 original copy, 2 photocopies) 5. Endorsement from DILG of No Pending Case (1 original copy, 2 photocopies) 6. List of Bonded Employees & Officials (1 original copy, 2 photocopies) 7. Authority To Accept Payment (1 original copy, 2 photocopies)		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for the Repair of Equipment)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy, 2 photocopies) 3. Purchase Order (1 original copy, 2 photocopies) 4. Official Receipt (1 original copy, 2 photocopies)	Originating Department

5. Acceptance and Inspection Report (1 original copy, 2 photocopies) 6. Request for Pre-Repair & Post Repair Inspection Report (1 original copy, 2 photocopies) 7. Waste Material Report (1 original copy, 2 photocopies) 8. Requisition & Issuance Slip (1 original copy & 2 photocopies) 9. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR 2303 (Certificate of Registration) *Additional Requirement for purchases Php50,000 & above but not more than Php200,000* *2.* Request for Quotation duly posted in PhilGEPS*.* *Additional requirement for purchases above Php200,000, refer to Annex A.*				
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)

3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents &	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	Logbook to the client.			
TOTAL		**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Purchase of Electrical Materials)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) ****If the amount is Php5,000.00 & below, use the Petty Cash Voucher (3 original copies)* 2. Purchase Request (1 original copy; 2 photocopies) 3. Purchase Order (1 original copy; 2 photocopies) 4. Abstract of Canvass (1 original copy; 2 photocopies) 5. Three (3) Quotation from different suppliers (1 original copy, 2 photocopies) 6. Notice of Award (1 original copy, 2 photocopies) 7. Acceptance and Inspection Report (1 original copy, 2 photocopies) 8. Requisition and Issuance Slip (1 original copy, 2 photocopies) 9. Original Receipt (1 original copy, 2 photocopies) 10. Sales Invoice (1 original copy, 2 photocopies)	Originating Department

11. Applicable Tax Clearance (3 photocopies) *Additional requirements:* 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit 3. BIR Form 2303 (Certificate of Registration)	

Additional Requirement for purchases Php50,000 & above but not more than Php200,000 *4.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Labor Payroll)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies)	Originating Department

2. Time Book & Payroll (1 original copy, 2 photocopies) 3. Detailed Breakdown of Actual Labor (1 original copy, 2 photocopies) 4. Contract of Service/Job Order (1 original copy, 2 photocopies) 5. Construction Schedule (1 original copy, 2 photocopies) 6. Manpower Schedule (1 original copy, 2 photocopies) 7. Program of Work (1 original copy, 2 photocopies) 8. Certificate of Acceptance (1 original, 2 photocopies) 9. Certificate of Completion(1 original copy, 2 photocopies) 10. Certificate of Final Inspection(1 original copy, 2 photocopies) 11. Daily Time Record (DTR) (1 original, 2 photocopies) 12. Photocopy of Community Tax Certificate (1 original copy, 2 photocopies) 13. Picture of Project (Before, During, and After) (3 copies)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Purchase of Construction Materials)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) ****If the amount is Php2,000.00 & below, use the Petty Cash Voucher (3 original copies)*	

2. Purchase Request (1 original copy, 2 photocopies) 3. Purchase Order (1 original copy, 2 photocopies) 4. Sales Invoice (1 original copy, 2 photocopies) 5. Official Receipt (1 original copy, 2 photocopies) 6. Quotation of 3 suppliers (1 copy, 2 photocopies) 7. Abstract of Canvass (1 original copy, 2 photocopies) 8. Notice of Award (1 original copy, 2 photocopies) 9. Acceptance and Inspection Report (1 original copy, 2 photocopies) 10. Requisition and Issuance Slip (1 original copy, 2 photocopies) 11. Request for Pre-Repair Inspection (1 original copy, 2 photocopies) 12. Program of Works (1 original copy, 2 photocopies) 13. Applicable Tax Clearance (3 photocopies)	Originating Department

Additional requirements: 1. DTI/SEC/CDA Registration 2. Business Permit or Mayor's Permit *3.* BIR Form 2303 (Certificate of Registration) *Additional Requirement for purchases Php50,000 & above but not more than Php200,000* *1.* Request for Quotation duly posted in PhilGEPS. *Additional requirement for purchases above Php200,000, refer to Annex A.*	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			
4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Cash Advance for Petty Cash Fund)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher (3 original copies) *Additional Requirements for initial cash advance:* 1. Resolution of Sangguniang Bayan approving the setup of Petty Cash Fund (3 photocopies) 2. Approved estimates of petty expenses for one month (1 original, 2 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment of Barangay Share in RPT & CTC)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Schedule of RPT & CTC Share (1 original copy, 2 photocopies) 3. Credit Advice from LBP San Jose City (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)

	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.			
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Bidded Infrastructure Projects: Advance, Progress & Final Billings)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Basic Requirements for all types of procurement through public bidding, refer to Annex A. 2. Letter Request from contractors for progress/final/advance payment (1 original copy, 2 photocpies) *Additional Requirements for Advance Payments:* 1. Irrevocable Standby Letter of Credit or Surety Bond or Bank Guarantee	

2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof. *Additional Requirements for Progress & Final Payments:* 1.Statement of Work Accomplishment/Progress Billing (1 original copy, 2 photocopies) 3. Inspection Report by the agency's Authorized Engineer (1 original copy, 2 photocopies) 4. Results of Test Analysis, if applicable (1 original copy, 2 photocopies) 5. Statement of Time Elapsed (1 original copy, 2 photocopies)	Originating Department
6. Monthly Certificate of Payment (1 original copy, 2 photocopies) 7. Contractor's Affidavit on Payment of Laborers & Materials (1 original copy, 2 photocopies) 8. Pictures, before, during and after construction of items of work especially the embedded plans (3 original copies) 9. Photocopy of vouchers of all previous payments (3 copies) 10. Certificate of Completion (1 original copy, 2 photocopies) *Additional requirements for Final Payment:* 1. As-Built Plans 2. Warranty Security 3. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid 4. Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptop, other equipment and furniture included in the contract to concerned government agency. 5. Applicable Tax Clearance (3 photocopies)	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher.	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	If the supporting documents & signatures are incomplete, the disbursement voucher & its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PROCESSING OF DISBURSEMENT VOUCHER
(Payment for Release of Retention Fee)

Review of the disbursement voucher and its supporting documents; signing of the disbursement voucher.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Disbursement Voucher (3 original copies) 2. Photocopy of previous vouchers (3 Copies) 3. Certificate of Acceptance (1 original & 2 photocopies) 4. Certificate of Completion (1 original copy, 2 photocopies) 5. Certificate of Final Inspection (1 original copy, 2 photocopies) 6. Surety Bond (1 original copy, 2 photocopies)	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Log the details of the disbursement voucher in the Incoming Disbursement Voucher Logbook	2.1 Give the Incoming Disbursement Logbook to the client	None	2 minutes	*Clerk I* (Municipal Accounting Office)
3. Submit the disbursement voucher & its supporting documents for review.	3.1 Receive the disbursement voucher & its supporting documents.	None	2 minutes	*Clerk I* (Municipal Accounting Office)

	3.2 Prepare & write the Journal Entry Voucher (JEV) in the disbursement voucher.	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.3 Record the Journal Entry Voucher in the JEV Logbook	None	3 hours	*Clerk I* (Municipal Accounting Office)
	3.4 Encode the transaction in the registry.	None	4 hours	*Accountant I* (Municipal Accounting Office)
	3.5 Review the disbursement voucher & its supporting documents. If the supporting documents & signatures are complete, sign the disbursement voucher. If the supporting documents & signatures are incomplete, the disbursement voucher &	None	4 hours	*Municipal Accountant I* (Municipal Accounting Office)

	its attached supporting documents will be returned to the originating department together with a list of lacking documents and/or signatures.			

