



## **LEGISLATIVE DEPARTMENT**

### **Office of the Sangguniang Bayan (SBO)**

#### **Citizen's Charter**



# Internal Services

## 1. Passage of a Resolutions:

**1.1. Authorizing the Municipal Mayor to Accept Donations and Enter Into a Memorandum of Agreement or Contracts;**

**1.2. Request Funding for Development Projects and Activities.**

**1.3. Approval of Annual Investment Programs and Other Developments Plans**

A resolution authorizing the municipal mayor is needed before the municipal mayor accepts a donation or enters into a Memorandum of Agreement or contracts. There are also instances when the Municipal Mayor requests the Sangguniang Bayan to pass a resolution requesting funds from government offices/agencies for development projects/programs/activities.

Development plans of the municipality as prepared by concerned offices under the Executive Department shall be approved by the Sangguniang.

<b>Office or Division:</b>	Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	Municipal Mayor			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One set (original copy)				
1. Letter or endorsement		Mayor's Office		
2. Draft Memorandum of Agreement,( for resolution authorizing the mayor)		Mayor's Office		
3. Original Copy of the Plan ( for resolutions approving the plan)		Requesting party		
4. Endorsement from Municipal Development Council Resolution endorsing/adopting the Annual Investment Plan/Program (AIP) ( for AIP, and for other plans (endorsement from concerned special bodies/committees)		Municipal Development Council o Other Special Bodies and/or Committees		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits the request AND receives file copy	1. Receives and verifies the documentary requirements	none	10 minutes	Administrative Officer I (Records Officer I
2. Requesting party waits for 35 days	2.1 Inclusion of the request in the agenda	none	One (1) day before the session	Secretary to the Sanggunian I/ Local Legislative Staff Officer IV
	2.2. Referral to the appropriate committee	none	1 minute	Presiding Officer



	2.3. Submission and inclusion of the Committee Report	none	Three (3) consecutive regular sessions after referral	Concerned Committee
	2.4. Deliberation and approval of the Committee Report	none	2 regular sessions	SB Members
	2.5. Approval of the resolution under second reading	none	1 regular session	SB Members
	2.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	2.7. Signing of the resolution	none	Two (2) days after printing	SB Members
3.Receives the document and signs the log book	3. Submission of the resolution to the Office of the Municipal Mayor	none	One (day) after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			35 days, 11 minutes	

*The passage of resolutions as stated above qualifies for multi-stage process.*

## 2. Enactment of Appropriation Ordinance Authorizing the Annual and/or Supplemental Budgets of the Municipality.

Section 318 of the Local Government Code of 1991 provides that the Local Chief Executive shall submit the executive budget to the sanggunian not later than the sixteenth (16<sup>th</sup>) of October of the current fiscal year. Likewise Section 319 of the Local Government Code of 1991 provides that on or before the end of the current fiscal year, the sanggunian shall enact, through an ordinance, the annual budget of the local government unit for the ensuing fiscal year on the basis of the estimates of income and expenditures submitted by the local chief executive.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G- Government to Government
<b>Who may avail:</b>	Municipal Mayor
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
One set (original copy)	
1. Transmittal letter signed by the mayor	Office of the Mayor
2. Executive Budget with the following: a. Annual Investment Program with attachments endorsed and endorsed by the Municipal Development Council	Office of the Mayor



b. Budget Message		Office of the Mayor		
c. Estimates of income and expenditures		Office of the Mayor , Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the transmittal letter with the Annual Executive Budget and Annual Investment Program on or before October 16 of each year	1. Receives and verifies the documentary requirements	none	10 minutes	Administrative Officer I (Records Officer I
2.. Requesting party waits for 41 working days	2.1 Inclusion of the request in the agenda	none	One (1) day before the session	Secretary to the Sanggunian I/ Local Legislative Staff Officer IV
	2.2. Referral to the appropriate committee	none	1 minute	Presiding Officer
	2.3. Preparation, submission and inclusion of the Committee Report	none	Three (3) consecutive regular sessions after referral	Concerned Committee
	2.4. Deliberation and approval of the Committee Report	none	1 regular session	SB Members
	2.5. Approval of the appropriation ordinance under second reading	none	2 regular sessions	SB Members
	2.6. Approval of the appropriation ordinance under third and final reading	none	1 regular session	SB Members
	2.7. Finalization and printing of the appropriation ordinance	none	Within three (3) working days after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV/Local Legislative Staff Officer I
	2.8. Signing of the appropriation ordinance	none	Two (2) days after printing	SB Members
	2.9 Submission of the appropriation ordinance to the Office of the Municipal Mayor	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
	2.10. Submission of the approved appropriation ordinance with the Annual Investment Program to the Sangguniang Panlalawigan for review	None	One (1) day after signing of the municipal mayor	Secretary to the Sanggunian I / Local Legislative Staff Officer IV/Local Legislative Staff Officer I



3.Receives the document and signs the log book	3. Issue copies of the approved and duly reviewed appropriation ordinance	none	5 minutes	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			43 working days and 16 minutes	

*The enactment of an appropriation ordinance authorizing the annual and/or supplemental budget as stated above qualifies for multi-stage process.*

## External Services

### 1. Issuance of Certified True copies or Photocopy of Official Documents

The certified true copies or photocopy of official documents are issued to individuals needing official documents for reference or other legal purposes.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to citizen G2G-Government to Government G2B-Government to Business Entity			
<b>Who may avail:</b>	The public, LGU-Barangay, Government Agencies/Offices, Business Sector, CSOs, Non-Government Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request or request slip (one original copy)		Requesting Party or Records section		
2. Official receipt (one photo copy)		Municipal Treasury Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up, sign, and submit the request slip	1. Receives the letter of request or request slip	Php55.00 per page for Certified true copies Php5.00 per page for photocopy	1 minute	Administrative Officer I (Records Officer I)
2. Receive the order of payment	2. Issue the order of payment		1 minute	Administrative Officer I (Records Officer I)
3. Proceed to the Municipal Treasury Office for payment and secure the official receipt	3. Receive the payment and issue official receipt		5 minutes	Revenue Collection Officer Municipal Treasury Office
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Prepare the certified true copy or photocopy of requested documents		25 minutes	Administrative Officer I (Records Officer I)
5. Wait for the certificate	5. Sign the certified true copy		1 minute	Secretary to the Sangguniang Bayan I



6. Receive the document and signs the log book	6. Issue the Certified true copy or photocopy of requested documents		1 minute	Administrative Officer I (Records Officer I)
<b>TOTAL:</b>		Php55.00 per page for Certified true copies  Php5.00 per page for photocopy	34 minutes	

## 2. Issuance of Certificate of Posting

For Water Permit Applications, the Certificate of Posting is issued after a period of fifteen (15) days from the day the Water Permit Application is received and posted on the Bulletin Board of the Office. The Certificate states that the application was posted within fifteen (15) days prescribed period. For Order of the Department of Agrarian Reform, the certificate of Posting is issued after a period of ten (10) days from the day the Order of the Department of Agrarian Reform Adjudication Board is received and posted on the bulletin boards of the Sangguniang Bayan. Other national agencies/offices also requires posting of applications.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to citizen G2B-Government to Business Entity G2G-Government to Government			
<b>Who may avail:</b>	Water permit applicants, land owners, business entity and other private sector			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request slip (one copy)		Records Section		
2. Official receipt (one photo copy)		Municipal Treasury Office		
3. Order of posting (one original copy)		National Water Resources Board (NWRB), Department of Agrarian Reform (DAR) or any national agencies/offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill up, sign and submit the request slip	1. Receive, stamp, and log in the letter (request for posting) and advise the applicant to wait to return after 15 days in the case of water application and 10 days in the case of Department of Agrarian Reform Order and other offices requiring for porting		1 minute	Administrative Officer I (Records Officer I)



<p>2. Applicant wait: 15 days for water application and other orders requiring the same number of days posting. 10 days for DAR order and other agencies/offices requiring the same number of days posting.</p>	<p>2. Post the water permit application</p>		<p>15 days for water permit application 10 days for Order of the Department of Agrarian Reform Adjudication Board and other applications</p>	<p>Administrative Officer I (Records Officer I )</p>
<p>3. Return to the Sangguniang Bayan Office after 15 days for water permit application 10 days for Order of the Department of Agrarian Reform Adjudication Board and other applications and wait for the order of payment</p>	<p>3. Prepare the Order of payment</p>		<p>Two (2) minutes</p>	<p>Administrative Officer I (Records Officer I )</p>
<p>4. Receive the order of payment and proceed to the Municipal Treasury Office for payment by showing the order of payment</p>	<p>4. Receive the payment and issue official receipt</p>	<p>Php55.00</p>	<p>5 minutes</p>	<p>Revenue Collection Officer Municipal Treasury Office</p>
<p>5. Return to the Sangguniang Bayan and submit the Official Receipt</p>	<p>5. Prepare the Certificate of Posting</p>		<p>Two (2) minutes</p>	<p>Administrative Officer I (Records Officer I )</p>
<p>6. Wait for the certificate</p>	<p>6. Sign the Certificate of Posting</p>		<p>One (1) minute</p>	<p>Secretary to the Sangguniang Bayan I</p>
<p>7. Receive and sign the document/log book</p>	<p>7. Issue the Certificate of Posting</p>		<p>One (1) minute</p>	<p>Administrative Officer I (Records Officer I )</p>
<p style="text-align: center;"><b>TOTAL:</b></p>		<p>Php55.00</p>	<p>15 days, 12 minutes- Water Permit Application 10 days, 13 minutes- Order of the Department of Agrarian Reform Adjudication Board and other applications</p>	

The issuance of Certificate of Posting is mandated by national issuances/laws.





