



LOCAL GOVERNMENT UNIT OF TUBA

CITIZEN'S CHARTER 2025 Edition



MESSAGE

The Citizen's Charter stands as our commitment to transparent, accountable, and efficient public service. It serves as a clear guide for our constituents to know the services they deserve, the processes they must follow, and the standards our offices must uphold.

Through this Charter, we affirm that good governance begins with the people we serve. It is both our pledge and our reminder — that every transaction should be marked with honesty, courtesy, and responsiveness.

As your Local Chief Executive, I urge all municipal officials and employees to internalize the essence of the Citizen's Charter — to treat every client with respect, to listen with empathy, and to respond with a sense of urgency and responsibility. Let this Charter guide our daily work and remind us that behind every document, request, or signature is a person relying on us for support and service.

To our constituents, we invite you to use this Citizen's Charter as your guide and tool for empowerment. Your feedback, cooperation, and vigilance are vital in our continuous effort to deliver better services and strengthen public trust.

Together, let us make Tuba a model of public service excellence — where integrity, transparency, and compassion guide all that we do.



HON. CLARITA P. SAL-ONGAN
Municipal Mayor
Municipality of Tuba, Benguet



I. Mandate

Pursuant to the provisions of Republic Act No. 7160, the Municipality of Tuba is mandated to ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public moral, enhance economic prosperity and social justice, promote full employment among its constituents, maintains peace and order, and preserve the comfort and convenience of its inhabitants.

II. Vision

Tuba, agricultural producer and agri-eco tourism destination in the Philippines with healthy, peaceful, drug-free, child friendly, socially-inclusive and resilient community, business-friendly and sustainable economy, sustainable environment, and competent and dedicated leaders.

III. Mission

To administer effective, efficient, responsive, transparent, proactive and people-empowered governance.

IV. Service Pledge

We, the Municipal Officials and Employees of the Municipality of Tuba commit to extend quality delivery of services mentioned herein to all its constituents and clients. Equipped with the values of discipline, courtesy, honesty and team work, we pledge to perform with excellence.



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Municipal Mayor's Office (MO)

Administrative Division

External Services



1. Certification of Photocopy of Documents/Records on File.

These documents pertain to those that area filed exclusively under the Mayor's Office as maybe allowed by pertinent laws and local ordinances. Requesting parties shall submit a written request stating the specific documents/records and its purpose.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2B – Government to Business G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original copy)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record the document	None	30 minutes	MO- ADOF IV, ADOF I, ADA IV
	1.2. Verify the availability of document/s/record requested	None		
	1.3. Issue Payment Order			
2. Pay the required fees, if requested document is available	2.1 Receive an Issue OR	Certification Fee ₱290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign copies of certified true copy	None	1 day	MO- ADOF IV, ADOF I, ADA IV, LCE
4. Receive copy of the document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADA IV, AO I, AO IV, PS II
TOTAL:		₱290.00	1 day and 46 minutes	



2. Issuance of Burial Permit.

Issued to clients applying for burial services at the Municipal Cemeteries.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency of the deceased (One (1) Original)		Respective Barangay		
Filled Out Request Form		Mayor's Office		
Death Certificate (One (1) Photocopy)		MCRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Receive and record documents	None	10 minutes	MO- ADOF IV, ADOF I, ADA IV
	1.2. Issue Payment Order	None		
2. Pay the required fees	2.1. Receive and Issue OR	Rental + Burial Permit + Add'l Payment (if either from b to d is availed)	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the requested document	None	1 day	MO- ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1. Release the requested document	None	3 minutes	MO- ADOF IV, ADOF I, ADA IV
TOTAL:		Rental + Burial Permit + Add'l Payment (if either from b to d is availed), see table below	1 day and 26 minutes	



Particular	Fees (in Peso)	Burial Permit
a) Rental per lot (for 5 years)	₱1,000.00.00	₱400.00
b) Additional layer	₱500 .00	
c) Niches	₱500.00	
d) In excess of the required size (1m x 2.0m)	₱100.00/sq.m.	

3. Issuance Certificate of Good Moral Character

Issued to applicants who seek employment or a requirement by a private or government entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification that the applicant has no derogatory records (One (1) Original Copy)		Respective Barangay		
Letter request (one original copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required document	1.1. Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Issue payment order	None		
2. Pay the required fee at the Treasury Office	2.1. receive and Issue OR	Certification Fee = ₱ 290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱290.00	1 day and 26 minutes	



4. Issuance of Certificate of Posting.

Document being requested by clients attesting the posting of documents at the municipality's posting area.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B - Government to Business G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request stating its purpose (One (1) Original copy)		Requesting party		
Two (2) copies of the document to be posted duly received by the Office of the Municipal Mayor (1 Original and 1 photocopy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and required documents	1.1 Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None		
2. Pay the required fees	2.1 Receive and Issue OR	₱290.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the certificate of posting	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Client receives the document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱290.00	1 day and 26 minutes	



5. Issuance of Disapproval/Approval of Appeals on the Grant or Denial of Locational Clearance

Issued to clients appealing on the denial of their application for Local Clearance from the Zoning Administrator/Zoning Officer.

Office or Division:	Administrative/Records Section/LZBA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen, G2B-Government to Business			
Who may avail:	General Public, Business Sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Appeal (1 original copy)		Requesting party		
Copy of the denied request (1 photocopy)		Zoning Administrator/Zoning Officer		
Affidavit of no objection to the project from the property owners immediately in front of and abutting the project site (2 original copies)		Property Owners		
Certification from the Punong Barangay that a public consultation was conducted in the concerned barangay where the subject property is located (1 original copy)		Punong Barangay Concern		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record the documents	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Forward to LZBA for validation and assessment 1.3. LZBA submit resolution of approval/disapproval	None	25 days	LZBA
	1.4. Issue payment Order	None		MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay required fees	2.1 Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II



3. Receive the resolution	3.1 Release the resolution	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	25 working days and 21 minutes	

This service is covered by Sec 5 of Republic Act 7160 and Mun. Ordinance No. 467 s. 2022

Schedule of Fees

Service	Rate
Motion for Reconsideration	₱600.00
Petition for Review	₱2,880.00
Prayer for cease and desist order	₱1,200.00

6. Issuance of Endorsements for Financial Assistance.

Document being requested by clients seeking financial assistance from other private/government agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All qualified residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Social Case Study Report (3 Original Copies)		MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Social Case Study Report	1.1 Receive the document	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Prepare and sign the endorsement	None	1 day	
2. Receive copies of the requested document	2.1. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 day and 8 minutes	



7. Issuance of Endorsements for Funding Request From Other Agencies /Entities

Document being requested by clients seeking funding from other private/government agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2G - Government to Government			
Who may avail:	Registered and Accredited Associations/Cooperatives; BLGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request/Associations'/Organizations' Resolution (1 original copy) duly endorsed by the concerned barangay		Requesting Party		
Barangay Resolutions requesting for funding (3 Original Copies)		Requesting Sangguniang Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 receive, Assess/Review the documents	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.2 Prepare and sign the endorsement	None	1 day	
2. Receive the requested document	2. Release the requested document	None	3 minutes	MO-Admin. Section: ADA IV, AO I, AO IV, PS II
TOTAL:		None	1 day and 8 minutes	



8. Issuance of Job Recommendations/Endorsements.

Document being requested by clients seeking employment or a requirement by other agencies/entities.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification of Residency (One (1) Original Copy)		Respective Barangay		
Letter Request (One original copy)		Requesting party		
Police Clearance (One (1) Original Copy)		Tuba Municipal Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 receive and record request	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Prepare reply if request is denied	None	1 day	
	1.3. Prepare and sign the 3 original copies	None		
	1.4. Issue Payment Order		3 minutes	
2. Pay the required fees	2.1 Receive and Issue OR	₱100.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the job recommendation/endorsement	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱100.00	1 day and 59 minutes	



9. Issuance of Mayor's Clearance

Document issued to clients for various purposes attesting that she/he has no pending case filed with the Office of the Municipal Mayor.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certificate of Residency (1 Original copy)		Respective Barangay Hall		
Police Clearance (1 Photocopy)		Tuba Municipal Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fee	2.1 receive and Issue OR	₱230.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1. Prepare and sign the document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱230.00	1 day and 29 minutes	



10. Issuance of Occupational/Working Permit

This document is issued to requesting parties seeking employment within the Municipality and to every person who shall be engaged in the practice of occupation or calling not requiring government examination within the municipality.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Residents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Application Form (2 Original copies)		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit accomplished application form	1.1 Receive document	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fees	2.1 Receive and Issue OR	₱200.00	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.2 Prepare and sign copies of occupational/working permit	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive copy of the document	4. Release the requested document.	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱200.00	1 day and 24 minutes	



11. Issuance of Special Permit for the Conduct of Group Activities

Issued to those applicants requesting to hold/conduct activity/event within the municipality of not more than 24 hours.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen; G2B – Government to Business			
Who may avail:	All Residents; Private group/organizations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 prepare reply letter if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.3 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1 Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Conference, meetings, rallies and demonstration in outdoor, parks, plazas, road/streets	242.00
Dances	121.00
Coronation and ball	242.00
Promotional Sale	242.00
Other Group Activities (including political campaigns)	121.00



12. Issuance of Special Permit for Emergency Tree Cutting or Certificate Interposing No Objection.

Issued to clients requesting to cut trees that poses danger to life and property.

Office or Division:	Administrative/Records Section			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	General Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Certification stating that the subject tree to be cut is within the requesting party's property (2 Original copies)		Respective Barangay		
Letter request (1 Original copy)		Requesting party		
Photo (Colored) of the subject tree to be cut (2 original copies)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Forward to MENRO for validation/assessment & recommendation 1.3. MENRO submit validation, assessment and recommendation: Issuance of Special Permit for Emergency Tree Cutting or Issuance of Certificate Interposing No Objection	None	15 working days	MENRO: SEMS, EMS II, EMS I, ADA VI, MENRO
	1.4. Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay Required fees	2.1. Receive and Issue OR	Emergency Cutting Permit – ₱100.00/ tree Cert. Interposing No	13 minutes	MTO: RCC II



		objection – ₱290.000		
	2.2. Prepare and sign the Certificate Interposing No Objection or Special Permit for the Emergency Tree Cutting	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
3.Receive the requested document	3.1.Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		₱390.00	15 working days and 59 minutes	

13. Issuance of Special Permit on Cockfighting

Document issued to applicants to hold cockfighting.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	Cockfighting Sports Arena			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request (1 Original Copy)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Receive and record document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.3 prepare reply if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.4 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II



3. Present the Official Receipt (OR)	3.1 Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4. Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Special cockfights (Pintakasi)	1,210.00
One-Cock	1,100.00
Two-cock (ulutan)	1,210.00
Three-Cock (Ulutan)	1,500.00
Special Derby Assessment from Promoters of:	
• 2-cock derby	2,420.00
• 3-cock derby	3,630.00
• 4-cock derby	4,840.00
• 5-cock derby	6,050.00
Fighting Oriental Cock (holo)	1,100.00

14. Issuance of Special Permit on Film-Making

Issued to applicants who conducts location-filming within the territorial jurisdiction the municipality.

Office or Division:	Administrative/Records Section
Classification:	Simple
Type of Transaction:	G2B - Government to Business
Who may avail:	Business sectors
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Letter request (1 Original Copy)	Requesting party



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1. Receive and record the document	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2 prepare reply letter if denied	None	30 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.3 Issue Payment Order	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
2. Pay the required fee	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the Official Receipt (OR)	3.1 Prepare and sign the requested document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
4. Receive the requested document	4.1 Release the requested document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		Refer to the table below	1 working day & 59 minutes	

Particular	Fees (in Peso)
Commercial movies	16,500.00/film
Commercial Advertisement	11,000.00/film
Documentary film (commercial)	1,815.00/film
Videotape coverage (commercial)	2,420.00/coverage

15. Solemnization of Marriage

Rendered to all qualified couples who wish to be lawfully married.

Office or Division:	Administrative/Records Section
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All couples with marriage license



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Marriage License (1 set of original document)		Local Civil Registry, anywhere in the country		
List of Sponsors (minimum of 1 pair)		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1 Check the documents submitted 1.2 Set the schedule of solemnization (Mondays and Tuesday only depending on the availability of the LCE) 1.3 Prepare the Certificate of Marriage	None	15 minutes	MO-Admin. Section: ADA IV, PS II
	1.2 Issue Payment Order	None	3 minutes	
2. Pay the required fees	2.1. Receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present the OR	3.1 Receive OR	None	3 minutes	MO-Admin. Section: ADA IV, PS II
4. Attend the scheduled solemnization	4.1. Solemnize the marriage	None	35 minutes	MO: LCE
5. Submit the 4 sets original copies of Certificate of Marriage to the LRCO for registration	5.1. Assist the client in the registration of their marriage at the MCRO	None	10 minutes	MO-Admin. Section: ADA IV, PS II
TOTAL:		Refer to the table below	1 hour and 19 minutes	

Particular	Fees (in Peso)	Sponsorship Fee	Service Fee	Total (in Peso)
Marriage License obtained within Tuba	1,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee



Marriage License obtained outside Tuba	4,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee
Marriage solemnized outside the Mun. Hall	2,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee

16. Solemnization of Marriage – Article 34 of the Family Code

Service rendered to qualified couples who, after cohabiting for 5 years and more, are eligible for marriage.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All qualified couples who are residents of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly notarized Affidavit of Cohabitation (4 Original copies)		PAO or Private Lawyer		
Advisory on Marriage or Certificate of No Marriage (1 Original copy of each party)		PSA		
Birth Certificate of couple (2 original copies of each party)		PSA/LCR		
Birth Certificate of Child, if applicable (1 original copy or 1 certified true copy)		PSA/LCR		
Certificate of Family Planning (1 Original copy)		Pre-Marriage and Orientation Committee (PMOC)		
List of Sponsors		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1.1 Receive and assess submitted documents 1.2 Forward to the LCE for approval/disapproval	None	40 minutes	MO-Admin. Section: ADA IV, PS II



	1.3 If approved, set the schedule of solemnization 1.4. Prepare the Cert. of Marriage			
	1.5 Issue Payment Order		3 minutes	
2. Pay the required fees	2. receive and Issue OR	Refer to the table below	13 minutes	MTO: RCC II
3. Present OR	3.1 Receive OR	None	3 minutes	MO-Admin. Section: ADA IV PS II
4. Return on the scheduled solemnization	4.1. Solemnize the marriage	None	35 minutes	LCE
5. Bring the 4 sets original copies of Certificate of Marriage to the LRCO for registration	5.1. Assist the client in the registration of their marriage at the MCR	None	10 minutes	MO-Admin. Section: AO IV, PS II, AO I, ADA IV
TOTAL:		Refer to the table below	1 hour and 44 minutes	

Particular	Fees (in Peso)	Sponsorship Fee	Service Fee	Total
Marriage solemnized outside the Mun. Hall	2,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee
Marriage solemnized within the Mun. Hall	1,000.00	100.00 x no. of sponsor	Php175.00	Solemnization Fee + Sponsorship Fee + Service Fee



Municipal Mayor's Office (MO)
Administrative Division

Internal Services



1. Approval of Check for the Payment of Employee Benefits

The Municipal Mayor signs checks and vouchers paid out from the Municipality's Coffer.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Request Slip signed by the end user and the Municipal Budget Officer (3 copies of Original document)		End-user, MBO		
Voucher signed by the Municipal Accountant and the Municipal Treasurer (2 Original copies)		MACCO, MTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the check	1.1 Receive and record document	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
	1.2 Sign the document	None		
	1.3 Forward the check to the Municipal Accounting office for advice	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 5 minutes	



2. Approval of Trip Tickets and Travel Orders

Documents issued to municipal officials and employees for official business using municipal vehicles.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Municipal Officials and Employees of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training/meeting invitations 1 photocopy		Inviting party		
Travel Orders recommended by their immediate supervisor/department head (1 Original copy)		Requesting party		
Three original copies of filled out Trip Tickets		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Log and assign control number of the travel order and trip ticket at the designated logbook	1.1 forward the logged travel order and trip ticket to the LCE/EA II	None	5 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. approve/disapprove TO and Trip Ticket	None	1 day	MO: LCE/EA II
3. Receive the document	Release the approved TO and Trip Ticket	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 8 minutes	



3. Issuance of Authority to Travel

This document is being issued to official or employee at least a week before the travel outside the Philippines whether on Official Business or for personal reasons.

Office or Division:	Administrative/Records Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 original copy of the Invitation		Inviting party		
Letter request with the Approved Application for Vacation Leave, if for personal reasons (4 Original copies)		HRMO		
Clearance, CSC Form No. 7, S. 2017 (4 Original copies)		HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1. Receive and record the documents	None	10 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
	1.2. Prepare and sign the Authority to Travel	None	1 day	MO-Admin. Section: ADOF IV, ADOF I, ADA IV, LCE
2. Receive the approved Authority to Travel	2. 1 Release the document	None	3 minutes	MO-Admin. Section: ADOF IV, ADOF I, ADA IV
TOTAL:		None	1 working day and 13 minutes	



**Mayor's Office – Community Affairs Section
(MO – CAS)**

Internal Services



1. Reply/Answer to various communications, and queries

Incoming communications/queries received by the office should be replied/answered.

Office or Division:	Mayor's Office – Community Affairs Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send queries thru letter	1.1 Receive and stamp the document/communication	None	1 hour	Community Affairs Personnel
	1.2. Check the request for proper action/reply to the queries			
	1.3 Prepare reply/answer to the queries			
2. Receive the document.	Release the document in reply to the queries to concerned client/s and/or agencies.			
TOTAL:		None	1 hour	



Human Resource Management & Development Office (HRMO)

External Services



1. Recruitment, Selection and Promotion

This service refers to the recruitment, selection and promotion process for 1st and 2nd level career service positions in the Municipal Local Government Unit of Tuba.

Office or Division:	Human Resource Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All qualified individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 4 original copies of Application letter addressed to the LCE stating the position applying for		applicant		
2. 4 copies fully accomplished Personal Data Sheet (PDS) with recent passportsized picture (CS Form No. 212, Revised 2025)		Downloadable at www.csc.gov.ph		
3. 4 copies Performance rating in the last rating period (<i>if applicable</i>)		HRMO/applicant		
4. 4 copies Photocopy of certificate of eligibility/rating		CSC/PRC		
5. 4 copies photocopy of Transcript of Records		School Attended		
<i>If appointed: the following additional requirements shall be submitted by the appointee</i>				
6. <i>The appointee shall submit the additional documents:</i> <ul style="list-style-type: none"> - NBI Clearance (1 original copy), for original appointment and reemployment only - Clearance from money, property, and work-related accountabilities (1 original copy) - Medical Certificate (1 original copy) - Certificate of Live Birth (1 certified copy) - Marriage Contract or Certificate (<i>if married</i>), 1 certified copy 		<ul style="list-style-type: none"> - NBI, CAR - from previous employer - Private or Public Medical Physician - Local Civil Registry or PSA - Local Civil Registry or PSA 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the application either in person or thru email	1.0 Publishes the Notice of Vacancy through the CSC Job Portal and in the bulletin boards of the MLGU-TUBA 1.1 Receives and evaluates the completeness of the required documents	None	15 calendar days	MO: ADOF IV, ADOF II, ADA IV HRMO: ADOF IV ADOF V, ADA VI (JO), ADA III (detailed)

	1.2 Conducts prescreening of all the application/s if QS is met 1.3 Schedules the date for the conduct of PQE.	None	1 day	HRMPSB members and secretariat
2. Acknowledges the notice	2. Notifies all applicant/s on the result of the pre-screening whether or not he/she passes the pre-qualification	none	3 working day	HRMPSB Secretariat
<i>If passed the pre-screening for QS, the applicant shall:</i>				
3. Attends the pre-qualifying examination	3.1 Administer the pre-qualifying examination 3.2 Prepares the result and set schedule for the interview 3.3 Notifies the applicant of the result of the PQE		2 days	HRMPSB members and secretariat
<i>If passed the PQE, the applicant shall:</i>				
4. Attends the interview	4.1 Administers face-to-face interview 4.2. Prepares and endorses the result through Board Resolution to the LCE or Vice-Mayor	None	5 day	HRMPSB members and secretariat
	4.3 The LCE or Vice-Mayor shall selects his/her preferred appointee from among the submitted lists of applicants		3 day	MO: LCE or Vice-Mayor
5. Receives Notice of the result of the interview.	5. Notifies all applicants of the result.	None	3 day	HRMPSB Secretariat
<i>If hired, the appointee shall:</i>				
5. Submits complete requirements	5.1 Receives, evaluates and processes the documentary requirements	None	15 working days	HRMO: ADOF V
6. Takes oath of office and receives appointment	6.1 The LCE or Vice Mayor administers the oath taking of the newly appointed or promoted employee	None	1 Day	LCE or Vice Mayor (for local legislative appointee)



	<i>For appointment to Department Head:</i>		15 calendar days	HRMO: ADOF V SBO: SB Members, SB Secretary
	6.2 Forwards the appointment to the local sanggunian for concurrence	None		
	6.3 The members of the sangguniang bayan deliberates whether or not to concur the appointment	None		SB Members
	6.4 Submits the appointment to the CSC FO for validation 6.5 Administers CSS Form	None	1 day	HRMO: ADOF V
TOTAL:		None	48 days (for rank-in-file position) 64 days (for MGDH I)	

**Issuance of appointment - is covered by the 2025 Omnibus Rule on Appointments and Other Human Resource Actions.*

2. Recruitment and Selection of Job Order and Contract of Service Work Force

This service is being practiced by the Municipal Government of Tuba to augment and sustain the needed work force in order to fully implement its programs, projects, and activities.

Office or Division:	Human Resource Management Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All qualified applicants	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Letter, 4 copies original		Requesting party/HRM
2. Personal Data Sheet with recent passport-sized picture (CS Form No. 212, Revised 2025), 4 copies original		CSC Website
3. Transcript of Records, 4 copies photocopy		School attended
4. Certificate of eligibility (if applicable) 4 copies photocopy		PRC, CSC , DOTr



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the required documents	1.1 Publications of Notice of Vacancy. 1.2 Receives and evaluates the completeness of documents.	None	5 days	HRMO: ADA III, ADA VI (JO), ADOF IV, ADOF V
2. Receives Notice of the result of pre-screening	2.1 Conducts pre-screening of applications. 2.2 Notifies all applicants on the results of the pre-screening	None	3 days	5 days
<i>If passed, the applicant shall:</i>				
3. Attends Interview	3.1 Conducts interview 3.2 Prepares and submits result to the LCE or Vice-Mayor (<i>in the case of the sangguniang bayan office</i>)	none	5 day	HRMPSB members
4. Receives Notice	4.1 Notifies the applicant of the result 4.2 Prepares the job order contract/Contract of Service for approval of the LCE or Vice-Mayor (whichever is applicable)	none	5 days	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
<i>If hired, the applicant shall:</i>				
5. Receives the contract	5.1 Issues the approved sealed contract 5.2 Administer CSS Form	None	30 minutes	HRMO: ADA III, ADA VI, ADOF IV, ADOF V
TOTAL:		None	18 days & 30 minutes	



3. Issuance of Certification

This documents is being issued to any requesting party needing HRMO certification related to personnel matters of the Municipal Local Government of Tuba subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request or Request slip 1 original copy		Requesting party/HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits letter request or Fill-up request slip	1. 1 Receives Letter request or Provides the request slip	None	1 min	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
2. Accepts the order of payment	2. Issues order of payment	None	5 mins	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
3. Pays the required fee at the MTO	4. Accepts payment and issue OR	Certification fee: Php290.00	5 mins	MTO: RCC II
4. Submits the OR at the HRMO	4. Accepts the OR and prepares requested document	None	30 mins	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
5. Receive requested document	5. Issues the requested document	None	1 min	HRMO: ADOF V ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	42 mins	



Human Resource Management and Development Office (HRMO)

Internal Services



1. Administration of Leave Application

A leave application is an official document used to request a period of absence from work, specifying the type of leave (e.g., vacation, sick, maternity), duration, and reason. It is a formal process that requires information from the employee, recommendations from supervisors, and approval from an authorized official, and must often include supporting documents like medical certificates for sick leave.

Office or Division:	Human Resource Management Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. 4 copies of Application for Leave of Absence duly signed by the employee			Requesting party/HRM	
2. Medical Certificate (if it exceed 5 days in case of sick leave)			Municipal Health Officer/Private Physician/Medical Doctor	
*File application of leave at least 5 days before the scheduled date whenever possible for all types of leave except Sick Leave.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Application	1.1 Receives the application	None	1 minute	HRMO: ADOF V,
	1.2 Enters data into the HRIS for the computation of earned leave credits	None	10 minutes	ADOF IV, ADA VI (JO), ADA III
2. Receives the certified leave application	2.1 Reviews and certifies the leave credits 2.2 Returns the application for recommendation by the Head of Office	None	15 minutes	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
3. Submits the leave application at the MO or SBO for LCE/Vice-Mayor approval/disapproval	3.1 Receives the leave applications for LCE approval/disapproval 3.2 Forwards the approved/disapproved leave applications at the HRMO	none	30 minutes	MO: ADOF IV, ADOF I, PS II, ADA IV, LCE SBO: ADOF I, ADOF III, Vice-Mayor HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
4. Receives copy of the approved/disapproved leave application	4.1 Issues copy of the leave application 4.2 Administers the CSS Form	none	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:			57 minutes	



2. Issuance of Certified Copy of HRMO Documents

These documents are being issued to any municipal officials or employees of the Municipal Government of Tuba for any legal purpose/s, subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. SPA (if the requesting party is not the owner of the document)		Notary public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip	1. 1 Provides the request slip	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
2. Submits the accomplished request slip and SPA (<i>if the requesting party is not the owner of the document</i>)	2.1 Accepts and evaluate the duly accomplished request slip together with the other requirements 2.2 Prepares document	None	30 minutes	
3. Receives requested document	3.1 Issues the requested document 3.2 Administers CSS Form	None	1 minute	
TOTAL:		None	32 mins	



3. Issuance of Certification of Employment

Certificate of Employment (COE) is an official document issued by the employer that verifies a person's employment, including their job title, start and end dates, and salary. This is being issued to any requesting municipal officials or employees of the Municipal Local Government Unit of Tuba.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip and submits	1.1 Provides the request slip 1.2 Receives the document 1.3 Issue the Order of Payment 1.4 Prepares the certification	None	30 minutes	HRMO: ADOF V, ADOF IV, ADA IV (JO), ADA III
2. Pays the required fees at Municipal Treasury Office	2.1 Receives and issues the official receipt	Certification fee: Php290.00 None	13 minutes	MTO: RCC II
3. Receives requested document	3.1 Issues the requested document 3.2 Administer CSS Form	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	44 minutes	



4. Issuance of Service Records

A Service record is a document that details a person's employment history, including their positions, salaries, and period of service in the agency. This is issued to any requesting individual working in the Municipal Local Government Unit of Tuba subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip 1 original copy		HRMO		
2. Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip and submits	1.1 Provides the request slip 1.2 Receives the document 1.3 Issue the Order of Payment 1.4 Prepares the certification	None	30 minutes	HRMO: ADOF V, ADOF IV, ADA IV (JO), ADA III
2. Pays the required fees at Municipal Treasury Office	2.1 Receives and issues the official receipt	Certification fee: Php290.00 None	13 minutes	MTO: RCC II
3. Receives requested document	6.1 Issues the requested document 6.2 Administer CSS Form	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
TOTAL:		Php290.00	44 minutes	



5. Issuance of Certified Copy of HRMO Documents

These documents are being issued to any municipal officials or employees of the Municipal Government of Tuba for any legal purpose, subject to the provisions of the Data Privacy Law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Government			
Who may avail:	Municipal officials and employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request slip 1 original copy			HRMO	
2. SPA (if the requesting party is not the owner of the document)			Notary public	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request slip	1. 1 Provides the request slip	None	1 minute	HRMO: ADOF V, ADOF IV, ADA VI (JO), ADA III
2. Submits the accomplished request slip and the required document (<i>if the requesting party is not the owner of the document</i>)	2.1 Accepts and evaluate the duly accomplished request slip together with the other requirements 2.2 Prepares document	None	30 minutes	
3. Receives requested document	3.1 Issues the requested document 3.2 Administers CSS Form	None	1 minute	
TOTAL:		None	32 minutes	



Public Employment Services Office (PESO)

External Services



1. ISSUANCE OF CERTIFICATE OF INTERPOSING NO OBJECTION

The Certificate of Interposing No Objection is a pre requirement issued to recruitment agencies prior to the conduct of the activity in the municipality.

Office or Division:	MAYOR'S OFFICE- PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Direct Companies, Manpower Agencies (Local and Overseas)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of intent addressed to the Local Chief Executive (LCE) 2. Company Profile 3. List of valid Job Order 4. Business Permit 5. BIR Certificate 6. SEC/DTI Registration 7. POEA License 8. For foreigners participating in the recruitment activity, Special Working Permit (SWP)		Business Permit and Licensing Office Bureau of Internal Revenue Securities and Exchange Commission/ Department of Trade Industries Philippine Overseas Employment Administration Bureau of Immigration/ Philippine Overseas Employment Administration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of requirements	1.1 Assess/ Validate submitted requirements	Certificate of Interposing No Objection- Php 290.00	3 days	PESO: LEO I, LEA
	1.3 Prepare the Certificate of Interposing No Objection			AO IV
2. Proceed to the Municipal Treasury Office and pay the corresponding fee	2. Local Revenue Collector will receive payment and issue Official Receipt			
3. Present official receipt and claim the approved Certificate of No Objection	3.1 Release approved No Objection Certificate 3.2 Disseminate information of the SRA thru social media, bulletin boards and coordination to BESOs			PESO: LEO I, LEA
TOTAL:		Php 290.00	3 days	



2. ISSUANCE OF RECOMMENDATION FOR THE CONDUCT OF SPECIAL/LOCAL RECRUITMENT ACTIVITY

This service issues an official recommendation to employers or licensed recruitment agencies seeking to conduct Special or Local Recruitment Activities (SRA/LRA) within the locality. It ensures compliance with labor laws, safeguards jobseekers from illegal recruitment, promotes local employment, and strengthens coordination among PESO, DOLE, and other concerned agencies.

Office or Division:	PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B)			
Who may avail:	Direct Companies and Manpower Agencies Local and Abroad			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent addressed to the Local Chief Executive 2. Company Profile 3. List of Job Order/ Job vacancies 4. Business Permit 5. BIR Certificate 6. SEC/DTI Registration 7. DOLE License (for local manpower agencies) 8. DMW License (for overseas manpower agencies) 9. Special Permit 10. Special Recruitment Authority (for overseas) 11. Certificate of No Pending Case		Business Permit and Licensing Office Bureau of Internal Revenue Securities Exchange Commission/ Department of Trade of Industries DOLE Department of Migrant Workers Mayor's Office Department of Migrant Workers DOLE/ DMW		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request with complete set of requirements.	1.1 Receives and Assesses as to completeness of the requirements 1.2 Validates requirements through portal	None	1 day	PESO: LEO I, LEA
2. Receives Agency Action	2.1 Issuance of Recommendation	None		PESO: LEO I, LEA



	2.2 Submits recommendation with Official Receipt to the Office of the Mayor			
TOTAL:			1 day	

3. REFERRAL OF APPLICANTS FOR DOLE INTEGRATED LIVELIHOOD PROGRAM (DILP)

Reviews and endorses livelihood proposals to DOLE under the Integrated Livelihood Program (DILP), helping clients access livelihood support and income-generating opportunities.

Office or Division:	PUBLIC EMPLOYMENT SERVICES OFFICE			
Classification:	SIMPLE			
Type of Transaction:	Government to Business (G2B) & Government to Client (G2C)			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Individual Livelihood Proposal		PESO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished livelihood proposal form and required documents	1.1 Reviews submitted documents 1.2 Endorses/Refers the application to DOLE for further evaluation	None	20 minutes	PESO: LEO I, LEA
<ul style="list-style-type: none"> ➤ <i>Final evaluation and approval will be conducted by the Department of Labor and Employment (DOLE).</i> ➤ <i>Clients are advised to keep communication lines open for updates.</i> 				
TOTAL:			20 minutes	



Business Permit and Licensing Office (BPLO)

External Services



1. Business Permitting and Licensing

A business or Mayor's permit is issued to all persons in the municipality of Tuba to legally operate a business, provided all requirements are complied with.

Office or Division:	Mayor's Office – Business Permit and Licensing Section
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All proprietors with business in Tuba
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Please fill-out the Business Permit Application Form/Unified Form (provided by BPLO) and submit together with the following requirements:	Business One-Stop-Shop (BOSS) https://bpb3c3.ibpls.com/tubabenguet/
<p>1. New Business Permit Applications</p> <p>1.1. Proof of business registration - DTI if Sole Proprietorship 2 copies - 1 original, 1 photocopy</p> <p>SEC – for all kinds of corporations 2 Copies COMPLETE SET - 1 Original, 1 Photocopy or</p> <p>CDA – for cooperatives 2 Copies - 1 Original, 1 Photocopy</p> <p>1.2. Proof of right of applicant to use as business address, which may include the following: i. If owned, proof of ownership - Transfer Certificate of Title or Tax Declaration ii. If not owned by the applicant - Contract of Lease, Memorandum of Agreement, or written consent of property owner</p> <p>1.3. Barangay Business Clearance 1 original, 1 photocopy</p> <p>1.3. Zoning/Locational Clearance 1 original, 1 photocopy</p> <p>1.4. Sanitary Permit/ Health Certificate 1 Original Copy</p> <p>1.6. Fire Safety Inspection Certificate 1 Original Copy</p> <p>2. Business Permit Renewal Applications</p> <p>2.1. Proof of gross receipts which may include: i. Audited financial statements ("AFS") or unaudited AFS</p>	<p>- https://bnrs.dti.gov.ph/ DTI/Tuba Negosyo Center – for Sole Proprietor</p> <p>- https://www.sec.gov.ph 3rd Flr. Newtown Plaza Bldg. Corner Leonard Wood Road, No. 42, Claro M. Recto Street, Baguio City Baguio City 2600 Benguet</p> <p>- 4/F Annex Building, Lyman Ogilby Centrum, 358 Magsaysay Avenue 2600 Baguio City</p> <p>- Applicant</p> <p>- BPLO</p> <p>- Municipal Planning & Development Office – Zoning Section</p> <p>- Municipal Health Services Office</p> <p>- Tuba Fire Station</p> <p>- Owner's financial statement/ Income Tax Returns/ Statements of Gross Receipts for the preceding year</p>



<p>for those who are not required to file AFS with the BIR</p> <ul style="list-style-type: none"> ii. Sworn declaration of gross receipts or iii. Income tax returns <p>1 Original Copy, 1 Photocopy</p> <p>2.2. Sanitary Permit/ Health Certificate - 1 Original Copy</p> <p>2.3. Fire Safety Inspection Certificate (FSIC) - 1 Original Copy</p>	<ul style="list-style-type: none"> - Municipal Health Services Office (MHSO) - Tuba Fire Station
<p>Additional Requirement/s (Annex 4 of the JMC No. 01 Series of 2021)</p>	
<p>Water Station, Water Delivery Services, Water Utilities</p> <ul style="list-style-type: none"> - Water analysis result - Permit to Operate 	<ul style="list-style-type: none"> - Any accredited laboratory testing center - Department of Health
<p>Health Services/Facilities</p> <ul style="list-style-type: none"> - License to Operate 	<ul style="list-style-type: none"> - Department of Health
<p>Distributor of food, Medical Drugs, Beauty/Cosmetic Products, Medical Devices and Household Hazardous Products</p> <ul style="list-style-type: none"> - FDA LTO (1 Original copy, 1 photocopy) 	<ul style="list-style-type: none"> - Food and Drug Administration
<p>Private Schools, Training Centers</p> <ul style="list-style-type: none"> - Certificate of Accreditation (1 Original Copy, 1 photocopy) 	<ul style="list-style-type: none"> - DepEd/CHED/TESDA DepEd
<p>Extraction of Sand, Gravel, Boulders, etc.</p> <ul style="list-style-type: none"> - ECC – (1 Original copy, 1 photocopy) 	
<p>Gasoline Stations</p> <ul style="list-style-type: none"> - DOE Certificate of Compliance (1 original, 1 photocopy) - ECC (1 original, 1 photocopy) 	<ul style="list-style-type: none"> - Department of Energy - DENR
<p>MENRO CERTIFICATE (1 original Copy, 1 photocopy) – Case to case basis</p>	<ul style="list-style-type: none"> - MENRO Office
<p>Tourism Related Establishments – DOT (Department of Tourism) Accreditation (1 original copy, 1 photocopy)</p>	<ul style="list-style-type: none"> - DOT Office
<p>Security Agency</p> <ul style="list-style-type: none"> - License to operate (1 original copy, 1 photocopy) 	<ul style="list-style-type: none"> - Philippine National Police
<p>Electronic Gaming</p> <ul style="list-style-type: none"> - License to operate (1 original copy, 1 photocopy) 	<ul style="list-style-type: none"> - PAGCOR
<p>PHYSICAL BUSINESS ONE-STOP-SHOP</p>	



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
For ONLINE APPLICATION 1. Fill-out and submits the required documents via https://bpb3c3.ibpls.com/tubabenguet/	1. Receive and evaluates submitted documents	None	2 hours	Sharon C. Saingan, Licensing Officer II/ Arlene D. Bangit, Licensing Inspector I/ Ulysis P. Paus, Adm. Aide III
	2. Generate tax bill and send to client's e-mail.	None	30 mins	Municipal Treasurer's Office Revenue Collection Clerks
	3. Receive payment and issue official receipt. Refer to the Municipal Treasurer's Office Citizen's Charter	Business Tax & other fees dependent on 2022 Revised Revenue Code of the Municipality of Tuba schedule of fees.	Client dependent	
	4. Final Review of application by the BPLO	None	10 mins	Sharon C. Saingan, Licensing Officer II/ Arlene D. Bangit, Licensing Inspector I/ Ulysis P. Paus, Adm. Aide III
	5. Send business permit through e-mail.	None	10 mins	Sharon C. Saingan, Licensing Officer II/ Arlene D. Bangit, Licensing Inspector I/ Ulysis P. Paus, Adm. Aide III
For WALK IN APPLICATION:				
1. Submit the requirements	1. Verify and accept application form with complete attachments or supporting documents Encode/update the customer's information.	None	30 minutes	Sharon C. Saingan, Licensing Officer II/ Arlene D. Bangit, Licensing Inspector I/ Ulysis P. Paus, Adm. Aide III
2. Payment				

<ul style="list-style-type: none"> - Pay the required taxes and fees at the Municipal Treasurer's Office (MTO) 	2.1. Provide assessment/ computation of fees. 2.2. Collect payment and issue official receipt	Business Tax & other fees dependent on 2022 Revised Revenue Code of the Municipality of Tuba schedule of fees For Retailing: Php 400,000.00 or less $X = \text{gross sale} \times .02$ More than 400,000.00 = Plus 1% in excess of 400,000.00 e.g. gross sales 450000 $X = 8000 + (50000 \times .01)$	30 minutes	Revenue Collection Clerks
3. Receive <ul style="list-style-type: none"> - Present official receipt at the BPLO Receive Business/ Mayor's Permit with owner's copy of the supporting documents	3.1. Check customer's business information 3.2. Print Business/ Mayor's Permit 3.3. Release Business/Mayor's Permit	None	20 minutes	Sharon C. Saingan, Licensing Officer II/ Arlene D. Bangit, Licensing Inspector I Ulysis P. Paus, Adm. Aide III
TOTAL:			1 hr and 20 mins	
Note: Standard processing time. Processing time for business registrations should not exceed 3 days.				

2. Issuance of Permit to Operate a Motorized Tricycle

Permit to Operate a Motorized Tricycle is issued to operators with Motorized Tricycle Operator's Permit (MTO) issued by the Sangguniang Bayan (SB)

Office or Division:	MO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Citizen			
Who may avail:	All motorcycle operator			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. MTO 2. Official Receipt (OR)		<ul style="list-style-type: none"> - Sangguniang Bayan - Municipal Treasurer's Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present MTOP and OR	1. 1. Receive, check and verify the MTOP and OR	None	10 mins	Licensing office/ detailed staff
	1.2. Print Permit to Operate a Motorized Tricycle	none	20 mins	Licensing office/ detailed staff
TOTAL:			30 mins	

3. Retirement of Business

Retirement of Business is required if the business stopped its business operation. Penalties and fees will not be incurred if the retirement of business is acted upon the retirement of business operation.

Office or Division:	MO – Business Permit and Licensing Section			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Business holders whose business has stopped its operation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certification (1 original Copy, 2 photocopies) 2. Latest Business permit (original copy) 3. Business plate (original) 4. Original receipt		- Barangay Hall (where business is located) - Owner - Owner - Municipal Treasurer's Office (MTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present documents at the MTO	1.1. Receive and check and verify the requirements presented. Also check if account is fully paid/ settled	(Business tax, amount of which depends on when the business operation was actually terminated)	20 mins	Revenue Collection Clerks
2. Proceed to the BPLO	2.1. Check the termination/retirement of business application form, official receipt and business plate 2.2. Print certification for the retirement of business 2.3. Approval of the Municipal Mayor	none	20 mins	Licensing office/ detailed staff
TOTAL:			40 mins	



Internal Audit Services Office (IASO)

Internal Services



1. Compliance Audit

Compliance audit is the evaluation of the degree of compliance with laws, regulations, managerial policies, and operating procedures in the LGU, including compliance with accountability measures, ethical standards, and contractual obligations (Internal Audit Manual for Local Government Units).

Office or Division:	MO – Internal Audit Services			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Executive and Legislative Branch of the Municipal Government of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter/Written Instructions to conduct audit (2 copies: 1 original and 1 photocopy) Annual Audit Plan		Office of the Municipal Mayor Internal Audit Services Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Endorsement Letter/ Instructions to the IAS Office.	1) Receive the Endorsement Letter/Instructions	None	3 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
Wait for the results of audit.	1. Evaluation of the audit request.	None	1 hour, 30 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
	2. Planning and assignment of the Project.	None	5 hours	-Mayor's Office – Internal Audit Section
	3. Conduct of Compliance Audit: 3.1 Outlining Scope and objectives of the audit. 3.2. Establishing the basis for budgeting (time, cost, personnel) 3.3. Identifying the evidence required to develop the findings; 3.4. Determining Audit Procedures (nature, extent, and timing) 3.5. Establishing the basis for coordinating the staff.	None	18 days	Internal Auditor II -Mayor's Office – Internal Audit Section
	1.4. Draft, review and approval of audit report	None	1 day	Internal Auditor II -Mayor's Office – Internal Audit Section
Receive audit Report	1.5. Submit audit report to the requesting party and copy furnished to the Mayor	None	5 minutes	-Mayor's Office – Internal Audit Section
TOTAL:		None	19 days, 6 hours and 38 minutes	



2. Management Audit

Management audit is a separate evaluation of the effectiveness of internal controls adapted in the operating and support services units/systems to determine whether they achieve the control objectives over a period of time or as of a specific date.

This includes the determination of the degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards, and contractual obligations covering specific timeframes. It is a review and appraisal of the systems and processes, organizational and staffing structures, operations and management practices, records, reports, and performance standards of the agencies/units covered (DBM Internal Audit Manual for LGUs 2016).

Office or Division:	MO – Internal Audit Services			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Executive and Legislative Branch of the Municipal Government of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter/Written Instructions to conduct audit (2 copies: 1 original and 1 Photocopy) Annual Audit Plan		Office of the Municipal Mayor Internal Audit Services Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Endorsement Letter/ Instructions to the IAS Office.	1) Receive the Endorsement Letter/Instructions	None	3 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
Wait for the results of audit.	1. Evaluation of the audit request.	None	1 hour, 30 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
	2. Planning and assignment of the Project.	None	5 hours	Internal Auditor II -Mayor's Office – Internal Audit Section
	3. Conduct of Management Audit: 3.1 Outlining Scope and objectives of the audit. 3.2. Establishing the basis for budgeting (time, cost, personnel) 3.3. Identifying the evidence required to develop the findings; 3.4. Determining Audit Procedures (nature, extent, and timing) 3.5. Establishing the basis for coordinating the staff.	None	18 days	Internal Auditor II -Mayor's Office – Internal Audit Section
	1.4. Draft, review and approval of audit report	None	1 day	Internal Auditor II

				-Mayor's Office – Internal Audit Section
Receive audit Report	1.5. Submit audit report to the requesting party and copy furnished to the Mayor	None	5 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
TOTAL:		None	19 days, 6 hours and 38 minutes	

3. Operations Audit

Operations audit is a separate evaluation of the outcome, output, process, and input to determine whether government operations, programs, and projects are effective, efficient, ethical and economical, including compliance with laws, regulations, managerial policies, accountability measures, and contractual obligations. Operations audit of organizations, programs, and projects involves an evaluation of whether or not performance targets and expected results were achieved (1.9.3 Operations Audit, DBM Internal Audit Manual for LGUs (2016), p. 10).

Office or Division:	MO – Internal Audit Services			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Executive and Legislative Branch of the Municipal Government of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement Letter/Written Instructions to conduct audit (2 copies: 1 Original and 1 Photocopy) Annual Audit Plan		Office of the Municipal Mayor Internal Audit Services Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Endorsement Letter/ Instructions to the IAS Office.	1) Receive the Endorsement Letter/Instructions	None	3 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
Wait for the results of audit.	1. Evaluation of the audit request.	None	1 hour, 30 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
	2. Planning and assignment of the Project.	None	5 hours	Internal Auditor II -Mayor's Office – Internal Audit Section
	3. Conduct of Operations Audit: 3.1 Outlining Scope and objectives of the audit.	None	18 days	Internal Auditor II -Mayor's Office – Internal Audit Section

	<p>3.2. Establishing the basis for budgeting (time, cost, personnel)</p> <p>3.3. Identifying the evidence required to develop the findings;</p> <p>3.4. Determining Audit Procedures (nature, extent, and timing)</p> <p>3.5. Establishing the basis for coordinating the staff.</p>			
	1.4. Draft, review and approval of audit report	None	1 day	Internal Auditor II -Mayor's Office – Internal Audit Section
Receive audit Report	1.5. Submit audit report to the requesting party and copy furnished to the Mayor	None	5 minutes	Internal Auditor II -Mayor's Office – Internal Audit Section
TOTAL:		None	19 days, 6 hours and 38 minutes	



Municipal Veterinary Office (MVO)

External Services



1. Animal Castration

Removal or inactivation of the testicles of a male animal to keep them from reproducing and to decrease aggression to enhance on-farm safety for handlers and animals.

Office or Division:	VETERINARY SECTION			
Classification:	Complex			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All resident animal raisers or owners in the municipality.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter/verbal request			Requesting Party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1.3 CASTRATION (Carabao, Cattle, Horse, Boar)				
1. Submit request for off-site animal castration	1.1. Receive request	None	7 days	MO-Veterinary Section: Veterinary I & II
	1.2. Interview client/ owner 1.3. Set the date for site visit	None		
2.1 Receive order of payment	2.1 Issue order of payment	Service Fee=Php29 0.00 + Medicine (<i>See table below</i>)		MTO: RCC II MO-Veterinary Section: Veterinary I & II
2.2 Pay the required fees at the treasury office and secure OR	2.2 Receive payment and issue official receipt			
2.3 Assist the veterinarian during the castration procedure	2.3 Conduct site animal castration			
3. Receive prescription issued	3 Issued prescription and provide available medicine	None		
TOTAL:		Service Fee=Php2 90.00 + Medicine (<i>See table below</i>)	7 days	

2. Animal Treatment

Animal treatment refers to a procedures conducted to combat animal disease or disorder.

Office or Division:	VETERINARY SECTION			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All resident animal raisers or owners in the municipality.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter/verbal request			Requesting party	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
TREATMENT				
1. Submit request for off-site treatment	1.1. Receive request	None	7 days	MO-Veterinary Section Veterinary I & II
	1.2. Interview client/owner 1.3. Set the date for site visit	None		
	2.4 Receive order of payment	2.1 Issue order of payment		
2.5 Pay the required fees at the treasury office and secure OR	2.2 Receive payment and issue official receipt			
2.6 Assist the veterinarian during the treatment	2.3 Conduct site treatment	MO-Veterinary Section Veterinary I & II		
3. Receive prescription issued	3 Issued prescription and provide available medicine	None		
TOTAL:		Service Fee + Medicine	7 days	

3. Anti-Rabies Vaccination/Deworming

This service refers to a procedure given to animals for diseases and parasites prevention pursuant to RA 9482 or the Anti-Rabies Act of 2007 and Municipal Ordinance No.482 s. 2003.

Office or Division:	VETERINARY SECTION			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen			
Who may avail:	All resident animal raisers and dog owners in the municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Only healthy animals are to be vaccinated 2. Dog vaccination card/record (original) 3. Only 3 months old dog and above could be Vaccinated		Veterinary Section/Animal owner		
4. Animal treatment consultation. 5. Request Letter <i>(for off-site requested vaccination only)</i>		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
<i>For Leter A & B</i> 1. Register at logbook and fill up request slip <i>For letter C</i> 1. Submit letter request	1.1 Receive request slip/letter 1.2 Interview client	None	3 days	MO-Veterinary Section: Veterinary I & II MTO: RCC II
A. <i>Massive Vaccination:</i> 2. None	2. Set schedule of vaccination	None		
B. <i>Walk-In Client</i> 2.0 Bring the dog at the office and dog record if available 2.1 Receive order of payment and pay at the treasury office. 2.2 Receive OR and present to the veterinary in-charge.	2.0 Examine dog health condition 2.1 Issue order of payment and instruct the client to pay the required fees at the treasury office. 2.2 Receive payment and issue OR. 2.2 Administer vaccination or deworming to healthy dog ages 3 months onwards	Vaccine Fee <i>(see table below)</i> + Service Fee=PhP5 0.00 Deworming Fee <i>(see table below)</i> + Service Fee=PhP5 0.00		



<p><i>C. Off-Site Requested Vaccination</i></p> <p>2.0 Receive order of payment and pay at the treasury office. 2.1 Receive OR and present to the veterinary in-charge.</p>	<p>2.0 Issue order of payment and instruct the client to pay the required fees at the treasury office. 2.1 Receive payment and issue OR. 2.2 Administer vaccination or deworming to healthy dog ages 3 months onwards</p>	<p>Vaccine Fee (see table below) + Service Fee=PhP290.00</p> <p>Deworming Fee (see table below) + Service Fee=PhP290.00</p>		
TOTAL:		Dependent on the procedure availed	3 days (either massive or walkin)	

SCHEDULE OF FEES	
PARTICULAR	RATE
Veterinary Health Certificate	PhP435.00
Deworming Fees:	
- Albendazole	PhP5.00/ml
- Ivermectin/Dectomax	PhP40.00/ml
- Rintal	PhP10.00/tablet
Vitamins/Antibiotics/Hormones:	
- Vitamin B12	PhP20.00/ml
- Gentamicin	PhP10.00/ml
- Oxytetracycline	PhP10.00/ml
- Penicillin	PhP10.00/ml
- Oxytocin	PhP10.00/ml
- Gonadin	PhP200.00/ampule
Vaccination:	
- Anti-rabies	PhP50.00/head
- Hog cholera	PhP20.00/dose
Castration:	
- Carabao	PhP100.00/head
- Cow	PhP100.00/head
- Horse	PhP100.00/head
- Boar	PhP100.00/head
- Piglets	PhP50.00/head
Animal Treatment	PhP400.00



4. Issuance of Animal Health Certificate

All shipment of livestock are required to furnish Animal Health Certificate and certificate of vaccination for dogs, poultry and game fowl in order to acquire veterinary health certificate from the Office of the Provincial Veterinarian and for the issuance of shipping permit for the local transport of live animals.

Office or Division:	VETERINARY SECTION			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	dog owners in the municipality.			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Vaccination record of the animal			MO-Veterinary Section	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register at logbook and inquire the services needed	1. Interview client's purpose then refer to person in charge	None	3 days	PACD MO-Veterinary Section: Veterinary I & II
2. Approach the Veterinary Section staff	<p><i>A. For Dog Vaccination Certificate:</i></p> <p>2.1 Interview the shipper and check name from the dog anti-rabies vaccination record if listed,</p> <p>2.2 If listed, then process certification,</p> <p>2.3 If none, then advice for dog vaccination (can only travel 2 weeks after vaccination)</p> <p><i>B. For Poultry/Game Fowl Vaccination Certificate:</i></p> <p>2.1 Interview shipper and examine vaccination record</p> <p>2.3 Process certification</p>	None		MO-Veterinary Section: Veterinary I & II
3. Pay the required fee at the MTO and receive the OR	3.0 Receive payment and issue the OR	Certification fee = Php 435.00		MTO: RCC II- Windows 1-4



4. Present the OR at the Veterinary office and Receive certificate of vaccination	4. Verify the OR and release certificate of vaccination	None		MO-Veterinary Section: Veterinary I & II
TOTAL:		P435.00	3 days	

3. Municipal Slaughterhouse Services (Locally Registered Meat Establishment)

Food animals to be slaughtered and intended to be sold in public within the municipality should undergo ante-mortem and post-mortem inspection and shall be done in the slaughterhouse to ensure that the meat being sold to the public is safe and free from zoonotic diseases and contamination.