4. Receive the reviewed and/or signed disbursement voucher.	4.1 Release the signed disbursement voucher (for disbursement voucher with complete supporting documents & signatures) or reviewed disbursement voucher (for disbursement vouchers with incomplete supporting documents & signatures) to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 6 hours & 10 minutes**	

PREPARATION OF ACCOUNTANT'S BANK ADVICE

The Accountant's Bank Advice is a document required by the Authorized Government Depository Bank (AGDB) during encashment of government issued checks.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Copy of Disbursement Voucher with attached check	Originating Department

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Submit the disbursement voucher with attached check.	3.1 Receive the disbursement voucher with attached check.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Prepare the bank advice	None	1 hour	*Clerk I* (Municipal Accounting Office)
	3.3 Record the bank advice in the Bank Advice Logbook	None	1 hour	*Clerk I* (Municipal Accounting Office)

	3.4 Sign the bank advice.	None	2 hours	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the disbursement voucher with checks and a copy of bank advice	4.1 Release the disbursement voucher with check and a copy of bank advice to the Treasurer's Office.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	5.2 Forward the Bank Advice to Authorized Government depository Bank (AGDB) the next working day.	None	1 day	*Accounting Clerk II* (Municipal Accounting Office)
	TOTAL	**None**	**1 day, 4 hours & 8 minutes**	

RELEASE OF CERTIFICATION
(Certification of PhilHealth, HDMF, GSIS and SSS Contributions)

The certification is being secured and used by the LGU employees in reconciling of records and availing benefits from the PhilHealth, HDMF, GSIS and SSS.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Request Letter		Originating Department		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Submit the request letter..	2.1 Receive the request letter.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	2.2 Prepare the certification.	None	1 hour	*Clerk I* (Municipal Accounting Office)
	2.3 Record the certification in the Certification Logbook.	None	30 minutes	*Clerk I* (Municipal Accounting Office)
	2.4 Sign the certification.	None	1 hour	*Municipal Accountant I* (Municipal Accounting Office)
3. Payment of Documentary Stamps Tax	3.1 Accompany the client to the Treasurer's Office.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Release the certification to the	None	1 minute	*Clerk I* (Municipal Accounting Office)

	Treasurer's Office personnel.			
	3.3 Receive the payment, issue the official receipt and stamp the document for the constructive affixture of documentary stamp	Documentary Stamp Tax - Php 30.00 per page	5 minutes	*Revenue Collection Clerk I* (Municipal Treasurer's Office)
4. Receive the certification.	4.1 Release the certification.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	TOTAL	**None**	**2 hours & 46 minutes**	

PROCESSING OF CERTIFICATION
(Certification of Net Take Home Pay)

The certification is being secured and used by the LGU employees in availing and applying loans from the different banking institutions.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	LGU Departments and/or employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Net take Home Pay	Originating Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Logbook in the office.	1.1 Give the Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
2. Submit the certification.	3.1 Receive the certification.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
	3.2 Record the certification in the Certification Logbook.	None	30 minutes	*Clerk I* (Municipal Accounting Office)
	3.3 Sign the certification.	None	1 hour	*Municipal Accountant I* (Municipal Accounting Office)
4. Receive the certification.	4.1 Release the certification.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
5. Sign in the Releasing Logbook in the office.	5.1 Give the Releasing Logbook to the client.	None	2 minutes	*Clerk I* (Municipal Accounting Office)
TOTAL		**None**	**1 hour & 38 minutes**	

ANNEX A

PROCUREMENT THROUGH PUBLIC BIDDING

Basic Requirements for all types of procurement through public bidding

1. Authenticated photocopy of the approved APP and any amendment thereto
2. Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract.
   a. Invitation to Apply for Eligibility to Bid
   b. Letter of Intent
   c. Results of Eligibility Check/Screening
   d. Bidding documents enumerated under Section 17.1 of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and

accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services

e. Minutes of Pre-Bid Conference (ABC Php1.0M and above)
f. Bidders Technical and Financial Proposals
g. Abstract of Bids
h. Post Qualification Report of Technical Working Group
i. BAC Resolution Declaring Winning Bidder
j. Notice of Post Qualifications
k. BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract
l. Notice of Award
m. Performance Security
n. Program of Work and Detailed Estimates
o. Notice to Proceed, indicating the date of receipt by contractor
p. Detailed Breakdown of ABC
q. Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time
r. Detailed Breakdown of Contract Cost
s. Copy of Advertisement of Invitation to Bid/Request for Expression of Interest
t. Documentary Requirements under Section 23.1 and 25.2b for infrastructure projects, 23.1 and 25.s for goods and 24.1 and 25.2c for consulting services, of the revised IRR of RA No.. 9184
u. Minutes of Pre-procurement Conference for projects costing above Php5.0M for infrastructures, Php2.0M and above for goods, and Php1.0M and above for consulting services.
v. Bid Evaluation Report
w. Ranking of short listed bidders for consulting services
x. Post Qualification Evaluation Report
y. Printout copy of posting of Notice of Award, Notice to Proceed and Contract of Award in the PhilGEPS
z. Authorization by Local Sanggunian for the Local Chief Executive to enter into contract.

aa. Evidence of invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA 9184
bb. Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities

Additional Requirements:

1. DTI business name registration in the case of Single Proprietorships; or SEC Registration Certificate, in the case of Partnerships or Corporations
2. Valid and current Mayor's Permit/Municipal License to operate a business
3. BIR Registration Certificate, which contains the Taxpayer's Identification Number
4. Statement of the prospective bidder that is not 'blacklisted' or barred from bidding by the government or any of its agencies, offices, corporations or LGUs, and that is not included in the Consolidating Blacklisting Report, once this is issued by the GPPB
5. Tax Clearance Certificate issued by the BIR Main Office and Income Or Business Tax

Returns Filed through EFPS (E.O. 398,S.2005), if applicable
6. Statement of the prospective bidder of all its ongoing and completed government and private contracts within the period specified in the IAEB, including contracts awarded but not yet started, if any
7. Valid PCAB license and registration for the type and cost of contract to Bid
8. Eligibility Data Sheet
9.Instruction to Bidders
10. Scope of Work, where applicable
11. Plans/Drawings and Technical Specifications
12. Form of Bid, Price Form, and List of Goods or Bill of Quantities
13. Delivery Time or Completion Schedule
14. Form, amount, Validity Period of Bid Security
15. Form, Amount, and Validity Performance Security and Warranty
16. Bid Data Sheet
17. General Conditions of the Contract (GCC)
18. Special Conditions of Contract (SCC)
19. Agenda and/or Supplemental Bulletins, if any
20. Minutes of Bid Opening
21. Abstract of Bid as Read
22. Abstract of Bid as Calculated
31. Post-Qualification Report of Technical Working Group
32. NFCC Computation
33. Omnibus Sworn Statement
34. Performance Bond
35. Purchase Order
36. Acceptance and Inspection Report
37. Checklist of Eligibility Requirements
38. Notice of Eligibility
39. Audited Financial Statement
40. Organization Chart
41. List of Contractor’s Key Personnel

MUNICIPAL BUDGET OFFICE

EXTERNAL SERVICE

REVIEW OF BARANGAY AND SK ANNUAL OR SUPPLEMETAL BUDGET
This service provides technical review of Barangay and SK annual budget as provided in section 333 of RA 7160.