### 3. Issuance of Resolution of Accrediting People's Organization, CSOs, or Non-government Organizations

Article 64 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the guidelines to be observed by the sanggunian in the accreditation of People's Organizations, Non-government Organizations or the Private Sector in Local Special Bodies .

Likewise, Department of Interior and Local Government Memorandum Circular No. 2019-72 provides for the guidelines on accreditation of Civil Society Organizations and selection of representatives to the Local Special Bodies.

<b>Office or Division:</b>	Sangguniang Bayan		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business entity		
<b>Who may avail:</b>	People's Organizations, Non-government Organizations or the Private Sectors		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Applicants submits two (2) sets of documentary requirements ( one original and one photocopy)			
1. Letter of intent		Requesting Party  Note: Blank form is available at the Records' Section, Sangguniang Bayan Office	
2. Duly accomplished Application Form for Accreditation		Blank form is available at the Records' Section, Sangguniang Bayan Office	
3. Board resolution of the people's organization, NGOs or the private sector concerned signifying intention for accreditation		Requesting party	
4. Certificate of Registration and Constitution and By-Laws		SEC, DOLE, CSC, etc	
5. List of Current Officers and Members		Requesting party	
6. Original Sworn Statement stating that the CSO/PO/Non-government Organization is an independent, non-partisan organization and that it will retain its autonomy while pursuing the advancement of the peoples' interest through its membership in a local special body, after securing a Certificate of Accreditation.		Requesting Party	
7. Annual Accomplishment Report for the immediately preceding year . (for existing)		Requesting party	
8. 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 sources of funds (for existing)		Requesting party	
9. Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' secretary (for existing)		Requesting party	





10. For CSOs applying to be members of the Local School or Health Board, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services.		Requesting party		
11. PNP Clearance of the Association		PNP-Tuba		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant present/submit two (2) sets of documentary requirements	1. Verify the completeness of documents and make a checklist of the documents. Application with lacking documents not be accepted	none	10 minutes	Administrative Officer I (Records Officer I
2. Applicant waits for the processing of the application for twenty nine (29) days and return to the Sangguniang Bayan	2. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: 2.1. One copy for the applicant 2.2 One for the SBO	none	3 minutes	Administrative Officer I (Records Officer I
	2.3. Include the application in the Order of Business	none	One (1) working day before the session	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	2.4. Referral to the appropriate committee.	none	1 minute	Presiding Officer
	2.5. The Committee report shall be presented in the sanggunian for its disposition	none	Not later than three (3) consecutive regular sessions after it has been referred to it	Concerned Committee
	2.6. Should the sanggunian decide to grant the application, a resolution must be passed accrediting the applicant as a duly organized people's organization, civil society organization or non-government organization in the Municipality of Tuba	none	One (1) consecutive regular session after the approval of the committee report	SB Members
	2.7. Should the sanggunian decide to deny the application, a resolution shall be passed stating the grounds for denial	none	Not later than One (1) regular session after the approval of the committee report	



	2.8. Finalization and printing of the Resolution	none	One (1) day after its approval	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	2.9. Singing of the resolution	none	Two (2 days) after printing	SB Members
	2.10 Preparation of the Certificate of Accreditation	none	3 minutes	Administrative Officer III (Records Officer II)
	2.11. Signing of the Certificate of Accreditation	none	1 minute	Presiding Officer
3. Receive the document and signs the logbook	3. Issuance of the Resolution and Certificate of Accreditation	none	1 minute	Administrative Officer III (Records Officer II)
	<b>TOTAL:</b>		29 working days, 18 minutes	

The passage of a resolution accrediting people's organization, civil society organizations, or non-government associations qualify for multi-stage process.

#### 4. Enactment of Ordinance Reclassifying Agricultural Lands

Section 20 of the Local Government Code of 1991 provides that the municipality may, through an ordinance passed by the sanggunian after conducting public hearings for the purpose, authorize the reclassification of agricultural lands and provide for the manner of their utilization or disposition.

<b>.Office or Division:</b>	Sangguniang Bayan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business	
<b>Who may avail:</b>	Landowners	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	Two sets (1 set original copy and/or Certified True Copy whichever is applicable)	
	1. Letter of application	Requesting party
	2. Special Power of Attorney, if applicant is other than the owner of the land	PAO or Private lawyer
	3. Original of Transfer Certificate of Title and/or other documents establishing ownership of the land	Registry of Deeds
	4. Certificate of updated Real Property Tax Payments	Municipal Treasury Office
	5. Locational Plan and/or Vicinity Map	Requesting officer
	6. Certification from the National Irrigation Administration that the land is not irrigated or irrigable	National Irrigation Administration
	7. Certification from the Department of Agriculture that the land is not necessary for the food sufficiency program.	Department of Agriculture



8. Certification from the Department of Agrarian Reform that the land is not subject of voluntary sale, voluntary land transfer or Notice of Coverage under RA 6657 and that the reclassification of the property will not prejudice the rights of any agrarian reform beneficiary		Department of Agrarian Reform		
9. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical and that the proposed project or intended use is ecologically safe and sound.		Department of Environment and Natural Resources		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant present/submit two (2) sets of documentary requirements	1. Receive and verify the completeness of documents and make a checklist of the documents. Application with lacking documents not be accepted	none	10 minutes	Administrative Officer I (Records Officer I
2. Receive the file copy	2. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: 2.1. One copy for the applicant 2.2 One for the SBO	none	5 minutes	Administrative Officer I (Records Officer I
3. Applicant wait for forty one (41) working days	2.3. Includes the application in the agenda	none	One (1) working day before the session	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	2.4. Refers to the appropriate committee.	none	1 minute	Presiding Officer
	2.5. The Committee report shall be presented in the sanggunian for its disposition	none	Not later than two (2) regular sessions after public hearing. Public hearing should be calendared 15 working days from referral (Section 127-SB IRP)	Concerned Committee
	2.6. Deliberation of the Committee Report	none	One (1) regular session	SB Members
	2.7. Approval of ordinance reclassifying the agricultural land or	none	Not later than two (2) consecutive regular	SB Members



	denying the request for reclassification under second reading		sessions after the approval of the committee report	
	2.8. Approval on third and final reading	none	One (1) regular session after its approval under second reading	SB Members
	2.9. Finalization and printing of the ordinance	none	One (1) day after its approval	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	2.10. Singing of the ordinance	none	Two (2 days) after printing	SB Members
	2.11. Forward the ordinance to the Municipal Mayor for signing	none	One (1) day after all or majority of the SB Members signed	Administrative Officer III (Records Officer II)
3. Return to the Sangguniang Bayan Office after 41 working days and receive the document and signs the logbook	3. Release the document	none	I minute	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			41 working days, 17 minutes	

*The enactment of an ordinance reclassifying agricultural lands require multi-stage processes.*

## 5. Issuance of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)	
1. Duly accomplished application Form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Documents attesting to the applicant's Filipino citizenship (e.g CTC, Driver's License)	Requesting party
3. Barangay Clearance	Barangay where the requesting party is a resident or where he/she intends to operate a tricycle for hire



4. Police Clearance		Tuba-PNP		
5. TODA Certification and clearance issued by their respective association that the applicant is a member and is cleared of his obligation to the TODA. Should the TODA President fail to issue the herein required clearance without fault of the member applicant and without valid or lawful cause to refuse to issue the same within seven (7) days upon application thereof shall be deemed to have been issued a clearance in favour of the TODA member applicant.		Tricycle Operator's and Drivers' Association		
PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:				
1. Clean windshields				
2. Garbage Receptacle				
3. Functioning horn that does not emit exceptionally loud or startling sound;				
4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;				
5. Tail light, including license plate light;				
6. Top chain extending to the rear wheel;				
7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;				
8. Light installed inside the sidecar and kept lighted while plying the routes;				
9. Anti-noise equipment/silencer;				
10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
11. Fully operating mufflers; and				
12. Roadworthiness of the tricycle/pedicab unit.				
REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):				
1. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
2. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
3. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
4. Photocopy of Two (2) valid IDs.		Requesting party		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	5 minutes	Administrative Officer I (Records Officer I)