Office or Division:	VETERINARY SECTION			
Classification:	Simple			
Type of Transaction:	G2G – Government to Citizen; G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Veterinary Health Certificate (1 original copy)		Point of Origin/ Veterinary Office		
2. Shipping Permit (1 original copy)				
3. Certificate of Free Status on ASF (if swine), (1 original copy)				
4. ASF Weekly Negative Diseases Monitoring Certification (if swine) (1 original copy)				
5. Barangay Certification (1 original copy)		Point of Origin/ Barangay Hall		
6. Certificate of Ownership and Certificate of Transfer for large animals (Cattle/Carabao) (1 original copy each)		Point of Origin/ Mun.Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the required documents to the Meat Inspector prior to storing of animals in the holding pen.	1. Meat Inspector shall evaluate the documents presented and if found complete, the animal/s can then be placed in the holding pen.	None	3 days	Meat Inspector
2. Store the animal/s in the holding pen for at least 8 hours and wait for the approval of the meat inspector for slaughtering.	2. Meat Inspector shall perform antemortem inspection. If found healthy after the lapse of 8 hours, Meat Inspector shall recommend for the	None		



	slaughtering process to proceed.			
3. None	3. Accredited butcher shall proceed the slaughtering process. Meat Inspector shall observe the whole procedure and perform post-mortem inspection. If found safe and fit for public consumption, meat branding and weighing of carcass follows.	None		
4. Pay fees and receive OR	4. Receive payment and Issue OR	Corral Fee + Ante mortem Fee + Permit to Slaughter + Slaughter Fee + Post mortem Fee		RCC II Windows 1-4 Municipal Treasury Office
5. Present the OR and receive the Meat Inspection Certificate	5. Verify the OR and Issue Meat Inspection Certificate	None		Meat Inspector
TOTAL:		Dependent on the kind of animal slaughtered (see table below)	3 days	

SCHEDULE OF FEES	
PARTICULAR	RATE
Permit Fee to Slaughter	
- Large Cattle	PhP40.00/head
- Hogs	PhP30.00/head
- Goat	PhP25.00/head
- Sheep	PhP25.00/head
- Others	PhP25.00/head
Slaughter Fee	
- Large Cattle	PhP35.00/head
- Hogs	PhP30.00/head
- Goat	PhP25.00/head
- Sheep	PhP25.00/head
- Others	PhP25.00/head



Entrance Fee on dressed meat slaughtered outside the municipality	PhP1.00/kg
Corral Fee	
- Large Cattle	PhP25.00
- Hogs	PhP15.00
- Goat	PhP15.00
- Sheep	PhP15.00
- Others	PhP15.00
Ante Mortem Fee:	
A. Public Slaughterhouse:	
- Large cattle	PhP20.00/head
- Hog/goat/sheep	PhP17.00/head
- Others	PhP6.00/head
B. Private Slaughterhouse:	
- Large cattle	PhP20.00/head
- Hog/goat/sheep	PhP17.00/head
- Others	PhP5.00/head
Post Mortem Fee:	
A. Public Slaughterhouse	
- Large cattle	PhP1.20/kg
- Hog/goat/sheep	PhP1.10/kg
- Others	PhP.60/kg
B. Private Slaughterhouse	
- Large cattle	PhP1.20/kg
- Hog/goat/sheep	PhP1.10/kg
- Others	PhP.60/kg



Municipal Information Technology Office (MITO)

Internal Services

1. Evaluation of Government Owned Computers and/or ICT Equipment

Checks and inspects newly purchased computers, printers, scanners and/or ICT equipment.

Office or Division:	Municipal Information Technology Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request		Supply Office		
2. Inspection and Acceptance Report		Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Approved Purchase Request and Inspection and Acceptance Report	1.1 Receives the approved purchase request and inspection and acceptance report	None	1 minute	COMPRO II, COMPRO I, INFOSR I
	1.2. Checks and inspects quantity and specifications of the ICT equipment	None	20 minutes	COMPRO II, COMPRO I, INFOSR I
	1.3. Installs or configures ICT equipment if Needed	None	35 minutes	COMPRO II, COMPRO I, INFOSR I
	1.4. Signs inspection and acceptance report or informs Supply Office for further advice.	None	4 minutes	COMPRO II, COMPRO I, INFOSR I
TOTAL:		None	1 hour	



2. IT Technical Support to LGU Systems and Employees

Provides IT technical support or assistance to LGU systems and employees

Office or Division:		Municipal Information Technology Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Municipal Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		IT Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	3 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I
	1.3. Handles request and provides the client with results or further recommendation			COMPRO II, COMPRO I, INFOSR I
TOTAL:		None	3 days	

3. Maintenance of Government Servers, PABX, CCTV System, Access Points and Other Networking Equipment

Conducts maintenance, installation, LAN cabling, configuration and testing of government owned servers, PABX, CCTV system, access points and other networking equipment not to hamper the use of computerized and communication systems.

Office or Division:		Municipal Information Technology Office		
Classification:		Complex		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Municipal Employees / Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		IT Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	5 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I



	1.3. Handles request and provides the client with results or further recommendation			INFOSR I
TOTAL:		None	5 days	

4. Pre-Repair Inspection Report for ICT Equipment

Checks and inspects equipment and fill up the pre-repair inspection report findings for ICT equipment.

Office or Division:	Municipal Information Technology Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Pre-repair Inspection Report		Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits approved pre-repair inspection form	1.1. Receives the approved pre-repair inspection form	None	50 minutes	COMPRO II, COMPRO I, INFOSR I
	1.2. Checks, inspects and test equipment			COMPRO II, COMPRO I, INFOSR I
	1.3. Fills up the pre-repair findings			COMPRO II, COMPRO I, INFOSR I
TOTAL:		None	50 minutes	



5. Repair of Government Owned Computers, Printers and/or ICT Equipment

Conducts repair and maintenance to government owned computers, printers and/or ICT equipment.

Office or Division:		Municipal Information Technology Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Municipal Employees / Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip		IT Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Informs IT personnel for technical assistance	1.1 Receives technical assistance request	None	3 days	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts assessment regarding their concern(s)			COMPRO II, COMPRO I, INFOSR I
	1.3. Handles request and provides the client with results or further recommendation			INFOSR I
TOTAL:		None	3 days	

6. Uploading of Full Disclosure Policy Documents at the DILG FDP Portal

The FDP Portal enables the public to view, download, and print LGU financial documents to allow their constituents to understand how their local government's budget and spend for public services. Uploading of FDP documents are done annually and quarterly.

Office or Division:		Municipal Information Technology Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Municipal Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Annual Budget		Budget Office		
2. Annual Statement of Indebtedness, payments and Balances		Treasury Office		
3. Statement of Receipts and Expenditures		Treasury Office		
4. Annual Procurement Plan and Procurement List		Bids and Awards Committee		
5. Gender and Development Accomplishment Report		GAD Focal Person		
6. Supplemental Procurement Plan		Bids and Awards Committee		
7. Trust Fund Utilization		Accounting Office		
8. Quarterly Statement of Cash Flow		Accounting Office		



9. Special Education Fund Utilization		Accounting Office		
10. Unliquidated Cash Advances		Accounting Office		
11. LDRRM Fund Utilization		Accounting Office		
12. Manpower Complement		Accounting Office / Human Resource Office		
13. Bid Results on Civil Works, Goods and Services and Consulting Services		Bids and Awards Committee		
14. Utilization of the 20% Component of IRA		Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the approved softcopy in excel format the FDP documents	1.1 Receives the approved softcopy of the FDP documents	None	1 minute	COMPRO II, COMPRO I
	1.2 Checks and applies proper format before uploading	None	1 hour 30 minutes	COMPRO II, COMPRO I
	1.3 Uploads FDP documents at FDP portal	None	30 minutes	COMPRO II, COMPRO I
	1.4 Checks FDP portal if file was successfully uploaded	None	20 minutes	COMPRO II, COMPRO I
TOTAL:		None	2 hours, 21 minutes	

7. Simple In-house Systems Application Development

Develops In-House application systems to improve office operations.

Office or Division:	Municipal Information Technology Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Municipal Employees / Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request noted by the Municipal Mayor		Mayor's Office		
Sample Report Documents		Requesting Party		
Sample Data Documents		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides letter request noted by the Municipal Mayor	1.1 Receives letter request	None	2 minutes	COMPRO II, COMPRO I, INFOSR I
	1.2 Conducts initial assessment on the request		2 days	COMPRO II

2. Submits required documents	2.1 Receives required documents		2 minutes	COMPRO II, COMPRO I
	2.2 Conducts interview and data gathering on the requested system to be developed.		1 day	COMPRO II, COMPRO I
	2.3 Develops, tests and deploys the system.		15 days	COMPRO II, COMPRO I
3. Attend user's training	3.1 Schedules and conducts user's training.		1 day	COMPRO II, COMPRO I
TOTAL:		None	19 days, 4 minutes	



Municipal Tourism Office (MTOO)

External Services



1. CONDUCT OF CONVENTION/SUMMIT/CELEBRATIONS AND CAPABILITY BUILDING ACTIVITIES

MO- Tourism Section responds to the invitations or requests for the conduct of conventions, summits, celebrations and other capability activities for the tourism- related groups (farm tourism owners, tour guides, transportation groups, tourism enterprises owners, culture and arts groups, etc.).

Office or Division:	Mayor's Office - TOURISM SECTION			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Clients; G2G- Government to Governments; G2B- Government to Business			
Who may avail:	All- Tourism- related groups (farm tourism owners, tour guides, transportation groups, tourism enterprises owners, culture and arts groups, etc.); Barangay Local Government Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter (invitation/ request)		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter- invitation/ request (contact number to indicate for proper communication)	1. Receive the letter	None	1 day	Administrative Officer- Mayor's Office
	2. Review the letter (align with Annual Investment Plan/ Tourism Development Plan/ Annual Budget)			
	3. Approve/ Disapprove			LCE
2. Follow-up the Request	1. Coordinate with the requesting party	None	15 days	Tourism Operations Officer
	2. Plan for the work and financial needs (Activity Design, Program Paper, etc.)			
	3. Prepare for activity implementation (coordinate with the concerned offices, parties, etc.)			
3. Cooperate for the implementation	1. Implement the activity	None	3 days	Tourism Operations Officer
	2. Prepare and submit post activity report			
TOTAL:			19 days*	



2. ISSUANCE OF TOURISM- RELATED DATA/ INFORMATION

The section issues tourism- related data to the clients, individuals (students; researchers), private entities (research groups/ companies; consultancy firms; etc.), for research, studies, academic, business and other purposes, as well as to the government offices, national and local for the same purposes.

Office or Division:	Mayor's Office - TOURISM SECTION			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; G2G- Government to Government; G2B- Government to Business			
Who may avail:	All Clients: individuals (students; researchers) and private entities (research groups/ companies; consultancy firms; etc.); government offices; business firms			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		
2. Official Receipt for Photocopy Fee/ Certificate of True Photocopy, if applicable		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter	1. Receive the request letter	None	30 minutes	Administrative Officer- Mayor's Office
	2. Review the request letter			
	3. Approve or disapprove			Local Chief Executive
2. Follow-up at the Municipal Tourism Section	1. Prepare the data requested	None	45 minutes	MO- Tourism Operations Officer
	2. Prepare Reply Letter			Records Officer- Mayor's Office
3. Pay fee (photocopy fee/ certificate of true photocopy)	Issue Official Receipt	Php5.00- photocopy per page; Php55.00- certificate of true photocopy	5 minutes	Revenue Collection Clerks- Treasury Office
4. Present Official Receipt to the MTOO	Photocopy the OR and attach to the receiving copy of the Reply Letter	None	5 minutes	Tourism Operations Officer
5. Receive/ Claim the copy of data requested	1. Issue the data requested	None	5 minutes	Tourism Operations Officer
	2. File the receiving copy			
	3. Serve the MO a copy of the receiving copy			
TOTAL:			1 hour & 30 minutes*	



3. RESPONSE TO QUERIES/REQUESTS

This service is provided to tourism- related groups (farm tourism owners, tour guides, transportation groups, tourism enterprises owners, culture and arts groups, etc.) and line agencies to reply for their queries and requests.

Office or Division:	Mayor's Office-Tourism Section			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen, G2G- Government to Government			
Who may avail:	Tourism Stakeholders/Line Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. <u>Reply to Queries</u>				
1. Submit request letter/Request Slip	1. Receives request letter/ Request slip	none	5 minutes	Tourism Operations Officer
2. Client discuss with the office personnel of the assistance needed and receives recommendations/ needed information	2. Office staff discuss with the client's concern and provides recommendations/ needed information	none	55 minutes	Tourism Operations Officer
	TOTAL:	none	1 hour	



Municipal Tourism office (MToO)

Internal Services



1. SUBMISSION OF REPORTS

The Municipal Tourism Section is mandated to collect statistical data from the different tourism enterprises for the determination of the tourism arrivals. Data collated is collected by the Provincial Tourism Office, DOT- CAR, and other similar government institutions.

Office or Division:	MUNICIPAL TOURISM SECTION			
Classification:	Simple			
Type of Transaction:	G2G– Government to Government			
Who may avail:	Provincial Tourism Office and Department of Tourism- Regional Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Submission (if there is)/ Communication Letter		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward/ Submit Notice / Communication Letter	1. Receive the Notice/ Communication Letter	None	1 hour	Administrative Officer- Mayor's Office
	2. Approve/ Disapprove			LCE
	3. Prepare the Report			Tourism Operations Officer
2. Receive the Report	1. Issue/ Serve the Report	None	30 minutes	Tourism Operations Officer
	2. File the receiving copy			
	3. Serve the MO a copy of the receiving copy			
TOTAL:		None	1 hour & 30 minutes*	

**Processing time may be beyond the set time and may take 3 days at most depending on the circumstances validly acceptable for any delay.*



Municipal Budget Office (MBO)

External Services



1. Receiving of Incoming Communications

Incoming communications addressed to the Municipal Budget Office are duly acknowledged and properly recorded.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Incoming communications on local budgeting and other related matters, hard copy or thru email (1 original copy)			Client availing the service	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the client's logbook	1. Designate area and provide logbook for the registration of clients	None	3 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II
2. For communications printed in hard copy: ➤ Issue the communication in hard copy and wait for acknowledgement 2.1. For communications thru email: ➤ Send communication thru the following email: leon_carlita@yahoo.com and segundo.cresencia75@gmail.com	2. Receive the communication as follows: ➤ Stamp with "received" or affix complete receipt details 2.1. ➤ Access the communication thru email address	None	5 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V Administrative Officer V Municipal Budget Officer
3. Receive file copy stamped as acknowledged or receive an	Return file copy of client duly acknowledged or send	None	3 minutes	Administrative Aide IV

acknowledgement email from the Municipal Budget Office	acknowledgement thru email			Administrative Officer II Administrative Officer IV Administrative Officer V Municipal Budget Officer
TOTAL:			11 minutes	

2. Request for the Balances/Availability of Appropriations, Allotments, and Obligations

Technical assistance on local budgeting can be availed of from the Municipal Budget Office when requesting for the balances/availability of appropriations, allotments, and obligations of all budgetary accounts. Registries are monthly maintained to guide the Municipal Budget office in addressing the requests.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Municipal Departments/Offices, Civil Society Organizations (CSOs)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Written/verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s (1 original copy)			Client availing the service	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present written/ make verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s.	1. Receive written/verbal request on the balances/availability of appropriations, allotments, and obligations of budgetary account/s. 1.1. Verify/check balances/availability with the appropriate registries. 1.2. Prepare a written response of the request, if	None	7 hours and 55 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V Municipal Budget Officer

	written response is requested			
2. Receive written/verbal response on the balances of budgetary account/s requested	2. Issue written/verbal response on the request to the client	None	5 minutes	<i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II Administrative Officer IV Administrative Officer V
TOTAL:			1 day	

3. Review and Evaluation of Barangay and Sangguniang Kabataan Budgets

The Municipal Budget Office undertakes preliminary review of the Appropriation Ordinance of barangays and makes recommendations for consideration of the Sangguniang Bayan. Together with the Municipal Finance Committee (MFC), the Office shall assist the Sangguniang Bayan in the review and evaluation of the barangay budgets and recommend appropriate action thereon. The appropriation ordinance of barangays will be reviewed within 60 days upon receipt by the Sangguniang Bayan of copies of such ordinance.

Office or Division:	Municipal Budget Office				
Classification:	Highly Technical				
Type of Transaction:	G2G – Government to Government				
Who may avail:	All Barangays in the Municipality				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
For Barangay Annual Budget:					
1. Transmittal Letter (2 original copies)		Client barangay availing the service			
2. Budget Message (1 original copy)		Client barangay availing the service			
3. Appropriation Ordinance together with the following Budget Preparation Forms: (1 original copy each)		Client barangay availing the service			
<ul style="list-style-type: none"> ➤ Budget of Expenditures and Sources of Financing (BBP Form No. 1) ➤ List of Projects Chargeable Against the 20% Development Fund (BBP Form No. 2A) ➤ Plantilla of Personnel (BBP Form No. 3) ➤ Statement of Indebtedness (BBP Form No. 4), if any 					
4. Annual Investment Program (AIP) (1 original copy), duly approved by the Sanggunian through a Resolution, and supported by the following: (1 original copy each)				Client barangay availing the service	

<ul style="list-style-type: none"> ➤ DILG endorsed GAD Plan and Budget ➤ Indicative Annual Procurement Plan (APP) ➤ BDRRM Plan ➤ List of PPAs for LCPC ➤ List of PPAs for Senior Citizens and PWD ➤ List of PPAs to Combat Acquired Immunodeficiency Syndrome (AIDS) ➤ List of PPAs to address the problem of illegal drugs ➤ Barangay Nutrition Action Plan ➤ Other plans as required under LBM issued every year 	
For Barangay Supplemental Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. Appropriation Ordinance together with the following Barangay Preparation Forms: (1 original copy each) <ul style="list-style-type: none"> ➤ Statement of Funding Sources (BSBP Form No. 1) ➤ Statement of Supplemental Appropriations (BSBP Form No. 2) 	Client barangay availing the service
3. Approved Supplemental AIP, if any (1 original copy)	Client barangay availing the service
4. Other requirements as required under LBM issued every year (1 original copy)	Client barangay availing the service
For SK Annual Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. SK Resolution Allocating the 10% SK Fund (2 original copies)	Client barangay availing the service
3. Comprehensive Barangay Youth Development Plan (CBYDP) - (2 original copies)	Client barangay availing the service
4. Annual Barangay Youth Investment Program (ABYIP) – (2 original copies)	Client barangay availing the service
5. SK Resolution Endorsing the ABYIP – (2 original copies)	Client barangay availing the service
For SK Supplemental Budget:	
1. Transmittal Letter (2 original copies)	Client barangay availing the service
2. SK Resolution Allocating the 10% SK Fund (2 original copies)	Client barangay availing the service
3. Supplemental Barangay Youth Investment Program, if applicable (2 original copies)	Client barangay availing the service



4. SK Resolution Endorsing the Supplemental Barangay Youth Investment Program, if applicable (2 original copies)		Client barangay availing the service		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete set of requirements to the Sangguniang Bayan through the Municipal Budget Office	<p>1. Receive the complete set of requirements</p> <p>1.2 Submit to the SB for the Committee on Appropriations' recommendation of appropriate action</p> <p>1.3. Furnish the Municipal Budget Office of the complete set of approved barangay budget for preliminary review</p>	None	9 days	<p>SB Office: SB Members</p> <p>SB Secretary LLSO I AO I</p>
2. Wait for the review action of the Sangguniang Bayan on the submitted appropriation ordinance	<p>2. Municipal Budget Office receives the complete set of budget documents</p> <p>2.1. Budget Office conducts preliminary review and evaluation and makes recommendations thereon</p> <p>2.2. Budget Office submits preliminary review and recommendation to the Municipal Finance Committee</p> <p>2.3. MFC reviews and evaluates and recommend appropriate action thereon</p> <p>2.4. MFC prepares and signs endorsement of the</p>	None	50 days	<p><i>Municipal Budget Office:</i> Municipal Budget Officer Administrative Officer V Administrative Officer IV</p>

	<p>recommended appropriate action</p> <p>2.5. Budget Office transmits copy of MFC endorsement to the SB Office through the Office of the Municipal Vice Mayor</p> <p>2.6. SB Office finally review and evaluate the submitted barangay budget</p> <p>2.7. SB Office furnishes advice of action thereon in the form of a resolution through the Municipal Budget Office</p> <p>2.8 Budget Office receives the complete set of approved barangay budget together with the resolution of appropriate action thereon</p>			<p><i>Municipal Finance Committee:</i></p> <p>Municipal Budget Officer</p> <p>Municipal Treasurer</p> <p>Municipal Accountant</p> <p>MPDC</p> <p>SB-Chairperson – Committee on Appropriations</p> <p>Municipal Vice Mayor</p> <p>All SB Members</p> <p>Secretary to the Sanggunian</p> <p><i>Municipal Budget Office:</i></p> <p>Municipal Budget Officer</p> <p>Administrative Officer V</p> <p>Administrative Officer IV</p>
<p>3. Receive the reviewed appropriation ordinance with the resolution of appropriate review action</p>	<p>3. Municipal Budget Office issues the complete set of approved barangay budget with the resolution of appropriate action to the concerned barangay</p>	<p>None</p>	<p>1 day</p>	<p><i>Municipal Budget Office:</i></p> <p>Municipal Budget Officer</p> <p>Administrative Officer V</p> <p>Administrative Officer IV</p> <p>Administrative Officer II</p> <p>Administrative Aide IV</p>
TOTAL:			<p>60 days</p>	

The review and evaluation of barangay and SK budgets is covered under RA No. 7160 and the Barangay Budget Operations Manual, 2023 edition issued by the Department of Budget and Management.



Municipal Budget Office (MBO)

Internal Services



1. Certification on the Availability of Appropriations for Obligation Requests

The use of appropriated funds pursuant to Section 336 of RA No. 7160 shall be exclusively for the specific purpose for which they have been appropriated. Before local funds are utilized, Section 344 of RA NO. 7160 provides that no money shall be disbursed unless the Municipal Budget Officer certifies to the existence of appropriation that has been made for the purpose.

Office or Division:	Municipal Budget Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Municipal officials and employees, municipal based NGAs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ul style="list-style-type: none"> ➤ General Requirements for All Types of Disbursement: (1 original copy each except for OBR which should be 3 copies, 2 original and 1 photocopy) ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Certificate of Availability of Funds ➤ Approval of expenditure by Head of Office or his authorized representative ➤ Sufficient and relevant documents to establish validity of claim 	<p>Requesting Department/office</p> <p>Requesting Department/Office</p> <p>Municipal Accounting Office Municipal Mayor's Office</p> <p>Client availing the service</p>
<p>Specific Requirements for All Types of Disbursement: (1 original copy each except for OBR which should be 3 copies, 2 original and 1 photocopy)</p> <p>1. Cash Advances – documentary requirements to all cash advances except travels</p> <ul style="list-style-type: none"> ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance ➤ Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books <p>Liquidation of Cash Advances</p> <ul style="list-style-type: none"> ▪ Payroll Fund <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll signed by respective Department Head ➤ Approved Daily Time Records ➤ In case of payment of personnel under the “job order” status, duly verified/accepted accomplishment report • Traveling/Training Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved Itinerary of Travel ➤ Liquidation Report 	<p>Requesting Department/Office</p> <p>Municipal Mayor's Office</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Municipal Accounting Office Human Resource & Management Office Client availing the service</p> <p>Requesting Department/Office</p> <p>Client availing the service Client availing the service</p>

<ul style="list-style-type: none"> ➤ Certificate of Travel Completed ➤ Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee ➤ Official Receipts ➤ Certificate of appearance/attendance <p>• Field/Activity Current Operating Expenses</p> <ul style="list-style-type: none"> ➤ Obligation Request Form approved by the requesting Department/Office Head ➤ Liquidation Report ➤ Approved Purchase Request ➤ Activity/Training Design ➤ Certificate of inspection and acceptance ➤ Official Receipts 	<p>Client availing the service Client availing the service</p> <p>Supplier of goods/services Business establishment/service provider Agency/organization who sponsored the activity</p> <p>Requesting Department/Office</p> <p>Client availing the service Client availing the service Client availing the service Client availing the service Supplier of goods/services Business establishment/service provider</p>
<p>2. Salary and Other Personal Benefits</p> <p>2.1. First Salary</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of duly approved Appointment ➤ Certified true copy of Oath of Office <p>➤ Certificate of Assumption</p> <p>➤ Statement of Assets, Liabilities and Net Worth</p> <p>➤ Approved Daily Time Record</p> <p>2.2. Salary of Casual/Contractual</p> <ul style="list-style-type: none"> ➤ Payroll signed by respective Department Head or Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of the pertinent contract/appointment ➤ Certification by the Local Chief Executive that the employment/hiring is still within the Personal Services (PS) limitations prescribed under Section 325 (a) of RA No. 7160 ➤ Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) ➤ Approved Daily Time Record <p>2.3. Salary Differentials due to Promotion and/or Step Increment</p> <ul style="list-style-type: none"> ➤ Payroll signed by respective Department Head or Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase 	<p>Municipal Accounting Office Requesting Department/Office</p> <p>Human Resource Management Section Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Client availing the service Client availing the service</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Municipal Mayor's Office Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p>

<ul style="list-style-type: none"> ➤ Approved Daily Time Record ➤ Certification by the LCE that the promotion/step increment is still within the PS limitation prescribed under Section 325 (a) of RA No. 7160 	<p>Human Resource Management Section</p> <p>Municipal Mayor's Office</p>
<p>2.4. Last Salary</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Clearance from money, property and legal accountabilities ➤ Approved Daily Time Record 	<p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.5. Maternity Leave</p> <ul style="list-style-type: none"> ➤ Disbursement Voucher ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved application for leave ➤ Approved Daily Time Record 	<p>Municipal Accounting Office</p> <p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.6. General Claims through the ATM</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Salary payroll 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.7. Representation and Transportation Allowance (RATA)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ RATA payroll ➤ Certificate or evidence of service rendered or approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.8. Clothing Allowance</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Clothing/Uniform Allowance payroll or Disbursement Voucher 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.9. Subsistence, Laundry and Quarter Allowances</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll of personnel entitled to claim subsistence, laundry and quarters allowance ➤ Approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.10. Hazard Duty Pay</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll/Disbursement Voucher of personnel entitled to claim Hazard Pay ➤ Approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.11. Overtime Pay</p>	

<ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work ➤ Quantified Overtime accomplishment duly signed by the employee and supervisor ➤ Duly approved Daily Time Record 	<p>Requesting Department/Office</p> <p>Municipal Mayor's Office</p> <p>Client availing the service</p> <p>Human Resource Management Section</p>
<p>2.12. Year End Bonus and Cash Gift</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Year End Bonus and Cash Gift Payroll 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p>
<p>2.13. Terminal Leave Benefits</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Certified photocopy of employees leave card/Certificate of leave credits ➤ Approved leave application ➤ Complete service record 	<p>Requesting Department/Office</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p> <p>Human Resource Management Section</p>
<p>2.14. Monetization</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll/Disbursement Voucher of Monetization ➤ Approved leave application with leave credit balance certified by the Human Resource Section 	<p>Requesting Department/Section</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p>
<p>2.15. Loyalty Cash Award/Incentive</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Loyalty Cash Award payroll ➤ Service Record/Certification by the HRMO of who rendered ten years of continuous and satisfactory service in the government ➤ Sangguniang Bayan resolution authorizing the charging of funds from the savings of the municipality 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Human Resource Management Section</p> <p>Sangguniang Bayan Office</p>
<p>2.16. Collective Negotiation Agreement (CNA) Incentive</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Payroll of CNA Incentive ➤ Copy of CNA ➤ Resolution signed by both parties incorporating the guidelines/criteria for granting CNA incentive ➤ Certificate issued by the Municipal Mayor on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement ➤ Proof that the planned programs/activities/projects have been 	<p>Requesting Department/Office</p> <p>Municipal Accounting Office</p> <p>Municipal Mayor's Office/Accredited Employees Organization/Union</p> <p>Municipal Mayor's Office</p> <p>Municipal Mayor's Office</p> <p>Requesting Department/Office</p>

implemented and completed in accordance with targets for the year	
3. Traveling Expenses (Per Diem) <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Approved Itinerary of Travel ➤ Certificate of Travel Completed ➤ Approved Travel Order ➤ Official Receipts ➤ Certificate of Appearance/Attendance 	Requesting Department/Office Client availing the service Client availing the service Client availing the service Client availing the service Business establishment/Supplier of goods/services Authorized personnel of the office/business establishment visited
4. Utility Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Statement of Account/Bill 	Requesting Department/Office Utility Service provider
5. Telephone /Communication Services <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Statement of Account/Billing Statement ➤ Certification by Municipal Mayor or his/her authorized representatives that all National Direct Dial (NDD), National Operated Assisted Calls and International Operator Assisted Calls are official calls 	Requesting Department/Office Telephone/communication service provider Municipal Mayor's Office
6. Extraordinary and Miscellaneous Expenses <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Official Receipts 	Requesting Department/Office Municipal Mayor's Office Supplier of goods/services
7. Procurement – Infrastructure <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Program of Work and Detailed Estimates ➤ Bidding documents ➤ Abstract of Bids ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Notice of Award ➤ Approved Contract ➤ Notice to Proceed ➤ Statement of Work Accomplished ➤ Inspection Report ➤ Certificate of Completion ➤ Certificate of Acceptance 	Requesting Department/Office Municipal Engineering Office Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee Municipal Mayor's office Municipal Mayor's Office Municipal Mayor's Office Municipal Engineering Office Municipal Engineering Office/Inspectorate Team of Infrastructure Projects Municipal Engineering office Municipal Engineering Office
8. Procurement – Goods <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head 	Requesting Department/Section

<ul style="list-style-type: none"> ➤ Purchase Request ➤ Bidding documents/Request for Quotation ➤ Abstract of Bids/Quotation ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Approved Contract/Purchase Order ➤ Inspection and Acceptance report 	<p>Requesting Department/Section Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee,</p> <p>Municipal Mayor Municipal Mayor's Office Requesting Department/section</p>			
<p>9. Repair and Maintenance of Equipment and Motor Vehicles</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Pre-Repair Inspection Report ➤ Bidding documents/Request for Quotation ➤ Abstract of Bids/Quotation ➤ BAC Resolution recommending approval and approval by the Municipal Mayor of the resolution of the BAC recommending award of contract ➤ Approved Contract/Purchase Order ➤ Inspection and Acceptance Report 	<p>Requesting Department/Section</p> <p>Requesting Department/Section Requesting Department/Section Bids and Awards Committee Bids and Awards Committee Bids and Awards Committee,</p> <p>Municipal Mayor Municipal Mayor's office Requesting Department/Office</p>			
<p>10. Assistance to Individual in Crisis Situation (AICS)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Social Case Study ➤ Certificate of Eligibility ➤ Medical Certificate 	<p>Requesting Department/Office</p> <p>Municipal Social Welfare & Dev't Office</p> <p>Municipal Social Welfare & Dev't Office</p> <p>Municipal Health Officer/Private Physician</p>			
<p>11. Burial Assistance</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Death Certificate ➤ Municipal Ordinance granting the burial assistance 	<p>Requesting Department/Office</p> <p>Local Civil Registry Office/PSA Sangguniang Bayan Office</p>			
<p>12. Financial Expenses (payment of checkbooks)</p> <ul style="list-style-type: none"> ➤ Obligation Request Form signed by the requesting Department/Office Head ➤ Purchase Request ➤ Debit Memo ➤ Purchase Order ➤ Inspection and Acceptance Report 	<p>Requesting Department/Office Requesting Department/Office Authorized depository bank Requesting Department/Office Requesting Department/Office</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Present the required documents</p>	<p>1. Receive the complete set of requirements</p>	<p>None</p>	<p>2 minutes</p>	<p><i>Municipal Budget Office:</i> Administrative Aide IV Administrative Officer II</p>

				Administrative Officer IV
2. Wait for the issuance of the approved certification on the Obligation Request	<p>2. Check the completeness of data and propriety of the submitted documents</p> <p>2.1. Check consistency with submitted PPMP, APP and AIP, if applicable</p> <p>2.2. Check availability of appropriations with the registries</p> <p>2.3. Check completeness and accuracy of data filled up in the OBR.</p> <p>2.4. Assign control number to the OBR and forward to the Municipal Budget Officer for signing</p> <p>2.5. Municipal Budget Officer signs the certification</p>	None	2 days	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p> <p>Administrative Officer IV</p> <p>Administrative Officer V</p> <p>Municipal Budget Officer</p>
3. Receive the approved certification on the Obligation Request	3. Register approved OBR in the logbook and issue the OBR to the client	None	2 minutes	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p>
4. Sign the logbook for the issued document	4. Provide logbook for client's acknowledgement	None	1 minute	<p><i>Municipal Budget Office:</i></p> <p>Administrative Aide IV</p> <p>Administrative Officer II</p> <p>Administrative Officer IV</p>
TOTAL:			2 days and 5 minutes	



Municipal Accounting Office (MACCO)

Internal Services



1. Issuance of Accountant's Advice of Local Checks

This is to safeguard the use and disposition of the Municipal Government's assets and to determine its liabilities from claims.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▶ Disbursement voucher with complete supporting documents duly signed by the approving authority. (1 original copy and 1 duplicate) ▶ Check issued and signed by the Local Chief Executive and the Municipal Treasurer (1 original copy and 1 duplicate) 		Municipal Treasury Office		
		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Analyses the transaction and records it by accomplishing the Journal Entry Voucher after ascertaining the proper accounts and codes to be used.	None	3 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Examines whether the payee and the amount indicated on the check corresponds to that on the DV. If there is no discrepancy, the advice is prepared and the documents are forwarded to the municipal accountant. 1.3 Reviews the journal entry and signs the JEV, and then verifies	None		



	<p>whether the details on the advice correspond to that on the check. The transaction is logged in the registry with the reference number indicated on the disbursement voucher.</p> <p>1.4 Signs the advice and releases it with the other documents.</p>			MACCO: Municipal Accountant
	1.5 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	3 days	

2. Pre-Audit of Allowances, Honoraria and Other Forms of Compensation

Pre-audit supporting documents of Allowances, Honoraria and Other Forms of Compensation as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Personnel Economic Relief Allowance (PERA)</p> <p>Same requirements as those for payment of salaries (3.0).</p>	
<p>For Representation and Transportation Allowance (RATA)</p> <p><u>For Individual Claims:</u></p> <ul style="list-style-type: none"> ● Copy of Office Order/Appointment (1st payment) 2 photocopies ● Certificate of Assumption (1st payment) 2 photocopies 	<p>HRMO</p> <p>HRMO</p>

<ul style="list-style-type: none"> ● Certification that the official/employee did not use government vehicle and is not assigned any government vehicle 2 original copies ● Certificate or evidence of service rendered or approved DTR 2 original copies for certificate; for DTR 2 photocopies ● Certification by the LCE, in case of LGUs, that the revised RATA rates is still within the PS limitation prescribed under Section 325(a) of RA No. 7160 (for initial claim) 2 original copies ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies <p><u>For General Claims</u></p> <ul style="list-style-type: none"> ● RATA payroll 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employees' account of their RATA claims, if applicable ● Validated deposit slip, if applicable ● Obligation Request – 2 copies 	<p>Claimant</p> <p>Claimant</p> <p>Municipal Mayor's/Vice-Mayor's Office</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p> <p>Municipal Accounting Office Municipal Treasury Office Municipal Treasury Office</p> <p>Depository Bank Municipal Budget Office</p>
<p>For Clothing Allowance:</p> <p><u>For Individual Claims</u></p> <ul style="list-style-type: none"> ● Certified true copy of approved appointment of new employees 2 copies ● Certification of Assumption of new employees 2 photocopies ● Certificate of non-payment from previous agency, for transferees 2 original copies ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies <p><u>General Claims</u></p> <ul style="list-style-type: none"> ● Clothing/Uniform Allowance Payroll 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employees' account of their salaries or other claims ● Official Receipts/Validated deposit slips ● Obligation Request – 2 copies 	<p>HRMO</p> <p>HRMO</p> <p>Previous Employer</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p> <p>Municipal Accounting office</p> <p>Municipal Treasury Office Municipal Treasury Office</p> <p>Depository Bank Municipal Budget Office</p>
<p>For Subsistence and Laundry Allowance:</p> <ul style="list-style-type: none"> ● Payroll of personnel entitled to claim subsistence, laundry and quarters allowance 2 original copies ● Approved DTR 2 certified copies 	<p>Municipal Accounting Office</p> <p>Claimant</p>

<ul style="list-style-type: none"> ● Authority to collect (for initial claim) 1 original copy ● Obligation Request – 2 copies 	<p>Claimant</p> <p>Municipal Budget Office</p>
<p>For Productivity Incentive Allowance (PIB)</p> <p><u>For Individual Claims</u></p> <ul style="list-style-type: none"> ● Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is as least satisfactory 2 original copies ● Certification from the HRM Office that the employee has no administrative charge 2 original copies ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies <p><u>General Claims</u></p> <ul style="list-style-type: none"> ● PIB payroll 2 original copies ● List of personnel who were suspended either preventively or as a penalty as a result of an administrative charge within the year for which PIB is paid, regardless of the duration (except if the penalty meted out is only a reprimand) 2 original copies ● List of personnel dismissed within the year 2 original copies ● List of personnel on Absent Without Official Leave (AWOL) 2 original copies ● Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employees' account of their PIB claims ● Official Receipts/Validated deposit slips ● Obligation request – 2 copies 	<p>HRMO</p> <p>HRMO</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p> <p>Municipal Accounting Office</p> <p>HRMO</p> <p>HRMO</p> <p>HRMO</p> <p>Municipal Treasury Office</p> <p>Municipal Treasury Office</p> <p>Depository Bank Municipal Budget Office</p>
<p>For Honoraria of Government Personnel involved in Government Procurement:</p> <ul style="list-style-type: none"> ● Office order creating and designating the BAC composition and authorizing the members to collect honoraria 2 original copies 	<p>Mayor's Office</p>

<ul style="list-style-type: none"> ● Minutes of BAC meeting 1 original copy 1 photocopy ● Notice of award to the winning bidder of procurement activity being claimed 2 photocopies ● Certification that the procurement involves competitive bidding 2 original copies ● Attendance Sheet listing names of attendees to the BAC meeting ● Disbursement voucher – 2 copies ● Obligation Request/Trust Fund Utilization Slip – 2 copies 	<p>BAC</p> <p>Mayor's Office</p> <p>BAC/Mayor's Office</p> <p>BAC</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office/Municipal Mayor's Office</p>
<p>For Lecturer/Coordinator:</p> <ul style="list-style-type: none"> ● Office Order 2 original copies ● Coordinator's report on lecturer's schedule 2 original copies ● Course Syllabus/Program of Lectures 2 original copies ● Duly approved DTR in case of claims by the coordinator and facilitators 2 original copies ● Program/Activity Design – 2 copies ● Disbursement voucher – 2 copies ● Obligation request – 2 copies 	<p>Mayor's Office Implementing Office</p> <p>Implementing Office</p> <p>Claimant</p> <p>Implementing Office Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Special Projects:</p> <ul style="list-style-type: none"> ● Performance evaluation plan formulated by project management used as basis for rating the performance of members 2 original copies ● Office Order designating members of the special project 2 original copies ● Terms of Reference 2 original copies ● Certificate of completion of project deliverables (2 original copies) ● Special Project Plan 2 original copies ● Authority to collect honoraria 2 original copies ● Certificate of acceptance by the agency head of the deliverables per project component 2 original copies ● Disbursement voucher – 2 copies ● Obligation request – 2 copies 	<p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office & Mayor's Office</p> <p>Implementing Office</p> <p>Implementing Office Implementing Office</p> <p>Mayor's Office</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>

<p>For Science and Technology Activities: For research transactions</p> <ul style="list-style-type: none"> ●Office Order 2 original copies ●Plan/Program of Activities 2 original copies ●Accomplishment Report/Certificate of completion of programmed activities 2 original copies ●Authority to collect honoraria 2 original copies ●Certificate of acceptance by the Agency Head of the deliverables/project output 2 original copies ●Disbursement Voucher – 2 copies ●Obligation request – 2 copies 	<p>Mayor's Office Implementing Office Implementing Office</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Hazard Duty Pay:</p> <ul style="list-style-type: none"> ●Certification by the Secretary of the Department of Science and Technology (DOST)/Department of Health (DOH/Department of National Defense (DND)/Director of the Philippine Institute of Volcanology and Seismology that the place of assignment/travel is a strife-torn/embattled/disease-infested/distresses or isolated areas/stations, or areas declared under state of calamity or emergency, or with volcanic activity and/or eruption 2 original copies ●Duly accomplished time record of employees or travel report 2 original copies ●Copy of special order from the agency/department head covering the assignment to hazardous/difficult areas 2 original copies ●Approved DTR /Service Report 2 original copies ●Disbursement Voucher – 2 copies ●Obligation Request – 2 copies 	<p>DOST/DOH/DND</p> <p>Claimant</p> <p>Mayor's Office</p> <p>Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Longevity Pay:</p> <ul style="list-style-type: none"> ●Service Record 2 Certified copies ●Certification issued by the Personnel Officer that the claimant has not incurred more than 15 days of vacation leave without pay 2 original copies ●Disbursement voucher – 2 copies ●Obligation Request – 2 copies 	<p>HRMO</p> <p>HRMO</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>

<p>For Overtime Pay:</p> <ul style="list-style-type: none"> ● Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work 2 original copies ● Overtime work program 2 original copies ● Quantified Overtime accomplishment duly signed by the employee and supervisor 2 original copies ● Certificate of service or duly approved DTR 2 original copies ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies 	<p>Mayor's Office</p> <p>Implementing Office Claimant</p> <p>Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Year-End Bonus (YEB) and Cash Gift (CG)</p> <p><u>For Individual Claims</u></p> <ul style="list-style-type: none"> ● Clearance from money, property and legal accountabilities 2 original copies ● Certification from head of Office that the employee is qualified to receive the YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 2 original copies ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies <p><u>General Claims</u></p> <ul style="list-style-type: none"> ● YEB and CG Payroll 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employees account of their YEB and CG claims ● Official Receipts/Validated deposit slips ● Obligation request – 2 copies 	<p>Mayor's Office</p> <p>Implementing Department</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p> <p>Municipal Accounting Office Municipal Treasury Office Municipal Treasury Office</p> <p>Depository Bank Municipal Budget Office</p>
<p>For Retirement Benefits:</p> <ul style="list-style-type: none"> ● Updated Service record indicating the number of days on leave without pay and/or certification issued by the Human Resources Office (HRDO) that the retiree did not incur any leave of absence without pay. (1 original and 1 duplicate) ● Retirement Application 2 original copies ● Office clearance from money/property accountability and administrative/criminal liability 2 original copies ● Statement of Assets and Liabilities 2 original copies ● Retirement Gratuity Computation 2 copies 	<p>HRMO</p> <p>Claimant Municipal Mayor's Office</p> <p>Claimant</p> <p>HRMO</p>

<ul style="list-style-type: none"> ●Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (Anti-Graft RA No. 3019). 2 original copies ●Employee's letter of retirement duly accepted by Agency head 1 original copy; 1 duplicate copy ●Death certificate authenticated by Philippine Statistics Authority (PSA), if applicable 2 certified copies ●Marriage contract authenticated by PSA, if applicable 2 certified copies ●Birth certificate of all surviving legal heirs authenticated by PSA 2 certified copies ●Designation of next-of-kin 2 original copies ●Waiver of rights of children 18 years old and above 2 certified copies ●Affidavit of two disinterested parties that the deceased is survived by legitimate and illegitimate children (if any), natural adopted or children of prior marriage. (1 original and 1 duplicate) ● Disbursement Voucher – 2 copies ●Obligation Request – 2 copies 	<p>Claimant</p> <p>Claimant</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Claimant Claimant</p> <p>Notary Public</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Terminal Leave Benefits</p> <ul style="list-style-type: none"> ●Clearance from money, property and legal accountability 2 original copies ●Certified photocopy of employees leave card as at last date of service/Certificate of leave credits issued by the Human Resource Management Office (HRMO) 2 copies ●Approved leave application 2 original copies ●Complete service record 2 certified copies ●Statement of Assets, Liabilities and Net Worth (SALN) 2 original copies ●Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest 2 copies ●Computation of terminal leave benefits duly signed/certified by the accountant 2 original copies ●Applicant's authorization (in affidavit form) to deduct all financial obligations with the employers/agency/LGU 2 original copies ●Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) 2 original copies ●In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency 1 original copy 1 duplicate copy 	<p>Mayor's Office</p> <p>HRMO</p> <p>Claimant HRMO Claimant</p> <p>HRMO</p> <p>Municipal Accounting Office</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p>

<p><u>Additional requirements in case of death of claimant</u></p> <ul style="list-style-type: none"> ● Death certificate authenticated by PSA 2 certified copies ● Marriage contract authenticated by PSA 2 certified copies ● Birth certificates of all surviving legal heirs authenticated by PSA 2 certified copies ● Designation of next-of-kin 2 original copies ● Waiver of rights of children below 18 years old and above 2 original copies ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 	<p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Next of kin Claimants Children</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Monetization</p> <ul style="list-style-type: none"> ● Approved leave application (ten days) with leave credit balance certified by the Human Resource Office 2 original copies ● Request for leave covering more than ten days duly approved by the Head of the Agency 2 original copies <p><u>For monetization of 50 percent or more:</u></p> <ul style="list-style-type: none"> ● Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs 1 original; 1 photocopy ● Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. 2 original copies ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 	<p>Claimant</p> <p>Mayor's Office</p> <p>Health Physician</p> <p>Barangay</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>
<p>For Loyalty Cash Award/Incentive</p> <p><u>For Individual Claims</u></p> <ul style="list-style-type: none"> ● Service Record 2 certified copies ● Certificate of non-payment from previous office (for transferee) 2 original copies ● Certification from the HRMO that the claimant has not incurred more than 50 days authorized vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be - 2 original copies ● Disbursement voucher – copies ● Obligation request – 2 copies 	<p>HRMO</p> <p>Previous employer</p> <p>HRMO</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget office</p>

<p><u>For General Claims</u></p> <ul style="list-style-type: none"> • Loyalty Cash Award/Incentive Payroll 2 original copies • Payroll register (hard and soft copy) • Letter to the Bank to credit employees' account of their salaries or other claims • Official Receipt/Deposit slip • Obligation Request – 2 copies 		<p>Municipal Accounting Office</p> <p>Municipal Treasurer's Office Municipal Treasurer's Office</p> <p>Bank Municipal Budget Office</p>		
<p>For Collective Negotiation Agreement (CNA) Incentive</p> <ul style="list-style-type: none"> • Resolution signed by both parties incorporation the guidelines/criteria for granting CNA incentive 1 original copy, 1 photocopy • Comparative statement of DBM approved level of operating expenses and actual operating expense (if applicable) 2 copies • Copy of CNA 1 original copy 1 photocopy • Certificate issued by the Head of the Agency on the total amount of unencumbered savings generated from cost-cutting measures identified in the CNA which resulted from the joint efforts of labor and management and systems/productivity/income improvement • Proof that the planned programs/activities/projects have been implemented and completed in accordance with targets for the year as per DBM circular for can 2 original copies • Other DBM requirements for CNA 2 copies • Disbursement voucher – 2 copies • Obligation Request – 2 copies 		<p>Contracting parties</p> <p>DBM</p> <p>Contracting parties Mayor's Office</p> <p>Implementing Office</p> <p>Requisitioning Office Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim			
	1.3 Check supporting documents as to completeness	None	7 days	



	<p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal Accountant.</p>			
	<p>1.6 Review pre-audited documents</p> <p>1.7 Sign DV with complete supporting documents.</p> <p>1.8 Forward signed certified DV to the Municipal Treasury Office</p>	None		MACCO: Municipal Accountant
	<p>1.9 Endorse documents to the Municipal Treasury Office</p>	None		
TOTAL:		None	7 days	

3. Pre-Audit of Cash Advances (Special Disbursing Officer)

Pre-audit supporting documents of Cash Advance (Special Disbursing Officer) as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

<p>Honorarium and Prizes:</p> <ul style="list-style-type: none"> ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies ● Payroll for Honorarium/Prizes – 2 copies ● Criteria/Mechanics (with amount of prizes) (for prizes) – 2 copies ● Program of Activities – 2 copies ● Program/Activity Design – 2 copies ● Certificate of No Unliquidated Cash Advance – 2 copies <p>Centenarian and Nonagenarian Awardees:</p> <ul style="list-style-type: none"> ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies ● Payroll for incentive – 2 copies ● Birth Certificate – 2 original copies <p>In case said documents are not available, any one (1) of the following primary IDs may also be accepted:</p> <ol style="list-style-type: none"> 1. Senior Citizen's Identification (ID) card issued by the Head of the Office of Senior Citizens Affairs (OSCA) indicating the year of birth – 2 certified copies 2. Other Philippine government issued identification cards showing Filipino citizenship and year of birth as a reference point for the centenarian's eligibility for the awards and incentives such as: <ul style="list-style-type: none"> - Land Transportation (LTO) issued Driver's License - GSIS - SSS - PRC license - Philippine Postal ID - COMELEC voter's ID <p>- certified copies</p> <p>Any two (2) of the following Secondary IDs in the absence of primary IDs</p> <ol style="list-style-type: none"> 1. Marriage Certificate of the beneficiary issued by PSA of LCR – 2 certified copies 2. Birth certificates of children borne by/of the beneficiary issued by the PSA or the LCR – 2 certified copies 3. Affidavits executed by at least two (2) disinterested persons should be at least aged 60 years old and above with personal knowledge of beneficiary's actual age or date of birth – 2 original copies 4. Old School or employment records showing date of birth of centenarian – 2 certified copies 	<p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office Implementing Office Implementing Office</p> <p>Implementing Office Implementing Office Municipal Accounting Office</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office Implementing Office PSA</p> <p>OSCA</p> <p>LTO</p> <p>GSIS SSS PRC Philippine Post Office COMELEC</p> <p>PSA</p> <p>PSA</p> <p>Notarial Public</p> <p>School</p>
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<p>5. Baptismal and/or confirmation records of beneficiary certified by the parish church and other religious denomination – 2 certified copies</p> <p>6. Medical and/or dental examination issued by government/private doctors or dentist – 1 original and 1 certified copy</p> <p>7. Other related documents i.e certification from National Commission on Muslim Filipinos (NCMF) or National Commission on Indigenous People (NCIP), Armed Forces and Police Savings & Loan Association, Inc (AFPSLAI), Air Material Wing Savings & Loan Association Incorporated (AMWSLAI), Veterans etc. - 2 certified copies</p>	<p>Church</p> <p>Health Physician</p> <p>Organizations</p>
<p>INCENTIVES AND FINANCIAL AID TO BARANGAY VOLUNTEER WORKERS (BVWs)</p> <ul style="list-style-type: none"> ●BVW's Information Sheet (BOIS) filed with the MLGOO – Tuba or Municipal Agriculture Office – 2 certified copies ●Proof of identification of the beneficiary (valid identification card or passport) – 2 certified copies. ●Disbursement Voucher – 2 copies ●Obligation Request – 2 copies 	<p>MLGOO or MAGO</p> <p>Government Issued ID</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>
<p>EXCELLENCE AWARD PROGRAM ACHIEVER'S AWARD, SPECIAL AWARD, NATIONAL AND INTERNATIONAL AWARDS</p> <ul style="list-style-type: none"> ●Certificate of Residency issued by the Punong Barangay where he/she resides in the municipality – 2 original copies ●Proof of award (Provincial, Regional, National or International awards) – 2 photocopies ●Disbursement Voucher – 2 copies ●Obligation Request – 2 copies 	<p>Barangay</p> <p>Claimant</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>
<p><u>LEADERSHIP AWARD</u></p> <ul style="list-style-type: none"> ●Duly filled personal data form, with 2 latest pictures (2x2) – 2 original copies ●Duly filled-out nomination form. The nomination form must contain justifications or reasons for nomination and must be signed by the nominating person or association. – 1 original, 1 duplicate ●Photocopies of all documents indicating specific meritorious contributions and accomplishments in the field of endeavors 	<p>Claimant</p> <p>Claimant</p> <p>Claimant</p>

<p>during the one year immediately preceding the evaluation period. – 2 photocopies</p> <ul style="list-style-type: none"> ● Certification from the Punong Barangay that the nominee is a bona fide resident of the barangay and of good moral character – 2 original copies ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 		<p>Barangay</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim	None	3 days	
	1.3 Check supporting documents as to completeness			
	1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents			
	1.5 Transmit the voucher with supporting documents to the Municipal Accountant.			
	1.6 Review pre-audited documents	None		

	1.7 Sign DV with complete supporting documents.	None		MACCO: Municipal Accountant
	1.8 Forward signed certified DV to the Municipal Treasury Office			
	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	3 days	

4. Pre-Audit of Cultural and Athletic Activities

Pre-audit supporting documents of Cultural and Athletic Activities as to completeness of documents.

Office or Division:	Municipal Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▶ Budget estimates approved by the head of Agency ▶ Same requirements under procurement depending on the nature of expense and the mode of procurement adopted ▶ Disbursement Voucher – 2 copies ▶ Obligation Request – 2 copies 		Municipal Budget Office Refer to mode of procurement Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1. Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV,

	<p>1.2 Pre-audit of claim</p> <p>1.3 Check supporting documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal Accountant.</p>	None	7 days	Accountant I, Accountant III
	<p>1.6 Review pre-audited documents</p> <p>1.7 Sign DV with complete supporting documents.</p> <p>1.8 Forward signed certified DV to the Municipal Treasury Office</p>	None		MACCO: Municipal Accountant
	1.9. Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	



5. Pre-Audit of Disbursement Vouchers for the payment to Suppliers

Pre-audit supporting documents for the payment to Suppliers as to completeness of documents.