Office or Division:		MUNICIPAL BUDGET OFFICE
Classification:		COMPLEX
Type of Transaction:		G2G - Government to Government
Who may avail:		26 Barangays of Rizal, Nueva Ecija
CHECKLIST OF REQUIREMEMNTS		**WHERE TO SECURE**
1. Barangay budget	**2. SK Annual Budget**	Respective Barangay
a. Budget Message	a. Budget Message	
b. Appropriation Ordinance Approving Brgy. Budget	b. Appropriation Ordinance Approving SK Annual Budget	
c. Resolution Approving the Annual Investment Program	c. Resolution Approving the Annual Barangay Youth Investment Program	
d. Resolution Approving the 20% Dev't. Fund	d. Fiscal Year SK ABYIP	
e. Resolution Approving the 5% BDRRMF Investment Plan	e. SK Annual Budget	
f. Budget Expenditures & Sources of Financing (BBF Form#1)	f. Annual Procurement Plan	
g. Programmed Appropriation by PPA, Expense Class, Object of Expenditures & Expeted Result (BBP Form #2)	**3. Barangay Supplemental Budget**	

h. List of Projects Chargeable Against 20% Dev't. Fund (BBp Form#2A)	**4. SK Supplemental Budget**	
i. Plantilla of Personnel (BBP Form #3)		
j. Statement of Indebtedness (BBP Form #4)		
k. BDRRM Plan (5%)		
l. Annual Investment Plrogram		
m. DILG Endorsed GAD Plan & Budget		
n. Annual Procurement Plan		
o. Other Documents Attached		
Ordinance authorizing the Punong Barangay to use savings for augmentation purposes		

FOR BARANGAY ANNUAL BUDGET:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPONSIBLE
1. Submit the Barangay Budget to Front Desk personnel	1.1 Acknowledge the submission of Brgy. Annual Budget and determine the completeness of required supporting documents. * In case of incomplete requirements, return the submitted Brgy. Annual Budget for necessary amendments and compliance of lacking documents	NONE	15 minutes/Brgy.	Budgeting Assistant
	1.2 Proceed with the technical review of the Brgy. Annual Budget to ensure compliance with the existing rules & regulations set forth by RA 7160 DBM & other concerned agencies pertaining Brgy. Budgets. * In case of irregularities & inconformity with the rules, return the Brgy. Annual Budget to concern Brgy. Officials and formally inform them with the needed revision &/or amendments.	NONE	10 days for 26 Annual Budget	Budget Officer 1; Municipal Budget Officer
	1.3 Prepare & attached technical review documents	NONE	4 hours for 26 Annual Budget	Budgeting Assistant
	1.4 Indorsement of the reviewed Brgy. Annual Budget to Sangguniang Bayan	NONE	15 minutes	Budgeting Aide
TOTAL			**10 Days, 4 hrs. & 30 mins.**	

FOR SK ANNUAL BUDGET:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPONSIBLE
1. Submit the Sangguniang Kabataan Annual Budget to Front Desk personnel	1.1 Acknowledge the submission of budget and determine the completeness of required supporting documents. * In case of incomplete requirements, return the submitted SK annual budget for necessary amendments and compliance of lacking documents	NONE	15 minutes/Brgy.	Budgeting Assistant
	1.2 Proceed with the technical review of the SK Annual Budget to ensure compliance with the existing rules & regulations set forth by RA 7160 DBM & other concerned agencies pertaining Brgy. Budgets. * In case of irregularities & inconformity with the rules, return the SK Annual Budget to concern Brgy. Officilas and formally inform them with the needed revision &/or amendments.	NONE	10 Days for 26 Annual Budget	Budget Officer 1; Municipal Budget Officer
	1.3 Prepare & attached technical review documents	NONE	4 hours for 26 Annual Budget	Budgeting Assistant

	1.4 Indorsement of the reviewed SK annual Budget to Sangguniang Bayan	NONE	15 minutes	Budgeting Aide
TOTAL			10 Days, 4 hrs. & 30 mins.	

FOR BARANGAY SUPPLEMENTAL BUDGET:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPONSIBLE
1. Submit the Barangay Supplemental Budget to Front Desk personnel	1.1 Acknowledge the submission of Brgy. Supplemental Budget and determine the completeness of required supporting documents. * In case of incomplete requirements, return the submitted Brgy. Supplemental Budget for necessary amendments and compliance of lacking documents	NONE	10 minutes / Supplemental Budget	Budgeting Assistant
	1.2 Proceed with the technical review of the Supplemental Budget to ensure compliance with the existing rules & regulations set forth by RA 7160 DBM & other concerned agencies pertaining Brgy. Budgets. * In case of irregularities & inconformity with the rules, return the Brgy. Supplemental Budget to concern Brgy. Officials and formally inform them with the needed revision &/or amendments.	NONE	10 Days for all Supplemental Budget submitted	Budget Officer 1; Municipal Budget Officer
	1.3 Prepare & attached technical review documents	NONE	4 hours for all Supplemental Budget	Budgeting Assistant

	1.4 Indorsement of the reviewed Brgy. Supplemental Budget to Sangguniang Bayan	NONE	15 minutes	Budgeting Aide
TOTAL			10 Days, 4 hours & 25 minutes	

FOR SK SUPPLEMENTAL BUDGET:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPONSIBLE
1. Submit the Sangguniang Kabataan Supplemental Budget to Front Desk personnel	1.1 Acknowledge the submission of SK Supplemental budget and determine the completeness of required supporting documents. * In case of incomplete requirements, return the submitted SK Supplemental Budget for necessary amendments and compliance of lacking documents	NONE	10 minutes/Brgy.	Budgeting Assistant
	1.2 Proceed with the technical review of the SK Supplemental Budget to ensure compliance with the existing rules & regulations set forth by RA 7160 DBM & other concerned agencies pertaining Brgy. Budgets. * In case of irregularities & inconformity with the rules, return the SK Supplemental Budget to concern Brgy. Officials and formally inform them with the needed revision &/or amendments.	NONE	10 Days for all Supplemental Budget submitted	Budget Officer 1; Municipal Budget Officer
	1.3 Prepare & attached technical review documents	NONE	4 hours for all Supplemental Budget	Budgeting Assistant

	1.4 Indorsement of the reviewed SK Supplemental Budget to Sangguniang Bayan	NONE	15 minutes	Budgeting Aide
TOTAL			10 Days, 4 hrs. & 25 mins	

MUNICIPAL BUDGET OFFICE

INTERNAL SERVICES

PROCESSING OF ALLOTMENT SLIPS (ALOBS)

Legal Basis: This service is in compliance of section 344 of RA 7160 stating: " No money shall be disbursed unless the Local Budget Officer certifies to the existence of appropriation that has been legally made for that purpose..."