2. Receive order of payment	2. Issue order of payment: and inform the client that such fees are non-refundable in case the application will be denied.	none	1 minute	Administrative Officer I (Records Officer I)
3. Proceed to the Municipal Treasury Office to pay the required fees. Make sure to secure the official receipt	3. Receive payment and issue official receipt	Filing fee -150.00 Inspection fee 55.00 Subscription fee 55.00	5 minutes	Revenue Collection Officer Municipal Treasury Office
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	5 minutes	Administrative Officer I (Records Officer I)
5. Wait for 39 working days which can be extended for another 20 working days	5.1 Forwards the application to the MTPPC	none	One(1) working day after receipt of the application	Administrative Officer I (Records Officer I)
	5.2 MTPPC conducts preliminary review and inspection of the unit	.none	10 working days from receipt	MTTPC
	5.3. Preparation and submission of MTPPC report	none	not later than two (2) consecutive regular sessions after inspection	MTTPC
	5.4. Inclusion of the MTPPC report in the agenda	none	One (1) working day before the session	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	5.5. Deliberation and adoption of the MTPPC report	none	One (1) regular session after its referral	SB Members
	5.6. MTTFRB Hearing: Whether to grant or deny the application.  <i>If denied:</i> Notify the applicant and state the reason for the denial. (end of transaction)	none	One (1) regular session after adoption of the MTPPC report	MTTFRB
	5.7. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience (if approved)	none	One (1) day after its approval	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	5.8. Signing of the resolution granting the franchise or Certificate of Public Convenience	none	Two (2) days after the printing of the resolution	SB Members





6. Return to the Sangguniang Bayan Office after 39 working days Receive the order of payment	6. Issue order of payment:	None	1 minute	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
7. Proceed to the Municipal Treasury Office and pay the required fees as per order of payment. Make sure to secure the official receipt	7. Receive payment and issue official receipt	Annual Franchise fee per unit- 330.00 Police Clearance-55.00 Mayor's Permit fee-100.00 Regulation fee - 55.00 Sticker - 60.00	5 minutes	Revenue Collection Officer Municipal Treasury Office
8. Return to the Sangguniang Bayan Office and submit the official receipt	8.1 Receive the OR and prepare the CPC or franchise and the Motorized Tricycle Operators Permit and forward to the concerned authority for signing	none	10 minutes	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)
	8.2. Sign the CPC or franchise	none	1 minute	Municipal Vice Mayor and Secretary to the Sanggunian
	8.3 Sign the Motorized Tricycle Operators Permit	none	1 minute	Municipal Vice Mayor
9. Receive the documents and sign the log book	9. Release the CPC or franchise, SB resolution and MTOP	none	One (1) day after all or majority of the SB members signed the resolution	Administrative Officer III (Records Officer II)  Local Legislative Staff Officer IV
<b>TOTAL:</b>		Php860.00	39 working days, 24 minutes which can be extended for another 20 working days	

*The grant of Certificate of Public Convenience or Franchise to operate tricycle for hire qualifies for multi-stage process.*

## **6. Approval of Application for Amendment of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire and Motorized Tricycle Operators Permit (MTOP)**

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grant franchises for the operation thereof within the territorial jurisdiction of the municipality.

Amendment of franchise and MTOP is needed when there is a change of motor or unit.





<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)	
1. Duly accomplished application Form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.	Requesting party (owner's copy) or Sangguniang Bayan Office
3. Original and photocopy of CR and latest OR of the old and new motorcycle unit.	Land Transportation and Franchising Regulatory Board (LTFRB)
4. Photocopy of Two (2) valid IDs.	Requesting party
<b>PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:</b>	
1. Clean windshields	
2. Garbage Receptacle	
3. Functioning horn that does not emit exceptionally loud or startling sound;	
4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;	
5. Tail light, including license plate light;	
6. Top chain extending to the rear wheel;	
7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;	
8. Light installed inside the sidecar and kept lighted while plying the routes;	
9. Anti-noise equipment/silencer;	
10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;	
11. Fully operating mufflers; and	
12. Roadworthiness of the tricycle/pedicab unit.	
<b>REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):</b>	
1. Duly accomplished application form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.	Sangguniang Bayan Office
3. Original and photocopy of CR and latest OR of the old and new motorcycle unit.	Land Transportation and Franchising Regulatory Board (LTFRB)
4. Photocopy of Two (2) valid IDs.	Requesting party



Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	5 minutes	Administrative Officer I (Records Officer I)
2. Receive order of payment	2. Issue order of payment:	none	1 minute	Administrative Officer I (Records Officer I)
3. Proceed to the Municipal Treasury Office and secure the official receipt	3. Receive payment and issue official receipt	Filing fee - 150.00 Inspection fee - 55.00 Subscription fee - 55.00	5 minutes	Revenue Collection Officer Municipal Treasury Office
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Receive the OR	none	5 minutes	Administrative Officer I (Records Officer I)
5. Receive the file copy	5. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	2 minutes	Administrative Officer I (Records Officer I)
6. Wait for 39 working days which can be extended for another 20 working days	6.1 Forwards the application to the MTPPC	none	One(1) working day after receipt of the application	Administrative Officer I (Records Officer I)
	6.2. MTPPC conducts preliminary review and inspection of the unit	.none	10 working days from receipt	MTPPC
	6.3. Preparation and submission of MTPPC report	none	not later than two (2) consecutive regular sessions after inspection	MTPPC
	6.4. Inclusion of the MTPPC report in the agenda	none	One (1) working day before the session	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	6.6. Deliberation and adoption of the MTPPC report	none	One (1) regular session after its referral	SB Members
	6.7. MTFRB Hearing: Whether to grant or deny the application.	none	One (1) regular session after adoption of the MTPPC report	MTFRB



	6.8. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none	One (1) day after its approval	Secretary to the Sangguniang Bayan I/ Local Legislative Staff Officer IV
	6.9. Signing of the resolution granting the franchise or Certificate of Public Convenience	none	Two (2) days after the printing of the resolution	SB Members
	6.10. Prepare the CPC or franchise and the Motorized Tricycle Operators Permit	none	10 minutes	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)
	6.11. Sign the CPC or franchise	none	1 minute	Municipal Vice Mayor and Secretary to the Sanggunian
	6.12 Sign the Motorized Tricycle Operators Permit	none	1 minute	Municipal Vice Mayor
7. Return to the Sangguniang Bayan Office after 39 working days to receive the CPC or franchise, SB resolution and MTOP	7. Issue/Release the CPC or franchise, SB resolution and MTOP	none	One (1) day after all or majority of the SB members signed the resolution	Administrative Officer III (Records Officer II) Local Legislative Staff Officer IV
<b>TOTAL:</b>		Php260.00	39 working days, 24 minutes which can be extended for another 20 working days	

*The approval of application for amendment of Certificate of Public Convenience or Franchise and MTOP to operate tricycle for hire requires multi-stage processes.*

## 7. Approval of Motorized Tricycle Operators Permit (MTOP) Renewal

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grand franchises for the operation thereof within the territorial jurisdiction of the municipality.

Once a franchise and MTOP are granted, there is a need for annual renewal of MTOP

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Citizen
<b>Who may avail:</b>	Tricycle operators with valid CPC
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:	
1. Clean windshields	
2. Garbage Receptacle	
3. Functioning horn that does not emit exceptionally loud or startling sound;	



4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;				
5. Tail light, including license plate light;				
6. Top chain extending to the rear wheel;				
7. White head lights in front and red tail light with functioning stop light in the rear, visible at least 50 meters from the front and rear of the tricycle or bicycle and functioning under all weather conditions and lighted starting 6:00 pm to 6:00 am;				
8. Light installed inside the sidecar and kept lighted while plying the routes;				
9. Anti-noise equipment/silencer;				
10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
11. Fully operating mufflers; and				
12. Roadworthiness of the tricycle/pedicab unit.				
<b>DOCUMENTARY REQUIREMENTS</b>				
Submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies))				
1. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
2. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
3. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
4. Photocopy of Two (2) valid IDs.		Requesting party		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the verified application with the complete documentary requirements	1. Receive and verify the completeness of documents	none	10 minutes	Administrative Officer I (Records Officer I)
2. Receive the file copy	2. Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO	none	2 minutes	Administrative Officer I (Records Officer I)
3. Wait for 39 working days which can be extended for another 20 working days	3.1 Forwards the application to the MTPPC thru the secretariat for the conduct of inspection	none	One(1) working day after receipt of the application	Administrative Officer I (Records Officer I)
	3.2. MTPPC conducts preliminary review and inspection of the unit	none	10 working days from receipt	MTPPC