Alternative modes to be updated upon adoption of New Procurement Law

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><u>For Meals and Snacks:</u></p> <ul style="list-style-type: none"> ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies ● Delivery Receipt – 1 copy ● Statement of Account – 1 copy ● Program/Invitation/Activity Design – 2 copies ● Attendance Sheet – 2 copies ● Approved Purchase Order (PO) duly stamped “RECEIVED” by the COA – 2 copies ● Inspection and Acceptance Report – 2 copies ● Abstract of Quotation – 2 copies ● Approved Purchase Request (PR) – 2 copies <p><u>Additional Requirements:</u></p> <p><u>Shopping/Small Value Procurement</u></p> <ul style="list-style-type: none"> ● Request for Price Quotation/Canvass Forms (duly signed) from at least three (3) qualified suppliers – 1 copy ● BAC Resolution and Recommending Approval for SVP/Shopping Mode of Procurement – 2 copies ● Certification of Philgeps Registration ● Tax Return – BIR Form 2551M ● Omnibus Sworn Statement – 50K & above <p>For Supplies and Materials/Capital Outlay – Equipment:</p> <ul style="list-style-type: none"> ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies ● Delivery Receipt – 1 copy ● Statement of Account – 1 copy ● Program/Invitation/Activity Design – 2 copies ● Attendance Sheet – 2 copies ● Approved Purchase Order (PO) duly stamped “RECEIVED” by the COA – 2 copies ● Inspection and Acceptance Report – 2 copies ● Abstract of Quotation – 1 copy ● Approved Purchase Request (PR) – 2 copies 	<p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget Office</p> <p>Supplier</p> <p>Supplier</p> <p>Requisitioning Office</p> <p>Requisitioning Office</p> <p>Municipal Treasurer’s Office – Supply Section</p> <p>Municipal Treasurer’s Office – Supply Section</p> <p>BAC</p> <p>Requisitioning Office</p> <p>BAC</p> <p>BAC</p> <p>PHILGEPS</p> <p>BIR</p> <p>Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget Office</p> <p>Supplier</p> <p>Supplier</p> <p>Requisitioning Office</p> <p>Requisitioning Office</p> <p>Municipal Treasurer’s Office – Supply Section</p> <p>Municipal Treasurer’s Office – Supply Section</p> <p>BAC</p> <p>Requisitioning Office</p>



<p>Additional Requirements: Shopping/Small Value Procurement</p> <ul style="list-style-type: none"> ●Request for Price Quotation/Canvass Forms (duly signed) from at least three (3) qualified suppliers – 1 copy ●BAC Resolution and Recommending Approval for SVP/Shopping Mode of Procurement – 2 copies ●Pre-repair inspection Report – 2 copies ●Requisition Issue Slip – 2 copies ●Acknowledgement Receipt for Equipment – 2 copies ●Inventory Custodian Slip – 2 copies ●Summary of Supplies and Materials Issued ●Certification of Philgeps Registration ●Tax Return – BIR Form 2551M ●Omnibus Sworn Statement – 50K & above <p><u>For Repairs and Maintenance</u> <u>Additional requirements:</u></p> <ul style="list-style-type: none"> ●Disbursement Voucher – 2 copies ●Obligation Request – 2 copies ●Delivery Receipt – 1 copy ●Statement of Account – 1 copy ●Program/Invitation/Activity Design – 2 copies ●Attendance Sheet – 2 copies ●Approved Purchase Order (PO) duly stamped “RECEIVED” by the COA – 2 copies ●Inspection and Acceptance Report – 2 copies ●Abstract of Quotation – 1 copy ●Approved Purchase Request (PR) – 2 copies <p>Additional Requirements: Shopping/Small Value Procurement</p> <ul style="list-style-type: none"> ●Request for Price Quotation/Canvass Forms (duly signed) from at least three (3) qualified suppliers – 1 copy ●BAC Resolution and Recommending Approval for SVP/Shopping Mode of Procurement – 2 copies ●Pre-repair inspection Report – 2 copies ●Report of Waste Materials – 2 copies ●Certification of Philgeps Registration ●Tax Return – BIR Form 2551M ●Omnibus Sworn Statement – 50K & above 		<p>BAC</p> <p>BAC</p> <p>Supply Office Supply Office Supply Office</p> <p>Supply Office Supply Office PHILGEPS BIR Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office Supplier Supplier Requisitioning Office Requisitioning Office Municipal Treasurer’s Office – Supply Section</p> <p>Municipal Treasurer’s Office – Supply Section BAC Requisitioning Office</p> <p>BAC</p> <p>BAC</p> <p>Supply Office Supply Office PHILGEPS BIR Claimant</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV,

	<p>1.2 Pre-audit of claim</p> <p>1.3 Check supporting documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal.</p>	None	7 days	Accountant I, Accountant III
	<p>1.6 Review pre-audited documents</p> <p>1.7 Sign DV with complete supporting documents.</p> <p>1.8 Forward signed certified DV to the Municipal Treasury Office</p>	None		MACCO: Municipal Accountant
	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	

6. Pre-Audit of Extraordinary and Miscellaneous Expenses

Pre-audit supporting documents of Extraordinary and Miscellaneous Expenses as to completeness of documents.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Invoices/receipts (1 original and 1 photocopy) ● Other supporting documents as are necessary depending on the nature of expense charged (1 original and 1 duplicate/photocopy) ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies 		Establishment where expense was incurred Establishment where expense was incurred Downloadable - Government Accounting Manual Form – DOF Municipal Budget office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim 1.2 Pre-audit of claim 1.3 Check supporting documents as to completeness 1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents 1.5 Transmit the voucher with supporting documents to the Municipal Accountant.	None	3 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III



	1.6. Review pre-audited documents 1.7 Sign DV with complete supporting documents. 1.8 Forward signed certified DV to the Municipal Treasury Office 1.9. Endorse documents to the Municipal Treasury Office			
	TOTAL:	None	3 days	

7. Pre-Audit of Financial Assistance for Municipality

Pre-audit supporting documents of Financial Assistance as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ol style="list-style-type: none"> Disbursement Voucher – 1 original copy, 1 duplicate copy Obligation Request – 1 original copy, 1 duplicate copy <p>TRANSPORTATION ASSISTANCE:</p> <ol style="list-style-type: none"> Any valid identification card of the client/person/applicant – 2 certified copies Police Blotter of Police certification (for victims of pickpockets, illegal recruitment, etc.) – 1 original copy, 1 certified copy Other supporting documents such as but not limited to, justification of the social worker, medical certificate, death certificate, and/or court orders/subpoena – 1 original copy, 1 certified copy Barangay Certificate of Residency, if applicable – 2 original copies Certificate of Eligibility issued by the MSWDO. – 2 original copies 	<p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p> <p>Government Issued ID</p> <p>Philippine National Police</p> <p>Health Physician, MCR/PSA, Court having jurisdiction of the case</p> <p>Barangay</p> <p>MSWDO</p>

<p>FOR MEDICAL ASSISTANCE:</p> <ol style="list-style-type: none"> Any valid identification card of the client/person/applicant – 2 certified copies Case Study Report that the client is in crisis situation issued by the Municipal Social Welfare and Development Officer – 2 original copies If payment for hospital bill – Hospital Bill or Statement of account (Outstanding Balance) with complete name and signature of the Billing Clerk; - 1 original copy, 1 certified copy If for medical procedures – Laboratory requests with date of issuance, complete name, signature and license number of the attending physician; - 1 original copy, 1 certified copy If for chemotherapy, dialysis and other chronic illnesses, medical abstract or certification, or request with date of issuance, complete name, signature and license number of the attending physician. The validity of the medical certificate/abstract shall be three months from issuance – 1 original, 1 certified copy Barangay Certificate of Residency - 2 original copies Certificate of Eligibility issued by the MSWDO – 2 original copies 	<p>Government Issued ID</p> <p>Municipal Social Welfare and Development Office</p> <p>Hospital</p> <p>Health Physician</p> <p>Health Physician</p> <p>Barangay</p> <p>MSWDO</p>
<p>FOR BURIAL ASSISTANCE</p> <ol style="list-style-type: none"> Any valid identification card of client/person/applicant – 2 certified copies Death Certificate – 1 original, 1 certified copy Funeral Contract or Affidavit of Burial Expenses – 2 original copies Barangay Certificate of Residency– 2 original copies Certificate of Eligibility issued by the MSWDO – 2 original copies 	<p>Government issued ID</p> <p>MCR/PSA</p> <p>Funeral Service Provider or Notarial Public</p> <p>Barangay</p> <p>MSWDO</p>
<p>FOOD ASSISTANCE:</p> <ol style="list-style-type: none"> Any valid identification card of client/person/applicant – 2 certified copies Barangay Certificate of Residency– 2 original copies Certificate of Eligibility issued by the MSWDO – 2 original copies 	<p>Government issued ID</p> <p>Barangay</p> <p>MSWDO</p>
<p>CASH ASSISTANCE FOR PERSONS IN DIFFICULT SITUATIONS</p> <ol style="list-style-type: none"> Any valid identification card of client/person/applicant – 2 certified copies Barangay Certificate of Residency except for OFWs and LSI – 2 original copies 	<p>Government Issued ID</p> <p>Barangay</p>

<p>3. Certificate of Eligibility issued by the MSWDO – 2 original copies</p> <p>4. Depending on the circumstances of the client:</p> <ul style="list-style-type: none"> • Police Report or BFP report for fire victims – 2 original copies • Passport, Travel documents, certification from OWWA or any proof of repatriation by the OF – 2 certified copies • Certification from the Social Worker for rescued clients or is in need of assistance – 2 original copies • Police blotter and Social Worker Certificate for victims of online sexual exploitation of children or violence against women and children – 2 certified copies • For Locally stranded individuals (LSI) w/out valid ID, the medical certificate or the travel Authority issued by the Philippine National Police will suffice and be accepted to prove his/her identity – 1 original copy, 1 certified copy • For workers whose livelihood was stopped, suspended and regulated due to a pandemic, any proof of employment – 1 original copy, 1 duplicate copy • For all other incidents – as well as other documents from legal authorities/regulating agencies, as may be applicable. 	<p>MSWDO</p> <p>PNP or BFP</p> <p>DFA, OWWA</p> <p>MSWDO</p> <p>PNP and MSWDO</p> <p>Health Physician, PNP</p> <p>Employer</p>
<p>FINANCIAL ASSISTANCE FOR VICTIM-SURVIVORS OF TRAFFICKING IN PERSONS</p> <ol style="list-style-type: none"> 1. Any valid identification card of client/person to be interviewed with an address in any barangay of the municipality – 2 certified copies 2. Social Case Study Report – 2 original copies 3. Barangay certificate of Residency – 2 original copies 4. Medical Certificate/Police Report – 1 original, 1 duplicate 5. Certificate of Eligibility issued by the MSWDO – 2 original copies 	<p>Government issued ID</p> <p>MSWDO</p> <p>Barangay</p> <p>Health Physician/PNP</p> <p>MSWDO</p>
<p>FINANCIAL ASSISTANCE TO OPERATORS OF PUJS</p> <ol style="list-style-type: none"> 1. Group or individual social case study report to be prepared by the Municipal 	<p>MSWDO</p>

<p>Social Welfare and Development Office – 2 original copies</p> <p>2. Photo copy of ID of the payee/beneficiary – 2 certified copies</p> <p>3. Intake sheet to be prepared by the Municipal Social Welfare and Development Office – 2 original copies</p> <p>4. Certification of membership to the PUJ association – 2 original copies</p> <p>5. Copy of Special Permit issued by the LTFRB – 2 certified copies</p> <p>6. Proof of actual trips – 2 original copies</p>	<p>Client</p> <p>MSWDO</p> <p>Association</p> <p>LTFRB</p> <p>Operator</p>
<p>FINANCIAL ASSISTANCE FOR INDIVIDUALS WITH MENTAL ILLNESS AND DISABILITY</p>	
<p><u>For Residents:</u></p>	
<p>1. Any valid identification card of client/person/applicant – 2 certified copies</p> <p>2. Social Case Study Report – 2 original copies</p> <p>3. Barangay Certificate of Residency – 2 original copies</p> <p>4. Certificate of Eligibility issued by the MSWDO – 2 original copies</p> <p>5. Hospital bills, if applicable</p>	<p>Government issued ID</p> <p>MSWDO</p> <p>Barangay</p> <p>MSWDO</p> <p>Hospital</p>
<p><u>For Students:</u></p>	
<p>1. Any valid identification card of client/person/applicant – 2 certified copies</p> <p>2. Social Case Study Report - 2 original copies</p> <p>3. Certificate of Enrollment – 2 original copies</p> <p>4. Certificate of Eligibility issued by the MSWDO – 2 original copies</p>	<p>Government issued ID</p> <p>MSWDO</p> <p>School</p> <p>MSWDO</p>
<p>FINANCIAL ASSISTANCE TO VULNERABLE SECTORS</p>	
<p>1. Any valid identification card of the applicant – 2 certified copies</p> <p>2. Barangay Certificate of Residency – 2 original copies</p> <p>3. Social Case Study report by the MSWDO – 2 original copies</p> <p>4. Certificate of Eligibility issued by the MSWDO – 2 original copies</p>	<p>Government issued ID</p> <p>Barangay</p> <p>MSWDO</p> <p>MSWDO</p>
<p>FINANCIAL ASSISTANCE TO STUDENTS LGU Counterpart for SPES program:</p>	
<p><u>For Students:</u></p>	
<p>1. Barangay Certificate of Residency – 2 original copies</p> <p>2. Birth Certificate – 2 certified copies</p> <p>3. SPES Form 2 (Application Form) – 1 original copy, 1 duplicate copy</p>	<p>Barangay</p> <p>MCR/PSA</p> <p>PESO</p>

4. SPES Form 2-A (Oath of Undertaking) – 1 original copy, 1 duplicate copy	PESO
5. SPES Form 4 (Employment Contract) – 1 original copy, 1 duplicate copy	PESO
6. DTR's – 2 original copies	Claimant
•Senior High School Students:	
1. Form 137 or Form 138 of the previous semester – 2 certified copies	School
•College Students	
1. Certification from School Registrar if grades are not yet available – 2 original copies	School
2. Certificate of Tax Exemption – 2 original copies	BIR
3. Certificate of Low Income/Certificate of Indigency – 2 original copies	Barangay
For Out-of-School Youth (OSY):	
1. Certification as Out-of-school-youth – 2 original copies	MSWD or Barangay
2. Income Tax Return – 2 original copies	BIR
EDUCATIONAL PROGRAM FOR STUDENTS IN THE MUNICIPALITY OF TUBA MERIT-BASED SCHOLARSHIP GRANT	
1. Two (2) copies of application letter addressed to the Mayor - 2 original copies	Client
2. Photocopy of report card/grades or Transcript of Records on the last school year/semester attended – 2 certified copies	School
3. Certificate of Enrollment or Statement of Account – 1 original copy, 1 certified copy	School
4. Photocopy of School ID – 2 certified copies	Client
5. Voter's certification – 1 original copy, 1 certified copy	COMELEC
6. Certification from the Office of the Punong Barangay stating that the applicant is a <i>bona fide</i> resident of the Barangay – 2 original copies	Barangay
7. Certification from the Municipal Social Welfare and Development Office stating that the applicant belongs to an indigent or low-income family – 2 original copies	MSWDO
8. Certification of good moral character from the School Principal, College Dean/President of the last or current school being attended – 2 original copies	School
NEED-BASED SCHOLARSHIP GRANT	
1. Two (2) copies of application letter addressed to the Mayor – 2 original copies	Client
2. Photocopy of report card/grades or Transcript of Records on the last school	School

<p>year/semester attended – 2 certified copies</p> <ol style="list-style-type: none"> 3. Certificate of Enrollment or Statement of Account – 1 original copy, 1 certified copy 4. Photocopy of school ID – 2 certified copies 5. Voter's Certification for those Vocational or College/University Students – 1 original copy, 1 certified copy 6. Certification from the Office of the Punong Barangay stating that the applicant is a <i>bona fide</i> resident of the Barangay – 2 original copies 7. Certification from the Municipal Social Welfare and Development Office stating that the applicant belongs to an indigent or low-income family – 2 original copies 8. Certification of good moral character from the School Principal, College Dean/President of the last or current school being attended – 2 original copies 	<p>School</p> <p>Client COMELEC</p> <p>Barangay</p> <p>MSWDO</p> <p>School</p>
<p>FINANCIAL ASSISTANCE TO VICTIMS OF CALAMITIES</p>	
<p><u>For Burial Assistance:</u></p>	
<ol style="list-style-type: none"> 1. Death Certificate of the deceased – 1 original, 1 duplicate copy 2. Proof of relationship to the victim – 1 original, 1 duplicate 3. Barangay Certificate of residency and/or circumstances leading to the death of the victim or police report – 2 original copies 4. Report of the damage assessment needs, if applicable – 2 original copies 	<p>PSA</p> <p>PSA</p> <p>Barangay</p> <p>MDRRMO</p>
<p><u>For Financial Assistance to person injured due to calamities:</u></p>	
<ol style="list-style-type: none"> 1. Medical Certificate – 1 original copy, 1 certified copy 2. Proof of relationship to the victim if applicable – 2 original copies 3. Barangay Certificate of residency and circumstances leading to the serious injury of the victim or police report – 2 original copies 4. Report of the damage assessment needs, if applicable – 2 original copies 	<p>Health Physician</p> <p>PSA</p> <p>Barangay</p> <p>MDRRMO</p>
<p><u>For Assistance due to Damaged Properties:</u></p>	
<ol style="list-style-type: none"> 1. Certification from the Punong Barangay that the claimant is a resident of the Barangay – 2 original copies 2. Report of the Damaged Assessment Needs Analysis Team – 2 original copies 	<p>Barangay</p> <p>MDRRMO</p>
<p><u>For Assistance due to damage agricultural crops:</u></p>	

<ol style="list-style-type: none"> 1. Certification from the punong barangay that the claimant is a resident of the barangay where his/her agricultural product is totally/partially damaged – 2 original copies 2. Report of the Damaged Assessment Needs Analysis Team – 2 original copies 	<p>Barangay</p> <p>MDRRMO</p>
<p>For Assistance due to damage waterworks system:</p>	
<ol style="list-style-type: none"> 1. Certification from the punong barangay that the association/person/family is a duly organized waterworks association of resident in the barangay – 2 original copies 2. Report of the Damaged Assessment Needs Analysis Team – 2 original copies 	<p>Barangay</p> <p>MDRRMO</p>
<p>For Emergency Shelter Assistance:</p>	
<ol style="list-style-type: none"> 1. Certification from the Bureau of Fire Protection – 2 original copies 2. Social Case Study Report – 2 original copies 3. Certificate of Residency – 2 original copies 4. Certified Photocopies of 2 Valid ID's – 2 copies 	<p>BFP</p> <p>MSWDO</p> <p>Barangay Claimant</p>
<p>Burial Assistance for Senior Citizen</p>	
<ol style="list-style-type: none"> 1. Certification from the OSCA Office that the deceased senior citizen is a <i>bona fide</i> member or registered senior citizen of the Municipality of Tuba – 2 original copies 2. Affidavit of Claim by the authorized claimant – 1 original copy, 1 certified copy 3. Special Power of Attorney executed by the beneficiary in favor of the claimant, if there are two or more beneficiaries – 2 original copies 4. Proof of relationship (marriage contract, birth certificate, etc) – 2 certified copies 5. If the claimant is a person or relative who spent for the burial expenses of the deceased senior citizen, affidavit that the deceased has no legal spouse nor children nor siblings and the claimant spent for the burial expenses of the deceased senior citizen – 2 certified copies 	<p>OSCA</p> <p>Notarial Public</p> <p>Notarial Public</p> <p>PSA</p> <p>Notarial Public</p>
<p>Burial Assistance for Veterans/Veterans Spouse:</p>	
<ol style="list-style-type: none"> 1. Death Certificate – 1 original copy, 1 certified copy 2. Marriage Certificate, if claimant is the spouse – 1 original copy, 1 certified copy 3. Affidavit of Claimant – 2 original copies 	<p>PSA</p> <p>PSA</p> <p>Notarial Public</p>



<ol style="list-style-type: none"> 4. Special Power of Attorney/Waiver executed by the heirs if claimant is not the spouse – 2 original copies 5. Certification from the Post Commander Veterans Federation that the deceased is a registered veteran – 2 original copies 6. Municipal Ordinance Granting Burial Assistance to Veterans/Veterans Spouse – 2 certified copies 	<p>Notarial Public</p> <p>Philippine Veterans Affairs Office</p> <p>Sangguniang Bayan Office</p>			
<p><u>FINANCIAL AID OR MEDICAL ASSISTANCE TO BARANGAY VOLUNTEER WORKERS (BVWs)</u></p>				
<ol style="list-style-type: none"> 1. Proof of Billing/Hospital Bills of Certified True Copy of the medical expense/s issued by the Hospital or its equivalent institution incurred by the Barangay Worker during his/her hospitalization – 1 original copy and 1 certified copy 2. Official Receipts of the prescribed medicines if it was not included in the hospital bills – 1 original copy and 1 certified copy 3. Barangay/Worker's Information Sheet filed with the MLGOO – Tuba or Municipal Agriculture Office or other concerned offices – 2 certified copies 4. In the absence of the concerned Barangay Worker's, he/she must execute an Authorization letter for the person processing for the release of the financial assistance – 2 original copies 	<p>Hospital</p> <p>Claimant</p> <p>MLGOO or MAGO</p> <p>Claimant</p>			
<p><u>BURIAL ASSISTANCE TO BARANGAY VOLUNTEER WORKERS (BVWs)</u></p>				
<ol style="list-style-type: none"> 1. Certified True copy of Death certificate of the deceased BVW – 1 original copy and 1 certified copy 2. BVW's Information Sheet (BOIS) filed with the MLGOO – Tuba, MAGO or other concerned offices – 2 certified copies 3. Special Power of Attorney if there are two or more beneficiaries written in the BOIS – 2 original copies 4. Proof of identification of the beneficiary (valid identification card or passport) – 2 certified copies 	<p>PSA</p> <p>MLGOO or MAGO</p> <p>Notarial Public</p> <p>Claimant</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Submit the Disbursement Voucher (DV) with the required documents</p>	<p>1.1 Receive and record claim</p>	<p>None</p>		<p>MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III</p>
	<p>1.2 Pre-audit of claim</p>			

	<p>1.3 Check supporting documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal Accountant.</p>	None	7 days	
	<p>1.6 Review pre-audited documents</p> <p>1.7 Sign DV with complete supporting documents.</p> <p>1.8 Forward signed certified DV to the Municipal Treasury Office</p>	None		MACCO: Municipal Accountant
	<p>1.9 Endorse documents to the Municipal Treasury Office</p>	None		
	TOTAL:	None	7 days	

8. Pre-Audit of Goods through Alternative Modes of Procurement

Pre-audit supporting documents of Goods through Alternative Modes of Procurement as to completeness of documents.

*****Alternative modes to be updated upon adoption of New Procurement Law.**

Office or Division:	Municipal Accounting Office
Classification:	Complex



Type of Transaction:	G2G – Government to Government	
Who may avail:	Requisitioning Office	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<p>For Procurement through Alternative Modes:</p> <ul style="list-style-type: none"> ▶ Documents to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> ●Purchase Order/Letter Order/Contract, duly approved by the official concerned and accepted by the supplier (date of acceptance must be clearly indicate, especially when the time or date of delivery is dependent on or will be counted from the date of acceptance of the purchase order/letter/contract) 2 copies ●Proof of posting of invitation or request for submission of price quotation in the PHILGEPS website, website of the procuring agency, if applicable, and at any conspicuous place reserved for this purpose in the premises of the procuring agency for a period of seven calendar days in case of Shopping under Section 52.1 (b), and Negotiated Procurement under Sections 53.1 (two failed bidding) and 53.9 (small value procurement) of the Revised IRR of RA No. 9184 2 printout copies ●Performance and warranty securities, except for shopping and negotiated procurement under emergency cases, small value procurement, lease of real property and United Nation (UN) agencies original copy ●BAC Resolution recommending and justifying to the Head of Procuring Entity (HOPE) the use of alternative mode of procurement and approval by the HOPE of the BAC Resolution recommending award of contract 2 original copies ●Proof of posting of Notice of Award in the PHILGEPs website, the website of the procuring entity concerned, if available, and at any conspicuous place reserved for this purpose in the premises of the procuring entity 2 printout copies ▶ Approved Procurement Plan ▶ Request for purchase or requisition of supplies, materials and equipment, duly approved by proper authorities 2 original copies ▶ Original copy of the delivery invoice showing the quantity, description of the articles, unit and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered 	<p>Insurance Company</p> <p>BAC</p> <p>BAC</p> <p>BAC Implementing Office</p> <p>Supplier</p> <p>Municipal Treasury Office – Supply Office</p>	

<ul style="list-style-type: none"> ▶ Inspection and acceptance report signed “Inspected by” by the authorized agency inspector and signed “accepted by” by the authorized end-user to whom the item was delivered or the property officer if item is for stock 2 original copies ▶ Approval by the HOPE or his duly authorized representative on the use of the alternative methods of procurement, as recommended by the BAC 2 original copies ▶ Prescribed Omnibus Sworn Statement of the prospective bidder, where applicable stating among others that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs, is not related to the HOPE by consanguinity or affinity up to the third civil degree 2 original copies 	<p>Mayor’s Office</p> <p>Supplier</p>
<p>For Limited Source Bidding</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> ▶ Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> ● Copy of direct invitation to bid served by the concerned agency to all suppliers or consultants appearing in the pre-selected list of manufacturers/suppliers/distributors with known experience and proven capability on the requirements of the particular contract 1 original copy and 1 photocopy ● Winning bidder’s offer or proposal 2 original copy ● Abstract of bids showing the most responsive and complying bidder from among the other bidders who participated in the bidding 2 original copies ● Notice of Award 2 original copies ▶ Documentary requirements under Sections 23.1 and 25.2(a) for goods, 23.1 and 25.2(b) for infrastructure, 25.1 and 25.2(c) for consultancy services, of the Revised IRR of RA No. 9184 2 certified copies ▶ Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof <ul style="list-style-type: none"> ● Bid security (required under Section 54.4 IRR-A, RA No. 9184) original copy ● Disbursement Voucher – 2 copies 	<p>COA</p> <p>Mayor’s Office/BAC</p> <p>Claimant</p> <p>BAC</p> <p>Mayor’s Office</p> <p>SEC/DTI/CDA, LGU issuing permit, Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF</p>

<ul style="list-style-type: none"> • Obligation Request – 2 copies 	Municipal Budget Office
<p>For Direct Contracting: Additional requirements:</p> <ul style="list-style-type: none"> ▶ Specific requirement to be submitted within five (5) working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> • Copy of letter to selected manufacturer/supplier/distributor to submit a price quotation and conditions of sale 1 original copy and 1 photocopy • Certificate of Exclusive Distributorship issued by the principal under oath and authenticated by the embassy/consulate nearest the place of the principal, in case of foreign suppliers 1 original copy and 1 photocopy • Certification from the agency authorized official that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government 2 original copies • Certification of the BAC in case of procurement of critical plant components and/or to maintain certain standards 2 original copies ▶ Study/survey done to determine that there are no sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government 2 original copies ▶ Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof. <ul style="list-style-type: none"> • Disbursement Voucher – 2 copies • Obligation Request – 2 copies 	<p>COA</p> <p>BAC</p> <p>Manufacturer, Embassy/Consulate</p> <p>Mayor's Office/BAC</p> <p>BAC</p> <p>Mayor's Office/BAC</p> <p>Downloadable - Government Accounting Manual Form - DOF</p> <p>Municipal Budget Office</p>
<p>For Repeat Order Additional Requirement</p> <ul style="list-style-type: none"> ▶ Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: <ul style="list-style-type: none"> • Copy of the original contract used as basis for repeat order indicating that the original contract was awarded through public bidding 2 Photocopies • Certification from the Purchasing Department/Office that the supplier has 	<p>COA</p> <p>Mayor's Office/Municipal Accounting Office</p> <p>Municipal Treasurer's Office</p>

<p>complied with all the requirements under the original contract 2 original copies</p> <ul style="list-style-type: none"> • Disbursement Voucher – 2 copies • Obligation Request – 2 copies 	<p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p>For Shopping Additional Requirements:</p> <ul style="list-style-type: none"> • Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009: • Price quotations from at least three bona fide and reputable manufacturers/suppliers/distributors original copy • Abstract of canvass 2 original copies • Purchase Order – 2 copies • Disbursement Voucher – 2 copies • Obligation Request – 2 copies 	<p>COA Manufacturer/Supplier/Distributor BAC Supply Office Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>
<p>For Negotiated Procurement Additional Requirements:</p> <p>► Specific requirements to be submitted within five working days from the execution of the contract as required under COA Circular No. 2009-001 dated February 12, 2009:</p> <p><u>• In cases of two failed biddings, emergency cases, take-over of contract and small value procurement</u></p> <ul style="list-style-type: none"> ➤ Price quotation/bids/final offers from at least be three invited suppliers original copies ➤ Abstract of submitted Price Quotation 2 original copies ➤ BAC Resolution recommending award of contract to Lowest Calculated Responsive Bid (LCRB) 2 original copies <p>► Additional requirements for each case:</p> <ul style="list-style-type: none"> • <u>In case of two failed biddings</u> <ol style="list-style-type: none"> 1. Agency's offer for negotiations with selected suppliers, contractors or consultants 2 original copies 2. Certification of BAC on the failure of competitive bidding for the second time 2 original copies 3. Evidence of invitation of observers in all stages of the negotiation 2 photocopies 	<p>COA Suppliers BAC BAC Mayor's Office/BAC BAC BAC</p>

<p>4. Eligibility documents in case of infrastructure projects 2 photocopies</p> <ul style="list-style-type: none"> ● <u>In emergency cases</u> <ul style="list-style-type: none"> - Justification as to the necessity of purchase 2 original copies ● <u>In case of take-over of contracts</u> <ul style="list-style-type: none"> ➤ Copy of terminated contract 2 photocopies ➤ Reasons for the termination 2 original copies ➤ Negotiation documents with the second lowest calculated bidder or the third lowest calculated bidder in case of failure of negotiation with the second lowest bidder. If negotiation still fails, invitation to at least three eligible contractors original copy ➤ Approval by the Head of the Procuring Agency to negotiate contracts for projects under exceptional cases 2 original copies ● <u>In case of small value procurement</u> <ul style="list-style-type: none"> ➤ Letter/invitation to submit proposals original copies ● <u>For adjacent or contiguous projects</u> <ol style="list-style-type: none"> 1. Original contract and any document indicating that the same resulted from competitive bidding 2 photocopies 2. Scope of work which should be related or similar to the scope of work of the original contract 2 photocopies 3. Latest Accomplishment Report of the original contract showing that there was no negative slippage/delay 2 original copies <ul style="list-style-type: none"> ▶ Disbursement Voucher – 2 copies ▶ Obligation Request – 2 Copies 	<p>BAC</p> <p>Mayor's Office</p> <p>Mayor's Office Mayor's Office</p> <p>Bidders</p> <p>Mayor's Office</p> <p>BAC</p> <p>Mayor's Office/ Municipal Accounting Office</p> <p>Municipal Engineering Office</p> <p>Implementing Office</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim 1.3 Check supporting			



	<p>documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal Accountant.</p>	None	7 days	
	<p>1.6 Review pre-audited documents</p> <p>1.7 Sign DV with complete supporting documents.</p> <p>1.8 Forward signed certified DV to the Municipal Treasury Office</p>	None		MACCO: Municipal Accountant
	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	



9. Pre-Audit of Goods through Bidding

Pre-audit supporting documents of Goods through Bidding as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For Supplies, Materials, Equipment and Motor Vehicles:</p> <p><u>Additional requirements under Processing of Procurement through Public Bidding</u></p> <p>► Additional documents required under Annexes F and S of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted within five days upon execution of the contract:</p> <ul style="list-style-type: none"> ● Certificate of Exclusive Distributorship, if applicable 2 Certified copies ● Samples and brochures/photographs, if applicable original copy ● For imported items: <ul style="list-style-type: none"> - Consular Invoice/Pro-forma invoice of the foreign supplier with the corresponding details 2 copies - Home Consumption Value of the items 2 copies - Breakdown of the expenses incurred in the Importation 2 copies <p>► Original copy of Dealers/Suppliers' Invoices showing the quantity, description of the articles, unit and total value duly signed by the dealer or his representative, and indicating receipt by the proper agency official of items delivered.</p> <p>► Results of Test Analysis, if applicable 1 original copy and 1 photocopy</p> <p>► Tax receipts from the Bureau of Customs or the BIR indicating the exact specifications and/or serial number of the equipment procured by the government as proof of payment of all taxes and duties due on the same equipment, supplied or sold to the government [Administrative Order (AO) No. 200 dated November 21, 1990] 2 certified copies</p> <p>► Inspection and Acceptance Report prepared by the Department/Agency property inspector and signed by the Head of Agency or his authorized representative 2 original copies</p>	<p>Manufacturer of product under exclusive distributorship</p> <p>Manufacturer of product</p> <p>Supplier</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Testing Center</p> <p>BOC/BIR</p> <p>Inspection Committee, MTO</p>

<p>▶ For equipment, Property Acknowledgment Receipt 1 original copy and 1 photocopy</p> <p>▶ Warranty Security for a minimum period of three months, in the case of expendable supplies, or a minimum period of one year in the case of non-expendable supplies, after acceptance by the procuring entity of the delivered supplies</p> <p>▶ Request for purchase of supplies, materials and equipment duly approved by proper authorities 2 original copies</p> <p>▶ In case of motor vehicles, (AO No. 233 dated August 1, 2008 and amendments) authority to purchase from:</p> <ul style="list-style-type: none"> ● Agency head and Secretary of DBM, or OP depending on the type of vehicle being provided (Sections 7 and 9) ● Local Chief Executives, including Punong Barangay, for types of vehicle- enumerated under Section 7 of AO No. 233 sourced from their unencumbered local funds and if chargeable under the GAA, either from the DBM or OP depending on the type of vehicles purchased (Sections 7 to 9) for DILG authority 1 original copy and 1 photocopy <p><u>For procurement of drugs and medicines</u></p> <ul style="list-style-type: none"> ● Certificate of product registration from Food and Drug Administration (FDA) 2 photocopies ● Certificate of good manufacturing practice from FDA 2 photocopies ● Batch Release Certificate from FDA 2 copies ● If the supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/dealer of the products/items 2 photocopies <p>▶ Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof.</p> <p>▶ Disbursement voucher – 2 copies</p> <p>▶ Obligation Request – 2 copies</p>	<p>End User</p> <p>End User</p> <p>Mayor's Office / DILG</p> <p>DBM/OP</p> <p>FDA</p> <p>FDA</p> <p>FDA</p> <p>Manufacturer</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget office</p>
<p>For General Support Services (Janitorial, Security, Maintenance, Garbage Collection and Disposal and Similar Services)</p> <p><i>Additional requirements for the Procurement through Public Bidding:</i></p> <p>▶ Additional documentation under Annexes H to K and P of COA Memorandum No. 2005-</p>	

<p>027 dated February 28, 2005 required to be submitted to the Auditor's Office within five days from the execution of the contract:</p> <ul style="list-style-type: none"> ● <i>For janitorial /security/ maintenance services,</i> appropriate approved documents indicating the following 2 original copies: <ol style="list-style-type: none"> 1. The number of personnel involved and their corresponding rates/salary 2. Schedule of work and places of assignment or station/visits indicating, among others, the number of hours per visit 3. The type and number of equipment to be served (in case of visitorial maintenance service) 4. The scaled floor plans of the building and other area/s covered by the service contract (for janitorial services) 2 original copies 5. The group classification of personnel to determine the Equivalent Equipment Monthly Statutory Minimum Wage Rate in accordance with the applicable Rules Implementing RA No. 6727 2 original copies 6. Approved documents indicating the minimum requirements of the agency on the number of security personnel to be involved in the project (for security service contract) 2 original copies 7. The population of the agency where the services are rendered (for security service controls) 2 original copies 8. Detailed description of the maintenance services to be rendered or activities to be performed (for maintenance service contracts) ● <u><i>For Garbage Collection and Disposal</i></u> <ol style="list-style-type: none"> 1. Complete description/specifications (brand name, model, make/country of origin, hp, piston displacement, capacity) and number of units of dump trucks to be used 2 original copies 2. Complete descriptions/specifications (age, condition, brand, etc.) and number of units of all other equipment to be rented/used 2 original copies 3. Appropriate approved documents containing the terms and conditions, whether operated or bare rental for heavy equipment, whether per trip or package deal; and other relevant condition 2 original copies 	<p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Claimant</p> <p>Claimant</p> <p>Contracting parties</p>
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<ol style="list-style-type: none"> 4. The designated dumpsite/location of dumpsite (if provided in a separate document) 2 original copies 5. The measurement in kilometers of the total distance covered by one complete route for all the required routes to be traveled 2 original copies 6. Estimated volume in cubic meters of garbage to be hauled from area of operation, including the basis for such estimates 2 original copies 7. In cases where the type of contract differs from the usual per trip contract basis, sufficient justification and comparative analysis between the type of contract adopted against the basic per trip type of contract 2 original copies <p>●For forwarding/shipping/hauling contract</p> <ol style="list-style-type: none"> 1. The type/kind and technical description of the mode of transportation used 2 original copies 2. The point of origin and destination including the estimated distance/s if transported by land 2 original copies 3. The estimated weight and volume of cargoes involved 2 original copies 4. Accomplishment Report 2 original copies 5. Request for payment 1 original copy 6. Contractor's Bill 1 original copy 7. Certificate of Acceptance 2 original copies 8. Record of Attendance/Service 2 original copies 9. Proof of remittance to concerned government agency and/or GOCCs [BIR/Social Security System (SSS)/Pag-ibig] 2 photocopies 10. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 11. Disbursement Voucher – 2 copies 12. Obligation Request – 2 copies 	<p>Dumpsite operator</p> <p>Implementing office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Implementing Office</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Municipal Treasurer's Office</p> <p>Claimant</p> <p>Claimant</p> <p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget office</p>
<p>For Repair and Maintenance of Equipment and Motor Vehicles</p> <p><i>Additional requirements for the Procurement through Public Bidding:</i></p> <ol style="list-style-type: none"> 1. Additional documents under Annexes Q and R of COA Memorandum No. 2005-027 dated February 28, 2005 required to be 	

<p>submitted to the Auditor's Office within five days from the execution of the contract:</p> <ol style="list-style-type: none"> 2. Copy of the pre-repair evaluation report and approved detailed plans by the agency showing in sufficient detail the scope of work/extent of repair to be done 2 original copies 3. Report of waste materials 2 original copies 4. Copy of document indicating the history of repair 2 photocopies 5. Post inspection reports 2 original copies 6. Warranty Certificate 1 original copy 7. Request for payment 1 original copy 8. Bill/Invoices 1 original copy 9. Certificate of Acceptance 2 original copies 10. Pre-repair inspection reports 2 original copies 11. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof. 12. Disbursement Voucher – 2 copies 13. Obligation Request – 2 copies 	<p>(Committee) Inspectorate for Pre-Repairs</p> <p>Municipal Treasurer's Office</p> <p>Committee for Inspection</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>MTO</p> <p>Committee inspectorate for Pre-Repairs</p> <p>Downloadable - Government Accounting Manual Form - DOF</p> <p>Municipal Budget office</p>			
<p>For Advertising Expenses:</p> <p>Additional requirements for the Procurement through Public Bidding:</p> <ul style="list-style-type: none"> ● Bill/Statement of Account original copy ● Copy of newspaper clippings evidencing publication and/or CD in case of TV/Radio Commercial ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 	<p>Claimant</p> <p>Newspaper</p> <p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget office</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>1. Submit the Disbursement Voucher (DV) with the required documents</p>	<p>1.1 Receive and record claim</p>	<p>None</p>	<p>7 days</p>	<p>MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III</p>
	<p>1.2 Pre-audit of claim</p> <p>1.3 Check supporting</p>			

	documents as to completeness 1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents 1.5 Transmit the voucher with supporting documents to the Municipal Accountant.	None		
	1.6 Review pre-audited documents 1.7 Sign DV with complete supporting documents. 1.8 Forward signed certified DV to the Municipal Treasury Office	None None		MACCO: Municipal Accountant
	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	

10. Pre-Audit of Human Resource Development and Training Program

Pre-audit supporting documents of Human Resource Development and Training Program as to completeness of documents.

Office or Division:	Municipal Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▶ Budgetary estimates approved by the Head of Agency ▶ Schedule of training approved by the Head of the Agency ▶ Same requirements under procurement depending on the nature of expense and the mode of procurement adopted ▶ Program/Activity Design – 2 copies ▶ Disbursement Voucher – 2 copies ▶ Obligation Request – 2 copies 		Mayor's Office Mayor's Office Refer mode of procurement Implementing Office Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None	7 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim	None		
	1.3 Check supporting documents as to completeness			
	1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other			

	supporting documents			
	1.5 Transmit the voucher with supporting documents to the Municipal Accountant.			
	1.6 Review pre-audited documents			
	1.7 Sign DV with complete supporting documents.	None		MACCO: Municipal Accountant
	1.8 Forward signed certified DV to the Municipal Treasury Office	None		
	1.9. Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	

11. Pre-Audit of Infrastructures through Bidding

Pre-audit supporting documents of Procurement through Bidding as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Processing of Procurement through Public Bidding: <u>Basic Requirements for all types of procurement through public bidding:</u>	

<p>▶ Authenticated photocopy of the approved APP and any amendment thereto</p> <p>▶ Approved contract supported by the following documents which are required under COA Circular No. 2009-001 dated February 12, 2009 and COA Memorandum No. 2005-027 dated February 28, 2005 to be submitted to the Auditor's Office within five days from the execution of the contract:</p>	<p>BAC</p> <p>Contractor</p>
<ul style="list-style-type: none"> ● Invitation to Apply for Eligibility to Bid ● Results of Eligibility Check/Screening 2 original copies secure from BAC 	<p>BAC</p> <p>BAC</p>
<ul style="list-style-type: none"> ● Bidding Documents enumerated under Section 17.1 of the Revised IRR of RA No. 9184 which includes a complete set of approved plans/drawings and technical specifications for infrastructure projects, complete technical description of equipment, aircraft and accessories, scope of works, if applicable, for goods, and rental and repair contracts, and Terms of Reference (TOR) for consultancy services original copy. 	<p>BAC</p>
<ul style="list-style-type: none"> ● Minutes of Pre-Bid Conference, [Approved Budget for Contract (ABC) O1.0 million and above] 2 original copies from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● Agenda and/or Supplemental Bulletins, if any – 1 original copy & 1 photocopy from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● Bidders Technical and Financial Proposals 1 original copy 	<p>BAC</p>
<ul style="list-style-type: none"> ● Minutes of Bid Opening 2 original copies from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● Abstract of Bids 2 original copies from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● Post-Qualification Report of Technical Working Group 2 original copies from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● BAC Resolution declaring winning bidder 2 original copies 	<p>BAC</p>
<ul style="list-style-type: none"> ● Notice of Post Qualification 2 original copies from BAC 	<p>BAC</p>
<ul style="list-style-type: none"> ● BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract 2 original copies 	<p>BAC</p>
<ul style="list-style-type: none"> ● Notice of Award 2 original copies from Mayor's Office 	<p>Mayor's Office</p>
<ul style="list-style-type: none"> ● Performance Security original copy if applicable from insurance company if surety ● Program of Work and Detailed Estimates 2 original copies from Municipal Engineering Office 	<p>Municipal Engineering Office</p>
<ul style="list-style-type: none"> ● Notice to Proceed, indicating the date of receipt by the contractor 2 original copies from the Mayor's Office 	<p>Mayor's Office</p>
<ul style="list-style-type: none"> ● Detailed Breakdown of the ABC 2 original copies from the Municipal Engineering Office 	<p>Municipal Engineering Office</p>

<ul style="list-style-type: none">● Copy of the Approved PERT/CPM Network Diagram and detailed computations of contract time 2 original copies from the contractor● Detailed Breakdown of the Contract Cost: 2 original copies from the Municipal Engineering Office including the detailed breakdown of estimates and/or unit cost analysis/derivation for each work item expressed in volume/area/lump sum/lot for infrastructure projects indicating the following, among others, for consultancy services;<ul style="list-style-type: none">▪ Schedule of basic rates certified by the consultant with a sworn statement▪ Derivation of the billing factor/multiplier certified by the consultant with a sworn statement▪ Detailed breakdown of reimbursable costs based on agreed fixed rates and actual costs -indicating costs and dates of acquisition of the equipment, quantities and cost of materials, spare parts, and supplies furnished by the contractor for janitorial/security/maintenance services indicating the monthly lease payment and period of lease for lease contracts▶ Copy of Advertisement of Invitation to Bid/Request for expression of interest – 2 original copies from the BAC<ul style="list-style-type: none">● Newspaper clippings of advertisement (ABC P5.0 million and above for infrastructure, P2.0 million and above for goods, and P1.0 million or four months duration and above for consulting services) 1 clipping from the newspaper● Printout-copy of advertisement posted in PHILGEPS 2 copies from the BAC● Certification from the Head of BAC Secretariat on the posting of advertisement at conspicuous places 2 original copies● Printout copies of advertisement posted in agency website, if any (from BAC)▶ Documentary requirements under Sections 23.1 and 25.2 b for infrastructure projects, 23.1 and 25.2a for goods and 24.1 and 25.2c for consulting services, of the Revised IRR of RA No. 9184▶ Minutes of Pre-procurement Conference for projects costing as prescribed by procurement guidelines 2 original copies from the BAC▶ Bid Evaluation Report 2 original copies from the BAC	<p>Contractor</p> <p>Municipal Engineering Office</p> <p>BAC</p> <p>BAC</p> <p>BAC</p> <p>BAC</p> <p>BAC</p> <p>BAC</p>
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<p>▶ Ranking of short-listed bidders for consulting services 2 original copies from the BAC</p> <p>▶ Post Qualification Evaluation Report 2 original copies from the BAC</p> <p>▶ Printout copy of posting of Notice of Award, Notice to Proceed and Contract of award in the PHILGEPS 2 original copies from the BAC</p> <p>For LGUs, as clarified under COA Memorandum No. 2010-014 dated April 22, 2010, authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:</p> <ul style="list-style-type: none"> ● In the case of reenacted budget: <ul style="list-style-type: none"> - For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budgets ● In the case of the regularly enacted budget: <ul style="list-style-type: none"> - For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects, or roads and bridges - For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses <p>▶ Evidence of Invitation of three observers in all stages of the procurement process pursuant to Section 13.1 of the Revised IRR of RA No. 9184. 1 original copy 1 photocopy from the BAC</p> <p>▶ Request for purchase or requisition of supplies, materials and equipment duly approved by proper authorities. 2 original copies from the Implementing Office</p> <p>Processing of Infrastructure Projects:</p> <p><i>Additional documentary requirements common to all infrastructure transactions:</i></p> <p>▶ Letter request from contractors for advance/progress/final payment or for substitution in case of release of retention money 1 original copy</p> <p>▶ Common to progress/final payments <ul style="list-style-type: none"> ● Statement of Work Accomplished/Progress Billing 2 original copies </p>	<p>BAC</p> <p>BAC</p> <p>BAC</p> <p></p> <p>BAC</p> <p>Implementing Office</p> <p>Contractor</p> <p>Municipal Engineering Office</p>
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<ul style="list-style-type: none"> • Inspection Report by the Agency's Authorized Engineer 2 original copies • Results of Test Analysis, if applicable 1 original copy • Statement of Time Elapsed 2 original copies from Municipal Engineering Office • Monthly Certificate of Payment 2 original copies from Engineering Office • Contractor's Affidavit on payment of laborers and materials 2 original copies • Pictures, before, during and after construction of items of work especially the embedded items from claimant • Photocopy of vouchers of all previous payments 2 copies from Municipal Accounting Office • Certificate of completion 2 original copies from the Municipal Engineering Office <p>For Advance Payment of Infrastructures Additional Requirement:</p> <ol style="list-style-type: none"> 1. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee 2. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 3. Obligation Request/ Trust Fund Utilization Slip – 2 copies 4. Disbursement Voucher – 2 copies <p>For Variation Order/Change Order/Extra Work Order <i>Additional documents enumerated under Annex B of COA Memorandum No. 2005-027 dated February 28, 2005 required to be submitted to the Office of the Auditor for the review/evaluation of changes in the contract:</i></p> <ol style="list-style-type: none"> 1. Copy of Approved Change Order (CO)/Extra Work Order (EWO) 2 original copies 2. Copy of the approved original plans indicating the affected portions(s) of the project and duly revised plans and specifications, if applicable, indicating the changes made which shall be color coded 2 photocopies 3. Copy of the agency's report establishing the necessity/justification(s) for the need of 	<p>Municipal Accounting Office</p> <p>Municipal Engineering Office</p> <p>Insurance Company</p> <p>Municipal Budget Office/Municipal Engineering Office</p> <p>Downloadable - Government Accounting Manual Form - DOF</p> <p>Municipal Engineering Office</p> <p>Municipal Engineering Office</p> <p>Municipal Planning Development Office</p>
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<p>such CO and/or EWO which shall include: (a) the computation as to the quantities of the additional works involved per item indicating the specific stations where such works are needed; (b) the date of inspection conducted and the results of such inspections; (c) a detailed estimate of the unit cost of such items of work for new unit costs including those expressed in volume/area/lump-sum/lot 2 original copies.</p> <ol style="list-style-type: none"> 4. Copy of the approved/revised PERT/CPM Network Diagram which shall be color coded, reflecting the effect of additional/deductive time on the contract period and the corresponding detailed computations for the additional/deductive time for the subject Change Order/Extra Work Order 2 original copies. 5. Copy of the approved detailed breakdown of contract cost for the variation order 2 original copies 6. Copy of the COA Technical Evaluation Report for the original contract 1 original copy and 1 photocopy 7. If the Variation Order to be reviewed is not the 1st variation order, all of the above requirements for all previously approved variation orders, if not yet reviewed, otherwise, copy of the COA Technical Evaluation Report for the previously approved variation orders. 8. Additional performance security in the prescribed form and amount if variation order exceeds 10 percent of the original contract cost – original copy 9. Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof 2 original copies 10. Obligation Request – 2 copies 11. Disbursement Voucher – 2 copies <p>For Progress Payment of Infrastructures <i>Additional Requirements:</i></p> <ol style="list-style-type: none"> 1. Statement of Work Accomplished or progress billing 2 original copies 2. Request for progress payment – 2 copies 3. Obligation Request – 2 copies 4. Disbursement Voucher – 2 copies <p>For Final Payment of Infrastructures <i>Additional Requirements:</i></p> <ol style="list-style-type: none"> 1. As-Built plans 2 original copies 2. Warranty Security original copy 	<p>COA</p> <p>Insurance Company if surety is used</p> <p>Municipal Budget Office Downloadable - Government Accounting Manual Form - DOF</p> <p>Claimant</p> <p>Claimant Municipal Budget Office Downloadable - Government Accounting Manual Form - DOF</p> <p>Contractor Insurance Company if applicable</p>
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<p>3. Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid [DPWH Department Order (DO) No. 109 s.1993 dated May 4, 1993 and DO No. 119 s. 1993 dated May 11, 1993] original copy</p> <p>4. Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency 1 original copy and 1 photocopy</p> <p>5. Obligation Request – 2 copies</p> <p>6. Disbursement Voucher – 2 copies</p>		<p>Provincial Treasurer</p> <p>Municipal Treasurer's Office – Supply Section</p> <p>Municipal Budget Office Downloadable - Government Accounting Manual Form – DOF</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the Disbursement Voucher (DV) with the required documents</p>	<p>1.1 Receive and record claim</p>	<p>None</p>		<p>MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III</p>
	<p>1.2 Pre-audit of claim</p> <p>1.3 Check supporting documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting documents to the Municipal Accountant.</p>	<p>None</p>	<p>7 days</p>	
	<p>1.6 Review pre-audited documents</p>			

	1.7 Sign DV with complete supporting documents.	None		MACCO: Municipal Accountant
	1.8 Forward signed certified DV to the Municipal Treasury Office			
	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	7 days	

12. Pre-Audit Liquidation of Various Cash Advances

Pre-Audit supporting documents for the Liquidation of various Cash advances as to the completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses: <ul style="list-style-type: none"> ▶ Report of Disbursement certified correct by the accountable officer. (1 original and 1 duplicate) ▶ Approved payrolls/vouchers duly acknowledged/signed by the payee/s. (1 original and 1 duplicate) ▶ Approved daily time records (DTR's) or Certificate of Service (1 original and 1 duplicate) ▶ Approved application for leave. (2 copies) ▶ In case of payment of personnel under the "job order" status, duly verified/accepted accomplishment report and daily time record (DTR) 	Municipal Treasury Office Municipal Accounting Office Municipal Mayor's Office - HRMO Municipal Mayor's Office - HRMO Municipal Mayor's Office

<p>(1 original and 1 duplicate)</p> <ul style="list-style-type: none"> ▶ Official Receipt (OR) in case of refund for unclaimed salaries. (1 original and 1 photocopy) ▶ Authority from the claimant and identification documents, if claimed by person other than the payee. (1 original and 1 duplicate/photocopy) ▶ Such other pertinent supporting documents as are required by the nature of expense (1 original and 1 duplicate) ▶ Obligation Request – 2 copies ▶ Disbursement Voucher – 2 copies ▶ Liquidation Report – 2 copies <p>For Traveling Expenses:</p> <p><u>Local/Foreign Travel</u></p> <ul style="list-style-type: none"> ▶ Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (original and photocopy) ▶ Certificate of appearance/attendance (original and photocopy) ▶ Copy of previously approved itinerary of travel (2 duplicates/photocopies) ▶ Revised or supplemental Office Order or any proof supporting the change of schedule (original and duplicate/photocopy) ▶ Actual Itinerary of Travel (1 original and 1 duplicate) ▶ Certification by the Head of Agency as to the absolute necessity of the expenses incurred for official travel that exceed the prescribed rate per day (certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts) (1 original and 1 duplicate) ▶ Liquidation Report (1 original and 1 duplicate) ▶ Reimbursement Expense Receipt (RER) (1 original and 1 duplicate/photocopy) 	<p>Municipal Treasury Office</p> <p>Claimant</p> <p>Claimant</p> <p>Municipal Budget Office</p> <p>Downloadable - Government Accounting Manual Form - DOF Claimant</p> <p>Travel Agency</p> <p>Agency who conducted the seminar</p> <p>Municipal Accounting Office</p> <p>Municipal Mayor's Office</p> <p>Claimant</p> <p>Municipal Mayor's Office</p> <p>Claimant</p> <p>Claimant</p>
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<ul style="list-style-type: none"> ▶ OR in case of refund of excess cash advance (2 photocopies) ▶ Certificate of Travel Completed (1 original and 1 duplicate) ▶ Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by the Metro Manila Area, or the city or municipality where their permanent official station is located in the case of those outside the Metro Manila Area, if the travel allowances being claimed include the hotel room/lodging rate. (1 original and 1 duplicate/photocopy) ▶ Paper/electronic plane tickets, boarding pass, boat or bus tickets (1 original and 1 duplicate/photocopy) ▶ Certificate of appearance/attendance for training/seminar/participation original and 1 duplicate/photocopy) <p><u><i>For reimbursement of actual travel expenses in excess of the prescribed rate (EO No. 77):</i></u></p> <ul style="list-style-type: none"> ➤ Certification from the Head of Agency that it is absolutely necessary (1 original and 1 duplicate) ➤ Hotel room bills with official receipts (certification or affidavit of loss shall not be considered as appropriate replacement for the required hotel/lodging bills and receipts) (1 original and 1 duplicate/photocopy) ➤ Revised Itinerary of Travel (Actual Itinerary of Travel), if applicable (1 original and 1 duplicate) ➤ Narrative report on trip undertaken/Report on Participation (1 original and 1 duplicate) ➤ OR in case of refund of excess cash advance (2 photocopies) ➤ Disbursement Voucher (1 original and 1 duplicate) ➤ Obligation Request – 1 original, 1 duplicate 		<p>Municipal Treasury Office</p> <p>Municipal Mayor's Office</p> <p>Claimant</p> <p>Claimant</p> <p>Agency who conducted the seminar/training</p> <p>Municipal Mayor's Office</p> <p>Claimant</p> <p>Claimant</p> <p>Claimant</p> <p>Municipal Treasury Office</p> <p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None	7 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim 1.3 Check supporting documents as to completeness 1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents 1.5 Transmit the voucher with supporting documents to the Municipal Accountant.	None		
	1.6 Review pre-audited documents 1.7 Sign DV with complete supporting documents. 1.8 Forward signed certified DV to the Municipal Treasury Office	None		
	1.9 Endorse documents to the Municipal Treasury Office	None		
TOTAL:		None	7 days	

13. Pre-Audit of Prisoner's Subsistence Allowance

Pre-audit supporting documents of Prisoner's Subsistence Allowance as to completeness of documents.

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ● Disbursement Voucher – 1 original, 1 duplicate copy ● Obligation Request – 1 original, 1 duplicate copy ● Certification of warden that allowance was spent for prisoners – 1 original, 1 duplicate copy ● Prisoner's subsistence voucher -1 original, 1 duplicate copy ● Copy of turnover of PDL 2 - photocopies ● Copy of order of release 2 - photocopies 		Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office BJMP BJMP BJMP BJMP		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None	3 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim			
	1.3 Check supporting documents as to completeness			
	1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents			
	1.5 Transmit the voucher with supporting documents to the Municipal Accountant.			