Classification:	Simple, Complex& Highly Technical			
Type of Transaction:	Government to Government – G2G			
Who may avail:	LGU Different Offices			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Case to case basis whichever is applicable as stated in the COA Manual of Disbursement		Concerned Offices		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submission of Disbursement Vouchers - Simple	1.1 Acknowledge Receipt of the Disbursement Vouchers (Manual Encoding)	None	15 minutes per DV	*Budgeting Aide* Municipal Budget Office
	1.2 Assessment of documents submitted a. Correctness of Responsibility Center official signatory b. Completeness of supporting documents	None	20 minutes per DV	*Budget Officer I* Municipal Budget Office
	1.3 Recording of transaction to Data base system	None	20 minutes per DV	*Budgeting Assistant* Municipal Budget Office
	1.4 Review, Approval & Signing of ALOBS	None	30 minutes per DV	*Municipal Budget Officer* Municipal Budget Office
	1.5 Release of Disbursement Vouchers	None	10 minutes per DV	*Budgeting Aide* Municipal Budget Office

TOTAL			1 Hour & 35 minutes	

2. Submission of Disbursement Vouchers - Complex	2.1 Acknowledge receipt of the Disbursement Vouchers (Manual Encoding	None	30 minutes per DV	*Budgeting Aide* Municipal Budget Office
	2.2 Assessment of documents submitted a. Correctness of Responsibility Center official signatory b. Completeness of supporting documents	None	1 Day per DV	*Budget Officer I* Municipal Budget Office
	2.3 Disbursement verification as to AIP, PPMP, APP & other Procurement documents	None	1 Day per DV	*Budget Officer I* Municipal Budget Office
	2.4 Recording of transaction to Data base system	None	30 minutes per DV	*Budgeting Assistant* Municipal Budget Office
	2.5 Review, Approval & Signing of ALOBS	None	1 Day per DV	*Municipal Budget Officer* Municipal Budget Office
	2.6 Release of Disbursement Vouchers	None	15minutes per DV	*Budgeting Aide* Municipal Budget Office
TOTAL			3 days, 1 hour & 15 minutes	
Note: For Highly Technical Vouchers – 7 days processing time				

ISSUANCE OF DOCUMENTS AS PER REQUEST OF DIFFERENT OFFICES

a. Certificate of Availability of Funds

b. Status of Balances on Appropriation

c. Realignment of Funds

This service is in compliance with the implementing rules & regulations as stated in the Manual on Budget preparation issued by the Department of Budget & Management

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	Government to Government – G2G
Who may avail:	LGU - Different Offices

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter	Requesting Office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Certificate of Availability of Funds 1.Submit Letter of Request	1.1 Acknowledge Receipt Letter of Request	None	5 minutes per documents	*Budgeting Aide* Municipal Budget Office
	1.2 Prepare the certification pertaining the requested appropriation item	None	30 minutes per 1 document	*Budgeting Assistant* Municipal Budget Office
	1.3 Review and sign	None	30 minutes per 1 document	*Municipal Budget Officer* Municipal Budget Office
	1.4 Release the document	None	5 minutes per 1 document	*Budgeting Aide* Municipal Budget Office
TOTAL			1 Hour & 10 minutes	

Status of Balances on Appropriation 1. Submit letter of request duly signed of the department head concerned`	1.1 Acknowledge Receipt Letter of Request	None	5 minutes per 1 document	*Budgeting Aide* Municipal Budget Office
	1.2 Effect the realignment of funds to the data base system		10 minutes per 1 document	*Budgeting Assistant* Municipal Budget Office
TOTAL		None	15 minutes	

PREPARATION OF ANNUAL/SUPPLEMENTAL BUDGET

This service is in compliance with the duties & functions set forth by the Code in Article 475 of RA 7160; and steps & procedures set forth in chapter 3 Article 1 section 314 of RA 7160.

Office or Division:	Municipal Budget Office
Classification:	Highly Technical
Type of Transaction:	Government to Government – G2G
Who may avail:	LGU's Different Offices

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Budget Proposal & PPMP's	Concerned Offices

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit copies of Budget proposal, AIP & PPMP's to window	1.1 Acknowledge Receipt of the submitted budget proposal & PPMP	None	30 minutes	*Budget Officer I* Municipal Budget Office

	1.2 Review the compliance of the submitted budget proposal to the priority plans & programs of the LGU	None	22 days	*Budget Officer I* Municipal Budget Office
	1.3 Proceed with the consolidation of budget proposals	None	10 days	*Municipal Budget Officer I* Municipal Budget Office
	1.4 Present the consolidated budget proposal	None	5 days	*Municipal Budget Officer*

HUMAN RESOURCE MANAGEMENT OFFICE

INTERNAL SERVICES

ISSUANCE OF SERVICE RECORD

The HRMO issues Service Record indicating the inclusive dates of actual services rendered by the employee, his designation, status of appointment, annual salary and its adjustment records of leave without pay.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government-G2G

Who may avail:	Permanent, coterminous and casual employees and elective officials of the LGU (active and separated)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Any Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) - Any Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Client HRMO Principal Client Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if authorized representative at the transaction window	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.2 Check records and print the Service Record and forward to the HRMO for certification of correctness	None	30 minutes	*Process Server* Human Resource Management Office
	1.3 Review the printed service record and sign	None	10 minutes	*HRMO (MGDH I)* Human Resource Management

	for certification of correctness			Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*HRM Aide* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the service record and sign on the transaction logbook	3. Record the transaction in the logbook and release the Service Record	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	PHP 30.00 for every page	1 hour, 20 minutes	

ISSUANCE OF CERTIFICATE OF EMPLOYMENT

This service allows an employee to obtain information about his employment details and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All LGU employees (active and separated)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Any Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	 Client HRMO Principal Client Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit Accomplished requisition form and other required documents together with the authorization letter if authorized representative	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized	None	5 minutes	*HRM Aide* Human Resource Management Office

	representative			
	1.2 Check on records and encode details of employment	None	30 minutes	*HRM Aide* Human Resource Management Office
	1.3 Print the Certificate of Employment and forward to the HRMO for signing	None	10 minutes	*HRM Aide* Human Resource Management Office
	1.4 Review the printed Certificate of Employment and sign on the document	None	10 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*HRM Aide* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the Certificate of Employment and sign on the transaction logbook	3. Record the transaction in the logbook and release the Certificate of Employment to the client or authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	PHP 30.00 for every page	1 hour, 30 minutes	

ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

This service allows an employee to obtain information about his NET TAKE HOME PAY for a requested period and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All active permanent, coterminous and casual employees and elective officials of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Any Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Any Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Client HRMO Principal Client Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.2 Check payslip against payroll and encode details of the certification	None	30 minutes	*HRM Aide* Human Resource Management Office
	1.3 Print the Certificate of Net Take Home Pay and forward to the HRMO for signing	None	10 minutes	*HRM Aide* Human Resource Management Office