	3.3. Preparation and submission of MTPPC report	none	not later than two (2) consecutive regular sessions after inspection	MTPPC
	3.4. Inclusion of the MTPPC report in the agenda	none	One (1) working day before the session	Secretary to the Sangguniang Bayan / Local Legislative Staff Officer IV
	3.5. Deliberation and adoption of the MTPPC report	none	One (1) regular session after its referral	SB Members
	3.6. MTTFRB Hearing: Whether to grant or deny the application.	none	One (1) regular session after adoption of the MTPPC report	MTTFRB
	3.7 Finalization and printing of the resolution granting the MTOP	none	One (1) day after its approval	Secretary to the Sangguniang Bayan / Local Legislative Staff Officer IV
	3.8. Signing of the resolution granting the franchise or Certificate of Public Convenience	none	Two (2) days after the printing of the resolution	SB Members
4. Return to the Sangguniang Bayan Office after 39 working days and receive the order of payment	4. Issue the order of payment:	none	1 minute	Secretary to the Sangguniang Bayan / Local Legislative Staff Officer IV
5. Proceed to the Municipal Treasury office for payment as per the order of payment	5. Receive payment and issue official receipt:		5 minutes	Revenue Collection Officer Municipal Treasury Office
	Annual Franchise fee per unit	330.00		
	Inspection	55.00		
	Police Clearance	55.00		
	Mayor's Permit fee	100.00		
	Regulation fee	55.00		
	Sticker	60.00		
6. Submit the official receipt to the Sangguniang Bayan Office	6. Accept the OR and prepares the Motorized Tricycle Operators Permit	none	10 minutes	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)
	6.1 Sign the Motorized Tricycle Operators Permit	none	1 minute	Municipal Vice Mayor
7. Receive the CPC or franchise and signs the log book	7. Release of the CPC or Franchise.	none	One (1) day after all or majority of the SB members signed the resolution	Administrative Officer III (Records Officer II)  Local Legislative Staff Officer IV
<b>TOTAL:</b>		Php655.00	20 working days, 29 minutes	

*The approval of application for the amendment of Certificate of MTOP qualifies for multi-stage processes.*



## 8. Approval of Application/Request for Tricycle Fare Increase

Section 447 of the Local Government Code of 1991 provides that subject to the guidelines prescribed by the Department of Transportation and Communications, the Sangguniang bayan shall regulate the operation of tricycles and grand franchises for the operation thereof within the territorial jurisdiction of the municipality.

<b>Office or Division:</b>	Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizen			
<b>Who may avail:</b>	Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicants submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies))				
1. Request letter or petition with the proposed fare rates		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Receives the request	none	1 minute	Administrative Officer I (Records Officer I)
2. Receive the file copy	2. Give the file copy			
3. Wait for the notice of public hearing	3.1 Include the request in the agenda	none	One (1) day before the SB session	SB Secretary
	3.2. Referral to appropriate committee	none	1 minute	Presiding Officer
4. Receives notice of public hearing	4. Issue notice of public hearing	none	5 minutes	SB Secretary
5. Attend the public hearing	5. Conduct public hearing	none	15 working days from referral.	Appropriate committee
6. Wait for the Sangguniang Bayan action within 29 days	6. Preparation and inclusion of the committee report	none	two (2) consecutive regular sessions after public hearing	Appropriate committee
	6.1 Deliberation and approval of the committee report	none	One (1) regular session	SB members
	6.2. Deliberation and approval on second reading	none	2 regular sessions	SB members
	6.3. Finalization and printing of the resolution approving the fare increase	none	1 day from date of approval	SB Secretary
	6.4. Signing of the resolution	none	2 days from date of printing	SB members
7. Return to the sangguniang Bayan Office after 29 days and secure the order of payment.	7. Issue order of payment	none	1 minute	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)





8 Proceed to the Municipal Treasury Office, pay the required fees and secure the official receipt	8. Receive payment and issue official receipt: Fare adjustment fee	200.00	5 minutes	Revenue Collection Officer Municipal Treasury Office
9. Return to the Sangguniang Bayan and submit the official receipt	9. Prepare the Motorized Tricycle Operators Permit	none	10 minutes	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)
10. Receive the document and sign the log book	10. Issue/Release the approved fare rate	none	1 minute	Local Legislative Staff Officer IV Administrative Officer III (Records Officer II)
<b>TOTAL</b>		Php200.00	42 days and 19 minutes	

*The approval of petition for increase of fare rates requires multi-stage processes.*

## 9. Issuance of Certificate of Presentation by the Sangguniang Bayan

Municipal Ordinance No. 389, series of 2020 provides for guidelines for the issuance by the Sangguniang bayan of Certification of Presentation.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business entity
<b>Who may avail:</b>	<ol style="list-style-type: none"> <li>a. Industrial and Commercial sand and gravel projects</li> <li>b. Large and Small Scale Mining Operations</li> <li>c. Renewable Energy Power Plants</li> <li>d. Waste to Energy Projects</li> <li>e. Engineered Sanitary Landfill</li> <li>f. Mining Explorations</li> <li>g. Cell Sites and other Telecommunication Facilities</li> <li>h. Other projects and businesses that by law, requiring endorsement and/or certification of presentation.</li> </ol>
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy)	
1. Letter of intent/request stating the nature, description, location and the total land area of the project and/or business.	Requesting party
2. Sangguniang Barangay Resolution of Indorsement and/or interposing no objection.	Barangay where the project and/or business will be conducted.
3. Minutes of the public consultation conducted by the applicant with the residents of the barangay/s concerned	Barangay where the project and/or business will be conducted.
4. Attendance during the consultation.	Barangay where the project and/or business will be conducted.





5. Topographic plan/vicinity plan of the project duly signed and sealed by a licensed geodetic engineer.		Licensed Geodetic Engineer		
6. Memorandum of Agreement or any other agreement executed by the applicant and the barangay and any other concerned parties stipulating the shares of the barangays, IPs and any other benefits, if applicable		Requesting party		
7. Certified true copy of the proof of ownership and/or joint venture agreement or any other agreement of similar nature, if applicable		Requesting party/Municipal Assessor's Office/Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three (3) sets of letter of intent/request attached therewith all the documentary requirements to the Office of the Secretary of the Sanggunian	1. Receives and verifies the completeness of documents and make a checklist of the documents. Application with lacking documents will not be accepted	none	10 minutes	Administrative Officer I (Records Officer I
2. Receive the file copy	2. Stamps the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One copy for the SBO c. Committee concerned	none	5 minute	Administrative Officer I (Records Officer I
3. Wait for 43 working days which can be extended for another 20 working days	3.1 Include the application in the Order of Business	none	One (1) day before the session	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	3.2. Referral to the appropriate committee	none	1 minute	Presiding Officer
	3.3. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the application and the setting of date for site inspection.	none	Two (2) working days after its referral	Concerned Committee
	3.4, Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none	Ten (10) working days after the committee evaluation	Concerned Committee
	3.5. Preparation and submission of the Committee Report	none	Ten (10) working days from receipt of the recommendation of the MENRO	Concerned Committee



	3.6. Inclusion of the Committee Report in the agenda	none	One (1) before session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	3.7. Deliberation of the Committee report: Setting of schedule for the applicant's presentation to the SB of the proposed project.	none	One (1) regular session	SB Members
	3.8. Passage of a Resolution certifying that the applicant presented to the SB the scope of the proposed project.	none	Two (2) regular sessions	SB Members
	3.9. Finalization and printing of the resolution	none	One (1) day from its approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	3.10. Signing of the resolution	none	Two (2) days after printing	SB Members
4.1 Return to the Sangguniang Bayan Office after 43 working days. 4.2 Receive the document and signs the log book	13. Issue/release of the resolution	none	One(1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			43 working days, 16 minutes which can be extended for another 20 working days	

*The issuance by the Sangguniang Bayan of Certification of Presentation requires multi-stage processes.*

## 10. Review of Barangay Ordinances

Section 57 of the Local Government Code of 1991 provides that the Sangguniang Bayan shall within thirty (30) days from receipt thereof, return the same with its comments and recommendations to the Sangguniang Barangay concerned for adjustment, amendment, or modification.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G-Government to Government
<b>Who may avail:</b>	The thirteen (13) barangays of the Municipality of Tuba
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Two (2) sets of approved Ordinance (one original copy and one photocopy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the approved ordinance to the Sangguniang Bayan	1. Receive and stamps the copy of the ordinance	none	2 minutes	Administrative Officer I (Records Officer I)
2. Receive the file copy	2. Give the file copy	none	1 minute	Administrative Officer I (Records Officer I)
3. Wait for SB action for twenty six (26) days	3.1 Include in the order of business	none	One (1) working day before session	Secretary to the Sanggunian I/ Local Legislative Staff Officer IV
	3.2 Referral to appropriate committee	none	1 minute	Presiding Officer
	3.3 Preparation and submission of the Committee report for inclusion in the agenda	none	Two (2) consecutive regular sessions after the Municipal Finance Committee submitted its technical review	Concerned Committee
	3.4. Deliberation and approval of the Committee Report	none	1 regular session	SB Members
	3.5. Approval of resolution giving favorable or unfavorable review under second reading	none		SB Members
	3.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I/ Local Legislative Staff Officer IV
	3.7. Signing of the resolution	none	Two (2) days after printing	SB Members
4.1 Return to the Sangguniang Bayan Office after 26 days. 4.2 Receive the document and sign the log book	4. Furnish copies of the resolution to the concerned barangay	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			26 days and 4 minutes	

*The period within which to review barangay ordinances is thirty (30) days pursuant to Section 57 of the Local Government Code.*



## 11. Issuance of Resolutions of Indorsement.

The Sangguniang Bayan receives request from the thirteen barangays, people's organization and other sectors in the municipality requesting endorsement of their resolutions.