	1.6 Review pre-audited documents			MACCO: Municipal Accountant
	1.7 Sign DV with complete supporting documents.			
	1.8 Forward signed certified DV to the Municipal Treasury Office			
	1.9. Endorse documents to the Municipal Treasury Office			
	TOTAL:	None	3 days	

14. Pre-Audit of Salary for Individual Claim

Pre-audit supporting documents of Salary for individual claim as to completeness of documents.

Office or Division:	Municipal Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Requisitioning Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For First Salary: 1. Certified true copy of duly approved Appointment 2. Assignment Order, if applicable 3. Certified true copy of Oath of Office 4. Certificate of Assumption 5. Statement of Assets, Liabilities and Net Worth 6. Approved DTR 7. Bureau of Internal Revenue (BIR) withholding certificates (Form 1902 and 2305) 8. Payroll Information on New Employee (PINE) (for agencies with computerized payroll systems) 9. Authority from the claimant and identification documents, if claimed by person other than the payee 10. Obligation Request – 2 copies 11. Disbursement Voucher – 2 copies	Municipal Mayor's Office – HRMO Municipal Mayor's Office – HRMO HRMO HRMO Claimant Claimant BIR Assigned Office HRMO Municipal Budget Office Downloadable – Government Accounting Manual Form-DOF	

<p><i>Additional requirements for transferees:</i></p> <ol style="list-style-type: none"> 1. Clearance from money, property and legal accountabilities from the previous office 2. Certified true copy of pre-audited disbursement voucher of last salary from previous agency and/or Certification by the Chief Accountant of last salary received from previous office duly verified by the assigned auditor thereat 3. BIR Form 2316 (Certificate of Compensation Payment/Tax Withheld) 4. Certificate of Available Leave Credits 5. Service Record 	<p>Previous Employer</p> <p>Previous Employer</p> <p>BIR</p> <p>Previous Employer</p> <p>Previous Employer</p>
<p><i>For Salary (if deleted from the payroll)</i></p> <ol style="list-style-type: none"> 1. Approved DTR – 2 original copies 2. Notice of Assumption – 2 copies 3. Approved Application for Leave, clearances and Medical Certificate, if on sick leave for five days or more (1 original and 1 duplicate) 4. Disbursement Voucher – 2 copies 5. Obligation Request – 2 copies 	<p>Claimant</p> <p>HRMO</p> <p>Claimant / Health Physician</p> <p>Downloadable - Government Accounting Manual Form – DOF</p> <p>Municipal Budget Office</p>
<p><i>For Salary of Casual/Contractual Personnel</i></p> <ol style="list-style-type: none"> 1. For accredited agencies by the CSC (for first claim) <ul style="list-style-type: none"> ● Certified true copy of the pertinent contract/appointment/job order 2 original copies ● Copy of the ROPA of the pertinent contract/appointment marked received by the CSC 1 original copy and 1 duplicate copy 2. For other agencies (for first claim) <ul style="list-style-type: none"> ● Certified copy of the pertinent contract/appointment/job order marked received by the CSC 2 original copies 3. Certification by the Local Chief Executive (LCE), in case of LGUs, that the employment/hiring is still within the Personal Services (PS) limitation prescribed under Section 325 (a) of RA No. 7160. 2 original copies 4. Certification by the LCE/Personnel Officer that the activities/services cannot be provided by regular or permanent personnel of the agency (for first claim) 2 original copies 5. Accomplishment Report 2 original copies 6. Approved DTR 2 original copies 7. Disbursement voucher – 2 copies 	<p>HRMO</p> <p>HRMO</p> <p>HRMO</p> <p>Mayor's Office</p> <p>Mayor's Office</p> <p>Claimant</p> <p>Claimant</p>

<p>8. Obligation Request – 2 copies</p>	<p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p><i>For Salary Differential due to Promotion and/or Step Increment</i></p> <ul style="list-style-type: none"> ● Certified true copy of approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase – 2 copies ● Certificate of Assumption – 2 copies ● Approved DTR or certification that the employee has not incurred leave without pay ● Certification by the LCE, in case of LGUs, that the promotion/step increment is still within the PS limitation prescribed under Section 325 (a) of R.A. No. 7160. ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 	<p>HRMO</p> <p>HRMO Claimant</p> <p>Mayor's Office</p> <p>Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>
<p><i>For Last Salary:</i></p> <ul style="list-style-type: none"> ● Clearance from money, property and legal accountabilities 1 original copy and one photocopy ● Approved DTR 2 original copies ● Disbursement Voucher – 2 copies ● Obligation Request – 2 copies 	<p>Mayor's Office</p> <p>HRMO</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget Office</p>
<p><i>For Salary due to heirs of deceased employee</i></p> <ul style="list-style-type: none"> ● Same requirements as those for last salary ● Additional requirements: <ol style="list-style-type: none"> 1. Death Certificate authenticated by National Statistics Office (NSO) 2. Marriage Contract authenticated by PSA, if applicable 2 authenticated copies 3. Birth Certificates of surviving legal heirs authenticated by PSA 2 authenticated copies 4. Designation of next-of-kin 5. Waiver of right of children 18 years old and above 	<p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Claimant Claimant</p>
<p><i>For Maternity Leave</i></p> <ul style="list-style-type: none"> ● Copy of approved application for leave, 1 original copy and 1 photocopy ● Copy of Maternity leave clearance 2 original copies ● Medical certificate for maternity leave 2 photocopies ● Salary Payroll/Disbursement voucher 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employees' account of their salaries or other claims 	<p>HRMO</p> <p>HRMO</p> <p>Health Physician</p> <p>Municipal Accounting Office</p> <p>Municipal Treasurer's Office Municipal Treasurer's Office</p>

<ul style="list-style-type: none"> ● Official Receipt / Validated deposit slips ● Obligation Request – 2 copies ● Disbursement Voucher – 2 copies <p><u>Additional Requirements for Unused Maternity Leave (upon assumption before the expiration of the 90-day maternity leave)</u></p> <ul style="list-style-type: none"> ● Medical certificate that the employee is physically fit to work 2 photocopies ● Certificate of assumption 2 original copies ● Approved DTR 2 original copies 		<p>Bank Municipal Budget Office Downloadable - Government Accounting Manual Form - DOF</p> <p>Health Physician</p> <p>Municipal Mayor's Office</p> <p>Claimant</p>		
<p><u>For General Claims through the Automated Teller Machine (ATM)</u></p> <ul style="list-style-type: none"> ● Salary Payroll 2 original copies ● Payroll Register (hard and soft copy) ● Letter to the Bank to credit employee's account of their salaries or other claims ● Official Receipt/Validated deposit slips ● Obligation Request – 2 copies 		<p>Municipal Accounting Office Municipal Treasury Office Municipal Treasury Office</p> <p>Depository Bank Municipal Budget Office</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		
	1.2 Pre-audit of claim	None		
	1.3 Check supporting documents as to completeness	None		
	1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents	None	7 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.5 Transmit the voucher with supporting documents to the	None		

	Municipal Accountant.			
	1.6 Review pre-audited documents	None		MACCO: Municipal Accountant
	1.7 Sign DV with complete supporting documents.			
	1.8 Forward signed certified DV to the Municipal Treasury Office			
	1.9 Endorse documents to the Municipal Treasury Office	None		
TOTAL:		None	7 days	

15. Pre-Audit of Utility Expenses

Pre-audit supporting documents of Utility Expenses as to completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ● Statement of Account/Bill original copy ● Invoice/Official Receipt or machine validated statement of account/bill ● Certification by Agency Head or his duly authorized representatives that all National Direct Dial (NDD), National Operator Assisted Calls and International Operator Assisted Calls are official calls. (For Telephone/Communication Services) - 2 original copies ● Disbursement voucher – 2 copies ● Obligation Request – 2 copies 	<p>Service Provider Service Provider</p> <p>Municipal Mayor's Office</p> <p>Downloadable - Government Accounting Manual Form – DOF Municipal Budget office</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Pre-audit of claim 1.3 Check supporting documents as to completeness 1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents 1.5 Transmit the voucher with supporting documents to the Municipal Accountant.	None	3 days	
	1.6 Review pre-audited documents 1.7 Sign DV with complete supporting documents. 1.8 Forward signed certified DV to the Municipal Treasury Office	None		MACCO: Municipal Accountant



	1.9 Endorse documents to the Municipal Treasury Office	None		
	TOTAL:	None	3 days	

16. Pre-Audit of Various Cash Advances

Pre-Audit supporting documents for various Cash Advances as to the completeness of documents.

Office or Division:	Municipal Accounting Office
Classification:	Complex
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Documentary requirements common to all cash advances except for travels</p> <ul style="list-style-type: none"> ▶ Authority of the accountable officer issued by the Head of the Agency or his duly authorized representative indicating the maximum accountability and purpose of cash advance (for initial cash advance) (1 original and 1 duplicate) ▶ Certification from the Accountant that previous cash advances have been liquidated and accounted for in the books (1 original and 1 duplicate) ▶ Approved application for bond and/or Fidelity Bond for the year for cash accountability of P2,000.00 or more (1 original and 1 duplicate) 	<p>Municipal Mayor's Office</p> <p>Municipal Accounting Office</p> <p>Bureau of the Treasury</p>
<p>For Payroll Fund for Salaries, Wages, Allowances, Honoraria and Other Similar Expenses</p> <p><i>Additional Requirements:</i></p> <ul style="list-style-type: none"> ▶ Approved contracts (for initial payment) (1 original and 1 duplicate) ▶ Approved Payroll or list of payees indicating their net payments. (1 Original and 1 duplicate) ▶ Approval/authority (presidential directive or legislative enactment) or legal basis to pay any allowance /salaries /wages /fringe benefits. (1 original and 1 duplicate) 	<p>Municipal Mayor's Office - HRMO</p> <p>Municipal Accounting Office</p> <p>Municipal Mayor's Office Sangguniang Bayan Office</p>



<ul style="list-style-type: none"> ▶ Daily time record (DTR) approved by the supervisor (1 original and 1 duplicate) ▶ Accomplishment report – 2 copies ▶ Obligation Request – 1 original, 1 duplicate ▶ Disbursement Voucher – 1 original, 1 duplicate 	<p>Municipal Mayor's Office – HRMO</p> <p>Employee Municipal Budget Office Downloadable - Government Accounting Manual Form – DOF</p>
<p>For Field/Activity Current Operating Expenses (COE)</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> ▶ Approved Budget for COE of the agency field office or agency activity in the field (1 original and 1 duplicate) ▶ Obligation Request – 1 original, 1 duplicate ▶ Disbursement Voucher – 1 original, 1 duplicate 	<p>Requisitioning Office</p> <p>Municipal Budget Office</p> <p>Downloadable - Government Accounting Manual Form – DOF</p>
<p>For Travelling Allowances: Local / Foreign Travel</p> <ul style="list-style-type: none"> ▶ Office Order/Travel Order approved in accordance with EO No. 77 (1 original, 1 duplicate) <ul style="list-style-type: none"> ● As approved by the respective heads of agencies in the case of other government officials and employees regardless of the length of travel ● Provincial Governors and Mayors of highly urbanized cities or independent component cities – Secretary of the Department of Interior and Local Government ▶ Duly approved itinerary of travel (1 original and 1 duplicate) ▶ Letter of invitation of host / sponsoring country / agency / organization (1 original and 1 duplicate/photocopy) ▶ For plane fare, quotations of three travel agencies or its equivalent (1 original, 1 photocopy) ▶ Flight itinerary issued by the airline/ticketing office/travel agency (1 original, 1 photocopy) ▶ Copy of the United Nations Development Programme (UNDP) rate for the daily subsistence allowance (DSA) for the country of destination for the computation of DSA to be claimed. (1 original and 1 photocopy) ▶ Document to show the dollar to peso exchange rate at the date of grants of cash advance. (1 original, 1 photocopy) 	<p>Municipal Mayor's Office</p> <p>DILG</p> <p>Employee</p> <p>Sponsoring country/agency/organization</p> <p>Travel/airline agencies</p> <p>Travel/airline agencies</p> <p>Newspaper clips for daily peso/dollar exchange rate</p>

<p>▶ Where applicable, authority from the OP to claim representation expenses. (1 original, 1 photocopy)</p> <p>▶ In case of seminars/trainings:</p> <ul style="list-style-type: none"> ● Invitation addressed to the agency inviting participants (issued by the foreign country) (1 original and 1 duplicate) ● Acceptance of the nominees as participants (issued by the foreign country) (1 original and 1 duplicate) ● Programme Agenda and Logistics information (1 original and 1 duplicate) ● Proposed Itinerary <p>▶ Disbursement Voucher – 2 copies</p> <p>▶ Obligation Request – 2 copies</p>	<p>DILG</p> <p>Sponsoring country/agency/organization</p> <p>Sponsoring country/agency/organization</p> <p>Sponsoring country/agency/organization</p> <p>Municipal Accounting Office Downloadable - Government Accounting Manual Form - DOF Municipal Budget Office</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Disbursement Voucher (DV) with the required documents	1.1 Receive and record claim	None		
	<p>1.2 Pre-audit of claim</p> <p>1.3 Check supporting documents as to completeness</p> <p>1.4 Check correctness of amounts, authorized signatures and other details reflected in the voucher and other supporting documents</p> <p>1.5 Transmit the voucher with supporting</p>	None	7 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III



	documents to the Municipal Accountant.			
	1.6 Review pre-audited documents	None		MACCO: Municipal Accountant
	1.7 Sign DV with complete supporting documents.			
	1.8 Forward signed certified DV to the Municipal Treasury Office	None		
	1.9 Endorse documents to the Municipal Treasury Office	None		
TOTAL:		None	7 days	

17. Preparation of Barangay Financial Statements

Financial Documents from the 13 Barangays of the Municipality are submitted for the preparation of Financial Reports as mandated by the Commission on Audit.

Office or Division:	Municipal Accounting Office
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Requisitioning Office
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<p>The following are to be submitted in original copy:</p> <ol style="list-style-type: none"> 1. Transmittal of Report 2. Report of Check Issued <ul style="list-style-type: none"> ● Disbursement vouchers with photocopy of check and supporting documents 3. Reports of Cash Disbursement <ul style="list-style-type: none"> ● Payrolls with supporting documents 	Barangays of the Municipality of Tuba

4. Registry of Appropriation and Commitment (RAC) 5. Punong Barangay Certification (PBC) 6. Liquidation of Reports with supporting documents 7. Statement of Appropriations, Commitments and Balances (SACB) 8. Summary of Collections and Deposits/Remittances				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the reports	1.1 Receive the reports with required documents. 1.2 Check and review the submitted reports including the supporting documents 1.2 Prepare financial statements with supporting documents	None	60 days	MACCO: ADAS II, ADOF II
2. Receive financial statements	2.1 Issue financial statements 2.2 Administer CSS Form	None		
	TOTAL:	None	60 days	

This service is covered by COA Circular No. 2015-011 dated December 31, 2015 prescribing the Use of the Manual on Financial Management for Barangays

18. Preparation of Municipal Financial Statements

Financial Documents from Municipal Treasury Office are submitted for the preparation of Financial Reports as mandated by the Commission on Audit.

Office or Division:	Municipal Accounting Office
Classification:	Highly Technical
Type of Transaction:	G2G – Government to Government
Who may avail:	Municipal Treasury Office

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▶ Disbursement Vouchers with check duplicate and supporting documents (1 original copy, 1 duplicate) ▶ Payroll with supporting documents (1 original copy, 1 duplicate) ▶ Official Receipts – 1 duplicate ▶ Deposit Slip – 2 duplicate copies ▶ Credit Memo Receipt – 2 duplicate copies 		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the reports	1.1 Receive the reports with required documents.	None	30 days	MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Check and review the submitted reports including the supporting documents	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.3 Record/post documents to ledgers			
	1.4 Prepare disbursement journals			
	1.5 Prepare financial statements with supporting documents			
2. Issue Financial Statements	2.1 Submit financial statements	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	TOTAL:	None	30 days	



This service is covered by Section 41 (1) of the Presidential Decree (PD) No. 1445; COA Circular No. 2002-003 dated June 20, 2002 Prescribing the Manual on the New Government Accounting System (Manual Version) For Use in Local Government Units

19. Signing of Clearances

Clearances forwarded to the Municipal Accounting office are facilitated for countersign of the concerned offices before the approval of the Municipal Accountant.

Office or Division:	Municipal Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Requisitioning Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
► Clearance Form – 2 original copies		Municipal Mayor's Office – HRMO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit the Clearance form.	1.1 Receive the Clearance Form	None		MACCO: AA IV, ADAS II, ADOF II, ADOF IV, Accountant I, Accountant III
	1.2 Verify and sign the clearance form.	None	7 days	MACCO: Municipal Accountant
2. Receive the Clearance Form.	2.1 Issue the Clearance form to the claimant. 2.2 Administer CSS Form	None		
	TOTAL:	None	7 days	



Municipal Treasury Office (MTO)

External Services



1. Issuance of Cash Ticket

Cash tickets are issued to vendors who are allotted spaces within the market premises or municipal grounds during the foundation day and other related events organized by the municipality.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business			
Who may avail:	All vendors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Occupy the assigned space within the market premises/municipal ground;	1.0 Issue cash tickets w/ signature and date written at the back of the cash tickets	Cash Tickets= Product Container x Rate (<i>Refer to the table below</i>)	3 Minutes	MTO: Revenue Collection Clerk II
2. Receive cash ticket and pay the corresponding amount	2.0 Issue cash ticket and receive payment			
TOTAL:		<i>Refer to the table below</i>	3 Minutes	

Product Container	Rate in Peso (PHP)
One sack of any farm products	15.00
One basket (tikles) of any farm products	15.00
One Banyera of fish	20.00
Per Bundle of any farm products	5.00
Per box/crate of any item	20.00
Dealers of eggs	5/100 pcs
Others not identified	10.00



2. Issuance of Certification of Non-tax Delinquency, Certificate of Payments, Certificate of No Business

- 2.1 The **Certificate of Non-Tax Delinquency** is issued for certain transactions required by other agencies and offices as proof that the Real Property Tax (RPT) has been fully paid up to the latest period.
- 2.2 The **Certificate of Payment** is issued upon request of taxpayers for various transactions requiring proof of tax payment.
- 2.3 The **Certificate of No Business** is issued to indigent scholarship applicants as certification that they have no registered business within the municipality.

Office or Division:	Municipal Treasury Office(MTO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Business			
Who may avail:	All individuals seeking the above certification			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official tax receipt of last payment and documentary stamp. (1 copy only – original/photo copy)		Client's copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to the MTO – Window transaction area (Window 1 to 4) and submit requirements	1.0 Verify previous payment/s from the RPTAR or TMMS	None	1 minute	MTO: Revenue Collection Clerk II
2. Pay the required fees and wait for the certificate	2.0 Receive payment and prepare the certificate 2.1 Municipal Treasurer signs the certificate.	Certification Fee = PHP190.00/page	3 Minutes	MTO: Revenue Collection Clerk II
3. Receive the certificate and Official Receipt (OR)	3.0 Issue the OR and requested document. 3.1 Maintain file copy	None	1 Minute	MTO: Revenue Collection Clerk II
TOTAL:		PHP190.00	5 Minutes	



3. Issuance of Community Tax Certificate (CTC) – Individual/Corporation

A Community Tax Certificate (CTC) is a basic document acquired by any individual or citizen at least 18 years of age and above or juridical being for identifying himself and his residence which can be used for legal transaction. Natural and juridical person may secure a CTC.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G - Government to Government			
Who may avail:	<p>a. Every inhabitant of the Philippines eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year;</p> <p>b. An individual who is engaged in business or occupation;</p> <p>c. An individual who owns real property with an aggregate assessed value of One Thousand Pesos (Php 1,000.00) or more; and</p> <p>d. An individual who is required by law to file an income tax return</p> <p>e. Every corporation, no matter how created or organized, whether domestic or resident foreign, engaged in or doing business in the Philippines.</p>			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Community Tax Certificate (1 copy - original/photocopy); or		Client's copy		
Valid Identification Card/Government Issued ID (Passport, Voters Certification, School ID, Company ID, TIN, SSS ID, Driver's License ID)		DFA, COMELEC, School, Company, BIR, SSS, DOTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to the MTO – Window transaction area (Window 1 to 4) and present Valid Identification Card	<p>1.0 Check the Valid Identification Card/Previous CTC if available</p> <p>1.1 Encode client information in the TMMS</p> <p>Compute Community Tax</p>	None	8 Minutes	MTO: Revenue Collection Clerk II
2. Sign and affix right thumb mark and Pay the corresponding community tax	2.0 Receive payment;	<p>For Individual:</p> <p>Basic P5.00 + PHP1.00 per 1,000.00</p> <p>For Corporation:</p> <p>New: Basic P500 Renewal: Basic P500 + (Gross Sales/5000) x P2.00</p>	2 Minutes	MTO: Revenue Collection Clerk II



3. Receive the taxpayer's copy	3.0 Issue the taxpayer's copy			
TOTAL:	For Individual Basic P5.00 + P1.00 per 1,000.00 For Corporation New: Basic P500 Renewal: Basic P500 + (Gross Sales/5000) x P2.00		10 Minutes	

4. Payment of Approved Disbursement Vouchers, General Payrolls and Labor Payrolls from Cash Advances

Cash advances shall be made only through duly approved general payrolls, labor payrolls, or disbursement vouchers, and shall be charged against regular or special cash advances.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Personnel/Individuals whose name appear in the duly certified and approved payroll			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Identification Card (Passport, Voter's Certification, School ID, Company ID, TIN, SSS ID, Driver's License ID)		DFA, COMELEC, School, Company, BIR, SSS, DOTC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to MTO – Window transaction area (window 5 & 6)	1.0 Verify payees in the Disbursement Voucher (DV), Labor Payroll (LP) or General Payroll (GP)	None	1 Minutes	MTO: Municipal Treasurer/Disbursing Officer
2. Sign payroll/Disbursement Voucher	2.0 Present the payroll to the payee for signature (GP, DV, LP)	None	2 Minutes	
3. Receive payment	3.0 Release the corresponding cash and affix initial beside payee's name after payment	None	3 Minutes	MTO: Disbursing Officer
TOTAL:		None	6 minutes	



5. Payment of Business Tax

Tax imposed by the municipality on any person engaged in trade or business, or in the pursuit of a commercial activity, as a means of livelihood or with intent to earn profit.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	All individuals engaged in any business activity within the municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished business permit application form (3 copies original)		Business Permits and Licensing Office(BPLO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to MTO-Window Transaction area (Window 1 to 4) and present the duly accomplished Application Form for Business Permit	1.0 Receive the accomplished Application Form for Business Permit and verify latest payment recorded in the index card or in the TMMS.	None	3 Minutes	MTO: Revenue Collection Clerk II
2. Wait for verification and computation of the Business Tax	2.0 Determine gross receipts or sales as declared by the owner and fill-out No. 2 of page 2 (Assessment of Applicable Fees) for the amount due including penalty and surcharges, if any, 2.1 Compute the tax due based on the prescribed schedule of graduated tax rates	None	5 Minutes	MTO: Revenue Collection Clerk II



3. Pay prescribed fees and receive the Official Receipt	3.0 Receive payment and issue the Official receipt.	For New: (1/20 of 1%) of the capital investment For Renewal: (See table below)	2 Minutes	MTO: Revenue Collection Clerk II
TOTAL:		Refer to the tables below	10 minutes	

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

<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year:</u>	<u>Tax Rate Per Annum</u>
Less than 10,000.00	235.00
10,000.00 or more but less than 15,000.00	312.00
15,000.00 or more but less than 20,000.00	429.00
20,000.00 or more but less than 30,000.00	565.00
30,000.00 or more but less than 40,000.00	944.00
40,000.00 or more but less than 50,000.00	1,181.00
50,000.00 or more but less than 75,000.00	1,889.00
75,000.00 or more but less than 100,000.00	2,362.00
100,000.00 or more but less than 150,000.00	3,149.00
150,000.00 or more but less than 200,000.00	3,936.00
200,000.00 or more but less than 300,000.00	5,510.00
300,000.00 or more but less than 500,000.00	7,871.00
500,000.00 or more but less than 750,000.00	11,448.00
750,000.00 or more but less than 1,000,000.00	14,310.00
1,000,000.00 or more but less than 2,000,000.00	19,677.00
2,000,000.00 or more but less than 3,000,000.00	23,612.00
3,000,000.00 or more but less than 4,000,000.00	28,334.00
4,000,000.00 or more but less than 5,000,000.00	33,057.00
5,000,000.00 or more but less than 6,500,000.00	34,881.00
6,500,000.00 or more	34,880.50 plus 44% of 1% in excess of 6,500,000.00



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

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Tax Rate Per Annum</u>
Less than 5,000.00	142.00
5,000.00 or more but less than 6,000.00	173.00
6,000.00 or more but less than 7,000.00	204.00
7,000.00 or more but less than 8,000.00	235.00
8,000.00 or more but less than 10,000.00	266.00
10,000.00 or more but less than 15,000.00	312.00
15,000.00 or more but less than 20,000.00	391.00
20,000.00 or more but less than 30,000.00	469.00
30,000.00 or more but less than 40,000.00	630.00
40,000.00 or more but less than 50,000.00	944.00
50,000.00 or more but less than 75,000.00	1,417.00
75,000.00 or more but less than 100,000.00	1,889.00
100,000.00 or more but less than 150,000.00	2,676.00
150,000.00 or more but less than 200,000.00	3,463.00
200,000.00 or more but less than 300,000.00	4,363.00
300,000.00 or more but less than 500,000.00	6,350.00
500,000.00 or more but less than 750,000.00	9,445.00
750,000.00 or more but less than 1,000,000.00	12,593.00
1,000,000.00 or more but less than 2,000,000.00	14,310.00
2,000,000.00 or more	14,310.00 plus 55% of 1% in excess of 2,000,000.00

b. **On Exporters, manufacturers, millers, producers, wholesalers, distributors, dealers or retailers** of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under letter a, b and d of this Article:

1. Rice and corn
2. Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt, and agricultural marine, and fresh water products whether in their original state or not
3. Cooking oil and cooking gas
4. Laundry soap, detergents, and medicine
5. Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs
6. Poultry feeds and other animal feeds
7. School supplies, and
8. Cement

c. **On retailers.**

<u>Gross Sales/Receipts for the Preceding year</u>	<u>Tax Rate Per Annum</u>
400,000.00 or less	2%
More than 400,000.00	Plus 1% in excess of 400,000.00



e. **On contractors** and other independent contractors in accordance with the following schedule.

<u>Gross Sales/Receipts for the Preceding Calendar Year</u>	<u>Tax Rate Per Annum</u>
Less than 5,000.00	38.75
5,000.00 or more but less than 10,000.00	87.16
10,000.00 or more but less than 15,000.00	148.45
15,000.00 or more but less than 20,000.00	234.50
20,000.00 or more but less than 30,000.00	390.50
30,000.00 or more but less than 40,000.00	550.50
40,000.00 or more but less than 50,000.00	787.00
50,000.00 or more but less than 75,000.00	1,259.00
75,000.00 or more but less than 100,000.00	1,888.00
100,000.00 or more but less than 150,000.00	2,833.00
150,000.00 or more but less than 200,000.00	3,778.00
200,000.00 or more but less than 250,000.00	5,194.00
250,000.00 or more but less than 300,000.00	6,611.00
300,000.00 or more but less than 400,000.00	8,814.00
400,000.00 or more but less than 500,000.00	11,805.00
500,000.00 or more but less than 750,000.00	13,236.00
750,000.00 or more but less than 1,000,000.00	14,667.00
1,000,000.00 or more but less than 2,000,000.00	16,456.00
2,000,000.00 or more	16,456.00 plus 55% of 1% in excess of 2,000,000.00

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

g) **On peddlers** engaged in the sale of any merchandise or article of commerce, at the rate of ₱ 60.00 per peddler annually.

- i. Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt from the peddlers tax herein imposed; and
- ii. The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

h) **On Other businesses** hereunder enumerated:

- i. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers and the like;
- ii. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, Ferris wheels, swings, shooting galleries, and other similar



contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments;

- iii. Commission agents;
- iv. Lessors, dealers, brokers of real estate;
- v. On travel agencies and travel agents;
- vi. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums;
- vii. Subdivision owners/ Private Cemeteries and Memorial Parks;
- viii. Privately-owned markets;
- ix. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
- x. Operators of Cable Network System;
- xi. Operators of computer services establishment;
- xii. General consultancy services; and
- xiii. All other similar activities consisting essentially of the sales of services for a fee.

**Gross Sales/Receipts for the
Preceding Calendar Year**

Tax Per Annum

Less than 5,000.00	36.00
5,000.00 or more but less than 10,000.00	81.00
10,000.00 or more but less than 15,000.00	138.00
15,000.00 or more but less than 20,000.00	218.00
20,000.00 or more but less than 30,000.00	363.00
30,000.00 or more but less than 40,000.00	562.05
40,000.00 or more but less than 50,000.00	803.50
50,000.00 or more but less than 75,000.00	1,285.40
75,000.00 or more but less than 100,000.00	1,927.60
100,000.00 or more but less than 150,000.00	2,892.40
150,000.00 or more but less than 200,000.00	3,856.20
200,000.00 or more but less than 250,000.00	5,302.90
250,000.00 or more but less than 300,000.00	6,749.60
300,000.00 or more but less than 400,000.00	8,998.80
400,000.00 or more but less than 500,000.00	12,052.50
500,000.00 or more but less than 750,000.00	13,513.50
750,000.00 or more but less than 1,000,000.00	14,974.50
1,000,000.00 or more but less than 2,000,000.00	16,801.00
2,000,000.00 or more	16,801.00 plus 55% of 1%



i.) On mining

a) Mining companies which exclusively operate for the extraction of minerals, metallic or non-metallic, the tax rate shall be at two percent (2%) of their gross receipts.

b) Mining companies whose operations include the processing of extracted minerals to finished products shall be taxed on their gross receipts in accordance with the following schedule:

<u>Amount of Gross Sales/Receipts For the Preceding Calendar Year:</u>	<u>Tax Per Annum (in Peso)</u>
Less than ₱10,000.00	235.00
₱10,000.00 or more but less than 15,000.00	312.00
15,000.00 or more but less than 20,000.00	429.00
20,000.00 or more but less than 30,000.00	565.00
30,000.00 or more but less than 40,000.00	944.00
40,000.00 or more but less than 50,000.00	1,181.00
50,000.00 or more but less than 75,000.00	1,889.00
75,000.00 or more but less than 100,000.00	2,362.00
100,000.00 or more but less than 150,000.00	3,149.00
150,000.00 or more but less than 200,000.00	3,936.00
200,000.00 or more but less than 300,000.00	5,510.00
300,000.00 or more but less than 500,000.00	7,871.00
500,000.00 or more but less than 750,000.00	11,448.00
750,000.00 or more but less than 1,000,000.00	14,310.00
1,000,000.00 or more but less than 2,000,000.00	19,677.00
2,000,000.00 or more but less than 3,000,000.00	23,612.00
3,000,000.00 or more but less than 4,000,000.00	28,334.00
4,000,000.00 or more but less than 5,000,000.00	33,057.00
5,000,000.00 or more but less than 6,500,000.00	34,881.00
More than 6,500,000.00	34,881 plus 44 % of 1% in excess of 6,500,000.00



6. Payment of Fees and Charges

Fees imposed and collected by the municipality for services rendered, such as the issuance of clearances, certificates, and permits for the practice of any profession, occupation, or calling, as well as for inspection, licensing, and other related services required of any person before engaging in business within the municipality.

Office or Division:	Municipal Treasury Office (MTO) – Collection Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who may avail:	All concerned citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of payment (1 copy original/photocopy)		Mayor's Office, Engineering Office, Mun. Planning & Development Office, Mun. Health Services Office, Phil. National Police, Mun. Civil Registrar, Mun. Agriculture Office, Mun. Environment & Natural Resources Office, Sangguniang Bayan Office or from the concerned office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to the MTO - Window transaction area (Window 1 to 4) get number and present order of payment	2.0 Take the servicing number 2.1 Receive order of payment and prepare the official receipt	None	1 Minute	MTO: Revenue Collection Clerk II
2. Pay required Fees and Charges and wait for the release of the official receipt.	3.0 Receive payment and issue Official Receipt	(see table below)	3 Minutes	MTO: Revenue Collection Clerk II
3. Receive Official Receipt	4.0 Issue Official Receipt	None	1 Minute	MTO: Revenue Collection Clerk II
TOTAL:		Refer to the table below	5 Minutes	



FEE FOR SEALING AND LICENSING OF WEIGHTS AND MEASURES	
	Fees in Peso
a) For sealing metric measures:	
• Not over one (1) meter	45.00
• Measures over one (1) meter	90.00
b) For sealing metric measures of capacity:	
• Not over ten (10) liters	90.00
• Over ten (10) liters	165.00
c) For sealing metric instruments of weights:	
▪ With capacity of not more than 30 kg.	165.00
▪ With capacity of more than 30 kg but not more than 300 kg	245.00
• With capacity of more than 300 kg but not more than 3,000 kg.	320.00
• With capacity of more than 3,000 kg	400.00
d) For sealing apothecary balance of precision	100.00
e) For sealing scale or balance with complete set of weights:	
• For each scale or balances or other balances with complete set of weights for use therewith	70.00
• For each extra weight	40.00
f) For each and every re-testing and re-sealing of weights and measure instruments including gasoline pumps outside the office upon request of the owner or operator, the following charges shall be collected:	
• Service charge per instrument/pump	35.00
• Calibration per instrument/pump	700.00
• Calibration per Inst. (kerosene dispenser)	30.00
g) For sealing digital/electronic weights & measures instruments	165.00
FEES ON TRICYCLE-FOR HIRE OPERATION	
a) Annual Franchise Fee per unit	477.25
b) Filing Fee	150.00
c) Inspection Fee	93.00
d) Subscription Fee	100.00
e) Mayor's Permit Fee	110.00
f) Regulation Fee	60.00



g) Sticker	66.00
h) Garbage Fee	10.00
i) Petition for Fare Adjustment	250.00
j) Filling Fee for amendment of MTOP <ul style="list-style-type: none"> • Change Unit • Change Motor 	121.00
k) Transfer of ownership	250.00
PERMIT FEE FOR COCKPIT OWNERS/OPERATORS/LICENSEES/PROMOTERS AND COCKPIT PERSONNEL	
a) Owner/Operator/Licensees of the Cockpit <ul style="list-style-type: none"> • Application filing fee • Annual cockpit permit fee 	1,000.00 30,000.00
b) Cockpit Personnel <ul style="list-style-type: none"> • Promoters/Hosts • Pit Manager • Referee • Bet Taker "Kristo/Llamador" • Bet Manager "Maciador/Kasador" • Gaffer "Mananari" • Cashier • Derby (Matchmaker) 	1,210.00 605.00 605.00 605.00 605.00 605.00 605.00 605.00
SPECIAL PERMIT FEE FOR COCKFIGHTING	
a) Special Cockfights (Pintakasi)	1,210.00
b) One cock	1,100.00
c) Two-Cock (Ulutan)	1,210.00
d) Three Cock (Ulutan)	1,500.00
e) Special Derby Assessment from Promoters of: <ul style="list-style-type: none"> • Two-Cock Derby/legbond • Three-Cock Derby/legbond • Four-Cock Derby/legbond • Five-Cock Derby 	2,420.00 3,630.00 4,840.00 6,050.00
f) Fighting Oriental Cock (Holo)	1,100.00
SPECIAL MAYOR'S PERMIT FEES DURING FIESTAS, TRADE FAIRS AND FOUNDATION DAY CELEBRATION	
1. Amusement	10,000.00
2. Stalls and Booth duration of the activity	1,500.00
WORKING PERMIT/PERMIT FEE ON OCCUPATION / CALLING NOT REQUIRING GOVERNMENT EXAMINATION	



a) On employees and workers in generally considered "Offensive and Dangerous business establishments"	200.00
b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	200.00
c) On employees and Workers in food or eatery establishment	200.00
d) On employees and workers in night or night and day establishment	200.00
e) All occupation or calling subject to periodic inspection, surveillance and /or regulations by the Municipal Mayor, like animal trainer, auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith, carpenter, carver, chambermaid, cook, security guard, electrician, electronic technician, club/floor manager. Forensic electronic expert, fortune teller, hair stylist, handwriting expert, hospital attendant, lifeguard, magician, make-up artist, manicurist, masonry worker, masseur /masseur attendant, mechanic, certified "hilot", painter, musician, pianist, photographer (itinerant), professional boxer, private ballistic expert, rig driver (cochero), taxi driver, dancer, stage-performer, salesgirl, sculptor, waiter or waitress, and welder , and other occupations or calling	200.00
f) Working students	30.00
AGRICULTURAL MACHINERY AND OTHER HEAVY EQUIPMENT	
a) Handtractors	132.00
b) Light Tractors	670.00
c) Heavy Tractors	1,210.00
d) Bulldozer	2,000.00
e) Forklift	670.00
f) Heavy Graders	1,330.00
g) Light Graders	670.00
h) Mechanized Threshers	462.00
i) Manual Threshers	242.00
j) Cargo Truck	670.00
k) Dump Truck	670.00
l) Road Rollers	670.00
m) Payloader	2,000.00



n) Primemovers/Flatbeds	1,330.00
o) Backhoe	2,000.00
p) Rockcrusher	13,310.00
q) Batching Plant	19,965.00
r) Transit/Mixer Truck	2,000.00
s) Crane	1,330.00
t) Other agricultural machinery or heavy equipment not enumerated above	670.00
PERMIT AND INSPECTION FEE ON MACHINERIES AND ENGINES	
a) Internal combustible engines:	
• HP and below	605.00
• 5HP and below but not lower than 3 HP	915.00
• 10HP and below but not lower than 5 HP	1,210.00
• 14HP and below but not lower than 10HP	1,815.00
• Above 15HP	2,420.00
b) Other stationery engines or machines (e.g. <i>Ballmills, dispensing pumps</i>)	
• HP and below	915.00
• 5HP and below but not lower than 3 HP	1,100.00
• 10HP and below but not lower than 5 HP	1,815.00
• 14HP and below but not lower than 10HP	2,420.00
• Above 14HP	3,025.00
PERMIT FEE FOR TEMPORARY USE OF ROAD, STREETS, SIDEWALK, ALLEYS, PATIOS, PLAZAS AND PLAYGROUNDS	
a) For construction	242.00/sq. m./week or fraction thereof
b) Others	253.00/sq.m./day
PERMIT FEE FOR EXCAVATION	
a. Excavation	3.30/cu.m
b. Protective Measures	2.00/cu.m
c. Drainage Permit Fees	2.20/ln.m
d. Backfilling	3.30/cu.m
e. Excavation Permit Fees (for an existing road):	
• Escombros	13.20
• Stone Macadam Pavement	17.60
• Portland Cement of not more than 10 sq.m	



<ul style="list-style-type: none"> • Concrete sidewalks • Concrete curbs and gutters • In excess of 1 meter depth 	13.20 44.00 44.00 basic rate +25%
f) Fee on Digging for Water Supply	100.00
g) Fees for Drilling Wells: <ul style="list-style-type: none"> • For 2" dia. Pipe First 100 ft <ul style="list-style-type: none"> ○ Over 100ft • For 3" dia. Pipe (First 100 ft <ul style="list-style-type: none"> ○ Over 100ft • For 6" dia. Pipe (First 100 ft <ul style="list-style-type: none"> ○ Over 100ft • For 7" dia. Pipe (First 100 ft <ul style="list-style-type: none"> ○ Over 100ft • For 8" dia. Pipe and up <ul style="list-style-type: none"> ○ Over 100ft 	100.00 1.00/linear ft 120.00 1.25/linear ft 200.00 1.50/linear ft 250.00 2.00/linear ft 400.00 2.00/linear ft
PERMIT FEE FOR THE CONDUCT OF GROUP ACTIVITIES	
a) Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	242.00
b) Dances	121.00
c) Coronation and ball	242.00
d) Promotional sales	242.00
e) Other Group Activities (including political campaigns)	121.00
PERMIT FEE ON FILM-MAKING	
a) Commercial movies/TV series/Independent Film	16,500.00
b) Commercial Advertisement	11,000.00
c) Documentary film	1,815/Ad
d) MTV/Videotape coverage	2,420.00
PERMIT FEE ON PRIVATE SCHOOLS	
a) Pre-School	2,420.00
b) Elementary School	2,420.00
c) Secondary Schools	2,420.00
d) College/Universities	3,025.00
e) Vocational School	3,025.00
PERMIT FEE FOR THE OPERATION OF CELL SITE TOWERS OR OTHER COMMUNICATION FACILITIES FOR PRIVATE/COMMERCIAL USE	
a) Per cellsite/tower	16,335.00



PERMIT FEE ON FIRING RANGE	
a) 1-5 firing lane	1,500.00
b) 6-10 firing lane	2,000.00
c) More than 10 firing lane	4,000.00
REGISTRATION OF HOME-MADE OR ASSEMBLED CONTRAPTIONS FOR GRINDING OF ORES (BALLMILL/RODMILL)	
a) 20 inch diameter and above	1,000.00
b) Below 20 inch diameter	700.00
ANNUAL REGISTRATION FEE ON TOURISM RELATED ESTABLISHMENT/ACTIVITIES	
a) Resort:	
• Class "AAA"	3,000.00
• Class "AA"	2,000.00
• Class "A"	1,000.00
b) Hotels:	
• De Luxe Class	5,000.00
• First Class	3,000.00
• Standard Class	2,000.00
• Economy Class	1,000.00
c) Restaurant	
• Micro	300.00
• Small	500.00
• Medium	1,000.00
• Large	2,000.00
d) Tourist Inn & Pension/Lodging Houses	1,000.00
e) Home Stay	100.00
f) Videoke Bars	1,000.00
g) Travel Agency	1,000.00
h) Money Changer	1,500.00
i) Tourist Land Transport Rental Services	1,500.00
j) Tourist Shuttle Service:	
• Bus	1,200.00
• Van	1,000.00
• Tricycle	1,000.00



	300.00
k) Tourist Land Transport Driver	300.00
l) Event Organizer	500.00
m) Assistant Tourist Land Transport Driver	300.00
n) Tour Guides	100.00
o) Porters	100.00
p) Specialty Guide:	
• Cave Guide	100.00
• Trek & Mountaineering Guide	100.00
q) And Other Tourism related business occupation (Spa, Therapist, Reflexology, etc.)	100.00
IMPOUNDING OF STRAY ANIMALS	
a) Large Cattle	1,000.00
• Succeeding day	100.00/day
b) All other animals	500.00
• Succeeding day	50.00/day
SERVICE FEES (GENERAL APPLICATION)	
a) For every page or fraction thereof typewritten (exclusive of the certificate and notation)	100.00
b) For each certificate of correctness (with seal of Office)	100.00
c) Certified copy of any official documents of the municipality	100.00
d) Photocopy or any other copy produced by copying machine per page	
• Short	5.00
• Long	7.00
• A3	15.00
e) Subscription Fee	100.00
f) Research and Verification fee of official documents not classified as confidential	100.00
g) Certification issued to assistance claimants from NGAs, GOs and NGOs	100.00
h) Other certification/clearance not mentioned above	100.00



7. Payment of Market Fees/Charges, Room/Stall Rental Fees/Public Cemetery and Other Municipal Charges

- A. Economic Enterprises
 - 1. Public Market
 - 2. Food Court
 - 3. Tuba Youth Sports Center
- B. Public Market at Philex Mines Area
- C. Public Cemetery

Fees or charges imposed and collected for the use or availment of municipal properties or services offered by the municipality.

Office or Division:		Municipal Treasury Office		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business; G2C – Government to Citizen		
Who may avail:		All lessees of the abovementioned establishments/properties.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Official Receipt (1 copy - original/photocopy), if available		Client's copy		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to the MTO-transaction area (Window 1 to 4) and present latest/previous O.R if available and pay the Stall Rental Fee	1.0 Verify record of latest payment made; 1.1 Receive payment	(refer to table below)	4 Minutes	MTO: Revenue Collection Clerk II
2. Receive Official Receipt (OR)	2.0 Issue Official Receipt	None	1 Minutes	MTO: Revenue Collection Clerk II
TOTAL:		(refer to the table below)	5 Minutes	



MUNICIPAL CHARGES	
Rental Fee of the Municipal Ground During Fiesta (6ft x 8ft or 48 square foot)	
(Fees in Peso (PHP))	
a) Prepared Food (ready to eat) only	1,500.00
b) Prepared Food (ready to eat) with beer, wine, spirits, liquors	2,500.00
c) Non-Food	1,000
d) Additional fee for karaoke/videoke	500.00
RENTAL/CHARGES FOR THE USE OF THE TUBA YOUTH SPORTS CENTER (TYSC)	
a) Rent per rooms:	
<ul style="list-style-type: none"> • Front outer room space/month except electricity & water services 	120/sq.m
<ul style="list-style-type: none"> • Back outer room space/month except Electricity & water services 	105/sq.m
b) Sports Activities	
<ul style="list-style-type: none"> ➤ Basketball <ul style="list-style-type: none"> • With ball, w/ lights per hour • W/o ball, w/ lights per hour • w/ ball, w/o lights per hour • W/o ball, w/o lights per hour • Use of electronic scoring gadget 	500.00 450.00 350.00 300.00 50/hr
<ul style="list-style-type: none"> ➤ Volleyball <ul style="list-style-type: none"> • With ball, w/ lights per hour • W/o ball, w/ lights per hour • w/ ball, w/o lights per hour • W/o ball, w/o lights per hour 	500.00 450.00 350.00 300.00
<ul style="list-style-type: none"> ➤ Badminton <ul style="list-style-type: none"> • With racket, w/ lights per hour • W/o racket, with lights per hour • w/ racket, w/ lights per hour • W/o racket, w/o lights per hour 	100.00 75.00 60.00 50.00
<ul style="list-style-type: none"> ➤ Table Tennis <ul style="list-style-type: none"> • With racket, w/ lights per hour • W/o racket, with lights per hour 	100.00



<ul style="list-style-type: none"> w/ racket, w/ lights per hour W/o racket, w/o lights per hour 	75.00 60.00 50.00
c) Use of gym with canvass & electricity per hour	600.00
Use of gym with canvass w/o electricity per hour	500.00
Use of gym w/o canvass, w/ electricity per hour	400.00
Use of gym w/o canvass, w/o electricity per hour	300.00
d) Rental fees for the use of the Electronic Scoreboard	100/hour
e) Use of gym for professional derby w/ electricity per hour	1,500.00
f) Shower (hot/cold)	100/use
g) Rental Fee of Sports Equipment for outside use: <ul style="list-style-type: none"> Table Tennis w/ racket Table Tennis without racket Table Tennis rackets per racket Basketball Volleybal Badminton Racket Volleyball/Badminton Net, per net 	1,000.00/hr 800.00/hr 20.00/hr 50.00/hr 50.00/hr 50.00/hr 50.00/hr
h) Other Sports and Gym Equipment	20.00/hr
RENTAL FEE OF THE BOWLING FACILITIES, BILLIARD HALL & PRODUCT DISPLAY CENTER SPACE	
a) <i>Bowling and Billiard Hall (Space &Facilities)</i>	
<ul style="list-style-type: none"> For first 5-years 	10,000.00/month
<ul style="list-style-type: none"> Succeeding year/s thereafter 	20,000.00/month
<ul style="list-style-type: none"> Goodwill fee (one-time payment, non-refundable) 	5,000 one-time payment
b) <i>Product Display Center</i>	
<ul style="list-style-type: none"> Space and facilities 	2,500.00/month
TUBA PUBLIC MARKET AND FOOD COURT	
a) Meat and Fish/Marine Section	100.00/sq.m + 100.00/month for water services
b) Fruits and Vegetable Section	a daily cash ticket
c) Dry Goods Section	100.00/sq. m. + 100.00/mo. to cover the water
d) Food court per stall	2,000/month + 200.00/mo. for water
OTHER MUNICIPAL-OWNED PUBLIC MARKET	



Rentals:	
Closed stall/Bodega	560.00
Meat Section	90.00
Vegetables and Fruits Section	90.00
Dry Goods Section	485.00
Grocery and Sari-sari Section	245.00
Carinderia/Refreshment Section	485.00
Poultry Products	245.00
Livestock Section	485.00
Rice Section	245.00
Fish Section	245.00
CASH TICKETS (IN LIEU OF MARKET FEES/CHARGES FOR TRANSIENT VENDORS)	
a) One sack of any farm products	15.00
b) One basket (tikles) of any farm products	15.00
c) One Banyera of fish	20.00
d) Per Bundle of any farm products	5.00
e) Per box/crate of any item	20.00
f) Dealers of eggs	5.00/100 pcs
g) Others not identified	10.00
RENTAL FEE OF MUNICIPAL EQUIPMENT AND VEHICLES	
a) Heavy Equipment (Boom Truck)	
• Mobilization fee Php5,000.00 for 1-3 hours	5,000.00
• More than 3 hours-additional fee per hour	1,000.00
b) Medical Equipment	500.00
c). Other Equipment	
• Overhead/multimedia Projector	350.00
• Monobloc Table	25.00/ table
• Monobloc Chairs	10.00/ chair
Sound System:	
• Speaker	150.00
• Amplifier	350.00
• Mixer	600.00
• Mike	100.00
• Mike Stand	200.00
• Chainsaw	500.00
• Canvas	300.00
• Tent/Parachute	500.00/pc



<ul style="list-style-type: none"> • Ladder • Musical Instrument 	<p>100.00/pc 100.00/unit</p>
TOWING FEE	
First 10 Kilometres	5,000.00
More than Ten kilometres	1,000.00
MUNICIPAL CHARGES ON AGRICULTURAL SERVICES	
a) Sale and Disposition of Planting Materials	
(1) Non Fruit-bearing Trees (Seedling):	
<ul style="list-style-type: none"> • Pine Tree: <ul style="list-style-type: none"> ✓ Less than 1 year ✓ More than 1 year • Alnus • Gemilina • Caliandra • Bamboo: <ul style="list-style-type: none"> ✓ Giant (Mindanao) ✓ Tinik ✓ Bayog ✓ Dwarf bamboo ✓ Striped yellow ✓ Chinese bamboo ✓ Neem tree 	<p>5.00 10.00 10.00 15.00 15.00 125.00 100.00 100.00 150.00 150.00 100.00 10.00</p>
(2) Fruit Bearing Trees/crops:	
<ul style="list-style-type: none"> • Coffee: <ul style="list-style-type: none"> ✓ Arabica ✓ Robusta ✓ Excelsa • Guayabano • Lychees • Jack Fruit • Star apple • Guaple • Marang • Cashew • Mango • Citrus • Lanzones • Rambutan • Papaya: <ul style="list-style-type: none"> ✓ Hybrid ✓ Native • Cacao • Mangosteen • Others 	<p>15.00 12.00 12.00 10.00 250.00 10.00 10.00 70.00 250.00 250.00 50.00 100.00 150.00 150.00 75.00 30.00 100.00 100.00 90.00</p>
(3) Compost or organic fertilizer	250.00



8. Payment of Real Property Tax

Tax imposed on Real Properties at a rate not exceeding (1%) BASIC and additional (1%) Special Education Fund (SEF) of the assessed value of Real Properties, such as land, buildings, machineries and other improvements not exempted under Tax Ordinance No. 15-176 (The Revised 2015 Revenue Code of the Province of Benguet. Real Properties registered under RA 9513(1%) BASIC and (0.5%) additional for SEF as provided in the Renewable Energy Act of 2008.

Office or Division:	Municipal Treasury Office(MTO)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All real property owners within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Official Receipt issued, Tax bills issued (1 copy only – original/ photo copy), if available.		Client's copy		
Latest Real Property Tax Declaration/Real Property Tax Declaration No.(ARP) (1 copy only – original/photocopy), if available		Office of the Municipal Assessor – Window 1 to Window 3		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to the MTO – Window transaction area (Window 1 to 4) and get number and present requirements	1.0 Accept servicing number and ask for copy of previous tax receipt/Latest Real Property Tax Declaration, if available. 1.1 Verify previous payments from the RPTAR or the Tuba Municipal Management System(TMMS) 1.2 Update the existing record in the system, if needed 1.3 Compute the Tax Due as to discount and penalties	None	7 Minutes	MTO: Revenue Collection Clerk II
2. Pay the Tax	2.0 Receive payments	Assessed Value x 1% x no. of years x 2 (BASIC and SEF)	2 Minutes	MTO: Revenue Collection Clerk II



		(see table below)		
3. Receive Official Receipt (OR)	3.0 Issue the OR 3.1 Advice client on the next RPT payment period	None	1 Minute	MTO: Revenue Collection Clerk II
TOTAL:		Assessed Value x 1% x no. of years x 2 (BASIC and SEF (see table below))	10 Minutes	

Computation

BASIC Tax	1% of Assessed Value of Property
Special Education Fund (SEF)	additional 1% of Assessed Value of Property
Real Properties registered under R.A 9513:	
Basic	1% of Assessed Value of property
SEF- as provided in the renewable energy Act of 2008	0.5%
For Quarterly payment of Real Properties no interest /penalty:	
1 st installment	On or before March 31
2 nd installment	On or before June 30
3 rd installment	On or before September 30
4 th installment	On or before December 31
Discount for advanced and Prompt Payment	
Before the deadlines (January to March)	8% discount
Taxes are paid in full before January 1	10% discount



9. Release of Check

Checks are properly released to authorized payees or their representatives for approved disbursements.

Office or Division:	Municipal Treasury Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government; G2C – Government to Citizen			
Who may avail:	Payee named in the Check or listed in the Disbursement Voucher or their authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid government-issued ID of the payee, Authorization letter or Special Power of Attorney (if representative), Invoice/Official Receipt (if applicable)		Client/Payee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to MTO – Window transaction area (window 9)	1.0 Verify name of payee in the Disbursement Voucher/Check	None	2 Minutes	MTO: Disbursing Officer
2. Sign the Disbursement Voucher (DV)/Issue Invoice/OR (if applicable)	2.0 Assist the payee/client in signing the DV	None	3 Minutes	
3. Fill-out the Check Registry Form and Receive the check	3.0 Assist the payee/client in filling-out the check registry form and release the check	None	2 Minutes	MTO: Disbursing Officer
TOTAL:		None	8 mins.	

10. ISSUANCE OF ACCOUNTABLE FORMS

The service involves the issuance of Accountable Forms to Barangay Treasurers who are duly bonded by the Bureau of the Treasury (BTr) to ensure proper documentation.