	1.4 Review the printed Certificate of Net Take Home Pay and sign on the document	None	15 minutes	*HRMO (MGDH I)* Human Resource Management Office
	1.5 Forward to respective officials for signature	None	2 days	*Administrative Aide II* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*Administrative Aide II* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the Certificate of Net Take Home Pay and sign on the	3. Record the transaction in the logbook and release the	None	5 minutes	*HRM Aide* Human Resource Management Office

transaction logbook	Certificate of Net Take Home Pay to the client or authorized representative			
	TOTAL	PHP 30.00 for every page	2 days, 1 hour, 35 minutes	

ISSUANCE OF CERTIFICATE OF EARNED LEAVE CREDITS

This service allows an employee to obtain information about his earned leave credits and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All permanent, coterminous and casual employees and elective officials of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Any Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Client HRMO Principal Client Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit Accomplished requisition form and other required documents together with the authorization letter if through Authorized	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization	None	5 minutes	*Administrative Aide II* Human Resource Management Office

representative	letter if transaction is through authorized representative			
	1.2 Check latest leave balance based on latest DTR submitted and approved leave for the Month *employee must have submitted latest DTR *for transfer of leave credits to another agency, the employee must have been cleared from the agency	None	20 minutes	*HRM Aide* Human Resource Management Office
	1.3 Encode details of the Certificate of Earned Leave Balance	None	30 minutes	*Administrative Aide II* Human Resource Management Office
	1.4 Print the Certificate of Earned Leave Balance and forward to the HRMO for signing	None	5 minutes	*Administrative Aide II* Human Resource Management Office
	1.5 Review the printed Certificate of Earned Leave Balance and sign on the document	None	15 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*Administrative Aide II* Human Resource Management Office

	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the Certificate of Earned Leave Balance and sign on the transaction logbook	3. Record the transaction in the logbook and release the Certificate of Earned Leave Balance to the client or authorized representative	None	5 minutes	*Administrative Aide II* Human Resource Management Office
	TOTAL	PHP 30.00 for every page	1 hour, 50 minutes	

ISSUANCE OF CERTIFICATE OF PENDENCY/NON-PENDENCY OF CASE

This service allows an employee to obtain information about pendency /non-pendecy of case filed against him based on records and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All permanent, coterminous and casual employees and elective officials of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal:	
-Any Valid ID (1 original, 1 photocopy)	Client
-Accomplished requisition form	HRMO
For the representative:	
-Authorization letter (1 original)	Principal
-Any Valid ID of the representative (1 original, 1 photocopy)	Client
-Photocopy of ID of the principal with three (3) specimen signature (1 copy)	Principal
-Accomplished requisition form	HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through Authorized representative	None	5 minutes	*HRMO I* Human Resource Management Office
	1.2 Check employee records on pendency or non-pendency of case	None	30 minutes	*HRMO I* Human Resource Management Office
	1.3 Encode details of the pendency or non-pendency	None	10 minutes	*HRMO I* Human Resource Management

	of case			Office
	1.4 Print the Certificate of PENDENCY/NON-PENDENCY OF CASE and forward to the HRMO for signing	None	15 minutes	*HRMO I* Human Resource Management Office
	1.5 Review the printed Certificate of Pendency/Non-pendency of case and sign on the document	None	15 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*Administrative Aide II* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
2. Receive the Certificate of Earned Leave Balance and sign on the transaction logbook	2. Record the transaction in the logbook and release the Certificate of Earned Leave Balance to the	None	5 minutes	*HRMO I* Human Resource Management Office

	client or authorized representative			
TOTAL		**PHP 30.00 for every page**	**2 hours**	

ISSUANCE OF CERTIFICATE OF PERFORMANCE RATING

This service allows an employee to obtain information about his performance rating for a requested period based on records and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All permanent, coterminous and casual employees of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: - Any Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Client HRMO Principal Government agency concerned Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative at the transaction window	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.2 Check employee records on performance	None	15 minutes	*HRMO I* Human Resource

	rating obtained for the requested period			Management Office
	1.3 Encode details of the performance rating	None	5 minutes	*HRMO I* Human Resource Management Office
	1.4 Print the Certificate of Performance Rating and forward to the HRMO for signing	None	5 minutes	*HRMO I* Human Resource Management Office
	1.5 Review the printed Certificate of Performance Rating and sign on the document	None	5 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*Administrative Aide II* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the Certificate of Earned Leave Balance and sign on the transaction logbook	3. Record the transaction in the logbook and release the Certificate of Earned Leave Balance to the client or authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	1 hour,15 minutes	

ISSUANCE OF CERTIFICATE OF LEAVE WITHOUT PAY INCURRED
This service allows an employee to obtain information about LEAVE WITHOUT PAY (LWOP) he incurred for a requested period based on records and attestation to its veracity for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All permanent, coterminous and casual employees of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Government Agency concerned HRMO Principal Government agency concerned Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative at the transaction window	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.2 Check employee records on LWOP from the Service Record and Leave Record for	None	20 minutes	*HRM Aide* Human Resource Management Office

	the requested period			
	1.3 Encode details of the leave without pay incurred	None	10 minutes	*HRM Aide* Human Resource Management Office
	1.4 Print the Certificate of Leave Without Pay (LWOP) Incurred and forward to the HRMO for signing	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.5 Review the printed Certificate of Leave Without Pay (LWOP) Incurred and sign on the document	None	5 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Pay for the documentary stamp at the Municipal Treasurer's Office	2.1 Forward the document to the Municipal Treasurer's Office for the documentary stamp	None	20 minutes	*Administrative Aide II* Human Resource Management Office
	2.2 Affix documentary stamp	PHP 30.00 for every page	10 minutes	*Revenue Collection Clerk I* Office of the Municipal Treasurer
3. Receive the Certificate of Leave Without Pay (LWOP) Incurred and sign on the transaction logbook	3. Record the transaction in the logbook and release the Certificate of Leave Without Pay (LWOP) Incurred to the client or authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	1 hour, 35	

		minutes	

AUTHENTICATION OF PHOTOCOPIED DOCUMENTS

This service involves the legalization of documents in the absence of the original documents from the agency per available record in the employee's 201 file or data presented.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All employees and officials of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal: -Valid ID (1 original, 1 photocopy) -Accomplished requisition form **For the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) -Photocopy of ID of the principal with three (3) specimen signature (1 copy) -Accomplished requisition form	Government Agency concerned HRMO Principal Government agency concerned Principal HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative at the transaction window	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.2 Retrieve document(s) to be photocopied from the	None	20 minutes	*HRM Aide* Human Resource Management Office

	employee's 201 file			
	1.3 Photocopy document(s) based on the number of copies requested	None	10 minutes	*HRM Aide* Human Resource Management Office
	1.4 Forward the original and photocopied documents to the HRMO for review	None	2 minutes	*HRM Aide* Human Resource Management Office
	1.5 Review, dry seal and sign the documents for authentication	None	5 minutes	*HRMO (MGDH I)* Human Resource Management Office
	1.6 Forward to the HRMO staff the authenticated documents for releasing and the original document for refiling	None	2 minutes	*HRMO (MGDH I)* Human Resource Management Office
2. Receive the authenticated document(s)	2. Record the transaction in the logbook and release the authenticated documents to the client or authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	49 minutes	