<b>Office or Division:</b>	Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizens G2G-Government to Business Entity			
<b>Who may avail:</b>	Barangays, citizens and other sectors of the community			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One set (original copy)				
1. Letter of request		Requesting party		
2. Approved resolution, for endorsement of resolutions		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request	1. Receives and verifies the documentary requirements	none	9 minutes	Administrative Officer I (Records Officer I)
2. Receive the file copy	2. Give the file copy	none	1 minute	Administrative Officer I (Records Officer I)
3. Wait for 30 days	3.1 Include the request order of business	none	One (1) day before the session	Secretary to the Sanggunian I/ Local Legislative Staff Officer IV
	3.2 Referral to the appropriate committee	none	1 minute	Presiding Officer
	3.3. Submission and inclusion of the Committee Report	none	Three (3) consecutive regular sessions after referral	Concerned Committee
	3.4. Deliberation and approval of the Committee Report	none	1 regular session	SB Members
	3.5. Approval of the resolution under second reading	none	1 regular session	SB Members
	3.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	3.7. Signing of the resolution	none	Two (2) days after printing	SB Members
4. Return to the Sangguniang Bayan Office after 30 days. Receive the document and sign the log book	4. Issue/release of the resolution	none	One (day) after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			30 days, 11 minutes	

*The passage of resolutions as stated above qualifies for multi-stage process.*



## 12. Review of Barangay Appropriation Ordinance

Section 333 of the Local Government Code of 1991 provides that the Sangguniang Bayan shall have the power to review barangay budget within sixty (60) days after receipt.

<b>Office or Division:</b>	Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	The thirteen (13) barangays of the Municipality of Tuba			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Two (2) sets (one original and one photocopy)				
1. Transmittal letter ( original copy		Requesting party		
2. Appropriation Ordinance		Requesting party		
2. Annual Investment Program with the following attachments:  * Local Disaster Risk Reduction and Management Plan * Indicative Annual Procurement Plan * List of PPAs for the Local Council for the Protection of Children * List of PPAs for Senior Citizens and Persons with Disabilities * List of PPAs to Combat Acquired Immune Deficiency Syndrome * List of PPAs to address the problem of illegal drugs * Local Devolution Transition Plan		Requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit two (2) copy of the approved barangay appropriation ordinance with complete attachment	1. Receive, verify the completeness of the documentary requirements and stamps the copy of the appropriation ordinance	none	9 minutes	Administrative Officer I (Records Officer I)
2. Receive the file copy	2. Give the file copy	none	1 minute	Administrative Officer I (Records Officer)
3. Wait for forty eight (48) calendar days	3.1. Inclusion of the barangay ordinance in the agenda	none	One (1) day before the session	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	3.2 Referral to appropriate committee	none	1 minute	Presiding Officer
	3.3 Concerned committee forwards to the Municipal	none	One (1) day after referral	Chairman, Concerned Committee



	Finance Committee for preliminary review			
	3.4 Technical review by the Municipal Finance Committee	none	10 days	Municipal Finance Committee
	3.5 Preparation and Submission of the Committee report for inclusion in the agenda	none	Three (3) consecutive sessions from receipt of the preliminary review of the Municipal Finance Committee	Concerned committee
	3.6 Deliberation and approval of the Committee Report	none	One (1) regular session from the time it was calendared	SB Members
	3.7 Approval of resolution declaring the appropriation ordinance operative in its entirety or operative in part. under second reading	none	Two (2) regular sessions after approval of the committee report	SB Members
	3.8 Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	3.9 Signing of the resolution	none	Two (2) days after printing	SB Members
4. Return to the Sangguniang Bayan Office after 48 days.  Receive the document and sign the log book	4. Furnish copies of the resolution to the concerned barangay through the Municipal Budget Office	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			58 days, 11 minutes	

*\*Review of Barangay Appropriation Ordinance – qualifies for multi-stage process.*

### **13. Administrative Investigation Against Elective Barangay Officials of the Municipality of Tuba**

Section 61 of the Local Government Code of 1991 provides that complaint against elective barangay officials shall be filed with the Sangguniang Panlungsod or Sangguniang Bayan concerned whose decision shall be final and executory.

Section 66 of the Local Government Code of 1991 provides that the investigation of the case shall be terminated within ninety (90) days from the start thereof and within thirty (30) days after the end of the investigation a decision shall be rendered in writing stating clearly and distinctly the facts and the reasons for such decision.



<b>Office or Division:</b>	Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Citizens			
<b>Who may avail:</b>	Any private individual or any government officer or employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
I. Two (2) sets of Verified Complaint with affidavit of witnesses (1 original and/or certified true copy and one photocopy) . Additional copies for respondent/s must be original copies and/or certified true copies		Requesting party with the assistance of the a lawyer		
Form of Complaint:				
1. The complaint must be under oath and accompanied by affidavits of witnesses or evidences in support of the charge and shall be addressed to the Sanggunian.				
2. It shall be drawn in clear, simple, and concise language and in methodical manner as to appraise the respondent of the nature of the charge against him to enable him to prepare his defense.				
3. The party filing the complaint shall be called the complainant,				
4. The official against whom the complaint is filed shall be called the respondent.				
5. The official against whom the complaint is filed shall be called the respondent.				
6. It must contain the following: a. Full name and address of the Complainant; b. Full name and address of the Respondent as well as his position and office. c. A Narration of the relevant and material facts which shows the acts and omissions allegedly committed by the Respondent. Documentary evidence and sworn statements and affidavits of witnesses, if any, should be attached as annexes; d. A certification by the Complainant that no other administrative action or complaint against the same party involving the same acts or omissions and issues has been filed before any agency or administrative body performing quasi-judicial functions.				
II. Proof of service to the Office of the Municipal Mayor and MGLOO				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit or files two (2) sets, (one original and/or certified true copy and one photocopy) of the verified complaint plus additional copies corresponding to the number of the Respondent/s shall be filed with the Office of the Sangguniang Bayan	1.1 Receive and verify the completeness of the document. If complete, stamp the verified complaint and assign a docket number. 1.2 If the documents is non-compliant, informs the complainant of the lacking		Ten (10) minutes	Administrative Officer I (Records Officer I)





	requirements and returns the document.			
2. Receive Order of Payment.	2. Issue order of payment	none	One (1) minute	Administrative Officer I (Records Officer)
3. Proceed to the Municipal Treasury for payment of the required fees indicated in the order of payment and secure the official receipt	3. Receive payment and issue official receipt	Php500.00	5 minutes	Revenue Collection Clerk - MTO
4. Return to the SBO and submit the Official Receipt	3. Accept OR and give one (1) copy of the received verified complaint to the complainant	none	Two (2) minutes	Administrative Officer I (Records Officer)
4. Wait for the conduct of the preliminary investigation within 28 days	4.1 Prepare order requiring the respondent to submit a verified answer	none	Within one (1) day from receipt	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	4.2. Issues an order requiring the respondent to submit his verified answer within a non-extendible period of 15 calendar days from receipt thereof.	none	Seven (7) days from receipt of the complaint	Vice Mayor
	4.3. Upon receipt of the Answer, calendars the Complaint and the Answer in the next regular session	none	One (1) day before the SB session	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	4.4. Referral to concerned committee	none	1 minute	Presiding Officer
	4.5. Preliminary investigation. Evaluates and determines whether there is a prima facie case to warrant the institution of formal administrative proceedings or dismissal motu proprio and prepares the committee report	none		
	4.6 If there exist no prima facie evidence against the respondent, the Sangguniang may during the regular session, motu proprio dismiss the case.	none		
	4.7. Preparation of order of dismissal	none		
	4.8. If there is a prima facie case, requires parties to submit respective preliminary conference brief	none		
			Within twenty (20) days from referral	Presiding Officer or Chairman of Ad hoc Committee



	4.9. Issue order of preliminary conference	none		
	4.10. Recommend to the mayor the preventive Suspension of the respondent if evidence of guilt is strong	none		
5. Receive the order of preliminary conference	5. Issue order of preliminary conference	none		
6. Submit preliminary conference brief three (3) days before the date of scheduled preliminary conference	6.1 Receive preliminary conference brief	none	1 minute	Administrative Officer I (Records Officer I)
	6.2. Forward to the committee on laws or adhoc committee or presiding officer	none	Within one (1) day from receipt	Administrative Officer I (Records Officer I)
7. Receive the summons	7. Issues summons for the conduct of preliminary conference	none	Within seven (7) days from its constitution	Presiding Officer
8. Attend the preliminary conference	8.1 Conduct of preliminary conference and/or amicable settlement, compromise and arbitration	none	Within two (2) regular session	SB or Ad hoc committee
	8.2. If no amicable settlement is reached, prepare and issue preliminary conference order	none		Presiding Officer
	8.3. Issuance of Notice of hearing	none	Seven (7) days before the date of hearing	Chairman of Ad hoc committee or Presiding Officer
9. Attend the formal investigation	9. Conduct of formal investigation which includes preparation of report and/or draft decision	none	Thirty six (36) days from the start, unless there are justifiable reason for extension	Ad hoc committee or the Sangguniang Bayan
10. Wait for the rendition and release of decision within 26 days.	10.1 Rendition of Decision	none	Within twenty (20) days after the end of investigation	Sangguniang Bayan
	10.2. Preparation and Printing of the Decision	none	Two(2) days after approval	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	10.3 Signing of the Decision	none	Two (2) days after printing	SB members
11. Receives the decision and signs the log book	11.1 Deliver decision to the parties (personal or mail)	none	One (1) day after signing by the SB members	Administrative Officer III (Records Officer II)
	11.3 Execution of Decision	none	One (1) day after signing	Vice Mayor
<b>TOTAL:</b>		Php500.00	118 days and 18 minutes	