Office or Division:	Municipal Treasury Office
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Duly bonded Barangay Treasurers or other Authorized Accountable Officers



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip		Requesting Office		
Invoice or Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and proceed to MTO – Window transaction area (window 8). Submit duly signed RIS	1.0 Receive and review the RIS	AF 51 Personalized Form = ₱160.00/pad CTC or Cedula – No fees to be paid	1 Minute	MTO: LRCO I
2. Wait for verification.	2.0 Check availability of accountable forms in stock.	None	5 Minutes	
1. Pay the corresponding amount	3.0 Prepare accountable forms for release			
4. Receive accountable form and sign in the acknowledgement logbook	4.0 Record details and issue requested accountable form	None	2 Minutes	MTO: LRCO I
TOTAL:		None	8 mins.	

11. Registration of Private or Individual Brand, Issuance of Certificate of Ownership/Certificate and Record of Transfer of Large Cattle

Issuance of Certificate of Ownership by the municipality upon payment of the registration fee for Private Brand. Certificate and record of transfer of large cattle is issued when transferring the ownership of large cattle.

Office or Division:	Municipal Treasury Office (MTO) – Collection Division
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All owners of large cattle
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Certificate of Ownership – AF 53		Municipal Treasury Office		
2. Branding iron impressed or accurately drawn upon a stout paper, approximately, 2 inches long by 3 inches wide (1 original copy)		Client		
1. Certificate and Record of transfer of large cattle – Municipal Form No. 28(A) (1 original copy)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Get queue number and proceed to the MTO – Window transaction area (Window 1 to 4) and Submit the requirements	1.0 Verify documents submitted 1.2 Determine the fees to be collected	None	2 Minutes	MTO: Revenue Collection Clerk II
3. Pay the fees and wait for the issuance of the cert. of ownership/cert. and record of transfer of large cattle; receive the requested document	2.0 Receive payment and prepare the document attested by the Municipal Mayor and the Secretary to the Sangguniang Bayan 2.1 Issue the OR and the requested document	Fees: Php5.00/Php10.00 Additional Fees: a) For Certificate of Ownership: Php185.00 b) For Registration of Private Brand : Php305.00 c) For Certificate of transfer of ownership: Php185.00 d) For counter branding: Php50.00	8 Minutes	MTO: Revenue Collection Clerk II
	TOTAL	Fees varies	10 minutes	

REGISTRATION AND TRANSFER FEES ON LARGE CATTLE	
a) Certificate of Ownership	185.00
b) Registration of Private Brand	305.00
c) Certificate of transfer of ownership	185.00
d) Counter branding	50.00





Municipal Treasury Office (MTO)

Internal Services



1. Issuance/ release of Supplies and Materials

The Supply Officer to issue/release the supplies and materials to the end user **after checking, inspection, and acceptance** to ensure **completeness and compliance with the required specifications**.

Office or Division:	Municipal Treasury Office (MTO) – Supply office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All end users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (3 original copies)		Supply Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MTO – Supply Office and present duly signed Requisition and Issue Slip (RIS)	2.0 Review and sign the Requisition and Issue Slip (RIS)	None	1 Minute	A.O III /Supply Officer II
2. Receive Supplies Materials and Equipment (SME) requested and sign RIS	3.0 Prepare and issue/release the requested Supplies and Materials	None	2 Minutes	A.O III /Supply Officer II
TOTAL:		None	3 minutes	

2. Reply to Queries

All incoming communications and queries received by the office shall be properly recorded and acted upon in accordance with the prescribed processing time.

Office or Division:	Municipal Treasury Office (MTO)
Classification:	Simple/Complex
Type of Transaction:	G2G - Government to Government, G2C – Government to Citizen, G2B - Government to Business
Who may avail:	All individuals, business owners, or representatives who may inquire or request information related to Treasury transactions, such as payments, collections, receipts, and other revenue-related matters.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send queries thru letter/ e-mail	1.0 Receive letter/e-mail 1.1 Log in to the record book	None	Simple Transaction – 3 days	Records Officer III
2. Wait for the reply/answer to the queries	2.0 Reply/answer received queries within the prescribed period	None	Complex Transaction – 7 days	Municipal Treasurer/Records Officer/LRCO III
TOTAL:		None		



Municipal Civil Registry Office (MCR)

External Services



1. Annotation of Court Decrees/Orders (Adoption, Annulment, Nullity of Marriage, Legitimation, Correction of Clerical Error, Cancellation of Civil Registry Record, Cancellation of Legitimation, etc.)

Under Rule 50 of Administrative Order No. 1, series of 1993, after registering the Court Order/Decrees/Decisions affecting the civil status of a person at the Civil Registrar's Office where the issuing Court is operating, the respondent Local Civil Registrar shall annotate in the concerned Birth/Marriage/Death Certificate the Order or Decision of the Court.

Office or Division:	MCR Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Petitioner, Counsel of the Petitioner, any person who has a direct interest in the court order	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Court Decision/Order/Judgment/Resolution (3 photocopies duly certified by the Court and the Local Civil Registrar's Office, which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located	
2. Certificate of Finality/Entry of Judgment (3 photocopies duly certified by the Court and the Local Civil Registrar's Office which registered the Order/Decision)	Concerned Regional Trial Court/Shari'ah Court and Office of the Civil Registrar where the issuing Regional Trial Court/Shari'ah Court is located	
3. Certificate of Registration (3 original copies)	Office of the Civil Registrar, where the Court Decision/Order/Judgment/Resolution was registered	
4. Certificate of Authenticity (3 original copies)	Office of the Civil Registrar, where the Court Decision/Order/Judgment/Resolution was registered	
5. Affected Birth/Marriage/Death Certificate, orig. copy	Phil. Statistics Authority	
6. Pre-paid courier pouch for mailing the document.	Private courier	
Additional Requirements for Divorce Order issued by a Shari'ah Court		
7. Certificate(s) of Conversion of the Spouse(s) to Islam (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar),	Concerned Shari'ah Court/Circuit Registrar	
8. Affidavit of Ratification of Marriage under Islam Religion to be executed by the Spouses (1 Original and 2 photocopies duly certified by the Shari'ah Court or Circuit Registrar)	Concerned Shari'ah Court/Circuit Registrar	
9. Certificate of Divorce (3 photocopies duly certified by the Shari'ah Court or Circuit Registrar)	Concerned Shari'ah Court/Circuit Registrar	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit a complete set of documents to the service provider	1. Assess the accuracy and completeness of documents	None	5 minutes		
2. Receive Order of Payment, and pay at Window 1,2, or 3 at the Treasury Office	2.1 Give the Order of payment to the client.		7 minutes		
3. Present Proof of payment. Wait	3.1 Search the document in the database and in the Records Room	<i>Refer to the table</i>	50 minutes		ADOF V
	3.2 Annotate the document and print				ADOV IV
	3.3 MCR review and sign the annotation				MCR
4. Give a pre-paid pouch to the service provider to send the documents	4.1 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Records Division the next working day.	None	5 minutes		
TOTAL		<i>Refer to the table below</i>	1 hour 7 minutes		

COURT DECREE FEES

Services	Fee (In Peso)
Court Decrees/Order:	
Legitimation by Decree of the Court	1,000.00
Naturalization	1,000.00



Adoption	1,000.00
Annulment of Marriage	1,000.00
Divorce/Legal Separation	1,000.00
Change of First Name & Correction of Clerical Error	700.00
Custody of Minor/Guardianship	200.00
Cancellation of Civil Registry Document	3,000.00
Supplemental Report Fee	200.00
Annotation Fee	240.00

2. Application and Issuance of Marriage License

The service is offered to qualified clients, where at least one party must be a resident of Tuba and both must intend to get married. Once all requirements are fulfilled, the marriage application will be publicly posted for a period of ten calendar days. The Marriage License will then be issued on the 11th working day following the posting.

Office or Division:	MCR Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	A couple applying for ML	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of No Marriage (CENOMAR) of the couple, 1 orig. copy, 2 photocopies	PSA	
2. PSA or LCR copy of Certificate of Live Birth, 1 orig. copy, 2 photocopies	PSA/LCRO of the place of birth	
3. Parents' Consent/Advice to Marry, for applicants 18-25 years old. Presence of the parents of applicants to sign the Consent/Advice to Marry	LCR Office Tuba or LCR Office of the parents' residence.	
4. Certificate of Death of deceased spouse <i>if applicant is widowed</i> , 1 original certified true copy, and 2 photocopies	PSA/LCR of the place of death	
5. Annotated Marriage Contract/Cert. of Marriage, PSA copy, <i>if annulled</i> . 1 orig. copy and 2 photocopies	PSA	
6. Certificate of Compliance Seminar (Pre-marriage orientation) for applicants 18 years old and above	PMOC	
7. Certificate of Pre-Marriage Counselling for applicants aged 18-25 years old.	MSWD	
8. Valid ID of both applicants	applicant	



9. Community Tax Certificate (CTC), Upon advice by LCRO only		The LGU where the applicant is residing		
NO Certificate Of Live Birth: 1. Negative Certification. 1 original copy, 2 photocopies 2. Baptismal Cert. or any earliest record of applicant. 1 orig. copy, 2 photocopies		PSA		
FOR FOREIGNERS: 1. Legal Capacity to Contract Marriage, 1 orig. copy and 2 photocopies; 2. Valid passport		1. Embassy of the contracting foreigner; 2. Client;		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform of the purpose and submit the required documents	1. Receive and review submitted documents	None	1 minute	ADOF II, ADOF IV
2. Receive the application form, listen to an orientation, and fill out the application form	2.1 Give the application form and orient the applicants on how to fill out the form 2.2 Assist applicants in filling out and signing the application form. Fill out the form for those unable	None	30 minutes/or depending upon the applicants	ADOF II, ADOF IV
3.1 Submit the application form for review 3.2 Get the Order of Payment slip and pay at Window 1, 2, or 3 at the Treasury office.	3.1 Receive and review the application for a marriage license. Photocopy the submitted original documents. 3.2 Give an Order of payment slip 3.3 Take photographs of the couple 3.4 Encode the application in the AML system	Application for ML- PhP800.00; PMOC- PhP500.00; Advise/Consent-P150.00	20 minutes	
4. Parents sign the Consent/Advice if applicable	4.1 Prepare the Consent/Advice if applicable 4.2 Assist Parents in signing the Consent/Advice form simultaneously if applicable 4.3 Subscribe the Consent/Advice if applicable	None	20 minutes	ADOF II MCR

	4.4 Subscribe the Application for Marriage License			
5. Wait for the posting period	5.1 Prepare and post Notice of Application at the lobby for 10 days; 5.2 Mail the Notice for Posting to other concerned LGUs via the Postal Office, if applicable		10 days and 30 minutes	
6. Return to the Office on the 11 th working day or after the 10-day posting period.	On the 11th working day: 6.1 Record the Application in the AML Registry book and assign a number; 6.2 Prepare the Marriage License; and 6.3 Record the Marriage License number and other information on the AML Registry Book page.		30 minutes	ADOF II
7.1 Receive Order of Payment and pay at the Treasury Office 7.2 Receive the Marriage License	7.1 Sign the Marriage License 7.2 Issue an order of payment; 7.3 Release the Marriage License, including the submitted original documents, and brief the receiving client about the Marriage License. 7.4 Assist the client in signing the receipt logbook	ML Fee - PhP200.00	5 minutes	ADOF II MCR
TOTAL		PhP1,500.00 P1,650.00 if with consent and advice	10 days, 2 hours, and 16 mins. (Variable)	

3. Filing of Migrant Petition Under Republic Act 9048 - Correction of Clerical Error (CCE) in the Cert. of Death (COD), Cert. of Live Birth (COLB), and Cert. of Marriage (COM).

Clerical or typographical errors covered under R.A. No. 9048 refer to mistakes made during clerical tasks such as writing, copying, transcribing, or typing entries in the civil registry. These errors are generally harmless and obvious, meaning they can be easily seen or understood. Such mistakes can be corrected only by referring to other existing records.



A migrant petition enables a client who has moved to another location within the Philippines to file a request for the correction of their Civil Registry document. This petition can be submitted to the Local Civil Registry Office (LCRO) in the area where the client currently resides. This process is designed to save transportation costs, time, and effort.

The said petition will be sent to the LCRO where the vital event was registered.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Client
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERT. OF DEATH	WHERE TO SECURE
1. PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form, if available (2 certified photocopies)	● COMELEC
7. Passport / IDs of the deceased if available (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office
CHECKLIST OF REQUIREMENTS FOR CERT. OF LIVE BIRTH	WHERE TO SECURE
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form (2 certified photocopies)	● COMELEC
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public



9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERT. OF MARRIAGE	WHERE TO SECURE
1. PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Certificate of Live Birth of the document owner (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
3. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
4. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
7. Voter Registration Form (2 certified photocopies)	● COMELEC
8. Passport/ IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
9. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
10. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
11. Other relevant documents	● Institution where the document is issued
12. Proof of Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and review the submitted documents as to accuracy, consistency, and completeness.	None	10 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2, 3, or 4 at the Treasury Office	2. Issues Order of Payment and advises the client to pay at the Treasury Office.	Filing Fee Php 500.00	5 minutes	ADOF V MCR
3.1 Present Proof of payment. Wait 3.2 Read, review and sign the petition 3.3 Wait for the posting period	3.1 Prepare the Migrant Petition 3.2 Let the client read and review the prepared petition. 3.3 Assist the client in signing the petition 3.4 Photocopy documents if applicable; 3.5 MCR subscribes the petition and certifies all	None	45 minutes (10 days posting)	ADOF V MCR



	the photocopied attachments; 3.6 Prepare Notice of Posting and post at the bulletin board for ten (10) calendar days.			
4.1 Return to the Office on the 11 th working day 4.2 Receive petitioner's copy 4.3 Receive the documents for mailing / hand-carry, OR give a pre-paid pouch to the service provider to send the documents	<i>On the 11th working day:</i> 4.1 Prepare a transmittal letter and a complete set of the migrant petition. 4.2 Give a copy to the petitioner. 4.3 Release the document to the client for mailing or hand-carry, OR receive the pre-paid pouch and send the set of documents to the concerned City/Municipal Civil Registry Office via available courier on the next working day.	None	10 minutes	
TOTAL		Php 500.00	10 Days, 1 hour, 10 minutes	

This service is covered by R.A. 9048.

4. Filing of Petition Under Republic Act 10172 - Petition for Correction of Clerical Error (CCE) in the Day and Month of Birth in the Certificate of Live Birth (COLB)

Republic Act 10172 grants the Local Civil Registrar (LCR) the authority to amend clerical or typographical errors related to the day and month of birth, as well as the sex designation of individuals recorded in the civil registry. This significant legislation enables these corrections to be made without the need for a judicial order, streamlining the process and ensuring that personal records accurately reflect an individual's information.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records ((Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
WHERE TO SECURE	



5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)	● Hospital / Clinic where the document owner was born
8. Certificate from Employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public
9. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	● Appropriate Publishing Agency
10. Voter's Registration Record (2 certified photocopies)	● COMELEC
11. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
12. Marriage Contract, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
13. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
15. Other relevant documents	● Institution where the document is issued
16. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness.	None	5 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	
3.1 Present Proof of payment. 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V MCR
4. Get Notice of Publication and publish it in the newspaper of general circulation	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin Board for ten (10) calendar days	None	8 minutes 15 days (newspaper publication)	

for two (2) consecutive weeks.	4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.			
5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.	5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication 5.2 MCR approves the petition and certifies all the photocopied supporting documents	None	5 minutes	
6.1 Receive a personal copy of the petition and give a pre-paid pouch to the service provider to send the documents	6.1 Give a copy of the petition to the client 6.2 Prepare a complete set of the petition's first endorsement 6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.	None	7 minutes/ 66 days or depending upon the PSA (Affirmation process)	
<i>If the petition is affirmed by the OCRG:</i> 7.1 Returns to the office upon receipt of a text/ notification from the service provider. 7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	<i>If the petition is affirmed by the OCRG:</i> 7.1 Notify the client 7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap; 7.4 MCR signs the COF, annotation, and transmittal letter;	Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00	50 minutes	
8.1 Present proof of payment and receive Certificate of	8.1 Release COF and CTC of the annotated Civil	None	5 minutes	



Finality and annotated document	Registry Document (CRD) to the petitioner. 8.2 Advice client to wait and follow-up at the PSA after one month 8.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City			
TOTAL		Php 3,790.00	81 days, 2 hours, 10 mins.	

This service is covered by R.A. 10172.

5. Filing of Petition Under RA 9048 - Correction of Clerical Error (CCE) in the Certificate of Death (COD), Certificate of Live Birth (COLB), and Certificate of Marriage (COM).

The clerical or typographical errors which are covered under R.A. No. 9048 are limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register that are harmless and innocuous, which are visible to the eyes or obvious to the understanding, and can be corrected only by reference to other existing record or records.

R.A. 9048 authorizes the Civil Registrar to correct a clerical error or typographical error in an entry in the Civil Registry Document without the need for a judicial order. However, any petition to correct an error that would subsequently change the nationality, age, or status (civil/ legitimacy) shall be filed with the proper court.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Document owner; Immediate family of the document owner;
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF DEATH (COD)	WHERE TO SECURE
1. PSA copy of Certificate of Death (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage of document owner, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form (2 certified photocopies)	● COMELEC
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public



9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF LIVE BIRTH (COLB)	
(WHERE TO SECURE)	
1. PSA copy of Birth Certificate to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
4. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Birth Certificate of children/siblings/ parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6. Voter Registration Form (2 certified photocopies)	● COMELEC
7. Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
8. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
9. Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
10. Other relevant documents	● Institution where the document is issued
11. Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office
CHECKLIST OF REQUIREMENTS FOR CCE IN THE CERTIFICATE OF MARRIAGE (COM)	
WHERE TO SECURE	
1.PSA copy of Certificate of Marriage (COM) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Certificate of Live Birth of the document owner (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
3.Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
4. Certificate of Marriage of Parents (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
5. Certificate of Marriage, if applicable (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
6.Birth Certificate of spouse / children / siblings / parents, if any (2 certified photocopies)	● Philippine Statistics Authority (PSA) / Local Civil Registry Office
7.Voter Registration Form (2 certified photocopies)	● COMELEC
8.Passport / IDs (old & new) (2 photocopies)	● DFA / Agency where the ID is issued
9. Affidavit of Discrepancy (1 original, 1 photocopy)	● Public Attorney's Office (PAO) / Notary Public
10.Community Tax Certificate (CTC) of the petitioner (1 original)	● Municipal Treasury Office / Barangay
11. Other relevant documents	● Institution where the document is issued
12.Proof Payment / Official Receipt (2 photocopies)	● Municipal Treasury Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and review the submitted documents for accuracy, consistency, and completeness.	None	12 minutes	ADOF V MCR
2. Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 1,000.00	5 minutes	ADOF V MCR
3.1 Present proof of payment. Wait 3.2 Read and sign the petition	3.1 Prepare the Petition; 3.2 Let the client read, review, understand, and sign the petition 3.3 Prepare and sign the Notice of Posting, then post the petition on the Bulletin Board for ten (10) calendar days	None	45 minutes (10 days posting)	ADOF V
On the 11th working day: 4.1 Return to the Office and receive a personal copy of the petition granted by the MCR. 4.2 Give a pre-paid pouch to the service provider to send the documents	On the 11th working day: 4.1 Prepare a complete set of the petition for first endorsement. 4.2 Give the petitioner's copy to the client 4.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 4.4 Advise the client to return after 3 months or upon receipt of a confirmation text message/call from the MCRO, for OCRG's decision.	None	7 minutes/ 66 days or depending upon the PSA (Affirmation process)	ADOF V
Upon receipt of the confirmed petition from PSA Legal 5.1 Returns to the office upon receipt of a text/ notification from the service provider. 5.2 Receive Order of Payment and pay at	Upon receipt of the confirmed petition from PSA Legal 5.1 Notify the client 5.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 5.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal	Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00	50 minutes	ADOF V MCR



windows 1,2, or 3 at the Treasury Office	letter/ second endorsement for DeCap; 5.4 MCR signs the COF, annotation, and transmittal letter;			
6. Present proof of payment and receive Certificate of Finality and annotated document	6.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 6.2 Advise the client to wait and follow up at the PSA after one month 6.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City	None	5 minutes	
TOTAL		Php 1,790.00	76 days, 2 hours, 4 minutes	

This service is covered by R.A. 9048.

6. Filing of Petition Under Republic Act 9048 - Change of First Name (CFN) in the Certificate of Live Birth.

Republic Act 9048 - authorizes the Municipal/City Civil Registrar to process a change of first name or nickname in the Civil Register without the need for a judicial order. Errors that involve the change of age, nationality, sex, or status are excluded from the coverage of the Act and must be filed with the proper court.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records (Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an	● Appropriate Health Center / Clinic / Hospital / Public Attorney's Office (PAO) / Notary Public

Affidavit attesting to the facts shall be submitted) (2 photocopies)				
7. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)		<ul style="list-style-type: none"> ● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public 		
8. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)		<ul style="list-style-type: none"> ● Appropriate Publishing Agency 		
9. Voter's Registration Record (2 certified photocopies)		<ul style="list-style-type: none"> ● COMELEC 		
10. Passport / IDs (old & new) (2 photocopies)		<ul style="list-style-type: none"> ● DFA / Agency where the ID is issued 		
11. Certificate of Marriage, if applicable (2 certified photocopies)		<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 		
12. Birth Certificate of children, if any (2 certified photocopies)		<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 		
13. Affidavit of Discrepancy (1 original, 1 photocopy)		<ul style="list-style-type: none"> ● Public Attorney's Office (PAO) / Notary Public 		
14. Current Community Tax Certificate (CTC) of the petitioner (1 original)		<ul style="list-style-type: none"> ● Municipal Treasury Office / Barangay 		
15. Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document. (1 original, 1 photocopy)		<ul style="list-style-type: none"> ● Notary Public 		
16. Other relevant documents		<ul style="list-style-type: none"> ● Institution where the document is issued 		
17. Proof Payment / Official Receipt (2 photocopies)		<ul style="list-style-type: none"> ● Municipal Treasury Office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness.	None	5 minutes	ADOF V, MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	1.2 Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	
3.1 Present Proof of payment. Wait 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V, MCR
4. Get Notice of Publication and publish it in the newspaper of	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin	None	8 minutes	

<p>general circulation for two (2) consecutive weeks.</p>	<p>Board for ten (10) calendar days</p> <p>4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.</p>		<p>15 days (newspaper publication)</p>	
<p>5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.</p>	<p>5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication</p> <p>5.2 MCR approves the petition and certifies all the photocopied supporting documents.</p>	<p>None</p>	<p>5 minutes</p>	
<p>6. 6.1 Receive a personal copy of the petition</p> <p>6.2 Give a pre-paid pouch to the service provider to send the documents</p> <p>6.2 Wait</p>	<p>6.1 Give a copy of the petition to the client</p> <p>6.2 Prepare a complete set of the petition's first endorsement</p> <p>6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day.</p> <p>6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.</p>	<p>None</p>	<p>7 minutes/ 66 days or depending upon the PSA (Affirmation process)</p>	
<p>If the petition is affirmed by the OCRG:</p> <p>7.1 Returns to the office upon receipt of a text/ notification from the service provider.</p> <p>7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office</p>	<p>If the petition is affirmed by the OCRG:</p> <p>7.1 Notify the client</p> <p>7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office.</p> <p>7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap;</p> <p>7.4 MCR signs the COF, annotation, and transmittal letter;</p>	<p>Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00</p>	<p>50 minutes</p>	<p>ADOF V, MCR</p>



8.1 Present proof of payment 8.2 Receive Certificate of Finality and annotated document	8.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 8.2 Advise client to wait and follow-up at the PSA after one month 8.3 Personally submit the Certificate of Finality with complete attachments through DeCap at the PSA-CAR, Baguio City.	None	5 minutes	ADOF V, MCR
TOTAL		Php 3,790.00	81 days, 2 hours, 10 minutes	

This service is covered by R.A. 9048.

7. Filing of Petition Under Republic Act 10172 - Correction of Clerical Error on the Sex of a Person in the Certificate of Live Birth

This service, established under Republic Act 10172, empowers the Municipal Civil Registrar (MCR) or City Civil Registrar (CCR) to correct clerical or typographical errors related to the date and month on a person's Certificate of Live Birth in the civil registry, without requiring a judicial order.

Office or Division:	Local Civil Registry
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	ALL
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA copy of Certificate of Live Birth (COLB) to be corrected (1 original, 2 photocopies)	● Philippine Statistics Authority (PSA)
2. Baptismal Certificate (2 photocopies)	● Church / Institution where the client was baptized
3. Earliest School Records ((Elem. School records Grade 1-6, if school doesn't exist, certification from DECS with birthday and sex) (2 photocopies)	● School where the client attended
4. Police Clearance (Barangay Clearance from your Barangay is a pre-requisite) (2 photocopies)	● Police Station where the client resides
5. NBI Clearance (2 photocopies)	● NBI Office - CAR
6. Medical Records (laboratory, dental etc., if the owner has no medical records, an Affidavit attesting to the facts shall be submitted) (2 photocopies)	● Appropriate Health Center / Clinic / Hospital
7. Certification/Records from hospital/clinic where the owner was born with birthday and sex (1 original, 1 photocopy)	● Hospital / Clinic where the document owner was born
8. Certification issued by accredited Govt. Physician attesting that the petitioner/document owner has not undergone sex change or sex transplant (2 original)	● Municipal / Local Health Office



9. Certificate from employer stating that there is no administrative or any pending case whatsoever OR Affidavit of Unemployment, if unemployed (2 photocopies)	<ul style="list-style-type: none"> ● Company / Agency where the client is employed / Public Attorney's Office (PAO) / Notary Public 			
10. Affidavit of Publication and Newspaper Clippings of Publication for two (2) consecutive weeks in newspaper of national circulation (after filing of petition) (original copies)	<ul style="list-style-type: none"> ● Appropriate Publishing Agency 			
11. Voter's Registration Record (2 certified photocopies)	<ul style="list-style-type: none"> ● COMELEC 			
12. Passport / IDs (old & new) (2 photocopies)	<ul style="list-style-type: none"> ● DFA / Agency where the ID is issued 			
13. Marriage Contract, if applicable (2 certified photocopies)	<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 			
14. Birth Certificate of children, if any (2 certified photocopies)	<ul style="list-style-type: none"> ● Philippine Statistics Authority (PSA) / Local Civil Registry Office 			
15. Affidavit of Discrepancy (1 original, 1 photocopy)	<ul style="list-style-type: none"> ● Public Attorney's Office (PAO) / Notary Public 			
16. Current Community Tax Certificate (CTC) of the petitioner (1 original)	<ul style="list-style-type: none"> ● Municipal Treasury Office / Barangay 			
17. Other relevant documents	<ul style="list-style-type: none"> ● Institution where the document is issued 			
18. Proof Payment / Official Receipt (2 photocopies)	<ul style="list-style-type: none"> ● Municipal Treasury Office 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents for initial assessment and verification	1. Receive and assess the submitted documents as to accuracy, consistency, and completeness	None	5 minutes	ADOF V, MCR
2. Secure Order of Payment and pay at windows 1,2, or 3 at the Treasury Office	2. Issue Order of Payment and advise the client to pay at the Treasury Office.	Filing Fee Php 3,000.00	5 minutes	ADOF V, MCR
3.1 Present Proof of payment. Wait 3.2 Review and sign the petition	3.1 Prepare the Petition for Correction 3.2 Let the client read and review the petition 3.3 Assist the client in signing the petition. 3.4 MCR subscribes the petition	None	45 minutes	ADOF V, MCR
4. Get Notice of Publication and publish it in the newspaper of general circulation for two (2) consecutive weeks.	4.1 Prepare and sign the Notice of Posting to be posted on the Bulletin Board for ten (10) calendar days 4.2 Prepare, sign, and give the Notice of Publication to the client for publication in a newspaper of general circulation for two (2) consecutive weeks.	None	8 minutes 15 days (newspaper publication)	ADOF V, MCR

<p>5. Return to the Office and submit newspaper clippings and the Affidavit of Publication after the two (2) consecutive weeks of publication.</p>	<p>5.1 Receive and check the following: - 2 newspaper clippings; and - Affidavit of publication 5.2 MCR approves the petition and certifies all the photocopied supporting documents</p>	<p>None</p>	<p>5 minutes</p>	
<p>6.1 Receive a personal copy of the petition and give a pre-paid pouch to the service provider to send the documents</p>	<p>6.1 Give a copy of the petition to the client 6.2 Prepare a complete set of the petition's first endorsement 6.3 Receive the pre-paid pouch and transmit the set of documents, ready for mailing, to the PSA Legal Division at the PSA Central Office on the next working day. 6.4 Advise the client to return after 3 months or upon receipt of a confirmation text message from the MCRO, for OCRG's decision.</p>	<p>None</p>	<p>7 minutes/ 66 days or depending upon the PSA (Affirmation process)</p>	
<p><i>If the petition is affirmed by the OCRG:</i> 7.1 Returns to the office upon receipt of a text/ notification from the service provider. 7.2 Receive Order of Payment and pay at windows 1,2, or 3 at the Treasury Office</p>	<p><i>If the petition is affirmed by the OCRG:</i> 7.1 Notify the client 7.2 Issue an Order of Payment and advise the client to pay at the Treasury Office. 7.3 Prepare Certificate of Finality (COF), annotate the affected document, and prepare a transmittal letter/ second endorsement for DeCap; 7.4 MCR signs the COF, annotation, and transmittal letter;</p>	<p>Cert. of Finality Php 450.00 Annotation Fee – P240.00 Cert. True Copy Php 100.00</p>	<p>50 minutes</p>	<p>ADOF V, MCR</p>
<p>8.1 Present proof of payment 8.2 Receive Certificate of Finality and annotated document</p>	<p>8.1 Release COF and CTC of the annotated Civil Registry Document (CRD) to the petitioner. 8.2 Advise client to wait and follow-up at the PSA after one month</p>	<p>None</p>	<p>5 minutes</p>	<p>ADOF V, MCR</p>



	8.3 Personally submit the Certificate of Finality with complete attachments.			
TOTAL		Php 3,790.00	81 days, 2 hours, 10 minutes	

This service is covered by R.A. 10172.

8. Issuance of Advice/Consent to Marry. Out-of-Town.

This service caters to parents and guardians who wish to give their Consent or Advice To Marry, but are unable to be physically present at the location where their child is applying for a Marriage License. It allows these family members to formally express their approval from a distance, ensuring that procedural requirements are met even when in-person attendance is not feasible. This service aims to bridge the gap for families, providing a way to maintain involvement in their child's significant life decisions, regardless of the distance.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Parent/s or Guardian of the child applying for a Marriage License			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. National ID or any government-issued ID		Owner's copy, Office that issued the Identification Card presented		
2. Community Tax Certificate (Cedula)		Document Owner Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Inform purpose 1.2 Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	1.1 Check Identification and interview the client 1.2 Give the Order of payment to the client 1.3 Prepare the document while the client is paying	Sec. Fee - Php 150.00	18 minutes	ADOF II
2. Present O.R. and sign the document	2.1 Assist the client in signing 2.2 Subscribe and seal the document		3 minutes	ADOF II MCR
3. Receive the Consent/Advice to Marry. Sign the receipt logbook	3.1 Release the document to the client 3.2 Assist the client in signing the receipt logbook		2 minutes	ADOF II
TOTAL		PhP150.00	23 minutes	

9. Legitimation (RA No. 9858).

Legitimation is a process in which a child born out of wedlock is considered legitimate by fiction of law due to a subsequent valid marriage of his/her parents.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All registered illegitimate children whose parents were validly married subsequently; Parent/s of the illegitimate child			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Child's Certificate of Live Birth, PSA, and LCRO. 1 original copy		PSA		
2. Parents' Marriage Certificate, PSA copy, 1 orig. copy, 2 photocopies		PSA		
3. Parents' Advisory of Marriage. 1 orig. copy and 2 photocopies		PSA		
4. Affidavit of Acknowledgment/Admission of Paternity (if father has not yet acknowledged/admitted his paternity of the child) 2 original copies		PAO/Notary Public		
5. Affidavit of Legitimation. (Jointly executed by parents. If one or both parents is/are minor/s during conception of the child, state the minority in the affidavit). 2 orig. copies		Notary Public		
6. Death Certificate of a deceased parent, 1 orig. copy, 2 photocopies		PSA		
7. Pre-paid pouch to mail the document and for out-of-town transaction.		Preferred courier by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and present the required documents	1. Receive and review the submitted documents		5 minutes	ADOF V MCR
2. Secure Order of Payment and pay at windows 1,2,	2. Give the Order of payment and advise client to pay at the Treasury Office	Legitimation Fee Php 500.00	5 minutes	

or 3 at the Treasury Office		Registration of Legal Instrument Php 3,000.00 Annotation Fee Php 240.00 Certified True Copy Php 100.00		
3. Present proof of payment.	3.1 Secure the proof of payment and inform the client to wait for two (2) months before visiting PSA outlets to obtain the annotated CRD.	None	2 minutes	
	3.2 Prepare 1 set of the document. - Annotate and print the Cert. of Live Birth; - Prepare Transmittal Letter - Machine copy and certify the required attachments 3.3 Record the Joint Affidavit of Legitimation at the Legal Instrument Registry Book and assign number 3.4 MCR review and sign the annotation with attachments including the transmittal letter	None	45 minutes	
4. Wait for two months or a notification from the office	4. Seal and pouch the documents for mailing to the PSA Records Division at the PSA Central Office on the next working day.	None	5 minutes	
TOTAL		Php3,840.00	1 hour, 3 minutes	



10. Out-of-town (OOT) Reporting and Delayed Registration of Certificate of Live Birth (COLB) and Certificate of Marriage (COM).

Interested party or client residing in the Mun. of Tuba who was born or married in other localities can file or apply at the office of the Local Civil Registrar of Tuba for endorsement to the Local Civil Registrar where the occurrence of birth or marriage took place, for registration.

Office or Division:	MCR Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Document owner and/or any Authorized Person.	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly accomplished and signed unregistered Certificate of Live Birth(COLB) or Certificate of Marriage(COM) in four(4) copies	Document owner/Solemnizing Officer
	2. Notarized Affidavit of Out-of-Town registration of the client with corroboration of two(2) witnesses. (2 original copies)	PAO/Notary Public
	3. Notarized Joint Affidavit of two disinterested persons, 2 original copies	PAO/Notary Public
	4. PSA Negative Certification (1 original & 2 photocopies)	PSA
	5. Payment after assessment(Official Receipt)	MTO
	6. Additional requirement for <i>illegitimate child/children</i> : Notarized Affidavit to Use the Surname of the Father (AUSF) in 4 original copies if the child will use the surname of the father: - Executed by the mother if the child is 6 years old and below; - Executed by the Child if 7-17 years old with a sworn attestation of the mother; or - Executed by the child if 18 years old and above	PAO/Notary Public
	7. Any two (2) of the following relevant documentary evidence which may show the facts and information: - Baptismal Certificate, 1 original, 2 photocopies - School Records, 1 original, 2 photocopies	Church School attended Insurance company Clinic/Hospital

<ul style="list-style-type: none"> - Old Income Tax Return of the parent/s, 1 original, 2 photocopies, CTC - Old Insurance Policy, 1 original, 2 photocopies - Old Medical Records, 1 original, 2 photocopies - Other old documents that may prove the occurrence of a vital event. 				
8. Original valid Identification Card of the Informant and Attendant at Birth, and if applicable, the acknowledging father and mother.		Informant, Attendant, parents		
9. Postal Money Order-Service fee/Miscellaneous fee of the registering Local Civil Registrar's Office, depending on their Revenue and Tax Code		Phil. Postal Office, Baguio City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform of the purpose and submit the required document	<ul style="list-style-type: none"> 1. Receive and assess the document. Interview the client. 2. For Cert. of Marriage, proceed to step 5. 	None	2 minutes	<p><i>ADOF IV</i></p> <p><i>MCR</i></p>
2. Fill out the form correctly and return to the service provider	2. Give the pre-registration form and brief the client on how to fill out the form (for COLB only).	None	30 minutes	
3. Arrange a postal money order addressed to the receiving LCR	<ul style="list-style-type: none"> 3.1 Contact the receiving Local Civil Registry Office as to the fees. 3.2 If the receiving LCRO responded, the client may proceed to arrange a postal money order. 	None	2 days or depending on receiving LCRO	
4. Review and sign the document	<ul style="list-style-type: none"> 4.1 Prepare the document (for COLB only) and allow the informant to review; 4.2 Assist the informant in signing. 4.3 Sign and subscribe the document; 	None	10 days, 30 minutes	
5. Pay	5. Give an Order of Payment and advise the	OOT Delayed Reg.Fee-Php600.00	5 minutes	

	client to pay at the Treasury Office			
6. Wait	6. Prepare and post Notice of Delayed Registration at the lobby for 10 calendar days. Advise the client to return after 10 calendar days.	None	10 days and 5 minutes	
ON THE 11TH WORKING DAY				
7. Wait	7.1 Prepare a transmittal letter and the set of documents. Advise client to wait for notification from PSA. 7.2 Deliver the document at the PSA Benguet Office on a scheduled day		5 minutes	
NOTE: The transaction will proceed only after receiving a response from the receiving LCRO.				
TOTAL		Php600.00	12 days, 1 hour & 17 minutes	

11. Pre-Marriage Orientation and Counselling Assistance

This office assists in conducting the Pre-Marriage Orientation and Counseling Committee by scheduling all applicants, as well as setting up the venue and its facilities. The municipality offers a comprehensive pre-marriage orientation service designed to prepare all individuals seeking a marriage license, regardless of age, for the commitments involved in marriage.

Office or Division:	MCRO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Applicants for Marriage and Marriage License.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card		Post Office, COMELEC, SSS/GSIS, etc.		
2. Presence of the couple				
3. Proof of Payment/Official Receipt		✓ Mun. Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Client informs of the purpose	1. Schedule the orientation and give the Order of Payment	none	2 minutes	ADOF II
2. Pay at the Treasury Office	2. Give the Order of Payment slip and advise the client to pay at the Treasury Office.	Tuba resident- P500.00; Non-resident – P700.00	5 minutes	ADOF II
	3. Prepares the venue and facilities on the scheduled PMOC day.	None		ADA IV
TOTAL		Tuba resident- P500.00; Non-resident P700.00	7 minutes	

12. Registration of Live Births:

A. Timely registration. Marital and non-marital child

Office or Division:	MCR Office	
Classification:	Simple for the timely registration of marital and non-marital children.	
Type of Transaction:	G2C	
Who may avail:	Parent/s of the child; the child himself/herself if an adult and able; guardian of a minor child	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For a Hospital-delivered child		
1. Duly accomplished and signed Certificate of Live Birth (COLB), 4 copies If the status of the child is non-marital, the affidavit of acknowledgment on the back of the Certificate of Live Birth must be signed and notarized.	Hospital Notary public	
2. Affidavit to Use the Surname of the Father (for non-marital child)	Notary public/PAO	
3. National ID of parents	PSA	
For a Home-delivered child		
1. Cert. of Marriage of parents, if married	Client	
2. Baby card, 0-6 months old	Client	
3. Affidavit to Use the Surname of the Father (for non-marital child)	Notary Public/PAO	

4. Presence of the attendant		Client		
5. National ID/Transaction slip of parents		PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For a Hospital-born child				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document		2 minutes	ADOF IV MCR
2. Pay at the Treasury Office	2. Give Order of Payment and advise the client to pay at the Treasury Office	Processing Fee P100.00; Reg. of Legal Instrument - P3,000.00 (non-marital)	5 minutes	
3. Wait	3. Fill out the registration portion of the COLB and sign.	none	2 minutes	ADOF IV, MCR
	4.1 Record the document in the Civil Registry Book and assign a number. 4.2 Record the Legal Instrument at the LI Registry Book and assign a number. (for non-marital child)		10 minutes	
4. Receive the Owner's Copy from	5. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL		PhP 3,300.00	29 minutes	
For a Home-delivered child				

1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for accuracy and consistency of supplied information.	None	2 minutes	ADOF IV, MCR
2. Fill in the pre-registration form	2. Give a pre-registration form for birth and death, and brief the client on how to fill out the form	None	30 minutes or depending on the client	
3. Review the document	3.1 Encode the document 3.2 Let the client review the document on the computer monitor. 3.3 Print one copy for further review by the client. 3.4 Print the complete set of documents	none	30 minutes	
4. Pay at the Treasury Office	4.1 Give the Order of Payment and advise the client to pay at the Treasury Office	Processing Fee P100.00; Reg. of Legal Instrument - P3,000.00 for non-marital	15 minutes	
5.1 Sign the "Informant", "Cert. of Attendant" portion. 5.2 Sign the Affidavit of Acknowledgement (for non-marital child) Wait	5.1 Assist the Informant and the Attendant sign the document. 5.2 Assist the father in signing the Affidavit of Acknowledgment (for non-marital child). 5.3 MCR and staff sign the "Received" and "Cert. of Registration"; 5.4 Record the Civil Registry document at the appropriate Civil Registry Book and assign a number; 5.5 Record the Legal Instrument at the LI	None	10 minutes	ADOF IV, MCR



	Registry Book and assign a number. (for non-marital child)			
6. Receive the Owner's Copy from	6. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL		Processing Fee - P100.00 Reg. of Legal Instrument P3,000.00	1 hour and 21 minutes	

B. Delayed registration for marital and non-marital child

Delayed reporting of the marital and non-marital children for the preparation and delayed registration of the child's COLB. The informant must be the parents of the child, the child himself/herself if an adult and able, the guardian of the child in the absence of the parent/s, or the nearest kin of the child knowledgeable of the parents and the child's personal information, as well as the facts surrounding the child's birth. Registration is delayed if reporting was done one month after the child was born.

Office or Division:	MCR Office
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Parent/s of the child; the child himself/herself if an adult and able; guardian of a minor child

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
REQUIRED DOCUMENTS FOR HOSPITAL-BORN CHILD	
1. Duly prepared and signed Cert. of Live Birth (COLB) The back of the COLB is signed and notarized (for non-marital child only)	Hospital Client
2. National ID of the child/Transaction slip	
3. Negative Certification from PSA, Original and 2 photocopies (for 6 mos. Old and above)	PSA
4. Affidavit to Use the Surname of the Father <i>if the child will use the surname of the father</i> , for non-marital child - To be executed by the mother for children 0 to 6	Mother / child



<p>years old, or</p> <ul style="list-style-type: none"> - To be executed by a child 7-17 years old with a sworn attestation of the mother, or - To be executed by a child 18 years old and above 	
REQUIRED DOCUMENTS FOR HOME-DELIVERED CHILD	
1. National ID of the child	PSA
2. Negative Certification from PSA, 1 original and 2 photocopies (for 6 mos. Old and above)	PSA
3. Personal appearance of mother/and child	Client
4. Marriage Contract/Cert. of Marriage of the child being registered, if married, 2 CTC photocopies	PSA/LCR of the place of marriage of the applicant
5. Marriage Contract/Cert. of Marriage of the parents of the child, if married.	client
6. Baby Book of the child (<i>newly born – 6 yrs. old</i>), 2 photocopies	Child's parents
7. Joint Affidavit of two disinterested persons declaring the facts surrounding the birth of the child. 2 original copies	Notary Public
8. Baptismal Certificate/Certificate of Dedication, 2 photocopies,	Church where the child was baptized/dedicated
9. School Record/Transcript of Record (Elem./High School) 2 photocopies, CTC	The school where the applicant attended
10. Voter's Certificate, 2 photocopies (<i>if voting</i>)	COMELEC
<p>11. Affidavit to Use the Surname of the Father <i>if the child will use the surname of the father</i>, for non-marital child</p> <ul style="list-style-type: none"> - To be executed by the mother for children 0 to 6 years old, or - To be executed by a child 7-17 years old with a sworn attestation of the mother, or - To be executed by a child 18 years old and above 	Public Attorney's Office / Notary Public
12. Affidavit of Acknowledgment of Paternity executed by the Father (<i>if the child will use the surname of the father</i>) for non-marital child	Tuba LCR Office
13. Identification cards of the child to be registered, old or new	Client
14. Presence of the person who attended the birth (if applicable)	
15. 2x2 ID picture of the person being registered, 2 copies	Client
16. Punong Barangay's Certificate (name of child and parents, date and place of birth) 1 orig. & 2 photocopies	Punong Barangay of place of birth
17. Punong Barangay's Cert. of Residency and Cert. of Indigency.	



SECONDARY DOCUMENTS				
1. COLB of children, if applicable, 2 photocopies		PSA/LCR of place of birth		
2. Insurance Policy/Philhealth MDR/SSS record, 2 photocopies		Concern agency		
3. Medical records, 1 original, 2 photocopies				
REQUIRED DOCUMENTS UNDER THE BIRTH REGISTRATION ASSISTED PROGRAM (BRAP)				
1. Omnibus Certification		PSA		
2. National ID		PSA		
3. Marriage Contract, if married		LCR/PSA		
4. Voter's Certificate, if voting		COMELEC		
5. Certificate of Birth and Residency		Barangay of residence		
6. Certificate of Indigency		Barangay of residence		
7. ID, old and new		client		
8. Baptismal certificate/school record/medical certificate/or other documents proving the child's birth date and place.		client		
Note: The original copy of all photocopied documents must be presented for validation and authentication.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For a hospital-born child				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document	None	2 minutes	ADOF IV MCR
2. Wait	2.1 Advise the client to be back on the 11 th working day. 2.2 Prepare and post Notice of delayed Registration		5 minutes 10 days posting	
On the 11th working day: 3. Receive the Order of payment and pay at the Treasury office	On the 11th working day: 3.1 Give the Order of payment and advise the client to pay at the Treasury office	P300.00 Del. Reg. P100.00- Processing Fee	15 minutes	

	<p>3.2 Register the COLB at the Civil Registry Book and assign a number;</p> <p>3.3 Register the AUSF at the Legal Instrument Registry Book and assign a number (for non-marital child)</p> <p>3.4 Sign the document</p>	P3,000.00 for Reg. of Legal Instrument		
4. Receive the copy	4. Give the owner's copy to the client		2 minutes	
TOTAL		P400.00 for marital child; P3,400.00 for non-marital child	10 days and 24 minutes	
For home-delivered children				
1. Inform the purpose and submit the required document at the "COLB" tagged window	1. Receive and review the document	None	2 minutes	ADOF IV; ADOF V; MCR
<p>2.1 Receives the pre-registration form and listens to the briefing</p> <p>2.2 Informant fills out the Pre-Registration Form correctly, reviews, and submits it to the service provider</p>	<p>2.1 Give the informant a Pre-Registration Form for Birth and brief the informant on how to fill out the form</p> <p>2.2 Receive and review the filled-out form</p> <p>2.3 Confer with the informant to ascertain the correctness of the data supplied in the form.</p>		30 minutes	
<p>3.1 Client waits while the data is being encoded</p> <p>3.2 Review the COLB at the computer monitor and the printed copy</p>	<p>3.1 Encode the data to Philcris. Proofread.</p> <p>3.2 Have the informant review the COLB at the computer monitor</p> <p>3.2 Print one copy and give to the informant for the final review.</p> <p>3.3 Proceed with the printing of a complete set of the COLB.</p>	None	10 minutes	
4. Father signs the "Affidavit of Acknowledgment" section (for non-marital child)	4. Assist the father in signing the "Acknowledgment" (for non-marital child)	None	2 minutes	

6. Have the Affidavit of Delayed Registration at the back of the COLB subscribed by the PAO/Notary Public	6. Give the document to the client for the notary. Wait	None		
7.1 Return the signed and subscribed COLB to the service provider 7.2 Wait for the ten-day posting	7.1 Receive the COLB and prepare the Notice of Delayed Registration, sign, and post for 10 calendar days at the lobby. Advise the client to return after the 10-day posting.	None	10 days 5 minutes	
On the 11th working day. 8. Receive Order of Payment and pay at windows 1,2, & 3 at the Treasury Office	On the 11th working day. 8. Give Order of Payment and advise the client to pay at the Treasury Office	Delayed Reg. Fee – P300.00; Processing Fee – P100.00; Registration of Legal Instrument – P3,000.00	5 minutes	RCC
9.1 Present the OR to the service provider	9.1 Record the COLB at the Civil Registry Book of Live Births and assign a number; 9.2 Record the AUSF at the Legal Instrument Reg. Book and assign a number (non-marital); 9.3 MCRO signs the Registration section.	None	10 minutes	
10. Receive the original Cert. of Live Birth owner's copy from the logbook	10. Issue the original COLB owner's copy to the client		2 minutes	
TOTAL		PhP 400.00 and P3,400.00 if with Legal Instrument (AUSF)	10 days, 1 hour and 6 mins	

13. Registration of Death.

The timely and delayed registration of deaths is a legal requirement that must be completed at the Local Civil Registry Office. This process ensures that the event is officially recorded, which is crucial for maintaining accurate population statistics and legal documentation. The mandated timeframes for timely reporting and registration of deaths that occurred in hospitals and at home are within 30 days. Reporting beyond these days is considered late or delayed.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Hospital personnel; Nearest kin of the deceased.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For deaths that occurred in hospitals				
1. Duly prepared and signed Certificate of Death. The affidavit at the back must be completed, signed, and duly notarized by a lawyer or a Public Attorney's Office (PAO) if delayed registration		1. Hospital personnel/Client		
For Deaths that occurred at home				
1. COLB/COM or IDs of the deceased, original or photocopy, 1 copy		PSA OR LCR where the birth/marriage occurred		
2. Written information on the cause of death of the deceased by the MHO, original copy		MHO		
3. Negative Certification if delayed registration		PSA		
4. Certification from the Punong Barangay if delayed registration		Barangay of the place of occurrence		
5. Pictures, if delayed registration		client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For deaths that occurred in hospitals				
1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for the accuracy of the information supplied in the Cert. of Death. Continue to Step 3.1	NONE	2 minutes	ADOF IV ADOF V MCR
2. To return to the office after 10 days of posting	2. Advise the client to return after 10 days posting if delayed registration.		10 days and 2 minutes	

3. Pay at the Treasury Office.	3.1 Give the Order of Payment and advise the client to pay at the Treasury Office; 3.2 Sign the document. 3.3 Record the document in the Civil Registry Book of Death and assign a number.	Processing Fee – P100.00; Del. Reg. Fee – P300.00	15 minutes	RCC
4. Receive the Owner's Copy from	4. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL	Timely Registration Delayed Registration	P100.00 P400.00	31 minutes 10 days 33 minutes	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For deaths that occurred at home				
1. Inform of the purpose and submit the required documents	1. Receive and review the documents.	None	2 minutes	ADOF IV ADOF V MCR
2. Receive and fill out the pre-registration form	2. Give a pre-registration form and orient the client on how to fill out the form	None	30 minutes	
3. Return the completed pre-registration	3. Receive and review the completed pre-registration Form and confer with the informant to ascertain the correctness of the data supplied in the form.	None	2 minutes	
4.1 Review the encoded Certificate of Death 4.2 Sign the document	4.1 Encode the Certificate of Death. 4.2 Informant reviews the document on the computer monitor. 4.3 Print one copy of the COD for final review by the informant. 4.4 Finalize by printing all three copies and assist the informant in signing the document	None	10 minutes	



5. Wait	5. Have the COD signed by the MHO. Advise the client to return after the 10-day posting period. If timely registration, the client will continue to Step 7.1	None	10 days and 30 minutes	
6. Have the document notarized by a lawyer/PAO and return to the service provider	6.1 Give the document to the client for notarization of the affidavit at the back of the document. Receive the document and advise the client to return after the 10-day posting. If delayed registration.	None	1 hour	
On the 11th working day: 7. Return to the service provider. Receive the Order of Payment and pay at Windows 1,2, or 3 at the Treasury Office.	On the 11th working day: 7.1 Give the order of payment and advise the client to pay at the Treasury Office 7.2 Record the COD at the Civil Registry Book of Death and assign a CR number 7.3 MCR signs the document	Proc. Fee – PhP100.00; Del. Reg. Fee – P300.00	15 minutes	
8. Receive the duly registered COD owner's copy from the logbook	8. Issue the duly registered COD owner's copy and assist the client in signing the logbook	None	2 minutes	
TOTAL:	Timely Registration	P100.00	1 hour and 31 minutes	
	Delayed Registration	P400.00	2 hours and 31 minutes	

14. Registration of Certificate of Marriage.

The registration of the Certificate of Marriages is a legal requirement that must be completed at the Local Civil Registry Office. This process ensures that the event is officially recorded, which is crucial for maintaining accurate population statistics and legal documentation, as well as for the contracting parties. The mandated timeframe for timely reporting and registration of the Certificate of Marriage is within 15 days after the solemnization. Reporting beyond these days is considered late or delayed.

Office or Division:	MCR Office
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Classification:	Simple for Timely registration Highly Technical for Delayed registration			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Solemnizing Officer/personnel of the church The Couple			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FOR TIMELY REGISTRATION 1. Duly prepared and signed Certificate of Marriage, 4 original copies		1. Client or Solemnizing Officer/Church		
FOR DELAYED 1. Duly prepared and signed Cert. of Marriage. 4 original copies 2. The Affidavit at the back of the document must be notarized.		1. Client/Solemnizing Officer/Church 2. Notary public		
3. Negative Certification, if delayed for more than 6 months		PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the purpose and give the document	1. Receive and review the document. Confer with the informant for accuracy and consistency of supplied information.	None	2 minutes	ADOF IV ADOF V MCR
2. Pay at the Treasury Office	2. Give the Order of Payment and advise the client to pay at the Treasury Office. Continue to Step 4.1 if timely registration	Processing Fee – P100.00; Del. Reg. P300.00	5 minutes	
3. Return to the office after the 10-day posting. If delayed registration	3. Advise the client to return after the 10-day posting. If delayed registration	None	10 days, 2 minutes	
4. Wait	4.1 Register the document at the Registry Book of Marriage. 4.2 Sign the document.		10 minutes	



5. Return and receive the Owner's Copy	5. Assist and give the Owner's copy of the document to the client.	None	2 minutes	
TOTAL	Timely Registration	P100.00	19 minutes	
	Delayed Registration	P400.00	10 days, 21 minutes	

15. Request for Electronic Endorsement of Birth, Marriage, and Death

The electronic endorsement of civil registry documents to the Philippine Statistics Authority (PSA) Regional Office in Baguio City serves as an effective solution to expedite the processing and issuance of PSA Security Paper. This system not only facilitates a quicker turnaround for clients but also allows for the re-endorsement of any documents that may have resulted in a PSA negative certification due to issues such as blurriness. Upon receiving a request from the client, our office meticulously forwards the relevant civil registry documents to the PSA Regional Office in Baguio City, ensuring that each submission is handled with care to uphold the integrity and accuracy of vital records.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Document Owner, document owner's Spouse, Parents, Nearest kin of the document owner, Guardian Legally In charge, Any Person Authorized by the Owner, Court			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA blurred copy or PSA Negative Certification, 1 original copy		PSA		
2. National ID of the client.		PSA		
3. For Authorized Person:		Client		
<ul style="list-style-type: none"> - Authorization Letter./Special Power of Attorney(SPA). 1 orig. copy - National ID of the authorized person, original and the document owner 				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and present the document and the	1. Receive and review the submitted documents.	None	2 minutes	



required ID if authorized.				
2. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office. Return to the office upon notification	2.1 Give the Order of payment and advise the client to pay at the Treasury Office. 2.2 Search the database and print the document; 2.3 Sign, certify, and seal the document and advise the client to wait and return to the office upon notification from PSA. 2.4 Prepare and sign a transmittal letter to the PSA Benguet office.	Indorsement fee – PhP100.00	23 minutes	ADOF II, MCR
TOTAL		PhP100.00	25 minutes	

16. Request for Certificate of Live Birth and Certificate of Marriage in Security Paper from the PSA under the BREQS Program.