APPLICATION FOR LEAVE

This service allows the agency to record absences of an employee on account of his/her illness or of an immediate family member, other personal reasons, and/or any circumstance that may cause an employee to be off from work.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All permanent, coterminous, casual and elective officials of the agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished CS Form 6 signed by the immediate supervisor (2 original copies)	HRMO for the Form Immediate Supervisor for the signature

Additional requirements:	
For sick leave of not more than 5 consecutive days: letter explaining details of the leave (1 original copy, 1 photocopy)	Client
For sick leave of more than 5 consecutive days: Medical Certificate from the attending physician (1 original copy, 1 photocopy)	Attending Physician
For travel abroad: duly accomplished Clearance Form (1 original copy, 1 photocopy)	HRMO
Travel Permit (1 original copy, 1 photocopy)	Office of the Mayor/Vice Mayor (for employees under his office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished CS Form 6 signed by the immediate supervisor (*For Vacation Leave, application form must be submitted at least five (5) days prior to enjoyment)	1.1 Check form for completeness of information and conformity to pertinent CS rules on leave	None	10 minutes	*HRMO I* Human Resource Management Office

(*For Forced Leave, application must be submitted at least five (5) days prior to enjoyment and must conform with the approved calendar of leave for the current year)				
(*For Sick Leave, filing with attachments may be done upon return to office) (*For SLP, application must be submitted at least five (5) days prior to enjoyment if reason is not emergency) (*For maternity leave, application must be submitted at least fifteen (15) days before the expected date of delivery)				
	1.2 Verify from records and encode latest balance of earned leave credits to Form 6	None	10 minutes	*HRMO I* Human Resource Management Office
	1.3 Certify as to the actual leave credits and recommend for approval or disapproval	None	3 minutes	*HRMO (MGDH I)* Human Resource Management Office
	1.4 Forward the application to the LCE for approval or disapproval	None	5 minutes	*HRM Aide* Human Resource Management Office

	1.5 Receive the application for leave	None	2 minutes	*Clerk I* Office of the Municipal Mayor
	1.6 Approve or disapprove the leave application	None	1 day	*Municipal Mayor* Office of the Municipal Mayor

	1.7 Forward the approved/disapproved leave application to HRMO	None	5 minutes	*Clerk I* Office of the Municipal Mayor
2. Release copy of the approved/disapproved leave application and sign at the transaction logbook	2. Keep the receiving copy for filing and posting in the employee leave card and hand the transaction logbook to the client	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	1 day, 40 minutes	

APPLICATION FOR LEAVE qualified for multi-stage processing

PROCESSING OF CLEARANCE FORM (CS FORM NO. 7, Revised 2018)

This service allows an employee to secure clearance from the agency for work-related and money and property accountabilities for a legal purpose.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	Employees of LGU who are retiring, being separated, transferring to agencies, leaving the Philippines and going on leave of absence for more than 30 days

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the principal:	
-Valid ID	Government Agency concerned
-Accomplished requisition form	HRMO
-Certificate of Pendency/Non-pendency of case (4 original copies)	HRMO
For the representative:	
-Authorization letter (1 original copy, 1 photocopy)	Principal
-Valid ID of the representative (1 original copy, 1 photocopy)	Government agency concerned
-Photocopy of ID of the principal with three specimen signature (2 copies)	Principal
-Accomplished requisition form	HRMO
-Certificate of Pendency/Non-pendency of case of the client (4 original copies)	HRMO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Valid ID and submit accomplished requisition form and other required documents together with the authorization letter if through authorized representative at the transaction window	1.1 Check ID and receive accomplished requisition form and other required documents as well as authorization letter if transaction is through authorized representative	None	5 minutes	*HRM Aide* Human Resource Management Office

	1.2 Encode details of Clearance	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.3 Print Clearance Form in four (4) copies	None	5 minutes	*HRM Aide* Human Resource Management Office
2. Receive printed clearance form	2. Hand printed clearance form and advise client to return to HRMO once cleared from all accountabilities	None	5 minutes	*HRM Aide* Human Resource Management Office
3. Return to HRMO and submit accomplished Clearance Form in four (4) copies	3. Receive accomplished Clearance Form	None	3 minutes	
4. Receive one (1) original copy of the accomplished Clearance Form and sign at the logbook	4.1 Return original copy of accomplished Clearance Form to client	None	2 minutes	
	4.2 File copy of the clearance form for payroll and employee record and furnish accounting office one (1) copy	None	5 minutes	
	TOTAL	None	30 minutes	

PROCESSING OF CLEARANCE FORM qualified for multi-stage processing

PREPARATION OF SERVICE CONTRACT FOR JOB ORDER AND CONTRACT OF SERVICE WORKERS

This service is to solidify the agreement for a piece of work between the Local Government Unit of Rizal being the first party and the service provider as the second party.

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	All offices of the LGU

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
-Manpower requisition form (signed by all signatories)	HRMO
-Duly accomplished PDS of the worker	Worker
-Medical Certificate (CS Form 211) of the worker	Government Physician
-One (1) Documentary Stamp	Any issuing government office
-Police Clearance	Local Police Station
-Mayor's Clearance	Office of the Mayor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved Manpower Requisition	1.1 Receive approved	None	10 minutes	*HRMO I* Human
Form and documentary requirements	Manpower Requisition Form and review documentary requirements			Resource Management Office
	1.2 Prepare and print Service Contract in triplicate	None	5 minutes	*HRMO I* Human Resource Management Office
	1.3. Forward the printed Service Contract to HRMO	None	1 minute	*HRMO I* Human Resource Management Office
	1.4 Check the accuracy and sign the Service Contract	None	5 minutes	*HRMO (MGDH I)* Human Resource Management Office

	1.5 Forward the Service Contract to Budget Office for certification on appropriation	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.6 Review and sign on the Service Contract as to appropriation	None	30 minutes	*Municipal Budget Officer* Municipal Budget Office
	1.7 Retrieve the signed Service Contract from Budget Office	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.8 Forward to Mayor's Office for approval	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.9 Review and	None	30 minutes	*Municipal Mayor*
	sign on the Contract as to Approval			Office of the Mayor
	1.10 Forward the Service Contract to HRMO	None	5 minutes	*Clerk I* Office of the Mayor
2. Review details and sign as to conformity and acknowledgement of the Service Contract	2. Record the transaction in the logbook	None	6 minutes	*HRM Aide* Human Resource Management Office
3. Receive copy of the contract	3. Release the Service Contract to the worker and file the agency copy	None	2 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	1 hour, 11 minutes	

PREPARATION OF SERVICE CONTRACT FOR JOB ORDER AND CONTRACT OF SERVICE WORKERS qualified for multi-stage processing

APPLICATION FOR RETIREMENT/SEPARATION

This service allows the agency to prepare the documents a retiring/separating employee needs for his claim of retirement/separation benefits from GSIS