*The conduct of administrative investigation against elective barangay officials qualifies for multi-stage process.*



#### 14. Issuance of Preliminary Approval of Locational Clearance (PALC).

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

<b>Office or Division:</b>	Sangguniang Bayan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2G- Government to Government G2C-Government to Citizens G2B-Government to Business Entity	
<b>Who may avail:</b>	Developers, government agencies, business entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Zoning officer forwards three (3) sets of the following documentary requirements ( one original and/or certified true copy and two photocopy):		
1. Applicant's Letter of Intent, stating the project's description, location, total area and total development cost, saleable area and number of saleable lots, and the average lot size;		Requesting party
2. Zoning Certification;		Municipal Planning and Development Office (MPDO)
3. Certified True Copy of Land Title/s and Tax Declaration of the property/ies subject of the application. Certification must not be more than three months old upon filing of application.		Register of Deeds
4. MTO Certification of updated Realty Tax Payment, with Xerox copy of Tax Receipt/s;		Municipal Treasury Office (MTO)
5. The following documents duly signed by a licensed Engineer/Architect: <ul style="list-style-type: none"> <li>a) Vicinity Map duly signed and sealed by a Licensed Geodetic Engineer with a minimum of Two (2) kilometres radius from the periphery of the project site showing the relationship of the proposed project to existing community facilities and utilities.</li> <li>b) Site Development Plan (Schematic plan) showing the purpose lay-out of streets, lots, parks, and playground and other features signed and sealed by a licensed Engineer;</li> <li>c) Survey Plan of the lot/s as described in the Certificate of Title of lot/s duly signed and sealed by a licensed Geodetic Engineer;</li> <li>d) Ground and Floor Plans (for townhouses only)</li> </ul>		Requesting party
6. Environmental Compliance Certificate/Environmental Impact Statement from the Department of Environment and Natural Resources;		Department of Environment and Natural Resources (DENR)
7. Conversion Clearance from the Department of Agrarian Reform (DAR) for agricultural lands only.		Department of Agrarian Reform (DAR)
8. Permit to cut trees		Department of Environment and Natural Resources (DENR)
9. Official Receipt		Municipal Treasury Office (MTO)



10. Authorization to file and follow-up application and claim decision in case applicant is not the owner of the project.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of documents.	1. Receive and verifies the completeness of documents as forwarded by the Zoning Officer.. Application with lacking documents will not be accepted	none	10 minutes	Administrative Officer I (Records Officer I)
2. Requesting party waits for thirty (30) working days which can be extended for another twenty (20) days	2.1 Advise the client to wait for the SB action. 2.2 Inclusion of the Application in the agenda for its next regular session	none	One (1) day before SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	2.3. Referral to appropriate committee	none	1 minute	Presiding Officer
	2.4. Committee Hearing for the purpose of evaluating the Application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none	Within three (3) consecutive regular sessions after referral	Concerned Committee
	2.5. Passage of a resolution granting or denying the application	none	Two (2) regular sessions	SB members
	2.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	2.7. Signing of the resolution	none	Two(2) days after printing	SB Members
3. Return to the Sangguniang Bayan after 30	3. Release of the resolution	none	One (1) day after all or majority of	Administrative Officer III (Records Officer II)



days which can be extended for another 20 days			the SB members signed	
Receive the document and sign the log book				
<b>TOTAL:</b>			Thirty (30) working days and Eleven (11) minutes which can be extended for another 20 working days	

*The passage of a resolution granting preliminary approval of location clearance qualifies for multi-stage process.*

### 15. Granting of Integrated Preliminary Approval of Locational Clearance (PALC) and Development Permit or Final Subdivision Plan/Development Permit.

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

<b>Office or Division:</b>	Sangguniang Bayan		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2G-Government to Government G2B-Government to Business Entity		
<b>Who may avail:</b>	Developers and government agencies		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Zoning officer forwards three (3) sets of the following documentary requirements ( one original and/or certified true copy and two photocopy):			
1. Applicant/s letter of application;		Requesting party	
2. Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks, and playgrounds and other features in relation to existing conditions in the area duly signed and sealed by any licensed and registered Architect, Environment Planner, Civil Engineer or Geodetic Engineer; and		Requesting party	
3. The following documents duly signed and sealed by a Licensed Geodetic Engineer or Civil Engineer:		Requesting party	
<ul style="list-style-type: none"> <li>A) Vicinity Map indicating the adjoining land uses, access, as well as existing facilities and utilities at least within 500 meters from the property boundaries of the project, drawn to any convenient scale.</li> <li>B) Topographic Plan to include the following: <ul style="list-style-type: none"> <li>a) Boundary lines bearing distances tie point or reference point, geographic</li> </ul> </li> </ul>			



<p>coordinates of the tie point or Bureau of Lands Locational Monument (BLLM);</p> <p>b) Streets, easements width and elevation of road right-of-way within the project and adjacent subdivisions/areas;</p> <p>c) Utilities within and adjacent to the proposed subdivision projects; location of gas lines, fire hydrants, electric and telephone poles and street lights, if any. If water mains and sewers are not within or adjacent to the subdivision, indicate the direction and distance to and size of nearest one, showing invert elevations of sewers, if applicable;</p> <p>d) Ground elevation of the subdivision: for ground that slopes less than 2% indicate spot elevations at all breaks in grade, along all drainage channels and at selected points not more than 25 meters apart in all directions: for ground that slopes more than 2% either indicate contours with an interval of not more than 0.5 meter is necessary due to irregular land or need for more detailed preparation of plans and construction drawings;</p> <p>e) Water courses, marshes, rock and wooded areas, presence of preservable trees in caliper diameter of 200 millimeters, houses, barns, shacks, and other significant features;</p> <p>f) Proposed public improvements; highways or other major improvements planned by public authorities for future construction within/adjacent to the subdivision.</p> <p>C) Survey plan of the lots as described in TCT(s).</p>	
<p>4. Certified True Copy of Titles and Current Tax Receipt.</p>	<p>Registered of Deeds and MTO</p>
<p>5. Right to use or deed of sale of right-of-way for access and other utilities when applicable subject to just compensation for private land.</p>	<p>Requesting party</p>
<p>6. Subdivision Development Plan prepared, signed and sealed by any licensed and registered architect, environmental planner, civil engineer, or geodetic engineer, consisting of the site development plan at any of the following scales 1:200, 1:1,000, or any scale not exceeding 1:2,000 showing all proposals including the following:</p> <p>a) Roads, easements or right-of-way and road way width, alignment, gradient, and similar data for alley, if any</p> <p>b) Lot numbers, lines and areas and block numbers.</p>	<p>Requesting party</p>





<p>c) Site data such as number of residential and saleable lots, typical lot size, parks, and playgrounds and open spaces.</p>	
<p>7. Civil and Sanitary Works Design, Engineering Plans/Construction drawings based on applicable engineering code and design criteria to include the following:</p> <ul style="list-style-type: none"> <li>a) Road (geodetic and structural) design/plan duly signed and sealed by a licensed civil engineer. <ul style="list-style-type: none"> <li>1. Profile derived from existing topographic map showing the vertical control, designed grade, curve elements and all information needed for construction</li> <li>2. Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation curbs, and gutters, sidewalks, shoulders benching and others; and</li> <li>3. Details of miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall, rip rapping and retaining wall.</li> </ul> </li> <li>b) Storm drainage and sanitary sewer system duly signed and sealed by a licensed sanitary engineer or civil engineer. <ul style="list-style-type: none"> <li>1. Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line.</li> <li>2. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop).</li> </ul> </li> <li>c) Site grading plan with the finished contour lines superimposed on the existing ground the limits of earthwork embankment slopes, cut slopes, surface drainage, drainage outfalls and others, duly signed and sealed by a licensed civil engineer.</li> </ul>	<p>Requesting party</p>
<p>8. Water system lay out and details duly signed and sealed by a licensed sanitary engineer or civil engineer. Should a pump motor have a horsepower rating of 50 HP or more, its pump rating and specifications shall be signed and sealed by a professional mechanical engineer.</p>	<p>Requesting party</p>
<p>9. Certified true copy of Tax Declarations covering the property subject of the application for the year immediately preceding.</p>	<p>Municipal Assessor's Office</p>
<p>10. Certified true copy of Environmental Compliance Certificate of Certificate of Non-coverage duly issued by the DENR, whichever is applicable.</p>	<p>Department of Environment and Natural Resources (DENR)</p>
<p>11. Zoning Certificate</p>	<p>Municipal Planning Development Office (MPDO)</p>
<p>12. DAR Conversion Order.</p>	<p>Department of Agrarian Reform (DAR)</p>