The Office assists clients seeking copies of their civil registry documents from the Philippine Statistics Authority (PSA) in Security paper (SECPA). This service is facilitated through the Batch Request Entry System (BREQS), a streamlined program designed for efficiency. Through a Memorandum of Agreement (MOA) entered into between the PSA and this municipality, this office was accredited to receive and process these requests, ensuring the timely issuance of PSA copies. Requests are collected and submitted to the PSA Regional Office every week, enabling clients to receive their documents systematically and reliably.

Office or Division:	MCR Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Document Owner, Document Owner's Spouse, Parents, Any Person Authorized by the Owner.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Original National ID of the document owner and the requesting party.	Owner's copy, Office that issued the Identification Card presented
2. For Authorized Person:	Document Owner



<ul style="list-style-type: none"> • Authorization Letter/ Special Power of Attorney(SPA). Original copy • National ID 		Notary Public		
3. Payment for the PSA copy: (to be collected in cash by the in-charge upon request):		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Inform purpose and present the required documents. 1.2 Receive, fill up, and return to the service provider the PSA request form and the Authorization	1.1 Receive and review the submitted documents. 1.2 Give PSA request form and the Authorization Form. 1.3. Receive PSA filled-out request form and authorization form 1.4 Review and approve the request	None	15 minutes	ADA VI ADOF II MCR
2. Pay at the Treasury Office and give payment for PSA to the service provider	2.1 Collect the payment for the PSA copy and record it in the logbook as an acknowledgment receipt with the signature of the client. 2.2 Advise the client to pay at the Treasury Office for the municipal fee.	PSA fees: COLB, COM, COD, NEG.- 155.00; CENOMAR & Advisory- P210.00 BREQs Fee P100.00	10 minutes	
3. Sign in the receipt logbook	3. Assist the client in signing the receipt logbook and advise the client to pick up the document on an arranged day.	None	2 minutes	
TOTAL	PSA Fee: - COLB, COM, COD, NEG. - CENOMAR & ADVISORY Mun. Fee	P155.00; P210.00; P100.00	27 minutes	



17. Request for Certified True Copy of Birth, Marriage, Death, and Negative Certification.

This service is the request and issuance of a certified true copy of birth, marriage, and death certificates of a person.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Document owner, if of age; nearest kin of the document owner; any person authorized by the document owner.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. National ID, if client is the document owner		PSA, Client		
2. If Authorized: <ul style="list-style-type: none"> ✓ Authorization or Special Power of Attorney, original copy. ✓ National ID of the document owner, original ✓ National ID of the authorized, original ✓ Two signature specimens of the document owner and the requester, original. 		Notary public PSA Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and submit required documents	1. Receive, review, and evaluate submitted documents as to accuracy and consistency	None	2 minutes	ADOF IV; ADOF II; ADA VI; MCR
2. Wait	2. Search the document in the database and print if available.	None	3 minutes	
3. Receive the Order of Payment slip and pay at window 1, 2, or 3 at the Treasury Office	3. If the document is positive, give the Order of Payment slip and advise the client to pay at the Treasury Office. Inform the client if the document is negative.	Verification Fee P25.00; CTC fee P100.00	5 minutes	
4. Receive the document	4.1 Print, sign, and seal the document 4.2 Issue the document	None	5 minutes	
TOTAL:		PhP125.00	15 minutes	



18. Supplemental Report on Birth/Marriage/Death

This service is a Supplemental Reporting of important information in the birth certificate, marriage certificate, and death certificate, which was inadvertently omitted when the document was prepared. However, a supplemental report on the “Medical Certificate” in the Cert. of Death and Cert. and Fetal death is not allowed.

Office or Division:	MCR Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Parent/guardian of the child; the document owner, if of age.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA copy of the Civil Registry document subject for the supplement report, original copy		PSA, Baguio City		
2. Affidavit of Supplemental Report, 1 orig. copy, 2 photocopies		PAO/Notary Public		
3. Cert. of Live Birth (<i>if document subject for supplement is COM</i>) 1 orig. 2 photocopies		PSA/LCRO of the place of birth		
4. Cert. of Marriage (<i>if married and if document subject for supplement is COLB</i>) 1 orig. 2 photocopies		PSA/LCRO of the place of marriage		
5. Baptismal Certificate/Certificate of Dedication, 1 orig. 2 photocopies		Church where the child was baptized/dedicated		
6. School/Transcript of Record, 1 orig. copy, 2 photocopies		The school where the child attended		
7. Voter’s Certificate if voting, 2 copies		COMELEC, where the child/person votes		
8. Various Identification Cards, old and new, 2 photocopies		Owner of document		
9. Other relevant document				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform purpose and submit required documents	1. Receive, review, and evaluate submitted documents as to accuracy, consistency and completeness	None	5 minutes	Mylene Fanglayan, AO V
2. Receive Order of Payment and pay at Window 1,2, or 3 at the Treasury Office	2. Give the Order of payment and advise client to pay at the Treasury Office	Supplemental Fee PhP500.00	5 minutes	Glory J.B. Paus, MCR

		Annotation Fee Php 240.00 CTC Php 100.00		
3.1 Present proof of payment. Wait. 3.2 Review and sign supplemental report	3.1 Machine copy and certify all required documents 3.2 Prepare the Supplemental Report 3.3 Allow client for a brief review and assist the client in signing the "Informant" section. 3.4 Sign the "Prepared by" section 3.5 Annotate the subject document 3.6 MCR review and sign the documents 3.7 Record the supplemented information in the Civil Registry Book	None	45 minutes	
4. Inquire at the PSA CRS outlet after one month.	4. Deliver the documents personally to the PSA Benguet Office and instruct the client to request an advisory or follow up at the PSA CRS outlet after one month.	None	2 minutes	<i>MCRO: ADA IV, AO II, AO IV, AO V, MCRO I</i>
TOTAL:		PhP840.00	57 minutes	



Municipal Assessor's Office (MASSO)

External Services

1. Endorsement for the Cancellation of Assessment of Real Property/Tax Declaration to the Provincial Assessor's Office

In case several assessments are made on one and the same property, or when two persons have declared in their names the same property or a portion thereof and were issued corresponding Tax Declarations, any of the parties or their authorized representative may request for voluntary cancellation of their respective Tax Declaration. However, if any assessee or his representative shall object to the cancellation of the assessment made in his name, such assessment shall not be cancelled but the fact shall be noted on the FAAS, Tax Declaration and other assessment records.

Office or Division:	MASSO			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request or Affidavit requesting for the cancellation of assessment which must be executed by the declared owner or his/her direct heir. <i>(Relationship of affiant to the owner must be established on the written request as well as the reason why the declared owner is not the one making the request/affidavit).</i> (2 original copies)		Owner / Heir / Notary Public		
2. Duly subscribed request for cancellation of assessment (2 original copies)		Form available at the Municipal Assessor's Office		
3. Certificate of Tax Payment up to the current year (1 original, 1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip, verify the client's transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
2.0 Client present complete requirements	2.0. Receive and evaluate the completeness and quality of the submitted documents as per checklist of requirements 2.1. Verify from the assessment records, as to the contents of the submitted affidavit and instruct the client to pay at the MTO	*none	5 minutes/parcel	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Elias B. Paus Jr., Regina T. Abance, Jimver I. Pagnas

<p>3.0 Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>3.0. Receive payment and issue official receipt</p>	<p>Cancellation fee =PhP380.00 + Inspection Fee PhP 1,050.00</p>	<p>13 minutes</p>	<p>MTO: Revenue Collection Clerk II</p>
<p>4.0 Client will present Official Receipt of payment together with the request slip</p>	<p>4.0. Receive the OR and record the O.R. number in the request slip and return the O.R to the client</p>	<p>*none</p>	<p>3 minutes</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Elias B. Paus Jr., Regina T. Abance, Jimver I. Pagnas</p>
<p>5.0 Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details (mobile number/ e-mail address)</p>	<p>5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and schedule an ocular inspection date</p>	<p>*none</p>		
<p>6.0 Proceed to the site for ocular inspection on the scheduled inspection date</p>	<p>6.0. Conduct ocular inspection as to the content of client's affidavit, and advice the client to wait for the appropriate action of the Provincial Assessor</p>	<p>*none</p>	<p>19 days, 7 hours, 36 minutes</p>	
<p>7.0 Wait for text or e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)</p>	<p>7.0. Appraisal & Assessment Section prepare inspection report as per ocular inspection and verification</p> <p>7.1. Prepare first endorsement for cancellation of Tax Declaration (including all attachments) and present for signing of the MA</p> <p>7.2. Transmit the processed documents to the Provincial Assessor for appropriate action</p> <p>7.3. Retrieve the transmitted from PASSO</p>	<p>*none</p> <p>*none</p>		<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Elias B. Paus Jr., Regina T. Abance, Jimver I. Pagnas, Engr. Noel G. Tomin</p>



	7.4. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission 7.5. Administer the accomplishment of CSM form			
TOTAL:		PhP1,430.00 per parcel	20 days	

2. Endorsement for the Issuance of Tax Declaration for Building and Other Improvements to the Provincial Assessor's Office

Buildings are immovable or permanent structures adhered to the land intended for permanent annexation. Buildings and other improvements are to be appraised and assessed in accordance with the approved Schedule of Base Unit Construction Cost (SBUCC) on the basis of the principal/ pre-dominant use of such building, for taxation purposes.

Office or Division:	MASSO			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Photocopy of building permit (if any) (2 copies)		Declarant/claimant		
2. Photo copy of occupancy permit (if any) (2 copies)		Declarant/claimant		
3. Duly subscribed Sworn Statement by the declarant declaring the market value of the real property (2 original copies)		Form available at the Municipal Assessor's Office/ Notary Public		
4. Floor Plan (if any) (2 photocopies)		Licensed Civil Engineer/ MEO-Tuba		
5. Consent of lot owner if building is erected on a lot owned by another person (2 original copies)		Lot owner		
6. Cedula (1 photocopy)		Barangay / Municipal Treasury Office		
7. TIN ID No.		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip, verify the client's transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas

<p>2. Client present complete requirements</p>	<p>2.0. Receive and evaluate the submitted requirements based on the checklist of requirements as to completeness and quality 2..1. Verify the assessment records, if the property has no existing Tax Declaration/ARP 2.2. If the property has no existing Tax Declaration upon verification, instruct the client to pay at the MTO</p>	<p>*none</p>	<p>5 minutes/parcel</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>3. Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>3.0. Receive payment and issue official receipt</p>	<p>Subscription Fee - Php500.00 Inspection Fee - Php1,050.00 New ARP -Php150.00</p>	<p>13 minutes</p>	<p>Municipal Treasurer's Office: Revenue Collection Clerk II</p>
<p>4. Client will present Official Receipt of payment together with the request slip</p>	<p>4.0. Receive the OR and record the O.R. number in the request slip and return the O.R to the client</p>	<p>*none</p>	<p>3 minutes</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>5. Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details (mobile number/ e-mail address)</p>	<p>5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and schedule an ocular inspection date</p>	<p>*none</p>		
<p>6. Proceed to the site for ocular inspection on scheduled inspection date</p>	<p>6.0. Conduct ocular inspection as to the actual use of the subject property (RACIMST), and advice the client to</p>			<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>

	wait for the appropriate action of the Provincial Assessor		19 days, 7 hours, 36 minutes	
7. Wait for text/e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)	<p>7.0. Appraisal & Assessment Section prepare inspection report and floor plan as per ocular inspection and assessment</p> <p>7.1. Process the transaction using the RPT System (encoding to printing of Tax Declaration)</p> <p>7.2. Prepare the documentary requirements for signing of the MA</p> <p>7.3. Transmit the documents to Provincial Assessor for appropriate action</p> <p>7.4. Retrieve the documents from the PASSO</p> <p>7.5. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission</p> <p>7.6. Administer the accomplishment of CSM form</p>	*none		<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p>
	TOTAL:	Php1,700.00 per parcel	20 days	



3. Endorsement for the Issuance of Tax Declaration for Machineries to the Provincial Assessor's Office

Machinery and equipment, collectively, constitute a general classification of property other than real estate. Machinery includes installation and support facilities for processing or manufacturing of products, from raw materials to finished goods. The appraisal and assessment of machinery for taxation purposes have several processes in acquiring the market value whichever deemed to be applicable in the specific machinery.

Office or Division:	MASSO			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government/G2B-Government to Business/ G2C-Government to Citizens			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly subscribed Sworn Statement by the declarant declaring the market value of the real property (2 original copies)		Forms available at the Municipal Assessor's Office/ Notary Public		
2. Listing of Machineries (2 original copies)		Declarant		
3. Cedula (1 photocopy)		Barangay / Municipal Treasury Office		
4. TIN ID No.		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip, verify the client's transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
2.0 Client present complete requirements	2.0. Receive and evaluate the completeness and quality of the submitted documents as per checklist of requirements 2.1. Verify if the property has no existing Tax Declaration/ARP 2.2. If the property has no existing Tax Declaration, instruct the client to pay at the MTO	*none *none	5 minutes/parcel	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
3.0 Client will proceed to the Treasury Office for payment	3.0. Receive payment and issue official receipt	Subscription Fee of Sworn Statement - Php500.00	13 minutes	MTO: Revenue Collection Clerk II

*Make sure to secure the Official Receipt that will be issued upon payment		Inspection Fee - Php1,050.00 New ARP - Php150.00		
4.0 Client will present Official Receipt of payment together with the request slip	4.0. Receive the OR and record the O.R. number in the request slip and return the O.R to the client	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
5.0 Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details (mobile number/ e-mail address)	5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and schedule an ocular inspection date	*none		
6.0 Proceed to the site for ocular inspection on the scheduled inspection date	6.0. Conduct ocular inspection as the actual use of the subject property (RACIMST), and advise the client to wait for the appropriate action of the Provincial Assessor	*none	19 days, 7 hours, 36 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
7.0 Wait for text or e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)	7.0. Appraisal & Assessment Section prepare inspection report and floor plan as per ocular inspection and assessment 7.1. Process the transaction using the RPT System (encoding to printing of Tax Declaration) 7.2. Prepare the documentary requirements for signing of the MA	*none *none *none		



	7.3. Transmit the processed documents to the Provincial Assessor for appropriate action. 7.4. Retrieve the submitted documents from the PASSO 7.5. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission 7.6. Administer the accomplishment of CSM form	*none		
TOTAL:		Php1,700.00 /machinery	20 days	

4. Endorsement for the Issuance of Tax Declaration for the First Time (Discovery/New Declare) Land to the Provincial Assessor

The Municipal Assessor's Office's general role is to discover, classify, appraise and assess all real properties such as lands, buildings, machineries and other improvements for taxation purposes using a systematic method of assessment in the manner prescribed in the Manual on Real Property Appraisal and Assessment Operations (MRPAAO) in accordance with the rules and regulations issued by the Secretary of Finance.

Office or Division:	MASSO
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Titled Property	
1. Electronic/Certified True Copy of title (2 copies)	Registry of Deeds
2. Sworn Statement of the Declarant declaring the market value of the property (if declared under Sec. 202 & 203 of the Local Code) (2 copies)	Form available at the Municipal Assessor's Office/ Lawyer
3. Approved Survey Plan (2 blue prints) (blueprints should be clear and readable)	Bureau of Lands



4. Cedula (1 photocopy)	Barangay / Municipal Treasury Office
5. TIN ID	BIR
6. Barangay Resolution endorsing or interposing no objection to the application	Brgy. Officials concerned
B. With Order of Approval for Issuance of Free Patent	
1. Certified Copy of the Order of Approval (2 copies)	PENRO, Wangal L.T.B.
2. Original copy of CENRO Certification (1 original, 1 photocopy)	CENRO, Pacdal, Baguio City
3. Approved Survey Plan (2 blue prints)/BL form V-37 (2 originals or Certified copy) (blueprints should be clear and readable)	Bureau of Lands
4. Sworn Statement by the declarant declaring the market value of the property (2 originals)	Form available at the Municipal Assessor's Office/ Notary Public
5. Barangay Resolution endorsing or interposing no objection to the application, if necessary (2 originals)	Barangay Officials concerned
6. Cedula (1 photocopy)	Barangay / Municipal Treasury Office
7. TIN ID No.	BIR
C. Untitled Land within Alienable and/or Disposable Zone	
1. Survey Plan with DENR Certification that it is located within Alienable and/or Disposable zone (2 blue prints) (blueprints should be clear and readable)	CENRO, Pacdal, Baguio City
2. Certification from the Brgy. Captain that the declarant is the present possessor and occupant of the land (2 original copies)	Barangay Hall concerned
3. Certification of Adjoining Owners duly sworn to by the Barangay Captain or the Municipal Mayor or Notary Public (2 original copies)	Forms available at the Municipal Assessor's Office
4. Duly subscribed joint affidavit of two (2) disinterested persons (2 original copies)	Forms available at the Municipal Assessor's Office
5. Duly subscribed affidavit of the applicant that he/she is in long, continuous and notorious possession of the property (2 original copies)	Notary Public
6. Sworn Statement by the declarant declaring the market value of the real property (2 original copies)	Forms available at the Municipal Assessor's Office/ Lawyer
7. Barangay Resolution endorsing or interposing no objection to the application (2 original copies)	Barangay officials concerned
8. Certification that it is outside a road-right-of-way from concerned engineering Office/agency if bounded by a public road (1 original, 1 photocopy)	Municipal Engineering Office/Provincial Engineering Office/DPWH
9. Cedula (1 photocopy)	Barangay / Municipal Treasury Office
10. TIN ID NO.	BIR
D. Public/Unclassified Forest Land with DENR Certification	

1. Survey Plan with DENR Certification that it is located other than Alienable and/or Disposable zone (2 blue prints) (blueprints should be clear and readable)	CENRO, Pacdal, Baguio City			
2. Certification from the National Commission on Indigenous People (NCIP) (1 original, 1 photocopy)	NCIP			
3. Duly subscribed affidavit of confirmation of all the adjoining Owners (2 original copies)	Forms available at the Municipal Assessor's Office			
4. Certification from the Brgy. Captain that the declarant is the present possessor and occupant of the land (2 original copies)	Barangay Captain concerned			
5. Barangay Resolution endorsing or interposing no objection to the application (2 original copies)	Barangay Hall concerned			
6. Duly subscribed joint affidavit of two (2) disinterested persons (2 original copies)	Forms available at the Municipal Assessor's Office			
7. Duly subscribed affidavit of the applicant that he is in long, continuous and notorious possession of the property (2 original copies)	Notary Public			
8. Sworn Statement by the declarant declaring the market value of the real property (2 original copies)	Forms available at the Municipal Assessor's Office / Notary Public			
9. Certification that it is outside a road-right-of-way from concerned engineering Office/agency if bounded by a public road (1 original, 1 photocopy)	Municipal Engineering Office/Provincial Engineering Office/DPWH			
10. Cedula (1 photocopy)	Barangay / Municipal Treasury Office			
11. TIN ID No.	BIR			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip, verify the client's transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas

<p>2.0 Client present complete requirements</p>	<p>For Letter A (Under the Checklist of Requirements above) 2.0. Receive and evaluate the submitted requirements based on the checklist of requirements as to completeness and quality and instruct the client to pay at the MTO</p> <p>For Letters B, C & D (under the Checklist of Requirements above) 2.0 Receive and evaluate the completeness and quality of the submitted documents as per checklist of requirements 2.1. Interview the client as to presence of existing Tax Declarations under the name of their parents/grandparents to avoid duplication of assessment 2.2. Verify the assessment records. If the property has an existing Tax Declaration, upon verification, the client is advised to undergo the process of transfer 2.3. If the property has no existing Tax Declaration upon verification, instruct the client to pay at the MTO</p>	<p>*none</p>	<p>5 minutes/parcel</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
		<p>For A & B (Under the Checklist of</p>	<p>13 minutes</p>	

<p>3.0 Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>3.0. Receive payment and issue official receipt</p>	<p>Requirements above)</p> <p>Certificate of Plotting - PhP 235.00/lot Subscription Fee of Sworn Statement - PhP500.00 New ARP - PhP150.00</p>		<p>Revenue Collection Clerk II-Municipal Treasurer's Office</p>
		<p>For C & D (Under the Checklist of Requirements above)</p> <p>Certificate of Plotting - PhP 235.00/lot Subscription Fee of Sworn Statement - PhP500.00 Inspection Fee - PhP1,050.00 New ARP - PhP150.00</p>		
<p>4.0 Client will present Official Receipt of payment together with the request slip</p>	<p>4.0. Receive the OR and record the O.R. number in the request slip and return the O.R to the client</p>	<p>*none</p>	<p>3 minute</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>For A & B (Under the Checklist of Requirements above)</p> <p>5.0 Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details (mobile number/ e-mail address)</p>	<p>5.0 Provide the logbook and issue duplicate copy of the checklist of the submitted documents and advise the client to wait for the appropriate action of the Provincial Assessor</p>	<p>*none</p>		
<p>For C & D (Under the Checklist of Requirements above)</p> <p>5.0 Proceed to the site for ocular inspection on the</p>	<p>5.0 Conduct ocular inspection as to actual use of the subject property (RACIMST), and advise the client to wait for the</p>	<p>none</p>		



scheduled inspection date	appropriate action of the Provincial Assessor			
<p>6.0 Wait for text or e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)</p>	<p>6.0. Approved Plan or title will be forwarded to the Tax Mapping Section for updating of Base Map</p> <p>6.1. Tax Mapping Section will issue Certificate of Plotting</p> <p>6.2. Appraisal & Assessment Section will process the transaction using the RPT System (encoding to printing of Tax Declaration)</p> <p>6.3. Prepare documentary requirements for signing of the MA</p> <p>6.4. Transmit the documents to the Provincial Assessor for appropriate action.</p> <p>6.5. Retrieve the documents from PASSO</p> <p>6.6. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission</p> <p>6.1. Administer the accomplishment of CSM form</p>	<p>*Ten years back taxes (Real properties declared for the first time shall be subject to back taxes not exceeding ten (10) years from the year of initial assessment. Thus the property shall be liable to tax payment for a maximum of eleven (11) years including the current year)</p>	<p>19 days, 7 hours, 36 minutes</p>	<p>Mark S. Walang, Engr. Elias B. Paus Jr.</p> <p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p> <p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p>



		Formula: AV x 1% x 10 years x 2(basic & SEF)		
	TOTAL:	<i>For A & B above - Php885.00 per parcel</i>	20 days	
		<i>For C & D above - Php1,935.00 per parcel</i>		

5. Endorsement for the Revision/Reassessment of Tax Declaration to the Provincial Assessor's Office

There are several factors that affects land area changes which can possibly occur; subdivision of land (the division of land into smaller ownerships); consolidation (combining two or more parcels thereby creating one large single ownership); natural phenomenon such as shifting of river courses that results to decrease in area; conducting re survey or new survey that resulted to increase in area; etc.. These land changes requires revision/reassessment which can be requested by the owner or their authorized representative.

Office or Division:	MASSO
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Increase in Area of an Untitled Land within Alienable and/or Disposable Zone	
1. Survey Plan with DENR Certification that it is located within Alienable and/or Disposable zone (2 blue prints) (blueprints should be clear and readable)	CENRO, Pacdal, Baguio City
2. Certification from the Brgy. Captain that the declarant is the present possessor and occupant of the land (2 original copies)	Barangay Captain concerned
3. Certification of the adjoining owners duly sworn to by the barangay captain or the Municipal Mayor or Notary Public (2 original copies)	Forms available at the Municipal Assessor's Office
4. Duly subscribed affidavit of the applicant that his/her existing Tax Declaration refers to the submitted survey plan (2 original copies)	Notary Public
5. Sworn Statement by the declarant declaring the market value of the real property (2 original copies)	Forms available at the Municipal Assessor's Office / Notary Public
7. Certificate of Non-Tax Delinquency (1 original, 1 photocopy)	Municipal Treasurer's Office
8. Certification that it is outside a road-right-of-way from concerned engineering Office/agency if bounded by a public road (1 original, 1 photocopy)	Municipal Engineering Office/Provincial Engineering Office/DPWH
9. Cedula (1 photocopy)	Barangay / Municipal Treasury Office
10. TIN ID No.	BIR



<p>B. Increase in Area of an Untitled Land outside Alienable and/or Disposable Zone</p>	
<p>1. Survey Plan with DENR Certification that it is located other than Alienable and/or Disposable zone (2 blue prints) (blueprints should be clear and readable)</p>	<p>CENRO, Pacdal, Baguio City</p>
<p>2. Certification from the National Commission on Indigenous People (NCIP) (1 original, 1 photocopy)</p>	<p>NCIP</p>
<p>3. Duly subscribed affidavit of confirmation of all the adjoining Owners (2 original copies)</p>	<p>Forms available at the Municipal Assessor's Office</p>
<p>4. Certification from the Brgy. Captain that the declarant is the present possessor and occupant of the land (2 original copies)</p>	<p>Barangay Captain concerned</p>
<p>5. Barangay Resolution endorsing or interposing no objection to the application (2 original copies)</p>	<p>Barangay Hall concerned</p>
<p>6. Duly subscribed joint affidavit of two (2) disinterested persons (2 original copies)</p>	<p>Forms available at the Municipal Assessor's Office</p>
<p>7. Duly subscribed affidavit of the applicant that he is in long, continuous and notorious possession of the property (2 original copies)</p>	<p>Notary Public</p>
<p>8. Sworn Statement by the declarant declaring the market value of the real property (2 original copies)</p>	<p>Forms available at the Municipal Assessor's Office/ Notary Public</p>
<p>9. Certification that it is outside a road-right-of-way from concerned engineering Office/agency if bounded by a public road (1 original, 1 photocopy)</p>	<p>Municipal Engineering Office/Provincial Engineering Office /DPWH</p>
<p>10. Cedula (1 photocopy)</p>	<p>Barangay / Municipal Treasury Office</p>
<p>11. TIN ID No.</p>	<p>BIR</p>
<p>12. Certificate of Non-Tax Delinquency (1 original, 1 photocopy)</p>	<p>Municipal Treasury Office</p>
<p>C. Revision/Reclassification Due to Change in Actual Use, Correction of Names, Decrease in Area and Other Entry on the Tax Declaration, or of Any Valid Reason</p>	
<p>1. Letter request of the claimant (2 original copies)</p>	<p>Claimant/declarant</p>
<p>2. Certificate of Non-Tax Delinquency (1 original, 1 photocopy)</p>	<p>Municipal Treasury Office</p>
<p>3. For "revision of tax declaration as per survey plan" with the same area or decrease in area but with change in one or more boundaries, require Barangay Certificate (2 original copies) and duly subscribed statement of conformity of the new/current boundary lot owners.(2 original copies)</p>	<p>Barangay Concerned, Affidavit of Adjoining Owners available at the Municipal Assessor's Office</p>
<p>4. Duly subscribed Affidavit of the owner /claimant that his/her existing Tax Declaration refers to the submitted survey plan (if no previous survey plan</p>	<p>Notary public</p>



submitted or change of at least one boundary lot owner/claimant (2 original copies)				
4.1. Duly subscribed Affidavit attesting the reason for request of revision				
5. Survey Plan (2 blue prints)(for decrease in area/change of location) (blueprints should be clear and readable)		Geodetic Engineer/Land Surveyor		
D. Revision/Reassessment Due to Entry of Title with Increase in Area				
1. Letter request of the claimant (2 original copies)		Claimant/declarant		
2. Electronic/Certified True Copy of title (1 original, 1 photocopy)		Registry of Deeds		
3. Certificate of Non-Tax Delinquency (1 original, 1 photocopy)		Municipal Treasury Office		
4. Approved Survey Plan (2 blue prints) (blueprints should be clear and readable)		Bureau of Lands		
5. Sworn Statement by the declarant declaring the market value of the real property (2 original copies)		Forms available at the Municipal Assessor's Office/ Notary Public		
6. Cedula (1 photocopy)		Barangay / Municipal Treasury Office		
7. TIN ID No.		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip, verify the client's transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
2.0 Client present complete requirements	2.0. Receive and evaluate the completeness and quality of the submitted documents as per checklist of requirements. 2.1. Verify if the property has an existing Tax Declaration 2.2. If the property has an existing Tax Declaration, instruct the client to pay at the MTO	*none	5 minutes/parcel	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
3.0 Proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment	3.0. Receive payment and issue official receipt	Fees for Letter A, C & D (under the Checklist of Requirements above) Certificate of Plotting -	13 minutes	Revenue Collection Clerk II-Municipal Treasurer's Office

		<p>Php235.00 per lot Subscription Fee -Php500.00 Inspection Fee - Php1,050.00 Revision Fee - Php190.00 Fees for Letter B (under the Checklist of Requirements above)</p> <p>Certificate of Plotting -Php 235.00/lot Subscription Fee - Php500.00 Inspection Fee - Php1,050.00 New ARP - Php150.00</p>		
4.0 Client will present Official Receipt of payment together with the request slip	4.0. Receive the OR and record the O.R. number in the request slip and return the O.R to the client	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
5.0 Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details (mobile number/ e-mail address)	<p>For Letter A, B & C (under the Checklist of Requirements above)</p> <p>5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and schedule an ocular inspection date</p> <p>For Letter D (under the Checklist of Requirements above)</p> <p>5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and advice the client to wait for the appropriate action of the Provincial Assessor</p>	*none		

<p>For Letter A, B & C (under the Checklist of Requirements Above)</p> <p>5.1 Proceed to the site for an ocular inspection on scheduled inspection date.</p>	<p>For Letter A, B & C (under the Checklist of Requirements Above)</p> <p>5.1. Conduct ocular inspection as to the actual use of the subject lot (RACIMST), and advise the client to wait for the appropriate action of the Provincial Assessor</p>		<p>19 days, 7 hours, 36 minutes</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>6.0 Wait for text or e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)</p>	<p>6.0. Survey Plan will be forwarded to the Tax Mapping Section for updating of Base Map</p> <p>6.1. Tax Mapping Section will issue Certificate of Plotting</p> <p>6.2. Appraisal & Assessment Section process the transaction using the RPT System (encoding to printing of Tax Declaration)</p> <p>6.3. Prepare documentary requirements for signing of the MA</p> <p>6.4. Transmit the processed documents to the Provincial Assessor for appropriate action.</p> <p>6.5. Retrieve the documents from the PASSO</p> <p>6.6. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission</p>	<p>*none</p> <p>*Ten years back taxes of the additional area (Real properties declared for the first time shall be subject to back taxes not exceeding to ten (10) years from the year of initial assessment. Thus the property shall be liable to tax payment for a maximum of eleven (11) years including the current year) Formula: AV x 1% x 10 years x 2(basic & SEF)</p>		<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p> <p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p> <p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p>



	6.7. Administer the accomplishment of CSM form			
	TOTAL:	For Letter A, C & D above PhP1,975.00 per parcel	20 days	
		For Letter B above PhP1,935.00 per parcel		

6. Endorsement for the Transfer of Real Properties to the Provincial Assessor's Office

The Municipal Assessor's Office process transfer of Assessment of Real Properties/Tax Declarations of Real Properties from previous declarants/s to new declarant/s subject to completeness of requirements, and keep records of the same. Transfer of ownership can be through several ways of conveyances such as: Deed of Sale, Deed of Donation, Waiver of Rights, Extra-judicial Settlement and Foreclosure.

Office or Division:	MASSO
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. For Titled Properties	
1. Electronic Copy/Certified True Copy or Photocopy of the new title (2 copies) (photocopies should be clear and readable) *original copy of title should be presented for cross checking	Registry of Deeds
2. Electronic copy/Certified True Copy or original copy of the registered Deed of Conveyance bearing the stamp of the Registry of Deeds or photocopy of the R.O.D. stamped deed of conveyance (2 copies) (photocopies should be clear and readable)	Registry of Deeds
3. Certificate of Non-Tax Delinquency issued by the Municipal Treasurer's Office; if title is approved in previous years (1 original, 1 photocopy); if the Transfer Certificate of Title is approved during the current year, Certificate of Non-Tax Delinquency is not required.	Municipal Treasurer's Office
4. Approved Subdivision Plan if subdivided (2 pcs blue prints) (blueprints should be clear and readable)	Bureau of Lands
5. SPA/Authorization Letter for Authorized Representative (1 original, 1 photocopy)	Notary Public
B. Untitled Properties but with Registered Documents	
1. Copy of the registered Deed of Conveyance bearing the stamp of the Registry of Deeds or	Registry of Deeds



photocopy of the stamped Deed of Conveyance (2 copies) (photocopies should be readable, not too dark nor too light)	
2. Certificate of Non-Tax Delinquency issued by the Municipal Treasurer's Office; if the document was registered on previous years (1 original, 1 photocopy)	Municipal Treasurer's Office
3. Survey Plan or Subdivision Plan, if portion is being transferred (2 blue prints) (blueprints should be clear and readable)	Geodetic Engineers/Land Surveyor
C. Untitled Properties with Unregistered Documents	
1. Original copy of the Deed of Conveyance (2 copies)	Prepared by a lawyer
2. Original copy of Special Power of Attorney (SPA), if signed in behalf of any party (2 copies)	Notary Public
3. Original copy of BIR Certificate Authorizing Registration (CAR) (1 original, 1 photocopy)	BIR, Km. 4, La Trinidad, Benguet
4. Original copy of Certificate of Payment of Transfer Tax (1 original, 1 photocopy)	Provincial Treasurer's Office
5. Original copy of Certificate of Tax Payment, if the Certificate of Payment of Transfer Tax was issued in previous years (1 orig., 1 photocopy)	Municipal Treasurer's Office
6. Original copy of DAR Certification; if Agricultural Land (1 original, 1 photocopy)	Department of Agrarian Reform
7. Survey Plan or Subdivision Plan; if portion (2 blue prints) (blueprints should be clear and readable)	Geodetic Engineer/Land Surveyor
8. NCIP Certification, if the deed of conveyance was signed by a thumb mark by a cultural minorities, or a certification from a notary public that the "thumb mark" was due to physical in-ability/sickness only (1 original, 1 photocopy)	NCIP Notary Public
9. Resolution authorizing signatory, if both or either party are/is a juridical person (2 original copies)	Organization/Corporation/Government Agency/NGO
10. Original copy of Affidavit of Publication (for EJS), a three consecutive weeks newspaper clippings is required; if mentioned in the affidavit as attachment (2 copies)	Newspaper firm
D. Untitled Properties with Unregistered Documents Without Approved Survey Plan or Previously Submitted Survey Plan	
1. Original copy of the Deed of Conveyance (2 copies)	Prepared by a lawyer / Notary Public
2. Original copy of Special Power of Attorney (SPA), if signed in behalf of any party (2 copies)	Notary Public
3. Original copy of BIR Certificate Authorizing Registration (CAR) (1 original, 1 photocopy)	BIR, Km. 4, La Trinidad, Benguet
4. Original copy of Certificate of Payment of Transfer Tax (1 original, 1 photocopy)	Provincial Treasurer's Office
5. Original copy of Certificate of Tax Payment, if the Certificate of Payment of Transfer Tax was issued in previous years (1 orig., 1 photocopy)	Municipal Treasurer's Office



6. Original copy of DAR Certification; if Agricultural Land (1 original, 1 photocopy)		Department of Agrarian Reform		
7. NCIP Certification, if the deed of conveyance was signed by a thumb mark by a cultural minorities, or a certification from a notary public that the “thumb mark” was due to physical in-ability/sickness only (1 original, 1 photocopy)		NCIP Notary Public		
8. Resolution authorizing signatory, if both or either party are/is a juridical person (2 original copies)		Organization/Corporation/Government Agency/NGO		
9. Original copy of Affidavit of Publication (for EJS), a three consecutive weeks newspaper clippings is required; if mentioned in the affidavit as attachment (2 copies)		Newspaper firm		
10. In case a new survey plan is submitted: 10.1. Inspection/verification report of the Municipal Assessor 10.2. Certification from the Barangay Captain (2 originals) 10.3. Duly subscribed statement of conformity of the new/current boundary lot owners (2 originals) 10.4. Duly subscribed Affidavit of the owner/claimant that his/her existing Tax Declaration refers to the just submitted survey plan(2 originals) 10.5. Affidavit of decrease in area (if there is a decrease in area)(2 originals)		Municipal Assessor’s Office Barangay Hall Lawyer (Adjoining Owners Form available at the Municipal Assessor’s Office) Notary Public Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0 Issue request slip 1.1 Receive accomplished request slip, verify the client’s transaction and return the request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
2.0 Client present complete requirements	2.0. Receive and evaluate the completeness and quality of the submitted documens as per checklist of requirements 2.1. If complete, instruct the client to pay at the MTO	*none	5 minutes/parcel	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas

<p>3.0 Client will proceed to the Treasury Office for payment and secure the Official Receipt</p>	<p>3.0.Receive payment and issue official receipt</p>	<p>Certificate of Plotting - PhP235.00/lot transfer fee - PhP150.00/lot <i>*Note: for transfers as per Extrajudicial Settlement/Self Adjudication, transfer fee is Php150.00 x 2 per parcel)</i></p>	<p>13 minutes</p>	<p>Municipal Treasurer's Office: Revenue Collection Clerk II</p>
<p>4.0 Client will present Official Receipt of payment together with the request slip</p>	<p>4.0 Receive the OR, record in the request slip and return the O.R to the client</p>	<p>*none</p>		<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>5.0 Receive the duplicate copy of the checklist of the submitted documents and affix his/her signature over printed name in the Official Logbook and provide complete contact details(mobile number/ e-mail address)</p>	<p>5.0. Provide the logbook and issue duplicate copy of the checklist of the submitted documents and advise the client to wait for the appropriate action of the Provincial Assessor</p>	<p>*none</p>	<p>3 minute</p>	

<p>6.0 Wait for text or e-mail from the MASSO regarding the appropriate action of the Provincial Assessor's Office (approved or with discrepancy notice)</p>	<p>6.0. Approved and new title Plan (<i>for titled property</i>)/Survey Plan (<i>for untitled properties</i>) will be forwarded to the Tax Mapping Section for updating of Base Map and plotting of transferred portions</p> <p>6.1. Tax Mapping Section will issue Certificate of Plotting</p> <p>6.2. Appraisal & Assessment Section will process the transaction using the RPT System (encoding to printing of Tax Declaration)</p> <p>6.3. Prepare the documentary requirements for signing of the MA</p> <p>6.4. Transmit the documents to the Provincial Assessor for appropriate action.</p> <p>6.5. Retrieve the submitted documents from the PASSO</p> <p>6.6. Inform the client to receive the owner's copy (if approved) and/or comply to discrepancies (if w/ discrepancy notice); subject for retransmission</p> <p>6.7. Administer the accomplishment of CSM form</p>	<p>*none</p> <p>*none</p> <p>*none</p> <p>*none</p> <p>*none</p>	<p>19 days, 7 hours, 36 minutes</p>	<p>Tax Mapping Section-MASSO: Draftsman II/ Tax Mapper I</p> <p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p>
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TOTAL:	Certificate of Plotting - PhP235.00/lot transfer fee - PhP150.00/lot portion *Note: for transfers as per Extrajudicial Settlement/Self Adjudication, transfer fee is Php.150.00 x 2 per parcel)	20 days	
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7. History Verification of Tax Declaration (Trace Back to oldest ARP or specific year of revision)

The Municipal Assessor's Office is the custodian of assessment records including the history of every Tax Declaration. History verification is the process to validate the origin of every Assessment of Real Property/Tax Declaration through back tracking each and every general revision down to the oldest revision present on file.

Office or Division:	MASSO
Classification:	Simple
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request (1 original, 1 photocopy)	Declarant/Claimant
2. Valid Identification Card 2.a. Driver's License 2. b. Voter's I.D. 2.c. Passport 2. d. Senior I.D. 2.e. Police Clearance 2.f. NBI Clearance 2. g. PRC I.D. 2.h. company I.D.	LTO ComElec DFA MSWDO/CSWDO Police Station NBI PRC employer
3. SPA/ Authorization Letter- for Authorized Representative (2 original copies) 3.1. If the requesting party is the spouse or heir of the declarant: <i>Any proof of relationship (birth cert., death cert.)or Affidavit stating that he/she is an heir of the declarant</i> 3.2. If to be used in obtaining BIR Certificate and/or Registry of Deeds for transfer purposes: Photocopy of the notarized Deed of conveyance (Sale, Donation, EJS, etc.) 3.3. If to be used by counsel/lawyer in court proceedings or case establishment/defense of legal claims or contract preparation: Written undertaking	- Notary Public (PAO or private)/ authorization letter written by real property declarants bearing their signature over printed name - PSA, Local Civil Registry, Notary Public -Notary Public -Notary Public * History Verification of Tax Declaration/Trace Back Subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.

of the lawyer that the request is pursuant to Sec. 12, paragraph "b" or sec. 13 paragraph "f" as the case maybe, of Data Privacy Act				
4. Documentary stamp		BIR office		
CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip	*none	3 minute	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
2.0 Wait for the verification of the requested record	2.0. Verify and check assessment roll as to existence of requested record/file. 2.1. If the requested record exists, instruct the client to pay at the MTO	*none	3 minute	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
3.0 Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment	3.0. Receive payment and issue Official Receipt	Verification Fee - Php170.00 Certification Fee -Php155.00	13 minutes	MTO: Revenue Collection Clerk II
4.0 Client will present O.R. of payment together w/the request slip	4.0. Receive official receipt 4.1. Prepare requested documents 4.2. Record the O.R. number in the request slip and on the document and attach documentary stamp	*none *none	1 hour	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
5.0 Receive the requested document	5.0. Issue the requested document/s 5.1. Administer the accomplishment of CSM form	none		
TOTAL:		Php325.00	1 hour 19 minutes	



8. History Verification of Tax Declaration (Trace Back with history chart and copies of all previous TDs including pertinent documents/attachments)

The Municipal Assessor's Office is the custodian of assessment records including the history of every Tax Declaration. History verification is the process to validate the origin of every Assessment of Real Property/Tax Declaration through back tracking each and every general revision down to the oldest revision present on file.

Office or Division:	MASSO			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 original, 1 photocopy)		Declarant/Claimant		
2. Valid Identification Card 2.a. Driver's License 2. b. Voter's I.D. 2.c. Passport 2. d. Senior I.D. 2.e. Police Clearance 2.f. NBI Clearance 2. g. PRC I.D. 2.h. company I.D.		LTO ComElec DFA MSWDO/CSWDO Police Station NBI PRC employer		
3. SPA/ Authorization Letter- for Authorized Representative (2 original copies) 3.1. If the requesting party is the spouse or heir of the declarant: <i>Any proof of relationship (birth cert., death cert.) or Affidavit stating that he/she is an heir of the declarant</i> 3.2. If to be used in obtaining BIR Certificate and/or Registry of Deeds for transfer purposes: Photocopy of the notarized Deed of conveyance (Sale, Donation, EJS, etc.) 3.3. If to be used by counsel/lawyer in court proceedings or case establishment/defense of legal claims or contract preparation: Written undertaking of the lawyer that the request is pursuant to Sec. 12, paragraph "b" or sec. 13 paragraph "f" as the case maybe, of Data Privacy Act		- Notary Public (PAO or private)/ authorization letter written by real property declarants bearing their signature over printed name - PSA, Local Civil Registry, Notary Public -Notary Public -Notary Public <i>* History Verification of Tax Declaration/Trace Back Subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.</i>		
4. Documentary stamp		BIR office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip 1.3. Verify the office records if the requested ARP exists 1.4. If the ARP exists, instruct the client to wait for notice from the	*none	3 minute	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas

	office to receive the documents			
2.0 Wait for the history verification and preparation of history chart and other requested documents	2.0. Conduct history verification and prepare history chart and all requested documents 2.1. Notify the client through text message or e-mail; that the requested documents are ready for receiving 2.2. Prepare order of payment based on prepared documents	*none	19 days, 6 hours and 44 minute	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas
3.0 Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment	3.0. Receive payment and issue Official Receipt	Verification Fee - Php170.00 Certification Fee -PhP155.00 CTC of Tax Dec and other pertinent documents- Php. 115.00 per copy	13 minutes	MTO: Revenue Collection Clerk II
4.0 Client will present O.R. of payment together w/the request slip	4.0. Receive official receipt 4.1. Record the O.R. number in the request slip and on the document and attach documentary stamp	*none *none	1 hour	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
5.0 Receive the requested document	5.0. Issue the requested document/s 5.1. Administer the accomplishment of CSM form	none		
TOTAL:		Verification Fee - Php170.00 Certification Fee -PhP155.00 CTC of Tax Declaration and other pertinent documents- Php. 115.00 per copy	20 days	



9. Issuance of Certificate of Assessment Records

The Municipal Assessor's Office is the custodian of assessment records available for the authorized individuals to obtain certified true copies of the said records and/or certifications pertaining to existence of improvements and other certifications to be used for any legal purpose or intents with respect to real properties.

Office or Division:	MASSO			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card 1.a. Driver's License 1. b. Voter's I.D. 1.c. Passport 1. d. Senior I.D. 1.e. Police Clearance 1.f. NBI Clearance 1. g. PRC I.D. 1.h. company ID		LTO ComElec DFA MSWDO/CSWDO Police Station NBI PRC Employer		
2. SPA/ Authorization Letter- for Authorized Representative (1 original copy) 2.1. If the requesting party is the spouse or heir of the declarant: <i>Any proof of relationship (birth cert., death cert.)or Affidavit stating that he/she is an heir of the declarant</i> 2.2. If to be used in obtaining BIR Certificate and/or Registry of Deeds for transfer purposes: Photocopy of the notarized Deed of conveyance (Sale, Donation, EJS, etc.) 2.3. If to be used by counsel/lawyer in court proceedings or case establishment/defense of legal claims or contract preparation: Written undertaking of the lawyer that the request is pursuant to Sec. 12, paragraph "b" or sec. 13 paragraph "f" as the case maybe, of Data Privacy Act		- Notary Public (PAO or private)/ authorization letter written by real property declarants bearing their signature over printed name - PSA, Local Civil Registry, Notary Public -Notary Public -Notary Public * <i>History Verification of Tax Declaration/Trace Back Subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.</i>		
3. Documentary stamp		BIR Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas



<p>2.0 Wait for the verification of the requested record</p>	<p>2.0. Verify and check assessment roll as to existence of requested record/file 2.1. If the requested document exists on file, return the request slip and instruct the client to pay at the MTO</p>	<p>*none</p>	<p>3 minutes</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas</p>
<p>3.0 Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment</p>	<p>3.0. Receive payment and issue Official Receipt</p>	<p>CTC of Tax Declaration Php115.00 Certifications Php155.00,</p>	<p>13 minutes</p>	<p>MTO: Revenue Collection Clerk II</p>
<p>4.0 Client will present O.R. of payment together w/ the request slip</p>	<p>4.0. Receive official receipt 4.1. Prepare requested documents 4.2. Record the O.R. number in the request slip and on the document and attach documentary stamp</p>	<p>none</p>	<p>15 minutes</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas , Engr. Noel G. Tomin</p>
<p>5.0 Receive the requested document</p>	<p>5.0. Issue the requested document/s 5.1. Administer the accomplishment of CSM form</p>	<p>none</p>		
<p style="text-align: right;">TOTAL:</p>		<p>CTC of Tax Declaration - PhP115.00 Certifications - PhP155.00</p>	<p>34 minutes</p>	



10. Issuance of Certified Tax Map of Real Properties

Tax Mapping is the essential key to establish a complete inventory of all real properties. It also provides a permanent link between real properties and office records and identify the ownership of every real property and to account for the total land area of every barangays and the municipality as a whole. Certified Tax Map of a specific property may be issued to an authorized individual with a valid purpose on intent, provided however that not all properties within the Municipality of Tuba are accounted in the Official Municipal Base Map in custody of this office since the said base map is a collection of survey plans, approved subdivision plans and titles submitted by the declarants before this office.

Office or Division:	MASSO		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business		
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Letter Request (1 original, 1 photocopy)		Declarant/Claimant	
2. Valid Identification Card 2.a. Driver's License 2. b. Voter's I.D. 2.c. Passport 2. d. Senior I.D. 2.e. Police Clearance 2.f. NBI Clearance 2.g. PRC I.D.		LTO ComElec DFA MSWDO/CSWDO Police Station NBI PRC	
3. SPA/ Authorization Letter- for Authorized Representative (2original copies) 3.1. If the requesting party is the spouse or heir of the declarant: <i>Any proof of relationship (birth cert., death cert.)or Affidavit stating that he/she is an heir of the declarant</i> 3.2. If to be used in obtaining BIR Certificate and/or Registry of Deeds for transfer purposes: Photocopy of the notarized Deed of conveyance (Sale, Donation, EJS, etc.) 3.3. If to be used by counsel/lawyer in court proceedings or case establishment/defense of legal claims or contract preparation: Written undertaking of the lawyer that the request is pursuant to Sec. 12, paragraph "b" or sec. 13 paragraph "f" as the case maybe, of Data Privacy Act		- Notary Public (PAO or private)/ authorization letter written by real property declarants bearing their signature over printed name - PSA, Local Civil Registry, Notary Public -Notary Public -Notary Public <i>* History Verification of Tax Declaration/Trace Back Subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.</i>	
4. Survey Plan/approved plan and/or photocopy of title (1 photocopy)		Declarant/Claimant/Geodetic Engineer	
5. Documentary stamp		BIR office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip	*none	3 minute	Marjorie P. Saoyao, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Jimver I. Pagnas Mark S. Walang, Elias B. Paus Jr.
2. Wait for the verification of the requested record	2.0. Verify and check the official base map as to existence of the requested data and instruct the client to pay at the MTO	*none	3 minute	Mark S. Walang, Engr. Elias B. Paus Jr.
3. Client will proceed to the Treasury Office for payment *Make sure to secure the Official Receipt that will be issued upon payment	3.0. Receive payment and issue Official Receipt	Certification Fee - PhP315.00 (bond size)	13 minutes	MTO: Revenue Collection Clerk II
4. Client will present O.R. of payment together w/the request slip	4.0. Receive official receipt 4.1. Prepare requested documents 4.2. Record the O.R. number in the request slip and on the document and attach documentary stamp	*none *none	15 minutes	Mark S. Walang, Elias B. Paus Jr., Engr. Noel G. Tomin
5. Receive the requested document	5.0. Issue the requested document/s 5.1. Administer the accomplishment of CSM form	None	2 minutes	
TOTAL:		Php315.00	36 minutes	

* Issuance of Certified Tax Map of Real Property is **Subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.**



11. Issuance of Owner's Copy of Tax Declaration

The Municipal Assessor's Office is the custodian of assessment records including the Owner's Copy, to be issued to the declarant or duly authorized representative.

Office or Division:	MASSO			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government/G2C-Government to Citizen/G2B-Government to Business			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Identification Card 1.a. Driver's License 1. b. Voter's I.D. 1.c. Passport 1. d. Senior I.D. 1.e. Police Clearance 1.f. NBI Clearance 1. g. PRC I.D. 1.h. company ID		LTO ComElec DFA MSWDO/CSWDO Police Station NBI PRC Employer		
2. SPA/ Authorization Letter- for Authorized Representative (1 original copy)		- Notary Public (PAO or private)/ authorization letter by property declarants bearing their signature over printed name		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client fill up request slip and present ID, * if client is an authorized representative, present authorization letter/SPA and valid ID	1.0. Issue request slip 1.1. Receive accomplished request slip and instruct the client to wait for verification of the record	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, Elias B. Paus Jr., Jimver I. Pagnas



<p>2.0 Wait for the verification as to existence of the owner's copy</p>	<p>2.0. Evaluate request slip and check the assessment roll as to existence of assessment record of the declarant. 2.1. Verify if the Owner's Copy has not been received. 2.2. If the Owner's Copy is still in the custody of the office, the Identification card of the client will be photocopied on the Field Appraisal and Assessment Sheet (FAAS).</p>	<p>*none</p>	<p>3 minutes/ARP</p>	<p>Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin</p>
<p>3.0 Client will receive the document and affixed his/her signature over printed name and date on the Field Appraisal and Assessment Sheet (FAAS).</p>	<p>3.0. Issue the requested document 3.1. Administer the accomplishment of CSM form</p>	<p>*none</p>	<p>2 minute</p>	
TOTAL:		<p>*none</p>	<p>8 minutes/ ARP</p>	

**Issuance of Owner's Copy of Tax Declaration is subject to compliance with the Data Privacy Act (DPA) and the National Privacy Commission (NPC) Privacy Policy Advisory Opinion No. 2019-013 Dated April 1, 2019.*



12. Receiving and Responding of Incoming Communications

Incoming communications addressed to the Municipal Assessor's Office are duly acknowledged, properly recorded and filed. A response is prepared immediately (less than 15 working days) for incoming communications that needs one.

Office or Division:	MASSO			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen/G2B – Government to Business Entity/ G2G – Government to Government			
Who may avail:	Tax Payers, Real Property Declarants or their Authorized Representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Incoming communications pertaining to real property appraisal and assessment operations , assessment records and other related matters, hard copy or thru email (1 original copy)		Tax payers or authorized representative		
2. SPA/ Authorization Letter (for authorized representative)		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
A. For communications printed in hard copy: 1.0 Submit the communication in hard copy and wait for acknowledgement	1.0 Receive the communication 1.1. Stamp “receive” and affix complete receipt details on both receiving copy and office copy. 1.2 Reproduce/ photocopy the received file (file and record the original copy, photocopy serves as attachments to travel Orders or response letters)	None	5 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
B. For communications thru email: 1.0 Send communication thru the following email: massotuba2020@gmail.com tuba_municipal@yahoo.com	1.0 Access the emailed communication using the internet			
2.0 Receive file copy with complete receipt details or receive an acknowledgement email from the Municipal Assessor's Office	2.0 Return file copy of client duly acknowledged or send acknowledgement mail thru email	None	5 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
3.0 Provide contact details (mobile number/ e-mail address)	3.0 Record the complete contact details and instruct the client to wait for text or e-mail regarding the response letter.	None	3 minutes	Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin



4.0 Wait for text or e-mail from MASSO regarding response letter	4.0 Prepare response letter and necessary attachments	None	15 working days	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
5.0 Receive text or e-mail from MASSO regarding the response letter	5.0 Contact the client regarding response letter receiving options: 5.1 Thru registered Mail 5.2 Thru e-mail 5.3 Receive personally at the Municipal Assessor's Office	None	3 minutes	
6.0 If the client decided to receive the response letter personally at MASSO: 6.1. Client will receive the response letter and affix complete receipt details on the receiving copy	6.0 Issue the response letter and receiving copy 6.1 File the receiving copy 6.2. Administer the accomplishment of CSM form	None	3 minute	
TOTAL:		None	15 days 19 minutes	



Municipal Assessor's Office (MASSO)

Internal Services



1. Technical and Administrative Assistance (Survey of Government Owned Lots and Preparation of Survey Plans)

The Municipal Assessor's Office provides technical and administrative assistance to offices and committees inside the Municipal Government of Tuba like Water Source Committee, the SB office in settling Municipal Boundary Disputes.