Office or Division:	Human Resource Management Office
Classification:	Simple
Type of Transaction:	Government to Government - G2G
Who may avail:	Retiring or Separating Employee of the Agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For the Principal:	
-Valid ID	Government Agency concerned
-Letter of Intent to Retire	Client
-Duly accomplished GSIS Form (3 original copies)	HRMO
-Ombudsman Clearance secured not earlier than 6 months before effectivity of retirement (1 original copy, 2 authenticated copies)	Office of the Ombudsman
-Certificate of No Pending Case (3 original copies)	HRMO
-Service Record (3 original copies)	HRMO
-1x1 Picture (2 copies)	Client
-Certification regarding Leave Without Pay (LWOP) Incurred (3 original copies)	HRMO
-Endorsement to GSIS (3 original copies)	HRMO
Additional Requirements For the Authorized Representative:	
-Valid ID	Government agency concerned
-Photocopy of Valid ID of Client with three specimen signature	Principal
-Authorization Letter	Principal
-Accomplished requisition form	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements to the staff concerned for checking of veracity	1.1 Check all requirements for completeness and veracity.	None	20 minutes	*HRMO I* Human Resource Management Office
and completeness.				
	1.2 Prepare endorsement to GSIS for signing by the Municipal Mayor	None	5 minutes	*HRMO I* Human Resource Management Office
	1.3 Forward form to HRMO for signing	None	1 minute	*HRMO I* Human Resource Management Office
	1.4 Review and sign form	None	5 minutes	*HRMO (MGDH I)* Human Resource Management Office
	1.5 Forward pertinent papers for retirement to the Mayor's Office	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.6 Review papers and sign on the GSIS form and endorsement	None	1 day	*Municipal Mayor* Office of the Municipal Mayor
	1.7 Retrieve pertinent papers for retirement from Mayor's Office	None	10 minutes	*HRM Aide* Human Resource Management Office
2. Sign at the logbook at the HRMO and release the approved application for retirement and endorsement to GSIS	2.1 Hand the logbook and release the approved application for retirement and endorsement to GSIS	None	5 minutes	*HRM Aide* Human Resource Management Office
	TOTAL	None	1 day, 51 minutes	

APPLICATION FOR RETIREMENT/SEPARATION qualified for multi-stage processing.

PROCESSING OF PAYMENT OF FIRST SALARY

This service allows the newly appointed employee or newly elected official of the agency to process his/her first salary based on the actual days of his service for a specific payroll period.

Office or Division:	Human Resource Management Office
Classification:	Complex
Type of Transaction:	Government to Government - G2G
Who may avail:	All newly appointed permanent, coterminous and casual employees and newly elected officials of the agency

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
-Valid ID	Any Government agency concerned
-Accomplished requisition form	Client
-Certified true copy of duly approved appointment for newly appointed employee (4 copies)	HRMO
-Certified true copy of Oath of Office (1 original, 3 photocopies)	HRMO
-Certified true copy of Certificate of Assumption to Duty for newly appointed employee (1 original, 3 photocopies)	HRMO
-Statement of Assets, Liabilities and Networth (1 original, 3 photocopies)	Client
-Approved DTR for newly appointed employee (1 original, 3 photocopies)	HRMO
-BIR Form 1902 (1 original copy received by BIR, 3 photocopies)	BIR
Additional requirements for transferee (from one government office to another):	
-Clearance from money, property and legal accountabilities from the previous office (1 original, 3 photocopies)	Previous agency
-Certified true copy of pre-audited voucher of last salary from the agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned Auditor thereat (1 original, 3 photocopies)	Previous agency
-BIR Form 2316 (1 original, 3 photocopies)	Previous agency/BIR

-Certificate of Available Leave Credits (1 original, 3 photocopies) -Service Record (1 original, 3 photocopies) **Additional requirements for the representative:** -Authorization letter (1 original) -Valid ID of the representative (1 original, 1 photocopy) Photocopy of ID of the principal with three specimen signature (1 copy)	Previous agency Previous agency Principal Any government agency concerned Principal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit all requirements to the staff concerned for checking of veracity and completeness.	1.1 Check all requirements for completeness and veracity.	None	20 minutes	*HRM Aide* Human Resource Management Office
	1.2. Compute amount payable to employee as to the number of actual days of service	None	10 minutes	*HRMO I* Human Resource Management Office
	1.3 Prepare Disbursement Voucher (DV) based on the computation	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.4 Forward DV to the head of the requesting office for signature	None	5 minutes	*HRM Aide* Human Resource Management Office

	1.5 Process, review and sign the DV for the requesting office	None	4 hours	*Head of the Requesting Office* Requesting Office
	1.6 Claim the signed DV from the requesting office	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.7 Forward the DV to the Municipal Budget Office for certification as to existence of appropriation	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.8 Process, review and sign the DV as to the existence of appropriation	None	4 hours	*Municipal Budget Officer* Municipal Budget Office
	1.9 Retrieve the signed DV from Budget Office and encode at HRMO for monitoring	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.10 Forward DV to accounting office for processing, review and signing as to certification on obligation of allotment for the purpose indicated and completion of supporting documents	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.11 Process, review and sign the DV	None	1 day, 6 hours and 10 minutes	*Municipal Accountant* Municipal Accounting Office

	1.12 Retrieve the documents for monitoring	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.13 Forward the DV to treasury office for issuance of check and certification as to availability of fund	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.14 Process, Review, sign the DV and prepare check	None	4 hours	*Municipal Treasurer* Municipal Treasurer's Office
	1.15 Forward Check and DV to the Municipal Mayor for the approval of payment and signing of check	None	5 minutes	*RCC I* Municipal Treasurer's Office
	1.16 Process, Review and sign the check and the DV	None	1 day	*Municipal Mayor*
	1.17 Forward signed check and DV to accounting office for preparation of bank advice	None	5 minutes	*Clerk I* Office of the Municipal Mayor
	1.18 Prepare bank advice and forward to concerned bank	None	2 days	*Accounting Clerk II* Municipal Accounting Office
	1.19 Forward check, DV and bank advice to treasury office	None	5 minutes	*Clerk I* Municipal Accounting Office

	1.20 Inform payee to claim check	None	1 minute	*RCC I* Municipal Accounting Office
2. Receive check from the Municipal Treasurer's Office and sign at the logbook	2.1 Release check and hand the logbook to the client	None	5 minutes	*Municipal Treasurer* Municipal Treasurer's Office
	2.2 Furnish one (1) copy of DV and documents to HRMO for monitoring and filing of employee records	None	5 minutes	*RCC I* Municipal Treasurer's Office
	TOTAL:	None	6 days, 3 hours, 46 minutes	

PROCESSING OF PAYMENT OF FIRST SALARY qualified for multi-stage processing

PROCESSING OF TERMINAL LEAVE BENEFITS

Terminal Leave Benefits (TLB) is one of the perks a retired or separated employee receives after his retirement or separation as the case may be. It is a monetization of all the unused leave credits the employee earned during his active service in the agency which he needs to apply for.