13. Barangay endorsement or resolution interposing no objection.		Host barangay		
14. Solid Waste Management Plan (Municipal Ordinance No. 8-1998.		Requesting party		
15. Engineering Geological/Geo-hazard Assessment (EG/GA).		Department of Environment and Natural Resources (DENR)		
16. Proof of socialized Housing Project.		Requesting party		
17. Official Receipt (fee)		Municipal Treasury Office (MTO)		
18. Authorization to file and follow-up, if applicable.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of documents (Requesting party waits for thirty (30) working days which can be extended for another twenty (20) working days)	1.1 Receive and verifies the completeness of documents as forwarded by the Zoning Officer. Application with lacking documents will not be accepted	none	10 minutes	Administrative Officer I (Records Officer I)
	1.2 Inclusion of the Application in the agenda for its next regular session	none	One (1) day before SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.3. . Referral to appropriate committee	none	One (1) minute	
	1.4. . Committee Hearing for the purpose of evaluating the Application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,	none	Within three (3) consecutive regular sessions after referral	Concerned committee
	1.5. . Passage of a resolution granting or denying the application	none	Two (2) regular sessions	SB Members
	1.6. Finalization and printing of resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV



	1.7. Signing of the resolution	none	Two(2) days after printing	SB Members
2. Requesting party secure the document to the Sangguniang Bayan after 30 days which can be extended for another 20 days.  Receive the document and sign the log book	2. Release of document	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			Thirty (30) working days and Eleven (11) minutes which can be extended for another 20 working days	

*The passage of a resolution granting integrated preliminary approval of locational clearance and development permit or final subdivision plan/development permit qualifies for multi-stage process.*

## **16. Granting of Locational Clearance for Base Stations of Cellular Mobile Telephone Service, Paging Service, Trunk Line Service, Wireless Local Loop Service and Other Wireless Communication Service.**

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

<b>Office or Division:</b>	Sangguniang Bayan		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2B		
<b>Who may avail:</b>	Contractors, business entity		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Zoning officer forwards three (3) sets of the following documentary requirements ( one original and/or certified true copy and two photocopy):			
A. Vicinity Map. Drawn to scale of 1:1,000 showing the exact location of the proposed base station and major land marks within a radius of 200 meters.		Requesting party	
B. Site Plan. Drawn to a minimum scale of 1:500 indicating the following features: <ol style="list-style-type: none"> <li>1. Layout of proposed project showing all structures.</li> <li>2. Area and boundaries of lot.</li> <li>3. Evidence of ownership in the form of Certified True copy of Original Transfer Certificate of Title. In the absence of the</li> </ol>		Requesting party	



foregoing, a Contract to Sell of Lease; or written and duly notarized owner's consent; or tax declaration with proof of ownership from Assessor's Office.

4. Certified True copy of National Telecommunication Commission's Provisional Authority. In the absence of the foregoing, Certificate of Public Convenience and Necessity or Certificate of Registration to provide telecommunication services which may operate wireless communication.
5. Radiation Protection Evaluation Report from Radiation Health Service of the Department of Health.
6. Written consent:

**a) Subdivisions:**

Approval of the governing board/body of the duly constituted homeowners association if base station is located within a residential zone with established homeowners association and including all members whose properties are adjoining the proposed site of the base station. In the absence of an established homeowners association, consent/affidavit of non-objection from majority of actual occupants and owners of 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 site of the base station.

**b) Buildings:**

b.1. If the base station shall be constructed on top of an unoccupied building, consent from the owner.

b.2. if the base station shall be constructed on top of an occupied building, the following shall be obtained:

- 1) Consent/Affidavit of non-objection from owner/develop unless he has divested himself from all interest in the building



<p>and turned over ownership of common areas to the condominium or building association.</p> <p>2) Approval of the governing board/body of the duly constituted condominium association or building 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 buildings.</p>				
C. Barangay Endorsement or interposing no objection.		Host Barangay		
D. Bill of materials and cost estimates.		Requesting party		
E. Locational Clearance fee receipt.		Municipal Treasury Office (MTO )		
F. .Authorization of persons allowed to follow-up duly notarized, if applicable		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete sets of documents (Requesting party waits for thirty (30) working days which can be extended for another twenty (20) working days)	1. Receive and verifies the completeness of documents as forwarded by the Zoning Officer and receive documents.. Application with lacking documents will not be accepted	none	Ten (10) minutes	Administrative Officer I (Records Officer I)
	1.2. Inclusion of the Application in the agenda for its next regular session	none	One (1) day before SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.3. Referral to appropriate committee	none	One (1) minute	Presiding Officer
	1.4. Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and	none	Within three (3) consecutive regular sessions after referral	Concerned Committee



	study which may include project site visit, report that applicant complied with the documentary requirements,			
	1.5. Passage of a resolution granting or denying the application	none	Two (2) regular sessions	SB members
	1.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.7. Signing of the resolution	none	Two(2) days after printing	SB Members
2. Requesting party secure the document to the Sangguniang Bayan after 30 days which can be extended for another 20 days.  Receive the document and sign the log book	2. Release of the resolution	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			Thirty (30) working days and eleven (11) minutes which can be extended for another 20 working days.	

*The passage of a resolution granting locational clearance for base stations of cellular mobile telephone service, paging service, trunk line service, wireless local loop service and other wireless communication service qualifies for multi-stage process.*

### **17. Granting of Preliminary Approval of Locational Clearance (PALC) DEVELOPMENT Permit (DP) and Alteration of Plans (AP) for Residential Subdivision Projects for Simple Subdivisions.**

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

<b>Office or Division:</b>	Sangguniang Bayan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Citizens G2B-Government to Business Entity	
<b>Who may avail:</b>	Landowners, developers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Zoning officer forwards three (3) sets of the following documentary requirements ( one original and/or certified true copy and two photocopy):		
1. Letter of Intent of the applicant stating therein the purpose/intent of the application.		Requesting party



2. Title of the lot (Xerox, but show original copy of owner for authentication).		Requesting party		
3. Vicinity map indicating distances to major landmarks within 100-500 meter signed by a Geodetic Engineer or Architect or Environmental Planner.		Requesting party		
4. Site Development Plan.		Requesting party		
5. Subdivision plan surveyed/signed by a Geodetic Engineer		Requesting party		
6. Affidavit signed by the lot owner indicating the purpose of the subdivision or copy of deed of donation/partition and who will maintain/provide facilities/services. (If within subdivision with Home Owners Association, require consent of Home Owners Association. If no Home Owners Association yet, developer and majority of lot buyers).		Requesting party		
7. Proof of right of way for access road and drainage outfalls.		Requesting party		
8. Fee. (Official Receipt)		Municipal Treasury Office (MTO)		
9. Application form from Department of Human Settlements and Urban Development (DHSUD).		Department of Human Settlement and Urban Development (DHSUD)		
10. Building Permit.		Municipal Engineering Officer (MEO)		
11. Special Power of Attorney, in case applicant is not owner.		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete sets of documents. (Requesting party waits for thirty (30) working days which can be extended for another twenty (20) working days)	1. Receives and verifies the completeness of documents as forwarded by the Zoning Officer and receive.. Application with lacking documents will not be accepted	none	Ten (10) minutes	Administrative Officer I (Records Officer 1)
	1.2. . Inclusion of the Application in the agenda for its next regular session	none	One (1) day before the SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.3. Referral to appropriate committee	none	One (1) minute	Presiding Officer
	1.4. .Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed	none	Within three (3) consecutive regular sessions after referral	Concerned Committee



	necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include project site visit, report that applicant complied with the documentary requirements,			
	1.5. Passage of a resolution granting or denying the application	none	Two (2) regular sessions	SB members
	1.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.7. Signing of the resolution	none	Two (2) days after printing	SB members
2. Requesting party secure the document to the Sangguniang Bayan after 30 days which can be extended for another 20 days.  Receive the document and sign the log book	2. Release of the resolution	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			Thirty (30) working days and Eleven (11) minutes which can be extended for another 20 working days	

*The passage of a resolution granting preliminary approval of locational clearance and development permit for residential subdivision projects for subdivision projects for simple subdivisions qualifies for multi-stage process.*

## 18. Approval of Alteration of Plan

Municipal Ordinance No. 190, series of 2011 provides for the guidelines for Preliminary Approval of Locational Clearance (PALC), Development Permit (DP) and Alteration of Plans (AP) for residential subdivision projects and for other purposes in the Municipality of Tuba, Benguet.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B-Government to Business Entity