Office or Division:		MASSO		
Classification:		Highly Technical		
Type of Transaction:		G2G-Government to Government		
Who may avail:		Municipal Government of Tuba, Committees and all Offices/Departments		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Client will furnish a copy of the request letter to the Office of the Municipal Assessor	1.0. Receive the letter and return the receiving copy	*none	3 minutes	Marjorie P. Saoyao, Mark S. Walang, Gaston Arnel O. Dulnuan Jr., Regina T. Abance, , Elias B. Paus, Jr., Jimver I. Pagnas, Engr. Noel G. Tomin
	1.1 Conduct the survey as scheduled in the invitation/request letter with the requesting parties	*none	15 days	
	1.2 Provide/ issue the needed/requested service/ documents. 1.3. Administer the accomplishment of CSM form		3 minutes	
TOTAL:		None	15 days, 6 minutes	



MUNICIPAL HEALTH SERVICES OFFICE (MHSO)

External Services



I. DENTAL/ ORAL HEALTH SERVICES

Dental or oral consultation is the provision of dental services & expertise to all clients referred to the Municipal Health Services Office (MHSO) from the Barangay Health Stations (BHS) and to those who seek consultation with a dentist.

Office or Division:	Tuba Municipal Health Services Office (MHSO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All clients with dental problems			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt of dental procedure to be done except for PWDs, Senior Citizens		Municipal Treasurer's Office		
2. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to Municipal Health Services Office - Admissions Area for initial assessment	1.1 Triage at PACD 1.2 Admit and prepare patient record/ electronic medical record 1.3 Direct to Dental clinic	None	5 minutes	MHSO: Dentist II
2. Dental assessment to determine dental treatment required	2.1 Assess the patient's condition and determine the appropriate procedure to be done 1.2 Advice patient on the cost of the procedure/s for regular clients; to pay at MTO	None	5 minutes	MHSO: Dentist II
3. Pay the required fee at the treasurer's office for regular clients	2.1 Receive payment & issue an official receipt	Tooth extraction: PhP335.00 per tooth	13 minutes	MTO: RCC II
4. Present official receipt (OR) to health staff for regular clients however for clients with PhilHealth, present PhilHealth ID and/or MDR at the admission desk at the MHSO	3.1 Check the OR/PhilHealth ID/MDR 3.2 Get dental records 3.3 Obtain vital signs 3.4 Direct patient to the dental room	None	5 minutes	MHSO: Nurse I (JO) and Administrative Aide (JO)



5. Proceed to the dental room	4.1 Perform dental procedure; give information and education; prescribe needed medicines	None	40 minutes	MHSO: Dentist II
6. Get medicines from Dispensary/ Pharmacy	5.1 Dispense prescribed medicines with proper instructions repeated	None	5 minutes	MHSO: Nurse I(JO) and Pharmacist (JO)
7. Exit	6.1 Return patient's records 6.2 Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		PhP335.00	1 hour 18 Minutes	

II. EXHUMATION/ DISINTERMENT OF CADAVER AND TRANSFER OF CADAVER

Digging up of cadaver from the grave and transfer to another place.

5 years after burial, if the person to be exhumed died of infectious disease;

3 years after burial, if the person died of other causes but is non-infectious.

For Medico-legal cases, if the body to be exhumed was buried less than 3 years ago or the dead body is unclaimed or unidentified at the time of death or burial

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	Close Relatives of the dead			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death certificate (1) duly signed by the attending physician		Tuba Municipal Civil Registrar's Office		
2. Permit to Exhume cadaver		Municipal Health Office		
3. Court Order (Medico-legal cases)		Court		
4. Permit to transfer cadaver from Tuba to other places outside Tuba		Tuba MHSO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
EXHUMATION				
1. From LCR, next of kin proceeds to Tuba MHSO	1. Check the death certificate and other documents if applicable	None	10 minutes	MHSO: MHO



2. Pay the exhumation certificate fee at the treasurer's office	2. Receive payment and issue an official receipt for a permit to exhume cadaver	exhumation certificate fee – PhP100.00	13 minutes	MTO: RCC II
3. Present Official Receipt to MHSO	3. Record data in exhumation logbook then issue exhumation permit	None	10 minutes	MHSO: Sanitary Inspector I, Med. Tech. I
4. Proceed to the burial site	4. Proceed with exhumation in the presence of personnel for the management of the dead and missing and PNP personnel donned with PPE	None	3 hours	Chief of BFP BFP personnel RSI PNP personnel
TOTAL		PhP100.00	3 hours 33 minutes	
TRANSFER OF CADAVER				
1. Pay the permit to transfer the cadaver fee at the treasurer's office	1. Receive payment and issue an official receipt	transfer cadaver fee –Php600.00	13 minutes	MTO: RCC II
2. Present official receipt to Tuba MHSO	2. Check documents, record in logbook, Then issue a Permit to transfer the cadaver	None	5 minutes	MHSO: SI, MHO
3. Exit	3. Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		Php600.00	23 minutes	

III. FAMILY PLANNING SERVICES (Municipal Health Services Office and Barangay Health Stations)

The Tuba Municipal Health Services Office shall provide accessible and comprehensive family planning services to all clients. These include counseling, provision of contraceptive methods, and health education to promote informed choice and responsible parenthood, in accordance with the Department of Health guidelines.

Office or Division:	Tuba Municipal Health Services Office-Barangay Health Station			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All women of reproductive age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Family Planning Monitoring Card		Barangay Health Station in place of residence		
2. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Proceed to PACD/Triage at MHSO	1. Assess and direct client to next step	none	3 minutes	Nurse I-III, Midwife I-III, BHW
2. Continue to the Admission Area	2.1 Prepare/ Accomplish/ Review Family Planning Monitoring Card and DTUR	None	10 minutes	Nurse I-III, Midwife I-III, BHW
	2.2 Interview the client for general and specific health information			
	2.3 Obtain vital signs and record			
3. Proceed to the consultation/ service area	3.1 Examine patient, give necessary family planning method as to client's choice and based on assessment. (Pills, Condom, and Implant)	None	15 minutes	Nurse I-III, Midwife I-III, MO III, MHO
	3.2 Refer for further assessment and or management if needed - Laboratory Tests - Nutrition Counselling - Pharmacy (if at the BHS or satellite clinic) - Level II/ III for specialized care	None	(Refer to Laboratory Examination)	
4. Obtain prescribed medicines at the pharmacy	4.1 Dispense available prescribed medicines with proper instructions repeated	None	5 minutes	Nurse I (JO), Pharmacist (JO), Midwife II, Midwife I, Midwife III
	4.2 Clarify given instructions			
5. Exit	5.1. Return or file patient's records	None	5 minutes	Nurse I-III, Midwife I-III
	5.2 CSS			ADA; BHW
TOTAL		5.2 CSS	38 Minutes	



IV. GENERAL MEDICAL CONSULTATION

Medical consultation is the provision of medical services and expertise to all clients referred to the Municipal Health Services Office (MHSO) from the Barangay Health Stations (BHS) and to those who seek consultation with a physician.

Office or Division:	Tuba Municipal Health Services Office (MHSO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt of consultation fee		Municipal Treasurer's Office		
2. Mother and Child Booklet		Barangay Health Station in your place of residence		
3. MHSO Card for follow-up clients		Tuba Municipal Health Services Office		
4. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Health Services Office	1.1 Triage/ Assessment of needed services	None	5 minutes	MHSO: Nurse I (JO)
2. Present charge slip to MTO for payment of fees	2.1 Receive payment 2.2 Issue receipt	Service Fee- Php165.00	13 minutes	MTO: RCC II
3. Present required documents at MHSO - Admission Desk: - official receipt (OR) for regular clients - PhilHealth ID and/or MDR - Other IDs (Senior Citizen/PWD/Solo Parent/Student)	3.1 Check the documents presented	None	10 minutes	MHSO: Nurse I (JO), Nurse II (JO), Administrative Aide (JO)
	3.2 Register PhilHealth patients under YAKAP if unregistered	None		
	3.3 Prepare the client's Individual Treatment Record/EMR.	None		MHSO: Nurse II, Nurse I (JO), Nurse II (JO)
	3.4 Obtain the client's vital signs	None		
4. Proceed to the consultation area	4.1 Examine patient, make diagnosis, give information, education; prescribe needed medicines	None	15 minutes	MHSO: MHO, Medical Officer III (JO)
Proceed to referred other services if needed: - Diagnostic -Laboratory - Nutrition services	Refer to other services if needed	(Refer to respective process)	45 minutes	MHSO: Medical Technologist/ Nutritionist Dietitian
5. Get medicines from Dispensary/ Pharmacy	5.1 Dispense prescribed medicines with	None	5 minutes	MHSO: Nurse I (JO), Pharmacist (JO)



	proper instructions repeated			
	5.2 Return or file patient's records			
6. Exit	6.1 Conduct CSS	None	5 minutes	ADA IV (JO)
TOTAL		PhP165.00	53 minutes	
If with laboratory testing			1 hour and 38 minutes	

V. ISSUANCE OF DEATH CERTIFICATES

Death certificates are important documents issued to those clients requesting proof of the death of our constituents.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	Close Relatives of the dead			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Hospital Records such as discharge summary & any valuable medical record		Hospital of last confinement		
2. Affidavit of 2 disinterested persons if late registration (1)		Public Attorney's Office		
3. Police Report if involved in an accident/ Medico-legal		Tuba PNP		
4. Post mortem Examination Report or Autopsy report for medico-legal cases		NBI CAR / SOCO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Next of kin proceeds to Tuba MHSO; from MCR	1. Triage; assess needed services 2. refers to MHO/MO	None	3 minutes	PACD
2. Proceed to medical consultation room	2.1 Conducts interview and review of documents 2. Determine cause of death	None	10 minutes	Physician
3. Proceed to the office of the Local Civil Registrar	3. Encodes the death certificate	None	16 minutes	LCR personnel
4. Return the death certificate to the MHSO	4.1 Review entries then sign the death certificate	None	2 minutes	MO and/or MHO
	4.2 Return signed Death Certificate to LCR for registration	None	5 minutes	MHSO personnel



	4.3 Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		None	41 minutes	

VI. ISSUANCE OF MEDICAL AND DENTAL CERTIFICATES

Medical & Dental certificates are issued to those clients requesting proof of medical attendance for whatever legal intents such as employment, return to work, scholarship, participation in school activities, obtaining medical and/or financial assistance, certification for PWD, orally fit certificate, travel, not undergone sex transplant for correction of sex entry in the birth certificate, medico-legal (VAWC), and others.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen; G2G –Government to Government			
Who may avail?	All clients; PNP and MSWD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt for Medical / Dental Certificate		Tuba Municipal Treasurer's Office		
2. Results of Required tests (Not available at the MHSO/ Outside laboratory; Original or copy): a. Neuropsychiatric Report b. Chest Xray c. Drug test		Accredited laboratories/clinic		
3. Results and official receipt of Required laboratory Tests available at MHSO : - Urinalysis, Complete blood count, Hepatitis BsAg; blood typing for medical certificate for employment in government - Complete Blood count, and Urinalysis for medical certificate for scholarship		MHSO Laboratory; Municipal Treasury office		
4. Physical presence for medical/ dental assessment/ clearance		Tuba MHSO		
5. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Municipal Health Services Office	1.1 Triage/ Assessment of needed services	None	5 minutes	MHSO: Nurse I (JO)
	1.2 Refer regular clients to MTO for payment of fees			MTO: RCC II
2. Pay the medical certificate fee & other required laboratory examinations (<i>regular</i>)	Receive payment and issue an official receipt	Medical Certificate: PhP250.00	13 minutes	MTO: RCC II

<i>clients and laboratory examinations that is not under the Konsulta Package) per purpose of obtaining a medical certificate at the treasurer's office except for medico-legal cases</i>		Dental Certificate: PhP100.00		
2. Present official receipt at the MHSO for & Submit specimens (stool, urine, blood) as per purpose of medical certificate	2.1 Check OR/PhilHealth ID/MDR; 2.2 Perform laboratory procedures; record results then give to the physician	Refer to table below	2 minutes	MHSO: Med. Tech. I (Permanent & JO)
3. Proceed to Medical Consultation room or Dental room	3.1 Review medical/dental records and laboratory 3.2 Assess and Consult clients. 3.3 Issue Medical/ Dental Certificate	None	10 minutes	MHSO: MHO, Dentist II
4. Go to pharmacy	4.1 Dispense prescribed medicines if indicated 4.2 Record and seals issued medical certificate	None	5 minutes	MHSO: Nurse I (JO), Pharmacist (JO)
5. Exit	5.1 Return patient's records 5.2 Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		Medical Cert.: PhP250.00; Dental Cert.: PhP100.00, Refer to table below for laboratory fees	40 Minutes	

VII. ISSUANCE OF SANITARY PERMITS AND HEALTH CERTIFICATES

Sanitary permits are issued to all business establishments before the issuance or renewal of their business permits. Health certificates are issued to all food handlers after undergoing physical and laboratory examinations as well as food handler's class to ensure food safety. Inspection of business establishments will determine if these certificates and permits shall be revoked.

Office or Division:	Tuba Municipal Health Services Office
Classification:	Simple
Type of Transaction:	G2B-Government to Business; G2C-Government to Citizen
Who may avail?	All business establishments for sanitary permits; all food handlers for health certificates

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipt of applicable fees: <ul style="list-style-type: none"> - Sanitary Permit fee per business establishment; - Health Certificate fee per food handler; - Laboratory tests per food handler (stool exam, urinalysis, & HepBsAg test) 		Tuba Municipal Treasurer's Office		
2. Certificates/ Laboratory Results requirements: <ul style="list-style-type: none"> - Stool exam, urinalysis, HepBsAg (1 copy) for individual Health certificate - chemical and bacterial water analysis for water delivery business and purified water business - Certificate of Potability for water delivery business and purified water business - Food Safety Orientation Certificate for Food Handlers 		Tuba Municipal Health Services Office		
		Department of Science & Technology (DOST)		
		Tuba Municipal Health Services Office		
3. Application for Business Permit		Business Processing & Licensing Office		
4. Barangay Certificate interposing no objection for new business applications except for sari-sari stores, groceries, restaurants, and eateries				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Business Processing & Licensing Office (BPLO)	1. Provide Unified Application Form for Business Permits and let client fill it up	None	-	BPLO: LO II, LINS I, ADA III
2. For Food Handlers, proceed to MHSO for laboratory tests, assessment and orientation, if not yet done	2.1 Perform the laboratory procedure and issue laboratory result for business permit purposes	Hep B: UA: Fecalalysis (Refer to table of laboratory test fees)	(Refer to laboratory examination)	MHSO: Medical Technologist I
	2.3 If indicated, refer clients with abnormal laboratory findings to physician on duty for further evaluation and management	None	(Refer to Medical Consultation)	MHSO: MHO/ MO
	2.4 Conduct Food Safety Orientation	None	30 minutes	MHSO: Nurse/ SI
3. Proceed to the Sanitary Inspector's desk; submit laboratory results, and other required documents	3.1 Review submitted documents results of required laboratory examinations.	None	10 minutes	MHSO: Nurse I (JO), Sanitary Inspector I, MHO;



	3.2 Refer to MTO for payment of applicable fees			
4. Pay the required fees at the Treasury Office	4. Receive payment and issue receipts	Sanitary Permit: PhP115.00/ business	13 minutes	MTO: RCC II
		Health Certificate: PhP170.00/ food handler		
5. Return to SI's desk and submit receipts	5. Issue health certificate and sanitary permit.	None	5 minutes	MHSO: SI
6. Exit	6. Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		PhP285.00 (1 business with 1 food handler)	1 hour and 3 minutes	

VIII. LABORATORY EXAMINATION

Laboratory examinations are available at the Tuba Municipal Health Services Office for clients upon the request of the examining physician.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's Orders		Municipal Physician		
2. Official Receipt for laboratory examination required		Municipal Treasurer's Office		
3. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
4. Other IDs				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay laboratory fees as required at the Treasurer's office	1. Receive payment & issue an official receipt	Refer to the table below	13 minutes	MTO: RCC II



2. Proceed to the laboratory and present official receipt	2. Perform the laboratory procedure requested	Refer to the table below	45 minutes	
3. Obtain Official Results	3. Record and release results to the client/ physician/ upload into the electronic medical record	None	15 minutes	MHSO: Med. Tech. I, Med. Tech. (JO)
4. Consult with a physician	4.1 Physician interprets results to the client	None	10 minutes	MHSO: MHO, MO III (JO)
	4.2 Treats/Refers/ Schedule for follow up if indicated	None		
5. Exit	5.1 Return patient's records 5.2 Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		Refer to the table below	1 hour 28 minutes	

IX. NUTRITION SERVICES

Nutrition services are made available for all clients needing nutritional advice or even nutrition rehabilitation.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Nutrition Evaluation/ Referral Slip		Barangay Health Station in the area of residence; MHO or MO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referred; consultation with nutritionist	1.1 Perform further evaluation & assessment 1.2 Give appropriate nutrition advice 1.3 Set next appointment or follow-up	None	30 Minutes	MHSO: Nutritionist Officer I, Nutrition Dietician (JO)
2. Exit	2.1 Return patient's records 2.2 Conduct CSS	None	5 minutes	MHSO: Administrative Aide (JO)
TOTAL		Php0.00	35 minutes	



X. PRENATAL, NATAL, & POST-NATAL CONSULTATION CONDUCTED AT THE BARANGAY HEALTH STATION (BHS and MHSO)

Prenatal, Natal, & Post-natal Consultations are provided to clients at the barangay health station. Prenatal consultation is provided to all expectant mothers to ensure the health of the unborn child. Natal or delivery services are provided to mothers in a birthing facility to ensure the safety of both mother and child during delivery. Post-natal consultation services are mother & child care services provided immediately after delivery and within 24 hours after delivery to prevent any complications & ensure successful breastfeeding.

Office or Division:	Tuba Municipal Health Services Office-Barangay Health Station			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All women of reproductive age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Mother & Child Book for follow-up clients; None for new clients		Barangay Health Station in place of residence		
2. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PACD/Triage at MHSO	1. Assess and direct client to next step	none	3 minutes	Nurse I-III, Midwife I-III, BHW
2. Continue to the Admission Area	2.1 Prepare/ Review the client's Mother and Child book	None	10 minutes	Nurse I-III, Midwife I-III, BHW
	2.2 Interview the client for general and specific health information			
	2.3 Obtain vital signs and record			
3. Proceed to the consultation area	3.1 Examine patient, make diagnosis, give information, education;	None	15 minutes	Nurse I-III, Midwife I-III, MO III, MHO
	3.2 Refer for further assessment and or management if needed - Laboratory Tests - Nutrition Counselling - Pharmacy (if at the BHS or satellite clinic) - Level II/ III for specialized care	None	(Refer to Laboratory Examination)	
	4.1 Dispense available	None	5 minutes	Nurse I (JO), Pharmacist (JO),

4. Obtain prescribed medicines at the pharmacy	prescribed medicines with proper instructions repeated			Midwife II, Midwife I, Midwife III
	4.2 Clarify given instructions			
5. Exit	5.1. Return or file patient's records	None	5 minutes	Nurse I-III, Midwife I-III ADA; BHW
	5.2 CSS			
TOTAL		None	38 minutes	

XI. REQUEST FOR CREMATION AND TRANSFER OF CREMAINS

The relatives of someone who died who opt to subject the deceased to undergo cremation should first secure a permit to cremate.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	Close Relatives of the dead			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death certificate (1) duly signed by the attending physician (1 original copy)		Hospital of last confinement and death Municipal Health Office from the place of death outside the municipality Tuba Municipal Health Services Office for deaths within the municipality of Tuba		
2. Permit to Transfer cadaver from a place of origin (for non-residents in the locality) to Beyond the Sunset Columbarium and Crematorium located at Tagadi, Tadiangan, Tuba, Benguet, 1 original copy		Municipal/City Health Office in the place of origin		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Next of kin proceed to Tuba MHSO	1.1 Check the death certificate and other documents if applicable;	None	3 minutes	MHSO: SI
	1,2 Refers client to MTO for payment of fees			
2. Pays applicable fees at the Municipal Treasurer's Office (MTO)	2. Receive payment and issue an official receipt for a permit	cremation permit fee of PhP600.00/service	13 minutes	MTO: RCC II
		transfer of cremains fee PhP6000.00		
3. Presents OR to MHSO	3.1 Validates OR	None	5 minutes	

	3.2 Records data then prepares the permit	None		MHSO: Med. Tech. I/ Sanitation Insp. I
	3.2 Reviews and signs cremation permit	None	2 minutes	MHSO: MHO
4. Receives requested documents	4.1 Release Cremation Permit	None	5 minutes	MHSO: MT/RSI
	4.2 Conduct CSS			MHSO: Administrative Aide (JO)
TOTAL		Php600.00/ Service	28 MINUTES	

XII. VACCINATION

Vaccination is among the main services given by the Tuba MHSO performed by our nurses and midwives to prevent the occurrence of disease outbreaks. Several vaccines are being given by this office to children and adults. Children are given shots such as BCG, Hep B, IPV, MMR, DTP, HIB, Pentavalent vaccine, and PCV 13. School children on the other hand are given MR, Td, and HPV. Senior citizens are injected with the Flu vaccine and Pneumonia vaccine. During pandemics such as the COVID-19 pandemic, anti-COVID vaccines are given.

Office or Division:	Tuba Municipal Health Services Office (MHSO)			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	Children ages 0-15 months, School Children ages 6-7 Y/O and 9-14 y/o; senior citizens; General population as determined by the DOH (5 y/o & up) for ANTI-COVID-19 Vaccination			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ECCD card or yellow card for pediatric under-five children		Barangay Health Station in place of residence		
2. Birth Certificate and guardian for anti-COVID-19 vaccination for children below 18 y/o 1 certified true copy		PSA (Philippine Statistics Authority)		
3. Physical presence				
4. Philhealth Member Data Record		PHILHEALTH Local Health Insurance Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Regular Vaccination				
1. Bring the vaccinee/child for vaccination together with an ECCD card to the Barangay Health Station on the scheduled date.	1. Check ECCD card/ records; examine child/ client,	None	3 minutes	Nurse I-III, Midwife I-III
2. Proceed to the admission area	2. 1 Assess client; obtain and record vital signs	None	6 minutes	
	2.2 Prepare vaccination paraphernalia			
3. Continue to treatment/ vaccination area	3.1 Inject appropriate vaccine	None	1 minute	

	3.2 Update ECCD/ Vaccination card		5 minutes	
	3.3 Conduct health education		10 minutes	
	3.4 Observe the vaccinated client for post vaccination reactions			
4. Proceed to pharmacy (MHSO)	4. Dispense prescribed medicines	None	5 minutes	Pharmacist
5. Exit	5.1 Returns patient's records 5.2Conduct CSS	None	5 minutes	Nurse I-III, Midwife I-III
TOTAL		None	35 minutes	
Anti-COVID -19 Vaccination				
1. Proceed to the registration area at the vaccination site	1. Review the birth certificate and vaccination form	None	10 minutes	MHSO: Nurse I-III, Midwife I-III
2. Present birth certificates for children below 18 y/o	2. Determine the brand of vaccine to be used			
3. Answer vaccination form	3. Direct client to vital signs area			
4. Proceed to the vital signs area	4.0 Determine BP, Temperature, pulse rate, PO2 and record 4.1 Direct client to the counseling area	None	10 minutes	MHSO: Midwife I- III, BHW
5. Proceed to the counseling area	5. Provide counselling	None	10 minutes	MHSO: Nurse I-III, Midwife I-III
6. Proceed to the Screening area	6. Conduct a Physical Examination & qualify the client	None	5 minutes	MHSO: MHO
7. Proceed to the vaccination area	7.0 Identify client 7.1 Prepare vaccine 7.2 Vaccinate the client	None	5 minutes	MHSO: Nurse I-III, Midwife I-III
8. Proceed to post vaccination area	8.1 Observe the client for possible adverse events following immunization 8.2Dispense needed medication 8.3 Give vaccination card	None	15 minutes	MHSO: Nurse I-III
9. Exit	7. Return or file patient's records	None	4 minutes	MHSO: Nurse I-III, Midwife I-III



TOTAL	None	55 minutes	
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LABORATORY FEES (As of January 1, 2025)	
Procedure	Fee
Urinalysis	PhP60.00
CBC	PhP70.00
HBsAg	PhP135.00
BUA	PhP135.00
FBS/RBS	PhP135.00
Blood cholesterol	PhP135.00
Pregnancy Test	PhP170.00
Fecalysis	PhP60.00
Blood Typing	PhP95.00
Sputum Microscopy	PhP70.00
Hemoglobin / Hematocrit	PhP50.00
Gram Staining	PhP 50.00
Papsmear/VIA	PhP70.00
Syphilis Rapid Test	PhP90.00
Malaria Detection	PhP120.00
Urea Nitrogen	PhP120.00
Blood Triglycerides	PhP135.00
High Density Lipoproteins	PhP135.00
Creatinine	PhP140.00
SGOT	PhP140.00
SGPT	PhP140.00
Platelet	PhP160.00
ALP	PhP160.00
Albumin	PhP170.00
Amylase	PhP170.00
Lipase	PhP170.00
Electrocardiogram	PhP200.00
Bilirubin Total (B1B2)	PhP220.00
LDH Profiles	PhP220.00
Chikungunya Test	PhP300.00
Dengue Dot (IgM, IgG)	PhP350.00
Dengue NS1 Ag Test	PhP400.00
Typhoid Test	PhP400.00
Lipid Profile (Complete)	PhP600.00
Dengue Duo	PhP700.00
HbA1c	PhP775.00
DENTAL FEES	
Simple Tooth Extraction	PhP335.00
Impaction Surgical Extraction	PhP1000.00
Temporary filling per tooth	PhP100.00
Permanent Filling per tooth (silicate cement/Fuji-IX	PhP280.00
Light Cure	PhP300.00
Cementation	PhP100.00
Amalgam filling per tooth	PhP250.00
Oral Prophylaxis (Cleaning)	PhP200.00
Gum Treatment	



Initial	PhP100.00
Second Treatment	PhP120.00
OTHER MEDICAL SERVICES FEES	
Circumcision	PhP180.00
Surgical Dressing	PhP80.00
Suturing Wound	PhP310.00
Post Mortem Exam	PhP1000.00
Vaccination	PhP45.00
Medical Certificate	
Local	PhP250.00
Abroad	PhP935.00
Dental Certificate	PhP100.00
Exhumation Certificate	PhP100.00
Sanitary Permit	PhP115.00
Health Certificate	PhP170.00
Water Sampling	PhP120.00
Cremation Permit Fee	PhP600.00

REQUIREMENT FOR PRE-MARRIAGE ORIENTATION & COUNSELLING (PMOC)

Pre-marriage orientation and counseling is a prerequisite to obtaining a marriage license. Both partners are required to attend the PMOC.

Office or Division:	Tuba Municipal Health Services Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail?	All would be couples 18 y/o and up			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment and application for pre-marriage orientation & counseling		Tuba Local Civil Registrar's Office		
2. Official Receipt for payment of PMOC fee		Treasury Office		
3. Physical attendance of both male & female partners				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Set an appointment or schedule for a PMOC session at the office of the Local Civil Registrar	1. Arrange appropriate time for couples to attend a PMOC session	None	1 minute	LCR: ADA IV, AO II, AO IV, AO V, MCRO I
2. Partners Report to MHSO on scheduled PMOC session	3. Give Pre-Marriage Counseling Inventory Questionnaires	None	1 minute	Trained Pre-marriage counsellors secretariat
3. Answer PMC Inventory Questionnaires legibly & submit them thereafter	4. Collect the answered questionnaire & check for completeness	None	30 minutes	Trained Pre-marriage counselors
4. Attend PMOC session at designated PMOC room	5. Give lectures, group activities / PMOC session	None	4 hours	Trained Pre-marriage counselors
5. Obtain PMOC Certificate	6. Prepare, sign, and check the correctness of the certificate and give it to couples	None	30 minutes	Trained Pre-marriage counselors



6. Couples below 25 Y/O Attend further Counselling	7. Give further counselling session	None	3 hours	MSWDO: SWO I, SWO II, SWO III, MSWDO I
7. Submit the PMO certificate to the Municipal Local Civil Registrar's (LCR) Office	8. Receive the PMOC Certificate and continue the process at the LCR level	None	1 minute	LCR: ADA IV, AO II, AO IV, AO V, MCRO I
3. Exit	3. Conduct CSS	None	4 minutes	MHSO: Administrative Aide (JO), Midwives
TOTAL		None	1 Day	



Municipal Social Welfare and Development Office (MSWDO)

External Services



1. Application for Certification Declaring a Child Legally Available for Adoption (CDCLAA) Pursuant to R.A 9523

- MSWD prepares Home Study Report and Child Study Report for the issuance of CDCLAA, a required document in filing petition for a non-relative adoption.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizens
Who may avail:	<p>Any Filipino citizen or alien residing in the Philippines may adopt if he/she:</p> <ul style="list-style-type: none"> ✓ Is of legal age ✓ Is at least 16 years older than the adoptee, except when the adopter is the biological parent or sibling of the adoptee or the spouse of the adoptee's parent ✓ Has the capacity to act and assume all the rights and duties incident to the exercise of parental authority ✓ Is of good moral character and has not been convicted of any crime involving moral turpitude ✓ Is in the position to support, educate and care for her/his legitimate and illegitimate children and the child to be adopted ✓ Has undergone pre-adoption service
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Abandoned, Foundling and Neglected:	
1. Notarized Petition, 2 original copies & 1 photocopy	MSWDO/Lawyer
2. Child Study Report, 2 original copies	MSWDO - Tuba
3. Proof of efforts to locate parents or any known relatives, such as: a) Certification from a local or national radio/TV station with 3 different airing dates, 1 original copy & 1 photocopy b) One newspaper publication in general circulation, 1 original copy c) Affidavit of publication from the newspaper company, 1 original copy & 1 photocopy d) Police blotter/report, 1 original copy & 1 photocopy e) barangay certification, 1 original copy & 1 photocopy f) Returned registered mail	<p>Any Radio Station</p> <p>Any Newspaper Company</p> <p>PNP</p> <p>Barangay Hall concerned</p> <p>Applicant/MSWDO</p>
4. Certificate of Live Birth, 1 original LCR or SECPA copy & 1 photocopy	LCR or PSA
5. Certificate of Live Birth with unknown parents, if available, 1 original LCR or SECPA copy & 1 photocopy	LCR or PSA
6. Foundling Certificate, if available, 1 original copy & 1 photocopy	LCR or PSA
7. Recent whole Body picture of the child (with date taken)	Local Studio & applicant
8. Photograph of the child upon admission/abandonment	Applicant
9. Notice of Petition, 1 Original copy & 1 photocopy	RACCO/DSWD-FO



10. Certificate of Posting, 1 Original copy & 1 photocopy		MSWDO		
11. In case of Neglected and Abused child, Petition of Involuntary Commitment (IVC) shall be filed first in court, if granted then proceed to filing of application for CDCLAA		Family Court		
B. SURRENDERED CHILD				
1. Letter of Application requesting for the issuance of CDCLAA, 1 original copy & 1 photocopy		MSWDO - Tuba		
2. Social Case Study Report for the issuance of CDCLAA, 2 original copies		MSWD - Tuba		
3. Notarized Deed of Voluntary Commitment (DVC) 1 original copy & 1 photocopy		MSWD – Tuba & Lawyer		
4. Certification of Authority for Notarial Act (CANA) of the DVC with notarial details, 1 original copy & 1 photocopy		Court (to be secured by the lawyer who notarized the DVC)		
5. Original Certificate of Live Birth , 1 original LCR or SECPA copy & 1 photocopy		LCR or PSA		
6. Oldest Photograph of the child with date taken (3R size, whole body picture), 1 copy		Parents/Guardian		
7. Recent photograph of the child with date taken, 1 copy		Local Studio		
8. Photocopy of valid I.D of the biological parents/ legal guardian of the child, 2 photocopies		Biological Parents of the child		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements and pays the corresponding fee at the Treasury Office	1.1 Accepts and checks the completeness and correctness of the documents and give the order of payment. 1.2 Accepts the payment and issues the official receipt	Service Fee=Php1,200.00	45 minutes	MSWDO: Any of the ff. where the case was assigned - SWO III, SWO II, SWO I, SWA; MTO: RCC II
2. Attends and cooperates during series of interviews in the office and during home visits and collateral information	2.1 Conducts at least 2 - 3 interviews including Home visits and collateral information	None	14 days 90 days	MSWDO: Any of the ff. where the case was assigned - SWO III, SWO II, SWO I, SWA
	* In case of Neglected, Abandoned & Foundling: 2.2 Sends out letter to recent address of child's parents (in case of foundling)	None		
	2.3 Secures police/ barangay blotter			
	2.4 Facilitates publication			
	2.5 Facilitates radio or TV announcements			
	2.6 Facilitates DVC with attachments (in case of Surrendered Child)			
	2.7 Prepares Child Study Report			

	2.8 Prepares and file the Petition with complete documents to RACCO/ DSWD – FO			
3. Waits for update on the application of CDCLAA	3.1 Continuous coordination with RACCO on the update status of the CDCLAA application	None		MSWDO: Any of the ff. where the case was assigned - SWO III, SWO II, SWO I, SWA
	3.2 Instructs client to wait for notice/advisory on CDCLAA application	None		
4. Receives notice for the approved CDCLAA	4.1 Informs client to claim the CDCLAA from RACCO/ DSWD-FO	None	5 minutes	
	4.2 Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		PHP1,200.00	3 Months 14 Days & 55 Minutes	

2. Assistance to Child Abused Cases (Children in Need of Special Protection)

> MSWD prepares Social Case Study report of the Abused Child who is allegedly victim of maltreatment, neglect and exploitation for holistic assistance toward the best interest of the child.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens & G2G – Government to Government			
Who may avail:	Children who are allegedly abused physically, sexually, verbally and emotionally.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Birth Certificate, 1 original copy		LCR/PSA		
2. Police blotter/report, 1 original copy		PNP		
3. Medico-legal, 1 original copy		MHO/Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits birth certificate of the child by parents/ guardians	1. Checks the authenticity of the document	None	5 minutes	MSWDO: Any of the ff. where the case was assigned - SWO III, SWO II, SWO I, SWA
2. Attends the one-time interview at the office of the Women and Children's Desk	2.1 Assess the situation of the child and if ready for interview	None	1 day	
	2.2 Contacts family/relatives of the child in case of "on the spot rescue".	None		
	2.3 Assesses the needs of the child at the moment for proper action, such as : medical assistance	None		

	legal assistance/ psychological examination			
3. Child shall be under the custody of parents or if not applicable, refer the child to a facility for rehabilitative services toward her recovery.	3.1 Prepares social case study report for referral services to partner agencies such as the ff:	None	2 hours	
	<ul style="list-style-type: none"> • PNP or Prosecutor's office for filing a complaint against perpetrator of the child • PMHA or to registered Psychologist for the psychological evaluation of the child • Any facility center if temporary shelter is needed 	None	4 hours	
4. Child and family must report any update on child's recovery to the Social Worker handling the case.	4.1 Conducts regular follow-up/ home visit to the child and family to gather update on the situation of the child.	None	6 mos.	MSWDO: Any of the ff. where the case was assigned - SWO III, SWO II, SWO I, SWA
	4.2 Coordinates and refers the child to other partner agencies in the provision of rehabilitation services including aftercare program.	None		
	4.3. Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		None	6months, 1 day, 6 hours & 10 minutes	

3. Issuance of Certificate of Residency and Indigence

- MSWDO prepares Certificate of residency and indigence to any residents of the Municipality for a specific purpose such as scholarship program of the government, to avail PAO services for free and others.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Residents of the Municipality only
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certificate of Residency and indigence, 1 original copy	Barangay Hall concerned
2. Certificate of no business in the Municipality, 1 photocopy	Municipal Treasury Office of Tuba
3. Certificate of non-land ownership in the Municipality, 1 photocopy	Municipal assessor's Office of Tuba

4. ITR, 1 photocopy (if applicable)		Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1.1 Receives, checks and assesses the completeness and correctness of the documents submitted by the client	None	15 minutes	MSWDO: SWO II, SWO I, SWA
2. Attends interview	2.1 Interviews the client	None	30 minutes	MSWDO: SWO III, SWO II, SWO I, SWA
	2.2 Prepares the Certificate of Indigence	None	30 minutes	
3. Receives the certificate of indigence	3.1 Entry in the logbook and issues the document	None	5 minutes	
	3.2 Administers Customer Satisfaction Survey	None	5 minutes	MSWDO: SWO III, SWO II, SWO I, SWA
TOTAL		None	1 hour & 25 minutes	

4. Issuance of Identification Card to Solo Parents

- MSWDO prepares and issues identification card to Solo Parents pursuant to laws and for them to use in availing services of other partner agencies intended for their welfare.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Solo Parents who are residents of the Municipality
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Requirements of Solo Parents I.D under the following circumstances:	
1. Consequence of Rape: 1.1 Birth certificate/s of the child or children 1.2 Complaint affidavit 1.3 Medical record on the incident of rape 1.4 Sworn affidavit declaring that the solo parent has the sole parental care and support of the child or children at the time of the execution of the affidavit 1.5 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent 1.6 Solo Parent's Orientation 1.7 Income Tax return (If employed), 1 photocopy 1.8 2 pcs 1x1 ID picture (recent)	LCR/PSA PAO MHSO/Medical Facility PAO PAO, Barangay MSWD, Barangay Employer Client & Photo Studio
2. Death of the Spouse: 2.1 Birth certificate/s of the child or	LCR/PSA



<p>Children</p> <p>2.2 Marriage certificate</p> <p>2.3 Death certificate of the spouse</p> <p>2.4 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has the sole parental care and support of the child or children</p> <p>2.5 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent.</p> <p>2.6 Solo Parent's Orientation</p> <p>2.7 Income Tax return (If employed), 1 photocopy</p> <p>2.8 2 pcs 1x1 ID picture (recent)</p>	<p>LCR/PSA</p> <p>LCR/PSA</p> <p>PAO</p> <p>PAO, Barangay</p> <p>MSWD, Barangay</p> <p>Employer</p> <p>Client & Photo Studio</p>
<p>3. Detention or Criminal Conviction of the Spouse:</p> <p>3.1 Birth certificate/s of the child or children</p> <p>3.2 Marriage certificate</p> <p>3.3 Certificate of detention or a certification that the spouse is serving sentence for at least three (3) months issued by the law-enforcement agency having actual custody of the detained spouse or commitment order by the court pursuant to a conviction of the spouse</p> <p>3.4 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children</p> <p>3.5 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent</p> <p>3.6 Solo Parent's Orientation</p> <p>3.7 Income Tax return (If employed), 1 photocopy</p> <p>3.8 2 pcs 1x1 ID picture (recent)</p>	<p>LCR/PSA</p> <p>LCR/PSA</p> <p>Court</p> <p>PAO</p> <p>PAO, Barangay</p> <p>MSWD, Barangay</p> <p>Employer</p> <p>Client & Photo Studio</p>
<p>4. Physical or Mental Incapacity of the Spouse:</p> <p>4.1 Birth certificate/s of the child or children</p> <p>4.2 Marriage certificate or affidavit of cohabitation</p> <p>4.3 Medical records, medical abstract, or a certificate of confinement in the National Center for Mental Health or any medical hospital or facility confinement of the incapacitated spouse should have been issued not more than three (3) months before the submission, or a valid Person with disability</p> <p>4.4 Sworn affidavit that the solo parents is not cohabiting with a partner or co-</p>	<p>LCR/PSA</p> <p>LCR/PSA</p> <p>Hospital, MHSO, Private Clinic</p> <p>PAO</p>

<p>parent and has sole parental care and support of the child or children</p> <p>4.5 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent</p> <p>4.6 Solo Parent's Orientation</p> <p>4.7 Income Tax return (If employed), 1 photocopy</p> <p>4.8 2 pcs 1x1 ID picture (recent)</p>	<p>PAO, Barangay</p> <p>MSWD, Barangay Employer</p> <p>Client & Photo Studio</p>
<p>5. Unmarried father or mother who keeps and rears the child/children:</p> <p>5.1 Birth certificate/s of the child/children</p> <p>5.2 Certificate of No Marriage (CENOMAR)</p> <p>5.3 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the children are under the parental care and support of the applicant solo parent.</p> <p>5.4 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child and children</p> <p>5.5 Solo Parent's Orientation</p> <p>5.6 Income Tax return (If employed), 1 photocopy</p> <p>5.7 2 pcs 1x1 ID picture (recent)</p>	<p>LCR/PSA PSA PAO, Barangay</p> <p>PAO</p> <p>MSWD, Barangay Employer</p> <p>Client & Photo Studio</p>
<p>6. Abandonment by the Spouse</p> <p>6.1 Birth certificate/s of the child or children</p> <p>6.2 Marriage certificate or affidavit of the applicant solo parent</p> <p>6.3 Affidavit of two (2) disinterested persons attesting to the fact of abandonment of the spouse</p> <p>6.4 Police or barangay record of the fact of Abandonment</p> <p>6.5 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child or children and</p> <p>6.6 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent</p> <p>6.7 Solo Parent's Orientation</p> <p>6.8 Income Tax return (If employed), 1 photocopy</p> <p>6.9 2 pcs 1x1 ID picture (recent)</p>	<p>LCR/PSA LCR/PSA</p> <p>PAO</p> <p>PNP, Barangay</p> <p>PAO</p> <p>PAO, Barangay</p> <p>MSWD, Barangay Employer</p> <p>Client & Photo Studio</p>
<p>7. Solo Parent who is legal guardian, adoptive or foster parent:</p> <p>7.1 Birth certificate/s of the child or children</p>	<p>LCR/PSA RACCO/NACC</p>

<p>7.2 Proof of guardianship, such as the decision granting legal guardianship issued by a court; proof of adoption, such as the decree of adoption issued by a court, or order of Adoption issued by the DSWD or the National Authority on Child Care (NACC)</p> <p>7.3 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent and has sole parental care and support of the child or children</p> <p>7.4 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent</p> <p>7.5 Solo Parent's Orientation</p> <p>7.6 Income Tax return (If employed), 1 photocopy</p> <p>7.7 2 pcs 1x1 ID picture (recent)</p>	<p>PAO</p> <p>PAO, Barangay</p> <p>MSWD, Barangay Employer</p> <p>Client & Photo Studio</p>
<p>8. For any relative within the fourth (4th) civil degree of Consanguinity or Affinity of the parent or legal guardian who assumes parental care and support of the child or children:</p> <p>8.1 Birth certificate/s of the child or children</p> <p>8.2 Death certificate, certificate of incapacity, or judicial declaration of absence or presumptive death of the parents or legal guardian; police or barangay records evidencing the fact of disappearance or absence of the parent or legal guardian for at least six (6) months</p> <p>8.3 Proof of relationship of the relative to the parent or legal guardian, such as birth certificate, marriage certificate, family records, or other similar or analogous proof of relationship</p> <p>8.4 Sworn affidavit declaring that the solo parent has sole parental care and support of the child or children</p> <p>8.5 Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent</p> <p>8.6 Solo Parent's Orientation</p> <p>8.7 Income Tax return (If employed), 1 photocopy</p> <p>8.8 2 pcs 1x1 ID picture (recent)</p>	<p>LCR/PSA</p> <p>LCR/PSA</p> <p>LCR/PSA</p> <p>PAO</p> <p>PAO</p> <p>MSWD, Barangay Employer</p> <p>Client, Photo Studio</p>
<p>9. OFW:</p> <p>9.1 Birth certificate/s of dependents</p> <p>9.2 Marriage certificate, if the applicant is the spouse of the OFW, or birth certificate or other competent proof of the relationship</p>	<p>LCR/PSA</p> <p>LCR/PSA</p>

<p>between the applicant and the OFW, if the applicant is a family member of the OFW</p> <p>9.3 Philippine Overseas Employment Administration Standard Employment Contract (POEA-SEC) or its equivalent Document</p> <p>9.4 Photocopy of the OFWs passport with stamps showing continuous twelve (12) months of overseas work, or a certification from the Bureau of Immigration</p> <p>9.5 Solo Parent's Orientation</p> <p>9.6 Income Tax return (If employed), 1 photocopy</p> <p>9.7 2 pcs 1x1 ID picture (recent)</p>	<p>POEA</p> <p>Bureau of Immigration</p> <p>MSWD, Barangay Employer</p> <p>Client & Photo Studio</p>			
<p>10. Pregnant Women:</p> <p>10.1 Medical record of her pregnancy</p> <p>10.2 Affidavit of barangay officials attesting that the application solo parent is a resident of the barangay and that the application has no spouse</p> <p>10.3 Sworn affidavit declaring that the solo parent is not cohabiting with a partner or co-parent, and has sole parental care and support of the child/children</p> <p>10.4 Solo Parent's Orientation</p> <p>10.5 Income Tax return (If employed), 1 photocopy</p> <p>10.6 2 pcs 1x1 ID picture (recent)</p>	<p>Hospital PAO, Barangay</p> <p>PAO</p> <p>MSWD, Barangay Employer Client & Photo Studio</p>			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1.1 Receives, checks and assesses the completeness and the correctness of the documents	None	15 minutes	SWO I (JO)
2. Fills up the application form	2.1 Accepts and checks the correctness of information	None	5 minutes	SWO I (JO)
	2.2 Prepares I.D with client's information	None	10 minutes	SWO I (JO)
	2.3 Processes for the signature of the LCE & MSWDO	None	5 minutes	LCE & MSWDO
3. Claims the I.D	3.1 Entry/Register the I.D in the office Log book	None	1 minute	SWO I (JO)
	3.2. Release the I.D	None	1 minute	
	3.3 Administers Client Satisfaction Survey	None	3 minutes	
TOTAL			40 minutes	



5. Issuance of Marriage Counselling Certificate

- Marriage Counselling is conducted to couples who are applying for marriage license and contemplating marriage towards an informed and responsible decision about contracting marriage.

Office or Division:		MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		1. “Couples to be” applying for marriage license within the age bracket of 18-25 years old and who are either one of them a resident of Tuba, Benguet		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid I.D card stating applicant’s address in Tuba		SSS, BIR, PHIC & etc		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up PMC application form	1.1 Provides the application form 1.2 Records in the office PMC logbook; and 1.3 For filing	None	15 minutes	MSWDO, SWO III, SWO II, SWO I
2. Attends Marriage Counselling Sessions	2.1 Conducts MCS	None	2 hours	MSWDO, SWO III, SWO II, SWO I
3. Receives Marriage Counselling Certificate and submit to LCR	3.1 Prepares & signs the MCS certificate and issue to the counselees	None	10 minutes	MSWDO: SWO III, SWO II, SWO I
	3.2 Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		For Tuba Residents - PHP500.00; Non-Tuba Residents – PHP700.00	2 hours & 30 minutes	

6. Preparation on the Discernment of Children in Conflict with the Law (CICL, Above 15 Years Old)

- MSWD prepares the Social Case Study Report on the discernment of the CICL who is above 15 years old and who is alleged as, accused of, or adjudged as, having committed an offense under Philippine Law.