Office or Division:	Human Resource Management Office
Classification:	Complex
Type of Transaction:	Government to Government - G2G
Who may avail:	Retired or Separated Employee of the Agency
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Principal	
Valid ID	Government Agency concerned
Duly accomplished Clearance from Money,Property, and Legal Accountability (CS Form 8)(1 original copy, 3 photocopies)	HRMO
Certificate of Leave Credits (4 original copies)	HRMO
Approved Leave Application (CS Form 6) (1 original copy, 3 photocopies)	HRMO
Complete Service Record (1 original copy,	HRMO

3 photocopies)				
Statement of Assets, Liabilities and Networth (SALN) (1 original copy, 3 photocopies)		HRMO		
Certified Photocopy of Appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest (4 copies)		HRMO		
Applicant's authorization (in affidavit form) to deduct all financial obligations with the LGU (1 original copy, 3 photocopies)		Client		
Affidavit of Applicant that there is no pending criminal investigation or prosecution against him/her (RA 3019) (1 original copy, 3 photocopies)		Notary Public		
In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1 original copy, 3 photocopies)		Client		
Additional requirements in case of death of claimant:				
Death Certificate authenticated by PSA (1 original, 3 photocopies)		PSA		
Marriage Contract authenticated by PSA (if applicable)(1 original copy, 3 photocopies)		PSA		
Birth certificates of all surviving legal heirs authenticated by PSA (1 original copy, 3 photocopies)		PSA		
Affidavit of Two Disinterested Persons for Designation of next of kin (1 original copy, 3 photocopies)		Notary Public		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
3. Submit all requirements to the staff concerned for checking of veracity and completeness.	1.1 Check all requirements for completeness and veracity.	None	20 minutes	*HRM Aide* Human Resource Management Office
	1.2. Prepare official computation of TLB	None	5 minutes	*HRMO I* Human Resource

	based on approved Leave Application (CS Form 6)			Management Office
	1.3. Forward the certification of TLB computation to the accounting office for review and signing	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.4 Process, review and sign the certification of TLB computation	None	4 hours	*Municipal Accountant* Municipal Accounting Office
	1.5 Retrieve the signed certification on TLB computation from the Accounting Office	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.6 Prepare Disbursement Voucher (DV) based on the official computation	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.7 Forward DV to the head of the requesting office for signature	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.8 Process, review and sign the DV for the requesting office	None	4 hours	*Head of the Requesting Office* Requesting Office
	1.9 Claim the signed DV from the requesting office	None	5 minutes	*HRM Aide* Human Resource Management Office

	1.10 Forward the DV to the Municipal Budget Office for certification as to existence of appropriation	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.11 Process, review and sign the DV as to the existence of appropriation	None	4 hours	*Municipal Budget Officer* Municipal Budget Office
	1.12 Retrieve the signed DV from Budget Office and encode at HRMO for monitoring	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.13 Forward DV to accounting office for processing, review and signing as to certification on obligation of allotment for the purpose indicated and completion of supporting documents	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.14 Process, review and sign the DV	None	1 day, 6 hours and 10 minutes	*Municipal Accountant* Municipal Accounting Office
	1.15 Retrieve the documents for monitoring	None	5 minutes	*HRM Aide* Human Resource Management Office
	1.16 Forward the DV to treasury office for issuance of check and certification as to availability of fund	None	5 minutes	*HRM Aide* Human Resource Management Office

	1.17 Process, Review, sign the DV and prepare check	None	4 hours	*Municipal Treasurer* Municipal Treasurer's Office
	1.18 Forward Check and DV to the Municipal Mayor for the approval of payment and signing of check	None	5 minutes	*RCC I* Municipal Treasurer's Office
	1.19 Process, Review and sign the check and the DV	None	1 day	*Municipal Mayor*
	1.20 Forward signed check and DV to accounting office for preparation of bank advice	None	5 minutes	*Clerk I* Office of the Municipal Mayor
	1.21 Prepare bank advice and forward to concerned bank	None	2 days	*Accounting Clerk II* Municipal Accounting Office
	1.22 Forward check, DV and bank advice to treasury office	None	5 minutes	*Clerk I* Municipal Accounting Office
	1.23 Inform payee to claim check	None	1 minute	*RCC I* Municipal Accounting Office
2. Receive check from the Municipal Treasurer's Office and sign at the logbook	2.1 Release check and hand the logbook to the client	None	5 minutes	*Municipal Treasurer* Municipal Treasurer's Office
	2.2 Furnish one (1) copy of DV and documents to HRMO for	None	5 minutes	*RCC I* Municipal Treasurer's Office

	monitoring and filing of employee records			
	TOTAL:	None	6 days, 7 hours, 51 minutes	

PROCESSING OF TERMINAL LEAVE BENEFITS qualified for multi-stage processing

FEEDBACK AND COMPLAINTS MECHANISM

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Answer the client feedback form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk , send message to the Official Facebook Page of the Municipality of Rizal, Nueva Ecija or email to lgurizalnuevaecija@gmail.com or bayaningkawani@gmail.com **Client Satisfaction Measurement Form will also be available for a given period to gauge and capture citizen experience in transacting with the agency.**
How feedbacks are processed	Every Friday, the Human Resource Management Officer or staff concerned opens the drop box, screenshots FB messages, prints emails and compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices. They are required to answer within three (3) days of receipt of the feedback. The answers of offices are then relayed to respective citizens. For inquires and follow-ups clients may contact the following telephone number: (044) 958-0992. Commendations will also be forwarded to the PRAISE committee for appropriate action.

How to file a complaint	Answer the client complaint form and drop it at the designated drop box in front of the Public Assistance and Complaints Desk. Complaints can also be filed via the following: Email: lgurizalnuevaecija@gmail.com or bayaningkawani@gmail.com Telephone: (044) 958-2598 or Facebook: Municipality of Rizal, Nueva Ecija Make sure to provide the following information: Name of person being complained, Incident, Evidence (s). For inquiries and follow-ups, clients may contact the following telephone number: (044) 958-0992 or via email at lgurizalnuevaecija@gmail.com and/or bayaningkawani@gmail.com
How complaints are processed	The complaints officer collects the complaints from the drop box, official agency facebook page, email or phone on a daily basis and evaluates each complaint. Upon evaluation, the complaints officer shall start the
	investigation and forward the complaint to the relevant office for their explanation. The complaints officer will create a report after the investigation and shall submit it to head of Agency for appropriate action. The complaints officer will give feedback to the client. For inquires and follow-ups, clients may contact the following telephone number: (044) 958-0992.
Contact Information of CCB, PCC, ARTA	ARTA: complaints @arta.gov.ph :1-ARTA (2768) PCC: 8888 CCB:0908-881-6565

LIST OF OFFICES

Office	Address	Contact Information
Office of the Municipal Mayor	2nd Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09209063906/(044) 958-0992
Office of the Municipal Vice Mayor and Sangguniang Bayan	2nd Floor, Legislative Bldg., Pob. Sur, Rizal, Nueva Ecija	09184437682
Municipal Disaster Risk Reduction and Management Office	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09171841376
Municipal Social Welfare and Development Office	2nd Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09989537066
Office of the Municipal Civil Registrar	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09178800142/09209640158
Municipal Health Office	Rural Health Unit, Poblacion Norte, Rizal, Nueva Ecija	09498688812
Municipal Agriculture Office	Municipal Agriculture Office, Poblacion Norte, Rizal, Nueva Ecija	09995677092
Office of the Municipal Assessor	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09235293535/09171055304
Municipal Engineering Office	2nd Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09610199860
Office of the Municipal Planning and Development Coordinator	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09062229619
Municipal Environment and Natural Resources Officer	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09171395036
Municipal Budget Office	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09989946147

Office of the Municipal Treasurer	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09183352226
Municipal Accounting Office	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09228946378/09179483638
Human Resource Management Office	Ground Floor, Municipal Hall Bldg., Pob. Sur, Rizal, Nueva Ecija	09178930159

APPROVED:

HANNA KATRINA L. ANDRES

Municipal Mayor