	G2G-Government to Government			
<b>Who may avail:</b>	Developers, Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Zoning officer forwards three (3) sets of the following documentary requirements ( one original and/or certified true copy and two photocopy):				
1. Letter stating the proposed reason for the proposed alteration.		Requesting party		
2. Plan showing the proposed alteration duly signed and sealed by a licensed Engineer/Architect.		Requesting party		
3. Sworn statement that the affected lots/units for alteration have not been sold.		Host Barangay		
4. Written conformity of the duly organized home owners association or in the absence thereof, majority of the lot/unit buyers; and		Requesting party		
5. Certified True copy of title(s) of the affected lots/units if the said lots/units have been titled.		Register of Deeds		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submits complete sets of documents. (Requesting party waits for thirty (30) working days which can be extended for another twenty (20) working days)	1. Receives and verifies the completeness of documents as forwarded by the Zoning Officer and receive.. Application with lacking documents will not be accepted	none	Ten (10) minutes	Administrative Officer I (Records Officer I)
	1.2. Inclusion of the Application in the agenda for its next regular session	none	One (1) day before SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.3. Referral to appropriate committee	none	One (1) minute	Presiding Officer
	1.4. Committee Hearing for the purpose of evaluating the application, inviting the following: the applicant with his/her technical staff; the zoning officer for its technical evaluation report and other resource persons deemed necessary. Committee on Lands Use, through an official report in the SB Regular Session, presents its disposition on the Application after a thorough evaluation and study which may include	none	Within three (3) consecutive regular sessions after referral	Concerned Committee



	project site visit, report that applicant complied with the documentary requirements,			
	1.5. Passage of a resolution granting or denying the application	none	Two (2) regular sessions	SB members
	1.6. Finalization and printing of the resolution	none	One (1) day after approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	1.7. Signing of the resolution	none	Two(2) days after printing	SB Members
2. Requesting party secure the document to the Sangguniang Bayan after 30 days which can be extended for another 20 days.  Receive the document and sign the log book	2. Release the resolution	none	One (1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			Thirty (30) working days and eleven (11) minutes which can be extended for another 20 working days	

*The passage of a resolution approving the alteration of plan qualifies for multi-stage process.*

## 19. Settling Barangay Boundary Conflicts/Disputes of the Municipality of Tuba

Article 16, par (a) of the IRR of the Local Government Code of 1991 provides that the Sangguniang Paglunsod or Sangguninag bayan shall have jurisdiction in resolving boundary conflict or disputes involving two (2) or more barangays in the same city or municipality, as the case maybe.

Article 17 of the Implementing Rules and Regulations of the Local Government Code of 1991 provides for the procedures for settling boundary disputes.

Municipal Ordinance No. 376, series of 2020 prescribes rules and procedures in settling barangay boundary conflicts or disputes in the Municipality of Tuba, Province of Benguet.

<b>Office or Division:</b>	Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B-Government to Business Entity
<b>Who may avail:</b>	Barangay
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Applicant prepares fifteen (15) copies of the following ( one original and/or certified true copy and 14 photocopies)	



1. Duly authenticated copy of the law or statute creating the barangay or any document showing proof of creation of the barangay	Requesting party			
2. Barangay map, if possible, duly certified by the Land management Bureau of the DENR	Department of Environment and Natural Resources			
3. Technical descriptions of the boundaries of the barangays concerned.	Department of Environment and Natural Resources and/or other concerned offices			
4. Written certification of the Municipal Assessor as to territorial jurisdiction over the conflict or disputed area according to records in custody.	Municipal Assessor's Office			
5. Written declarations or sworn statements of the people residing in the disputed area	Requesting party			
6. Such other documents or information relevant to support the petition.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits (15) copies of the Petition to the Sangguniang Bayan with all the documentary requirements	1. Receives and verifies the completeness of documents	None	9 minutes	Administrative Officer I ( Records Officer I)
2. Receive file copy	2. Give file copy	none	1 minute	Administrative Officer I ( Records Officer I)
3. Wait for SB action for 20 days	3.1 Inclusion of the Application in the agenda for its next regular session	None	One (1) day before SB session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	3.2 Referral to the Committee on Laws and Committee on Barangay Affairs	None	One (1) minute	Presiding Officer
	3.3. Motion for the issuance of order/notice for respondent to file answer within fifteen (15) working days upon receipt to file an answer (15 copies)	None	One (1) regular session	Chairmen: Committee on Laws and Committee on Barangay Affairs
	3.4. Upon receipt of the answer, the joint committee shall set the date of pre-hearing conference.	None	Within four(4) days upon receipt of the answer	Chairmen: Committee on Laws and Committee on Barangay Affairs
4. Receive notice of pre-hearing	4. Issue Notice of Pre-hearing	none	Within one day after the joint committee meeting	Chairmen: Committee on Laws and Committee on Barangay Affairs
5. Attend the pre-hearing conference	5. Pre-hearing conference	None	Within forty nine (49) days from the date the answer was filed	Committee on Laws and Committee on Barangay Affairs
6. Wait for notice	6. Joint Committee Report			
7. Attend the formal hearing	7. Formal Hearing and Decision	None	Fifty six (56) days from the date the certification of	Sangguniang Bayan Members



			failure to settle was issued.	
8. Wait for nineteen (19) calendar days for the issuance of the decision	8.1 Finalization and printing of the decision	None	Two(2) days after promulgation	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	8.2. Signing of the decision	None	Two (2) days after printing	SB members
9. Receive the document and sign the log book.	9. Furnish the decision to the parties: DILG, Provincial Assessor, COMELEC, NSO and other offices concerned	None	Within fifteen (15) days from the date of promulgation	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			(One hundred Thirty (130) working days and Eleven (11) minutes	

The settling of barangay boundary conflicts or disputes qualifies for multi-stage process.

## 20. Issuance of Favorable Indorsement, and/or Interposing No Objection by the Sangguniang Bayan.

Municipal Ordinance No. 389, series of 2020 provides for guidelines for the issuance by the Sangguniang bayan of favorable indorsement and interposing no objection.

<b>Office or Division:</b>	Sangguniang Bayan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business entity G2G-Government to Government	
<b>Who may avail:</b>	Industrial and Commercial sand and gravel projects Large and Small Scale Mining Operations Renewable Energy Power Plants Waste to Energy Projects Engineered Sanitary Landfill Mining Explorations Cell Sites and other Telecommunication Facilities Other individuals, projects and businesses that by law, requiring endorsement and/or certification of presentation.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy) a. New b. Renewal (except for Industrial/Commercial Sand and Gravel) c. Expansion		



who are requesting for the Sangguniang Bayan's indorsement, interposing no objection and/or certification of presentation will be required to comply with the following, namely;				
1. Letter of intent/request stating the nature, description, location and the total land area of the project and/or business.		Requesting party		
2. Sangguniang Barangay Resolution of Indorsement and/or interposing no objection.		Barangay where the project and/or business will be conducted.		
3. Minutes of the public consultation conducted by the applicant with the residents of the barangay/s concerned		Barangay where the project and/or business will be conducted.		
4. Attendance during the consultation.		Barangay where the project and/or business will be conducted.		
5. Topographic plan/vicinity plan of the project duly signed and sealed by a licensed geodetic engineer.		Requesting party		
6. Memorandum of Agreement or any other agreement executed by the applicant and the barangay and any other concerned parties stipulating the shares of the barangays, IPs and any other benefits, if applicable		Requesting party		
7. Certified true copy of the proof of ownership and/or joint venture agreement or any other agreement of similar nature, if applicable		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit three (3) sets of letter of intent/request attached therewith all the documentary requirements to the Office of the Secretary of the Sangguniang	1. Receives and verifies the completeness of documents. (Application with lacking documents will not be accepted)	none	10 minutes	Administrative Officer I (Records Officer I
2. Receive the file copy	2. Stamps the letter of intent as officially received attaches to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One copy for the SBO c. Committee concerned	none	5 minute	Administrative Officer I (Records Officer I
3. Wait for the notice of inspection	3.1 Includes the application in the Order of Business	none	One (1) day before the session	Secretary to the Sanggunian/ Local Legislative Staff Officer IV
	3.2. Referral to the appropriate committee	none	1 minute	Presiding Officer
	3.3. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the	none	Two (2) working days after its referral	Concerned Committee



	application and the setting of date for site inspection.			
4. Attend the site inspection	4. Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none	Ten (10) working days after the committee evaluation	Concerned Committee
5. Wait for SB action for Thirty (30) working days	5.1 Preparation and submission of the Committee Report	none	Ten (10) working days from receipt of the recommendation of the MENRO	Concerned Committee
	5.2. Inclusion of the Committee Report in the agenda	none	One (1) day before session	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	5.3. Deliberation of the Committee report: Setting of schedule for the applicant's presentation to the SB of the proposed project.	none	One (1) regular session	SB Members
	5.4. Passage of a Resolution certifying that the applicant presented to the SB the scope of the proposed project.	none	Two (2) regular sessions	SB Members
	5.5. Finalization and printing of the resolution	none	One (1) day from its approval	Secretary to the Sanggunian I / Local Legislative Staff Officer IV
	5.6. Signing of the resolution	none	Two (2) days after printing	SB Members
6. Return to the Sangguniang Bayan Office after Thirty (30) working days.  Receive the document and sign the log book	6. Release of the resolution	none	One(1) day after all or majority of the SB members signed	Administrative Officer III (Records Officer II)
<b>TOTAL:</b>			Forty three (43) working days, 16 minutes which can be extended for another 20 working days.	

*The issuance of favorable indorsement and/or interposing no objection qualifies for multi-stage process.*