Office or Division:		MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE		
Classification:		Complex		
Type of Transaction:		G2C – Government to Citizens & G2G – Government to Government		
Who may avail:		Children in Conflict with the Law		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		

1. Birth Certificate	LCR/PSA			
2. Police blotter/Report, 1 original copy	PNP – Tuba			
3. Medical Certificate	MHO/Hospital			
4. Completed the assessment tools:				
a. Intake form	Assigned SW and the CICL			
b. Child Functioning tool	Assigned SW and the CICL			
c. Family Functioning tool	Assigned SW and the CICL			
d. Index of value judgment tool	Assigned SW and the CICL			
e. Level of moral development tool	Assigned SW and the CICL			
5. Presence of Guardian/Parents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents birth certificate as proof of age	1.1 Checks the authenticity of the document	None	1 day	SWO III, SWO II, SWO I, SWA
2. Reports to MSWDO with parents/guardians to undertake the assessment tests such as: Moral Development Tool, Index of Value Judgment Tool, Child's Functioning Checklist and Family Functioning Checklist (if not completed)	2.1 Conducts assessment tests to the CICL to gather relevant information using the Moral Development Tool, Index of Value Judgment Tool, Child's Functioning Checklist, Family Functioning Checklist, and Community Profile.	None		
3. Attends and cooperate during the home visit and interview	3.1 Conducts 2 or more home visits to gather pertinent information at home and at the community	None	6 days	
	3.2 Administers Client Satisfactory Summary	None		
4. Stays at home and wait for an update from the Prosecutor's Office	4.1 Prepares the Social Case Study Report on the discernment of the CICL	None		
	4.2 Submits Social Case Study re: discernment to the PNP as attachment of the complaint filed against the CICL	None		
	4.3 Complaint filed at Prosecutor's office	None	PNP - WCPU Personnel assigned	
TOTAL:		None	7 days	



7. Preparation of Intervention Program for Children at Risk (CAR) and Children in Conflict with the Law (CICL) Who is Below 15 Years Old and Assist BCPC in the Implementation of the Intervention Program

- MSWD facilitate case conference of key players in the preparation of the Intervention program for the CAR or CICL below 15 years old.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens & G2G – Government to Government			
Who may avail:	Children in Conflict with the Law and Children at Risk			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Birth Certificate, 1 original copy			LCR/PSA	
2. Police Blotter/Report, 1 original copy			PNP	
3. Intake Form of the CAR or CICL			MSWDO	
4. Presence of Guardians/Parents				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents proof of age (Birth Certificate)	1.1 Checks the authenticity of the document	None	10 minutes	SWO III, SWO II, SWO I, SWA
2. Attends and cooperate during the one-time interview at the Women & Children's Desk office	2.1 Interviews CICL or CAR in the presence of their parents/guardians and other stakeholders to gather relevant information	None	1 day	
	2.2 Facilitates in coming up with the agreement between the CICL/CAR and the victim; and arranges a schedule for a case conference for the preparation of the intervention program	None		
3. Attends in the case conference	3.1 Facilitates the case conference in the formulation of the intervention program for the CICL or CAR	None	1 day	
4. Affixes signature on the intervention program	4.1 Prepares the final copy of the intervention program and to be duly signed by the CICL/CAR and witnessed by the participating key players such as the parents/guardians, BCPC, Police office, Social Worker and victim.	None		
5. Executes the intervention program	5.1 Assists the BCPC in the implementation and monitoring of the accomplishment of the intervention program of the CICL/CAR	None	3 months	SWO III, SWO II, SWO I, SWA CICL/CAR
	5.2 Prepares and transmits progress report of the CICL/CAR	None		



	to the court quarterly or as order by the court.			
6. Attends the post evaluation/assessment of his compliance to the intervention program.	6.1 Facilitates the conduct of case conference of the Multi-Disciplinary Team for the evaluation/ assessment of the accomplishment of the intervention program and for possible termination of the intervention or extension if not complied.	None		SWO III, SWO II, SWO I, SWA BCPC CICL/CAR w/ parents
	6.2 Administer Client Satisfaction Survey	None	5 minutes	SWO III, SWO II, SWO I, SWA
TOTAL		None	3 months, 2 days & 15 minutes	

8. Preparation and Issuance of Solicitation Permit

> MSWD Office evaluates the correctness and completeness of the submitted required documents, if no adverse findings; proceed in the preparation of LGU Solicitation Permit to be forwarded to the Local Chief Executive for approval.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Any individual, group of persons, organizations/associations in the Municipality or even outside Municipality who will be conducting a Fund Drive activities within the Municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Project proposal approved by the head of the organization or agency including the work and financial of the activity to be undertaken		MSWD-Tuba		
2. Profile of governing board members, certified by the organizational secretary		Applicant		
3. Pledge of Commitment or Board Resolution (whichever is applicable)		Applicant		
4. Notarized written agreement or any similar document signifying of intended beneficiary/ies concurrence as recipients of the Fund Raising activity.		Applicant		
5. Simple Tickets, ballots, card or envelopes and other similar form bearing the series of numbers, purpose and prize to be given to the Donor and name of the Donor.		Applicant		
6. Official Receipt		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all required documents	1.1 Checks documents as to its completeness and correctness	None	15 minutes	MSWDO, SWO III, SWO II SWO I, SWA

2. Pays the Solicitation Fee, receive the OR and return to the MSWDO and present the OR.	2.1 Receives payment and issues the official receipt	Php750.00	30 minutes	MTO: RCC II
	2.2 Records the application on the logbook	None	5 minutes	MSWDO, SWO III, SWO II SWO I, SWA
	2.3 Prepares the solicitation permit	None	30 minutes	
	2.4 Forwards to LCE for approval	None	1 day	
	2.5 Informs client to pick-up approved Solicitation Permit	None		
3. Receives the approved Solicitation Permit	3.1 Issues the approved solicitation permit to the applicant	None	5 minutes	
	3.2 Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		PHP750.00	1 Day, 1 hour & 30 minutes	

9. Preparation for Parenting Capability Assessment

- MSWD prepares Social Case Study report on the assessment of parenting capability of an adult related to the subject child if that person is ready to welcome the subject child and physically, financially and psychologically capable to custody the said child for a period of time with utmost consideration of the best interest of the child.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens & G2G – Government to Government			
Who may avail:	Any adult person who is most likely a relative of the child identified by the referring party or agency for the custody of the subject child who is considered as CNSP.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral Letter		Referring Agency		
2. Social Case Study Report of the child including the services provided by the referring agency and the child's progress.		Referring Agency		
3. CLIENT STEPS		AGENCY ACTIONS		
		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Referring Agency submits the referral letter with client's Social Case Study Report	1.1 Accepts and notes what is asked on the referral letter. Records on the office logbook	None	10 minutes	SWO I SWO II SWO III, SWA
	1.2 Designates a case worker to handle the preparation of the capability assessment	None	5 minutes	MSWDO
	1.3 Caseworker conducts home visits to the identified	None	14 days	SWA SWO I

	person stated on the referral letter and collateral information from the neighborhood to gather relevant information in the preparation of the parenting capability.			SWO II SWO III
	1.4 Caseworker prepares the parenting capability assessment	None		SWA SWO I SWO II SWO III
2. Referring Agency receives the Parenting Capability Assessment Report	2.1 Transmits the parenting capability to the referring agency for appropriate action.	None		
3. Referring agency conducts case conference	3.1 Caseworker attends case conference of the case; if agreed that the child will be released for custody based on the parenting capability assessment submitted then date for the discharge of the child from the referring agency shall be set.	None		
	3.2 Caseworker prepares the assessed relative/s of the subject child for the child's reintegration with them thru home visits and counselling sessions	None		
4. Referring agency releases the child to the assessed relative for custody	4.1 Caseworker escorts the relative to fetch the child from the agency, in case the agency will not bring the child to his relative/ custodian.	None		SWA SWO I SWO II SWO III
	4.2 Caseworker conducts regular home visits to the child and his/her new family custodian	None	14 days	
	4.3 Caseworker assesses the condition of the child with his/her new family, if no problem then recommends for termination of the case.	None		
	4.4 Administers Client Satisfaction Survey	None		
TOTAL			28 days & 15 minutes	



10. Provision of Emergency Shelter Assistance in the Form of Financial Assistance to Calamity Victims Whose Houses Were Damaged, Pursuant to Municipal Ordinance No. 360, series 2019

- MSWDO collects the required documents from client/s and prepares other pertinent documents then endorse to concerned offices for processing and releasing of ESA financial assistance to calamity victims whose houses were damaged during calamity/disaster in the municipality.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Residents in the Municipality whose houses were damaged during calamity.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification from the Punong Barangay that the claimant is a resident of the barangay , 3 original copies		Barangay Hall concerned		
2. Report of the Damaged Assessment Needs Analysis Team (DANA), 3 original copies		MDRRMO-DANA Team		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements	1.1 Checks the completeness and correctness of the documents	None	10 minutes	SWO III, SWO II, SWO I, SWA
2. Attends interview to validate the circumstances of the incident	2.1 Staff interviews the client and prepare/fill-up the Family Data Intake Sheet of client/claimant	None	30 minutes	
	2.2 Instructs client for further notification for the release of the ESA financial assistance	None	5 minutes	SWO III, SWO II, SWO I, SWA
	2.3 Staff prepares the other needed documents from the office such as: <ul style="list-style-type: none"> • ESA Proposal • Certificate of Eligibility • OBR • DV • Copy of the Mun. Ordinance NO. 360, Series 2019 	None	3 hours	
	2.4 Staff endorses the complete documents to concerned offices for the processing, such as:	None	5 minutes	
	➤ MBO certifies the availability of appropriation for Obligation Request	None	30 minutes	Municipal Budget Officer
	➤ MACO pre-audits the financial assistance as to		7 days	Municipal Accountant,

	the completeness and correctness of the attached required documents	None		Accountant III, AO IV, Accountant I
	<ul style="list-style-type: none"> ➤ MTO: <ul style="list-style-type: none"> a. Prepares the check and be signed by the authorized signatories; b. Informs MSWDO that financial assistance is ready for release 	None	23 minutes	Municipal Treasurer, LCRO II
3. Receives notice of claim for the ESA assistance	3.1 Informs client to claim the ESA from Treasury Office	None	5 minutes	SWO III, SWO II, SWO I, SWA
4. Receives ESA Assistance	4.1 Release ESA Assistance	None	5 minutes	LCRO II
	4.2 Administers Client Satisfaction Survey	None	5 minutes	SWO III, SWO II, SWO I, SWA
TOTAL		None	7 days, 4 hours & 58 minutes	

11. Provision of Financial Assistance to Calamity Victims Pursuant to Municipal Ordinance No. 360, series 2019

MSWDO collects the required documents from client/s and prepares other pertinent documents then endorse to concerned offices for processing and releasing of financial assistance to victims of calamity who died and injured during the height of a disaster.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens
Who may avail:	Residents in the Municipality affected by a disaster/calamity
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Burial Assistance:	
1. Death Certificate of the Deceased, 2 certified photocopies	LCR
2. Proof of Relation to the victim/deceased, 2 certified photocopies, any of the following: <ul style="list-style-type: none"> • Birth Certificate • Marriage Contract 	LCR LCR
3. Barangay Certificate of residency and stating the circumstances leading to the death of the victim, 3 original copies	Barangay Hall concerned
4. DANA Report, if applicable, 3 original copies	MDRRMO- DANA
B. Financial Assistance to injured person due to calamity:	

1. Medical certificate of the injured, 1 original copy + 2 certified photocopies	Hospital/Clinic			
2. Proof of relationship to the victim, if applicable, 3 certified photocopies (Birth Certificate or Marriage Contract)	LCR			
3. Barangay Certificate of residency and stating the circumstances leading to the serious injury of the victim or Police report. 3 original copies	Barangay Hall concerned			
4. DANA report, if applicable, 3 original copies	MDRRMO – DANA			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1.1 Checks the completeness and correctness of the documents submitted	None	15 minutes	SWO III, SWO II, SWO 1, SWA
2. Attends interview to validate the circumstances of the incident	2.1 Staff interviews the client	None	30 minutes	
	2.2 Instructs the client for notification for the release of financial assistance	None	5 minutes	SWO III, SWO II, SWO 1, SWA
	2.3 Prepares the other needed documents from the office such as: OBR, DV, Certificate of Eligibility, & Social Case Study Report. Attach copy of the Mun. Ordinance NO. 360, Series 2019	None	3 hours	
	2.4 Staff endorses the complete documents to concerned offices for processing, such as:	None	5 minutes	
	➤ MBO certifies the availability of appropriation for Obligation Request	None	30 minutes	
	➤ MACO pre-audits the financial assistance as to the completeness and correctness of the attached required documents	None	7 days	Mun. Accountant, Accountant III, AO IV, Accountant I
	➤ MTO: a. Prepares the check and be signed by the LCE; b. Informs MSWDO that financial assistance of client	None	23 minutes	Mun. Treasurer, LCRO II



	is ready for release			
3. Receives notice of claim for the financial assistance	3.1 Informs client to claim the financial assistance from Treasury Office	None	5 minutes	SWO III, SWO II, SWO 1, SWA
4. Receives Financial Assistance	4.1 Releases financial Assistance	None	5 minutes	LCRO II
	4.2 Administers Client Satisfaction Survey	None	5 minutes	SWO III, SWO II, SWO 1, SWA
TOTAL		None	7 days, 4 hours & 58 minutes	

12. Provision of Financial Assistance to Individual in Crisis Situation, pursuant to Municipal Ordinance No. 487, Series 2023

MSWD office prepares Social Case Study report of client who will avail financial assistance to individuals in crisis situation and who is hampered to function normally because of socio-economic difficulties.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE
Classification:	Complex
Type of Transaction:	G2C – Government to Citizens
Who may avail:	<p>A. Residents of the Municipality only who are indigents and undergoing medication: Persons who are suffering from sickness/diseases or injuries which are life threatening PWDs who are in need of medical intervention, assistive device and vocational training Women in Especially Difficult Circumstances (WEDC), cases of Trafficked Persons and Children in Need of Special Protection (CNSP)</p> <p>B. Balik-Probinsya cases</p> <p>C. Residents and Non-Residents whose livelihood was affected by a pandemic:</p> <ul style="list-style-type: none"> • Marginalized Workers whose livelihood was stopped, suspended and regulated due to pandemic. • Solo living individuals who are stranded in the Municipality due to lockdown or community quarantine brought about by a pandemic. <p>D. Qualified, deserving and needy students</p> <p>E. Members of the Jeepney Transport Organization whose livelihood was stopped and/or suspended due to pandemic.</p>
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Medical Assistance	
1. Barangay Certificate of Residency and Indigence, 3 copies original	1. Barangay Hall concerned
2. Medical Certificate of patient with any of the following whichever is applicable: Prescription of medicines, Request for Laboratory test, Financial Statement of Hospital Bill - 2 copies original + 1 certified photocopy	2. Attending Physician of patient/ Hospital/Clinic



<p>3. Any Government Issued ID of client or payee (whichever is applicable), 2 certified photocopies of any of the following:</p> <ol style="list-style-type: none"> a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID 	<p>3. Government Agency issuing I.D: Department of Foreign Affairs office Land Transportation Office Social Security System Philippine Health Insurance Corporation Bureau of Internal Revenue Philippine Postal Corporation Commission of Election Professional Regulation Commission Overseas Workers Welfare Administration</p>
<p>4. Social Case Study Report</p>	<p>4. MSWDO</p>
<p>5. Certificate of Eligibility</p>	<p>5. MSWDO</p>
<p>B. Transportation Assistance</p>	
<ol style="list-style-type: none"> 1. Barangay Certificate of Residency and Indigence, 3 copies original 2. Certificate of Eligibility 3. Any Government issued I.D of client; 2 certified photocopies 4. Police blotter or Police certification (for victims of pickpockets, illegal recruitment, etc.) 2 original copies + 1 certified photocopy 5. Other supporting documents such as but not limited to medical certificate, court order, subpoena) 2 original copies + 1certified photocopy 	<p>Barangay Hall concerned</p> <p>MSWDO</p> <p>Concerned Government Agency/Office issuing valid I.D</p> <p>PNP</p> <p>Concerned Government agency/ Office issuing the other supporting documents</p>
<p>C. Burial Assistance:</p>	
<p>1. Any valid I.D card of client or payee, 2 certified photocopy</p>	<p>Concerned Government Agency/Office issuing valid I.D</p>
<p>2. Death Certificate, 2 original copies + 1 certified photocopy</p>	<p>LCR or PSA</p>
<p>3. Funeral contract or affidavit of burial expenses, 2 original copies + 1 certified photocopy</p>	<p>Funeral company</p>
<p>4. Barangay certificate of indigence & residency</p>	<p>Concerned Barangay Hall</p>
<p>5. Certificate of Eligibility</p>	<p>MSWDO</p>
<p>D. Financial assistance for Drivers and Operators PUJ Association: (During pandemic only)</p>	
<p>1. Certification of active membership to the PUJ association; 3 original copies</p>	<p>President of the Transport Association/Cooperative or Corporation</p>
<p>2. Any Government Issued ID of payee: 2 certified photocopies</p> <ol style="list-style-type: none"> a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID 	<p>2. Government Agency issuing I.D: Department of Foreign Affairs office Land Transportation Office Social Security System Philippine Health Insurance Corporation Bureau of Internal Revenue Philippine Postal Corporation Commission of Election Professional Regulation Commission OSCA Head – Municipal Social Welfare & Development Office Overseas Workers Welfare Administration</p>
<p>3. Copy of Special Permit ; 2 certified photocopies</p>	<p>3. LTFRB</p>

4. Proof of actual trips; 1 original & 1 certified photocopy		4. Client (driver or operator) or Pres. Of Driver's/Operators' Association		
5. Group Case Study Report & Certificate of Eligibility, 2 original copies		5. MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1.1 Receives, check and evaluate the completeness and correctness of the documents	None	30 minutes	SWO III, SWO II, SWO 1, SWA
2. Attends interview	2.1 Interviews the client	None	30 minutes	
	2.2 Instructs client for the notification of claiming the assistance	None	5 minutes	
	2.3 Prepares the Group or Individual Case Study Report (SCSR), Certificate of Eligibility and fill-up Family/Individual Intake Sheet	None	2 hours	
	2.4 Transmits the prepared SCSR & Certificate of Eligibility to LCE for approval	None	30 minutes	
	2.5 Prepares and attaches OBR and DV upon receipt of the approved SCSR & COE and attach all the required documents	None	10 minutes	
	2.6 Endorses SCSR together with complete documents to concerned offices for processing, such as:	None	5 minutes	
	➤ MBO certifies the availability of appropriation for Obligation Request	None	30 minutes	Mun. Budget Officer
	➤ MACO pre-audits the financial assistance as to the completeness and correctness of the attached required documents	None	7 days	Mun. Accountant, Accountant III, AO IV, Accountant I

	<ul style="list-style-type: none"> ➤ MTO: <ul style="list-style-type: none"> a. Prepares the check and be signed by the LCE; b. Informs MSWDO that financial assistance of client is ready for release 	None	23 minutes	Mun. Treasurer, LRCO II
3. Receives notice of claim for the financial assistance	3.1 Informs client to claim the financial assistance from the Treasury Office	None	5 minutes	SWO III, SWO II, SWO 1, SWA, MTO
4. Receives Financial Assistance	4.1 Releases Financial Assistance	None	5 minutes	LCRO II
	4.2 Administers Client Satisfaction Survey	None	5 minutes	SWO III, SWO II, SWO 1, SWA
TOTAL		None	7 days, 4 hours & 58 minutes	

13. Provision of Food and Non-Food Assistance to Victims of Calamities

- MSWDO releases or distributes food and non-food to the affected/victims of calamity and to walk-in indigent clients.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Residents in the Municipality who are affected by calamity & walk-in indigent clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification from the Punong Barangay that clients are residents of the barangay and either victim of calamity or indigent, 2 original copies (case to case basis)		Barangay Hall concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirement	1.1 Accepts requirement and record on the logbook	None	5 minutes	SWO III, SWO II, SWO 1, SWA
	1.2 Validates name of client in the consolidated list of victims provided by the MDRRMO	None	5 minutes	SWO III, SWO II, SWO 1, SWA
	1.3 Fills up Family Data and intake sheet of client	None	20 minutes	

	1.4 Prepare RIS or distribution sheet to be signed by the client	None	5 minutes	SWO III, SWO II, SWO 1, SWA
2. Receives assistance	2.1 Prepares the food and/or Non-food assistance and release to client	None	30 minutes	SWO III, SWO II, SWO 1, SWA
	2.2 Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		None	1 hour & 10 minutes	

14. Provision of Food for Work Assistance

- MSWDO prepares and releases food for work assistance to affected residents through the barangays who will undergo bayanihan activities for the restoration, rehabilitation, mitigation and related disaster preparedness activities in the community.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	Community residents affected by any disaster and willing to participate in bayanihan activities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Written Request from the Punong Barangay in behalf of the residents addressed to LCE, 2 Original copies			Barangay concerned	
2. Picture of the damaged community facility that needs repair or restoration, at least 3 pictures			Barangay concerned	
3. Post requirement: submit picture of the project: during stage and after the activity/project , at least 2 picture each- during and after			Barangay concerned	
4. Attendance of workers who participated in the bayanihan activity, 1 original copy + 1 photocopy			Barangay concerned	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits FFW request for the approval by the LCE	1.1 Receives and record the approved FFW request	None	5 minutes	SWO III, SWO II, SWO 1, SWA
	1.2 Prepares Request and Issue Slip (RIS)	None	10 minutes	
2. Hauls FFW assistance	2.1 Prepares and releases the food for work assistance	None	30 minutes	SWO III, SWO II, SWO 1, SWA
	2.2. Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		None	50 minutes	

15. Referral Services to NGAs and NGOs

- MSWD office prepares Social Case Study report of clients who are hampered to function normally because of socio-economic difficulties in order to avail services of the National Agencies and Non-Government Organization extending assistance to needy clients.

Office or Division:	MUNICIPAL SOCIAL WELFARE & DEV'T OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens and G2G – Government to Government			
Who may avail:	Residents of the Municipality only			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Certificate of Residency and Indigence, 3 original copies		Barangay Hall concerned		
2. Medical Certificate of patient, 1 original copy + 1 photocopy		Attending Physician of client/patient		
3. Medical Abstract of patient, 1 original copy + 1 photocopy		Attending Physician of Client/patient		
4. Other documents required by the host or sponsoring National Agency and/or NGO		Agencies like PCSO, DSWD, PLGU-Benguet and Office of the Senators and Congressman & etc.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete requirements	1.1 Receives, check and assess the completeness and correctness of the documents	None	15 minutes	SWO III, SWO II, SWO I, SWA
2. Client attends interview	2.1 Interviews client	None	30 minutes	SWO III, SWO II, SWO I, SWA
	2.2 Prepares Social case Study Report (SCSR) and Family/Individual Intake Sheet of client	None	2 hours	
	2.3 Transmits SCSR and the supporting documents to LCE for approval and endorsement to concern agency/ies.	None	30 minutes	MSWDO
	2.4 Records SCSR in the logbook	None	5 minutes	SWO III, SWO II, SWO I, SWA
3. Receives the SCSR with endorsement	3.1 Issues to client the SCSR with LCE endorsement	None	5 minutes	SWO III, SWO II, SWO I, SWA
	3.2 Administers Client Satisfaction Survey	None	5 minutes	
TOTAL		None	3 hours & 30 minutes	



Persons with Disability Affairs Office (PDAO)

External Services

1. Issuance of Identification Card to Persons with Disability (PWD)

- PDAO prepares and issues identification card to PWDs and pursuant to laws and for them to use in availing services of other partner agencies intended for their welfare.

Office or Division:	PERSONS WITH DISABILITY AFFAIRS OFFICE			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizens			
Who may avail:	PWDs who are residents of the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Requirements of PWD I.D:				
1. Certificate of Disability/ Medical Certificate indicating type of disability, 1 original copy		Attending Physician of client		
2. 2 pcs 1x1 I.D picture(recent)		Photo Studio & Client		
3. Birth Certificate of PWD, 1 photocopy		LCR/PSA		
4. Barangay Certificate of Residency, 1 original copy		Barangay Hall concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements:	1.1 Receive, check and assess the completeness and the correctness of the documents submitted by the client	None	15 minutes	PDAO
2. Fill up the application form	2.1 Accept and check the correctness of information in the application form	None	5 minutes	PDAO
3. Wait for the processing and release of the official I.D.	3.1 Prepare I.D with correct entry of client's information and process for the signature of the LCE	None	10 minutes	PDAO
	3.2 Entry/register the I.D in the office Log book	None	5 minutes	PDAO
4. Claim the I.D	4.1 Issue I.D to client	None	1 minute	PDAO
	4.2 Administers Client Satisfaction Survey	None	5 minutes	PDAO
TOTAL			41 minutes	

2. Issuance of Medical Booklet and Grocery Booklet to PWDs

- PDAO prepares and issues Medical and Grocery booklets to PWDs to avail their privileges and benefits provided by concern agencies (Public and Private) as mandated by the law for the PWDs and Older Persons such as R.A 9994, R.A 7727, R.A 9442 and other related laws.

Office or Division:		PERSONS WITH DISABILITY AFFAIRS OFFICE		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizens		
Who may avail:		PWDs only who are residents of the Municipality		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PWD I.D, original		PDAO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present PWD I.D	1.1 Check I.D as to its authenticity	None	5 minutes	PDAO
2. Wait for the preparation of Booklets for Medicine & Grocery	2.1 Prepare the Medical and Grocery booklets with correct entry of client's information and process for the signature of the LCE & PDAO	None	10 minutes	PDAO
	2.2 Entry/register the medical and grocery booklets in the Log book	None	5 minutes	PDAO
3. Claim the Medical and grocery booklets	3.1 Issue the Medical and Grocery booklets to client	None	1 minute	PDAO
	3.2 Administers Client Satisfaction Survey	None	5 minutes	PDAO
TOTAL:			26 minutes	



**Office of the Senior Citizens Affairs
(OSCA)**

External Services



1. ISSUANCE OF SENIOR CITIZENS' ID

A SENIOR CITIZEN'S IDENTIFICATION CARD IS ISSUED TO ALL RESIDENTS OF TUBA WHO ARE AT LEAST 60 YEARS OLD.

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Client to Government (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO CITIZENS WITH RESIDENCE IN TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. 2 Pieces 1 X1 Picture 2. 1 Photocopy Of Birth Certificate Or Marriage Contract (If Birth Date Is Stated In The Marriage Contract.) 3. Filled-In Application Form 4. Certificate Of Residency 		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete requirements.	1.1 Assesses/ Validates submitted requirements	All Free	5 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Enters data given by the client at the SC Profile/Data Base			OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.3 Prepares the OSCA ID.		5 mins	Hon. Mayor and OSCA Head had pre- signed the ID Cards; Social Workers/Trainees/ADA
Receives and signs the ID card.	1.4 Prints out the OSCA ID.		5 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
			5 mins	
		Total	20 mins	



2. ISSUANCE OF REGISTRATION REFERENCE NUMBER (RRN)

Senior Citizens shall be registered to the National Commission of Senior Citizens through online and are issued RRN by the said commission.

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Client to Government (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO SENIOR CITIZENS WHO ARE RESIDENTS of TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid OSCA ID.		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Valid Senior Citizen ID	1.1 Assesses/ Validates submitted requirements	Free	1 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Opens NCSC online Registration Website.		3 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.3.Scans valid Senior Citizen ID.		3 mins	Hon. Mayor and OSCA had pre- signed the ID Cards; Social Workers/Trainees/ADA
	1.4 Fills-in needed data and submit.		5 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1.5 Records/logs in RRN sent by the NCSC office.		1 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
Client receives RRN card.	1.6. Issues RRN to client.		2 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	TOTAL		15 mins	



3. ISSUANCE OF MEDICINE AND GROCERY BOOKLET

Office or Division:	MAYOR'S OFFICE- OSCA			
Classification:	Simple			
Type of Transaction:	Government to Business (C2G)			
Who may avail:	ALL QUALIFIED FILIPINO SENIOR CITIZENS WHO ARE RESIDENTS IN TUBA.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid Senior Citizen ID		OSCA OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits valid senior citizen ID.	1.1 Assesses/ Validates submitted requirement.	Free	1 min	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
	1..2 Prepares medicine and grocery booklet which were printed and signed earlier.		14 mins	OSCA HEAD/ SC Focal Person/ MSWD Personnel, Social Worker Trainees
Receives the medicine and grocery booklets.	1.3 Records and issues the booklets.		5 min	Hon. Mayor and OSCA had pre- signed the ID Cards; Social Workers/Trainees/ADA
			20 mins	

4. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO THE FAMILY OF THE DECEASED SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE SPOUSE.

Office or Division:	OFFICE OF THE SENIOR CITIZENS		
Classification:	Complex		
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)		
Who may avail:	Family/Relative of deceased senior citizen registered in OSCA-Tuba.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. 1 Certified true copy and 2 photocopies of Death Certificate		MCR/CCR	

2.	1 Certified true copy and 2 photocopies of marriage contract	MCR/CCR/PSA		
3.	3 copies of Original Affidavit Of Claim	PAO		
4.	3 certified true Photocopies of OSCA ID of deceased Senior Citizen (back to back)	client		
5.	3 certified true Photocopies of ID of claimant (back to back)	client		
6.	2 Copies of Municipal Ordinance No. 492	OSCA Head/MSWD/SB		
7.	Application Form	OSCA HEAD/Senior Citizen's Focal Person/MSWD		
8.	2 Copies of Certification of Tuba OSCA Membership of the deceased	OSCA Head/SC Focal Person/MSWD		
Client's Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished requirements	1. 1. Receives documents from client.	None	1 Min	OSCA Head/MSWD Personnel
	1.2. . Validates and double checks completeness of documents.	None	6 Mins	
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	
	1.4.Records and files copy of the Burial Assistance application.	None	6 Mins	
	1.5. Endorses the application to Mayor's office, Accounting, Budget Office and Treasury Office for their information, reference, approval and disbursement.	None	5 Mins	



TOTAL		None	30 Mins	OSCA head/MSWD PERSONNEL/MAYOR'S OFFICE

5. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO FAMILY OF DECEASED SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE CHILD.

Office or Division:	OFFICE OF THE SENIOR CITIZENS			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)			
Who may avail:	Family/relative of deceased senior citizen registered in OSCA-Tuba.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One(1) Certified true copy and 2 photocopies of Death Certificate		MCR/CCR		
2. One (1) Certified true copy and 2 photocopies of Proof of Relationship		MCR/CCR/PSA		
3. Three (3)Original Affidavit Of Claim		PAO		
4. Three(3) Original SPA		PAO		
5. Three (3) certified true Photocopies of OSCA ID of Deceased Senior Citizen (back to back)		client		
6. Three (3) certified true Photocopies of ID of claimant (back to back)		client		
7. Two (2) Copies of Municipal Ordinance 492		OSCA/MSWD/SB		
8. Application Form		OSCA HEAD/MSWD		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submits accomplished requirements	1. 1. Receives documents from client	None	2 Mins	
	1.2. . Validates and double checks completeness of documents.	None	5 Mins	
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	
	1.4.Records and files copy of the Burial Assistance application.	None	6 Mins	
	1.5. Endorses the application to Mayor's office, Accounting, Budget	None	5 Mins	



	Office and Treasury Office for their information, reference, approval and disbursement.			
	TOTAL		30 Mins	

6. APPLICATION AND PROCESSING OF BURIAL ASSISTANCE TO FAMILY OF DECEASED SINGLE SENIOR CITIZEN REGISTERED IN TUBA: WHEN CLAIMANT IS THE MOTHER/SIBLING/RELATIVE.

Office or Division:	OFFICE OF THE SENIOR CITIZENS			
Classification:	Complex			
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)			
Who may avail:	Family/Relative of deceased senior citizen registered in OSCA-Tuba..			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One(1) Certified true copy and 2 photocopies of Death Certificate		MCR/CCR		
2. One (1) Certified true copy and 2 photocopies of Proof of Relationship		MCR/CCR/PSA		
3. Three (3)Original Affidavit Of Claim		PAO/Lawyer		
4. Three(3) Original SPA of more than one(1) beneficiaries		PAO/Lawyer		
5. Three (3) certified true Photocopies of OSCA ID of Deceased Senior Citizen (back to back)		client		
6. Three (3) certified true Photocopies of ID of claimant (back to back)		client		
7. If claimant is a person/relative spent for the burial expenses (3 original copies of affidavit that the deceased has no legal spouse nor children nor siblings nor living parents and the claimant spent for the burial expenses of the deceased Senior Citizen)		PAO/Lawyer		
8. Two (2) Copies of Municipal Ordinance No. 492		OSCA/MSWD/SB		
9. Application Form		OSCA HEAD/MSWD		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submits requirements	1.1. Receives documents from client	None	2 Mins	Client, OSCA Head, MSWDO Personnel
	1.2. . Validates and double checks completeness of documents.	None	5 Mins	Client, OSCA Head, MSWDO Personnel
	1.3. Prepares certification of membership of deceased senior citizen in Tuba Municipality, DV and OBR to complete the requirements.	None	12 Mins	Client, OSCA Head, MSWDO Personnel
	1.4. Records and files copy of the Burial Assistance application.	None	6 Mins	Client, OSCA Head, MSWDO Personnel
	1.5. Endorses the application to Mayor's office, Accounting, Budget Office and Treasury Office for their information, reference, approval and disbursement.	None	5 Mins	Client, OSCA Head, MSWDO Personnel
	TOTAL	NONE	30 Mins	

7. APPLICATION AND PROCESSING OF CASH GIFT FOR QUALIFIED OCTOGENARIAN, NONAGENARIAN AND CENTERNARIAN.

Office or Division:	OFFICE OF THE SENIOR CITIZENS	
Classification:	Complex	
Type of Transaction:	Government to Client (G2C), (C2G), (G2G)	
Who may avail:	Qualified milestone agers registered in OSCA-Tuba.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		OSCA office/MSWD
2. Any of the Primary Identification Documents/IDs: ORIGINAL BIRTH CERTIFICATE OR NATIONAL ID		PSA, MCR, CCR
3. Any Two Of The Following Secondary IDs: Voters Id, Phil Health, Philippines Postal Id, Osca Id, Original Certification Of Late Registration, Certificate Of Live Birth Of The First Child,		Concerned Agency

Original Certificate Of Marriage (Lcr Od Psa), Driver's License, SSS ID, GSIS Id, PRC License, Original Certificate Of Membership Certificate From SSS,GSIS,PVAO, Original Baptismal Certificate Or Original Certificate Of Confirmation, Original Joint Affidavit Executed By Two Disinterested Persons With The Actual Age Of The Applicant, Original School Records Or Employment.				
4. Endorsement letter addressed to NCSC signed by the mayor.		OSCA Head, Mayor's Office		
5. Recent 1 pc 2x2 picture and 1 whole body picture printed in A4 coupon bond or photopaper.		Client provides		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. 1. Receives documents from client.	None	2 Mins	Client, OSCA HEAD
	1.2. . Validates and double checks completeness of documents.	None	10 Mins	OSCA HEAD
	1.3. Prepares endorsement letter to be signed by honorable mayor.	None	2 days	OSCA HEAD, Mayor's Office
	1.4. Submits validated documents to NCSC Regional Office.	None	2.5 HOURS	OSCA head, NCSC Regional Office, Baguio City
	TOTAL		2 days & 2:44 hours	

8. Replacement of the Senior Citizen's ID.

Senior Citizen's identification card shall be changed when lost, mutilated or when there is a wrong entry in the old ID.

Office or Division:	OFFICE OF THE SENIOR CITIZENS
Classification:	Simple
Type of Transaction:	Government to Client (G2C)

Who may avail:	Senior Citizens registered in OSCA-Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
	1. Any valid ID, birth certificate, marriage certificate or any other proof of identity.	Client		
Clients Steps	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements	1. 1. Receives documents from client.	None	2 Mins	Client, OSCA HEAD, MSWD Personnel
	1.2. . Validates/checks membership of client at the Tuba Senior Citizens Data Base.	None	3 Mins	OSCA HEAD, MSWD Personnel
	1.3. Prepares and records new ID for replacement of old ID.	None	9 mins	OSCA HEAD, MSWD Personnel
	1.4. Issues new ID to client.	None	1min	OSCA HEAD, MSWD Personnel
	TOTAL		12 mins	



Municipal Planning and Development Office (MPDO)

External Services



1. Issuance of Locational Clearance/Certificate of Zoning Compliance

The service is issued to all owners/developers/entities who are planning to construct a building/cellular base stations/establish poultry or piggery projects or applying for expansion/renovation/alteration prior to the conduct of any activity or construction to ensure compatibility or conformity of the proposed development with the existing Land Use Plan in accordance with the Zoning Ordinance of the municipality. It is required prior to the issuance of a Building Permit.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Classification:	Complex
Type of Transaction:	G2B – Government to Business
	G2C – Government to Citizens
	G2G – Government to Government
Who may avail:	All Private Individual, Business Enterprise, Agencies and Private Entity who wishes to establish poultry or piggery project and Cellular Mobile Telephone/ Trunk Line/Wireless Local Loop/Other Wireless Communication Services and construct new building or applying for expansion/renovation in the municipality
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. Basic Requirements:	
1. Any Valid ID of Applicant (Owner/Representative)	Applicant
a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID	a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration
2. Duly Accomplished and notarize APPLICATION FORM	Application Form secured from the MEO or MPDO whichever is applicable
3. Requirements relative to RIGHT OVER LAND	
a. Certified True Copy of Original/Transfer Certificate of Title;	Owner/Applicant Registry of Deeds (ROD) – La Trinidad, Benguet
b. Certified True Copy of the Latest Tax Declaration (not to exceed 3 months)	Owner/Applicant Municipal Assessor's Office
c. In case the property is covered only by Tax Declaration:	
i. Pro-forma notarized Affidavit stating the following: <ul style="list-style-type: none"> • The applicant is the owner of the property subject of the application; • The reasons why the property is not yet titled; • That the property is situated within alienable and disposable lands and outside lands reserved for the public domain; • That the property is free from liens and encumbrances of the property • That the property is/is not tenanted (in case the property is planted with rice and corn) 	Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator



ii. Pro-forma Certification from the Punong Barangay: Re-Ownership of said property	Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator
iii. Lot Plan duly signed by a Geodetic Engineer/Surveyor	Owner/Applicant Licensed Geodetic Engineer
iv. Alienable and Disposable (A& D) Certification	Department of Environment and Natural Resources
d. In case the property is not registered in the name of the applicant submit duly notarized, whichever is applicable: <ul style="list-style-type: none"> • Deed of Sale/Deed of Donation • Deed of Extrajudicial Settlement of Estate • Contract of Lease • Authorization to Use Land/Consent of Owner • Conditional Deed of Sale/Contract to Sell with Affidavit of Consent of Owner 	Municipal Planning and Development Office (MPDO) - Zoning Officer/Designated Zoning Administrator
e. In case the property is/has: <ul style="list-style-type: none"> • Applied and/or owned by a Corporation, submit duly notarized Corporate Secretary's Certification authorizing signatories to sign and apply for Locational Clearance/Certificate of Zoning Compliance 	Corporation's Corporate Secretary
<ul style="list-style-type: none"> • Mortgaged, submit duly notarized affidavit of Consent/Clearance from the mortgagee 	Mortgagee
<ul style="list-style-type: none"> • Co-owner, submit duly notarized affidavit of Consent of Co-owner/s 	Applicants Co-Owner
f. In case development is within Forest Zone and/or Municipal Water Zone, submit Clearance/Consent from DENR in the form of Special Use Permit/Forest Land Use Agreement, whichever is applicable	Department of Environment and Natural Resources (DENR) – CAR, Pacdal, Baguio City
<i>Note: Additional requirements or documents deemed necessary to established Right over Land maybe required.</i>	
4. One (1) set of Architectural Plan. First page shall contain the Vicinity Map and Site Development Plan.	Licensed Civil Engineer / Architect
5. Barangay Clearance stating that the area applied for proposed development is free from other claims and conflicts and no cases are pending affecting the same;	Concerned Punong Barangay
6. Bill of Materials and Cost Estimates;	Licensed Civil Engineer
7. Duly notarized Authorization/Special Power of Attorney if application is filed by a Representative with photocopy of representative and Owners ID;	Owner/Lawyer
8. Road Right of Way Clearance (if applicable);	
a. National Roads	Department of Public Works and Highways (DPWH) – Wangal, La Trinidad, Benguet
b. Provincial Roads	Provincial Engineering Office (PEO), Benguet – Wangal, La Trinidad, Benguet
c. Municipal/Barangay Roads	Municipal Engineering Office (MEO), Tuba, Benguet
9. Filing Fee – please refer to schedule of fees as provided in the Municipal Ordinance	Applicant
10. One (1) set Documentary Stamp	Bureau of Internal Revenue (BIR)
B. ADDITIONAL REQUIREMENT	



For Commercial Establishments, Cellular Mobile Telephone Service/Trunk line/Wireless Local Loop and Other Wireless Communication Services, Manufacturing/Industrial/Poultry Projects:	
a. Barangay Council Resolution endorsing and interposing no objection on the proposed project;	Concerned Barangay Local Government Unit (BLGU)
b. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC) whichever is applicable;	Environment and Management Bureau (EMB) – Department of Environment and Natural Resources (DENR) – Pacdal, Baguio City
c. PAMB Clearance (if applicable);	Department of Environment and Natural Resources (DENR) – Diego Silang, Baguio City/Pacdal, Baguio City
d. Conversion Order/CNC from DAR if the project is within agricultural zone;	Department of Agrarian Reform – Bokawkan Road, Cor. Easter Road, Baguio City
e. Memorandum of Agreement between parties involved, if applicable;	Concerned party/ies
f. Free Prior and Informed Consent (FPIC) or any document showing the result of FPIC successfully conducted, if applicable	National Commission on Indigenous Peoples (NCIP) – Cordillera Administrative Region – Magsaysay Avenue, Baguio City
<i>Additional for Cell Sites only:</i>	
g. Certified True Copy of National Telecommunication Commission's Provincial Authority (PA). In the absence of the foregoing, Certificate of Public Convenience and Necessity (CPCN) or Certificate of Registration to provide Telecommunication Services which may operate Wireless Communication; (for cell sites only)	National Telecommunication Commission (NTC)
h. Radiation Protection Evaluation Report from Radiation Health Service of the Department of Health; (for cell sites only)	Department of Health (DOH)
i. Written Consent; (for cell sites only) i) Subdivisions: <ul style="list-style-type: none"> ▪ Approval of the governing board/ body of the duly constituted Homeowners Association (HOA) if base is located within a residential zone with established HOA and including all members whose properties are adjoining the proposed site of base station; ▪ In the absence of an established HOA, notarized 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 ii) Buildings: <ul style="list-style-type: none"> ▪ <i>If base station shall be constructed on top of an unoccupied building, consent from the owner/developer;</i> ▪ <i>If base station shall be constructed on top of an occupied building, the following shall be obtained:</i> <ul style="list-style-type: none"> ✓ <i>Consent/affidavit of non-objection from owner/developer unless he has divested himself from all interest in the building and</i> 	Concerned Subdivision

<p>turned over ownership of common areas to the condominium or building association;</p> <p>✓ Approval of the governing board/ body of the constituted condominium or building associations 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> <p>▪ Notarized affidavit from the Licensed/ Registered Structural Engineer re: the existing building is structurally sound.</p>				
j. Air Transportation Office Certification;		Air Transportation Office		
Additional for Poultry Projects only:				
k. Site Clearance from the Local Health Officer or Municipal Veterinarian concerned on the suitability of the location pursuant to Chapter IX of PD 856's IRR on Nuisance and Offensive Trade and Occupation		Municipal Health Services Office, Tuba, Benguet Municipal Veterinary Office, Tuba, Benguet		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1.0 Signs in the client's logbook 1.1 Approaches concerned personnel, if necessary	1.0 Provides clients logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Submits duly accomplished application form with requirements for assessment and evaluation. 2.1 If complete, sets for site inspection. 2.2 If incomplete, receives documents for completion	2.0 Asks for the Notarized Accomplished Application Form and requirements; 2.1 Receives, reviews and verifies submitted requirements; 2.2 If complete, arrange schedule for site inspection. 2.3 If incomplete, returns documents for completion	None	10 Minutes	MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
3.0 Waits for the scheduled site inspection	3.0 Plots the technical description of the property subject of application in the approved Zoning Map for land use identification	None	1 day	
4.0 Joins inspection	4.0 Conducts Site Inspection and prepare evaluation report	None	1day	

5.0 Receives Order of Payment	5.0 Computes for Applicable Fee, prepares and issues Order of Payment <i>Note: If project is found with violation, a penalty shall be added in the prescribed fee as per Zoning Ordinance</i>	Prescribed Fee varies depending on the cost and purpose of the proposed project / development. (Please refer to table below for the schedule of fees) 2,500.00	5 minutes	
6.0 Pays prescribed fee at the Municipal Treasury Office	6.0 Accepts payment and issue Official Receipt 6.1 Prepares /processes the requested document	As per order of payment (based on the table below)	5 minutes	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
7.0 Presents Official Receipt and waits for the issuance of the requested document	7.0 Reflects Official Receipt Number, print, attach Documentary Stamp in the Clearance and Seal	None	5 minutes	MPDO: MPDC/ Designated Zoning Administrator
8.0 Receives requested document	8.0 Releases and Records requested document	None	5 minutes	Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
TOTAL:		varies depending on the cost and purpose of	2 days and 35 minutes	



	the proposed project / development as stated above		
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Note: In cases where application is denied, applicants may appeal to the Local Zoning Board of Appeals (LZBA) for variance or exception.

****Issuance of Locational Clearance/Certificate of Zoning Compliance is covered by Municipal Zoning Ordinance No. 307 series of 2018.*

SCHEDULE OF FEES FOR THE ISSUANCE OF LOCATIONAL CLEARANCE/CERTIFICATE OF ZONING COMPLIANCE

Description (Project Cost and purpose of Development)	Prescribed Fee
A. SINGLE RESIDENTIAL STRUCTURE ATTACHED OR DETACHED	
1. 100,000 and below	288.00
2. Over 100,000.00 to 200,000.00	576.00
3. Over 200,000.00	720.00 + (1/10 of 1% in excess of 200,000.00)
B. APARTMENT/TOWNHOUSES	
1. 500,000 and below	1,440.00
2. Over 500,000 to 2 Million	P2,160.00
3. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million regardless of the number of floors)
C. Dormitories	
1. 2 Million and Below	P3,600.00
2. Over 2 Million	P3,600.00 + (1/10 of 1% of cost in excess of 2 Million)
D. Institutional	
1. Below 2 Million	P2,880.00
2. Over 2 Million	P2,880.00+(1/10 of 1% of cost in excess of 2 Million)
E. Commercial, Industrial and Agro-Industrial Project Cost of Which is:	
1. Below 100,000	P1,440.00
2. Over 100,000 – 500,000	P2,160.00
3. Over 500,000	P2,880.00
4. Over 1 Million – 2 Million	P4,320.00
5. Over 2 Million	P7,200.00 + (1/10 of 1% of cost in excess of 2 Million)
F. Special Uses/Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
1. Below 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
2. Over 2 Million	P7,200 + (1/10 of 1% of cost in excess of 2 Million)
G. Alteration/Expansion (affected areas cost only)	Same as the Original Application)



2. Issuance of Locational Clearance/Certificate of Zoning Compliance for Business Permit

The service is issued to all individuals/developers/business entities/investors planning to operate/establish a business within the municipality. Its purpose is to ensure that the proposed development conforms to the municipality's Land Use Plan and complies with the Zoning Ordinance. It is required prior to the issuance of a Business Permit.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
	G2G – Government to Government			
Who may avail:	All Private Individual, Business Enterprise, Agencies and Private Entity who wishes to operate/establish a business in Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Basic Requirements:				
1. Duly Accomplished Unified Application Form		Applicant/Business Permit and Licensing Office (BPLO)/ or access the service online via: https://bpbpc.ibpls.com/tubabenquet		
2. Any of the following: <ul style="list-style-type: none"> • Certified True Copy Original/Transfer Certificate of Title • Tax Declaration, Lot Plan duly signed by a Geodetic Engineer; • Location Map of the Business/ Establishment with Technical Description, 		Owner/Applicant/Licensed Geodetic Engineer/Municipal Assessor's Office		
3. Barangay Resolution Interposing no Objection (if applicable);		Concerned Barangay Local Government Unit (BLGU)		
4. ECC/CNC (if applicable)		Department of Environment and Natural Resources – Environmental Management Bureau (DENR – EMB), Pacdal, Baguio City		
5. DENR Clearance (if applicable)		Department of Environment and Natural Resources (DENR), Pacdal, Baguio City		
6. Building Permit (if applicable)		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1.0 Signs in the client's logbook	1.0 Provides clients logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to concerned personnel, if necessary			
2.0 Submits duly accomplished Unified Application Form with requirements for assessment and evaluation.	2.0 Asks for the accomplished Unified Application Form and requirements;	None	10 Minutes	MPDO: MPDC/ Designated Zoning Administrator
	2.1 Receives, reviews and verifies submitted requirements;			
	2.2 If with complete requirements, proceeds to step 5 or arrange schedule for site inspection (if necessary).			
2.1 If with complete requirements, proceeds to step 5 or sets for site inspection, (if necessary).				Planning Officer III/ Designated Zoning Administrator (Alternate)
				Planning Officer II/ Designated Zoning



2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			Administrator (Alternate)
3.0 Waits for the scheduled site inspection (when necessary)	3.0 Plots the technical description of the property subject of application in the approved Zoning Map for land use identification	None	1 day	
4.0 Joins inspection	4.0 Conducts Site Inspection and prepare evaluation report	None		
5.0 Receives Order of Payment	5.0 Computes for Applicable Fee, prepares and issues Order of Payment	None	5 minutes	
6.0 Pays prescribed fee at the Municipal Treasury Office	6.0 Accepts payment and issue Official Receipt 6.1 Prepares /processes the requested document	Php 100/ Document	5 minutes	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
7.0 Presents Official Receipt and waits for the issuance of the requested document	7.0 Reflects Official Receipt Number, print, attach Documentary Stamp in the Clearance and Seal	None	10 minutes	MPDO: MPDC/ Designated Zoning Administrator
8.0 Receives requested document	8.0 Releases and Records requested document	None	5 minutes	Planning Officer III/ Designated Zoning Administrator (Alternate) Planning Officer II/ Designated Zoning Administrator (Alternate)
TOTAL:		Php 100.00/ Document	1 day and 40 minutes	



3. Issuance of the List of Documentary Requirements

The service is provided to all clients making inquiry about the requirements for the issuance of Zoning related Clearances and other Certifications and the provision of statistical/technical information. Processes and requirements are briefly discussed with the client to ensure the compliance of the same.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business			
Who may avail:	All private person, agencies and enterprise securing technical assistance, zoning related document and other certifications			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBL E
1.0 Signs in the Clients Logbook 1.1 Approaches concerned personnel, if necessary	1.0 Gives the client Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 States needed service	2.0 Asks clients on the needed service	None		
3.0 Inquire on the requirements and processes in availing needed service	3.0 Discuss/explain fully to the client the requirements to be complied and clarify query/ies, if there are any	None	20 minutes	
4.0 Receives checklist of Documentary Requirements and Application Form, if applicable	4.0 Issues checklist of Documentary Requirements, Application Form and attachment whichever is applicable	None	5 minutes	
Total		None	35 minutes	

4. Issuance of Zoning Certificate

The service is provided to any party/entity or individuals who wants to know the Land Use Classification/Zone of their property/ies based on the duly approved Zoning Map which is part of the Zoning Ordinance of the municipality.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE
Classification:	Simple
Type of Transaction:	G2C - Government to Citizens G2G - Government to Government G2B - Government to Business



Who may avail:	Any Individuals, agencies and private entities requesting for zoning certificate for the Land Use Classification of property/ties located within the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Any valid ID of applicant and or representative				
a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID		a. Department of Foreign Affairs Office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration		
2. Duly Accomplished and notarized APPLICATION FORM		Applicant (Application Form secured from the MPDO)		
3. Vicinity map indicating clearly and specifically the exact location of the proposed site and the existing land use and/or landmarks within a radius of least 500 meters and duly signed by a Geodetic Engineer.		Applicant/Licensed Geodetic Engineer		
4. Lot Plan duly signed by a licensed Geodetic Engineer				
5. Photocopy (but show original copy) of TCT/OCT or any proof of ownership, or right over the property and latest copy of tax declaration (Not to exceed 3 months)		➤ Registry of Deeds - La Trinidad, Benguet ➤ Municipal Assessor's Office		
6. Special Power of Attorney if filed by a representative with valid ID and Owners ID (not to exceed 3 months)		Applicant/Lawyer		
7. Documentary Stamp – One (1) set		Bureau of Internal Revenue		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the Client Logbook	1.0 Provides clients Logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to the concerned personnel, if necessary			
2.0 Submit duly accomplished application form with requirements for assessment and evaluation	2.0 Asks client for the notarized accomplished Application Form and requirements;	None	10 minutes	MPDO: MPDC/ Designated Zoning Administrator
	2.1 Receives, reviews and verifies submitted requirements.			
2.1 If with complete requirements proceed to Step 3	2.2 If complete, proceed to Step 3			
2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			Planning Officer III/ Designated Zoning Administrator (Alternate)
3.0 Receives order of payment and pay the	3.0 Computes for applicable fee,	None	3 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)



	required fee at the Municipal Treasurer's Office	prepares and issues Order of Payment			
4.0	Pays required fee at the Municipal Treasurer's Office	4.0 Accepts payment and issue OR 4.1 Verifies Land Use Classification by plotting the Technical Description of the property subject for application in the Zoning Map 4.2 Prepares/ processes the Zoning Certificate	PHP720.00 per Hectare / document	5 minutes 25 minutes per document	MTO: Revenue Collection Clerk MPDO: MPDC/ Designated Zoning Administrator Planning Officer III/ Designated Zoning Administrator (Alternate)
5.0	Presents Official Receipt and waits for the issuance of the requested document	5.0 Reflect Official Receipt Number, Print, attach Documentary Stamp in the Zoning Certificate if needed and Seal	None	7 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)
6.0	Receives Zoning Certificate	6.0 Releases and records the Zoning Certificate	None	5 minutes	
TOTAL			PHP720.00/ ha / document	1 Hour	

5. Other Transactions/Certifications

This service is provided to all individual/entity requiring Certification from the Office of the Municipal Planning and Development Coordinator such as but not limited to: Issuance of a Certificate whether or not a parcel of land applied for titling is needed or reserved for public use, Certificate of Town Plan/CLUP/Zoning Ordinance (ZO) Approval, E-Copy of CLUP/ZO, and others.

5.1 Issuance of a Certificate whether or not a parcel of land applied for Titling is needed nor reserved for Public Use

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Any individual/Entity	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter/endorsement from DENR, whichever is applicable		Applicant
2.a. Duly notarized Authorization/ Special Power of Attorney (SPA) if filed and process by a Representative		Applicant



2.b. Photocopy (show original copy) of Valid ID of Representative and Owner				
a. Passport ID b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID		a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration		
3. Lot Plan duly signed by a Geodetic Engineer/Surveyor		Private Geodetic Engineer/Surveyor		
4. Certification from the Punong Barangay whether or not the subject property is needed nor reserved for future public improvement (not to exceed 3 months from date of issue)		Office of the Punong Barangay concern		
5. Tax Declaration, not to exceed 3 months from date of issue (If applicable)		Municipal Assessor's Office		
6. Road Right of Way Clearance, not to exceed 3 months from date of issue (If Applicable)		DPWH – National Roads; PEO – Provincial Roads; MEO – Barangay and Municipal Roads		
7. One (1) set of Documentary Stamp, if applicable		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the client Logbook	1.0 Provides clients Logbook	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
1.1 Approaches concerned personnel, if necessary	1.1 Directs client to concerned personnel, if necessary			
2.0 Submits requirements for assessment and evaluation	2.0 Asks client for the Request Letter and requirements 2.1 Receives, reviews and verifies submitted requirements.	None	15 minutes	MPDO: MPDC/ Designated Zoning Administrator
2.1 If requirements are complete, perform Step 3	2.2 If complete, performs Step 3			Planning Officer III/ Designated Zoning Administrator (Alternate)
2.2 If incomplete, receives documents for completion	2.3 If incomplete, returns documents for completion			
3.0 Receives Order of Payment	3.0 Prepares and issues Order of Payment	none	5 minutes	Planning Officer II/ Designated Zoning Administrator (Alternate)
4.0 Pays required fee at the Municipal Treasurer's Office	4.0 Accepts payment and issue Official Receipt 4.1 Prepares/processes the requested document	PhP100.00 per application	5 minutes	MTO: RCC II MPDO:



				MPDC/Designated Zoning Administrator Planning Officer III/Designated Zoning Administrator (Alternate) Planning Officer II/Designated Zoning Administrator (Alternate)
5.0 Presents Official Receipt & waits for the issuance of the requested documents	5.0 Reflects Official Receipt, Print, attach Documentary Stamp in the requested document and Seal	None	5 minutes	MPDO: Planning Officer II/Designated Zoning Administrator
6.0 Receives requested document	6.0 Releases and records requested document	None	5 minutes	
TOTAL:		PhP100.00 per application	40 Minutes	

5.2 Certificate of Town Plan/Zoning Ordinance approval/E-Copy of CLUP/ZO

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual/Entity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter with notation from the Municipal Mayor's Office		Requesting Party		
One (1) set of Documentary Stamp		BIR		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Signs in the Clients Logbook 1.1 Approaches concerned personnel if necessary	1.0 Provides Clients Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Presents Request Letter with notation from the Municipal Mayor's Office	2.0 Asks for the Request Letter with notation from the Municipal Mayor's Office	None	5 minutes	
3.0 Receives Order of Payment	3.0 Prepares and issues Order of Payment	None	5 minutes	



Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any individual/Entity			
4.0 Pays required fee at the Municipal Treasurer's Office (MTO)	4.0 Accepts payment and issue Official Receipt 4.1 Prepares/ Processes requested document	PhP216.00 per document	5 minutes for Certification 10 minutes for requested E-Copy of the plan	MTO: RCC II MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
5.0 Presents Official Receipt and wait for the issuance of the requested documents	5.0 Reflects Official Receipt, Print, attach documentary stamp in the requested document and Seal, if applicable	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
6.0 Receives requested document	6.0 Records and releases requested document	None	5 minutes	
TOTAL		PhP216.00 per document	40 minutes	

6. Provision of Statistical/Technical Information

This service is extended to all clients/researchers who needs statistical/technical information about the municipality which the office has custody.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government G2C-Government to Citizens			
Who may avail:	NGAs, LGUs, Private Institution, CSOs/POs, Academe & Students/Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request received by the Municipal Mayor's Office duly routed to the Municipal Planning and Development Office-one (1) original and a copy		Requesting Party		
Any Government Issued ID: a. Passport b. Driver's License c. UMID d. PhilHealth ID e. TIN ID f. Postal ID g. Voter's ID h. PRC ID i. Senior Citizen ID j. OFW ID k. Student ID		a. Department of Foreign Affairs office b. Land Transportation Office c. Social Security System d. Philippine Health Insurance Corporation e. Bureau of Internal Revenue f. Philippine Postal Corporation g. Commission of Election h. Professional Regulation Commission i. OSCA Head – Municipal Social Welfare & Development Office j. Overseas Workers Welfare Administration k. SUCs		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1.0 Signs in the client Logbook 1.1 Approaches concerned personnel if necessary	1.0 Provides client Logbook 1.1 Directs client to concerned personnel, if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
2.0 Presents letter request then undergoes brief interview about the information needed.	2.0 Asks clients for the request letter received by the Municipal Mayor's Office 2.1 Checks the data/information being requested, if available. If not, return letter request with notation	None	10 minutes	
3.0 Receives order of payment	3.0 Issues the Order of Payment and prepares requested/ needed document	none	30 minutes	
4.0 Pays required fees at the Municipal Treasurer's Office (MTO)	4.0 Accepts payment and issues Official Receipt	Please refer to the table below for the prescribed fee	5 minutes	MTO: RCC II
5.0 Returns to the MPDO, present official receipt and wait for the processing	5.0 Checks the official receipt, record and forward document for signing if necessary	None	5 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
6.0 Received the requested data	6.0 Releases requested document	None	5 minutes	
Total		Refer to the table below	1 Hour	

SCHEDULE OF FEES

Particulars	Prescribed Fee as per Municipal Ordinance No. 467 series of 2022
a. Certified True Copy of Documents	
• Document of five (5) pages or less	43.20
• Every additional page	4.40
b. Photo copy of Documents	3.00
c. E-copy and hard copy of documents and maps	
• Hard Copy of Documents:	
- Original print copy	5.00/page
• Hard copy of Maps:	
- Base Map and Locator Map	60.00
- Zoning and other Maps	
i. Short to Long	75.00
ii. A3	150.00
• E-copy of documents	1.00/page



- More than 60 pages	60.00
- 60 pages and below	
• E-copy of Maps	60.00
- Base and Locator Maps (Short to Long)	150.00
- Zoning Maps and other Maps	

7. Technical Review of the Annual Barangay Youth Investment Program (ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP)

Technical review of the Annual Barangay Youth Investment Program (ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP) is extended to all the Sangguniang Kabataan (SK) of the barangays in the municipality to ensure that the identified programs, projects and activities are in conformance with the guidelines in the formulation of said plans and utilization of SK funds.

Office or Division:	MUNICIPAL PLANNING & DEVELOPMENT OFFICE			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SK Officials, Treasurers and Secretaries of the 13 Barangays			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. One (1) set of SK Budget, Annual Barangay Youth Investment Program (AIP) and Comprehensive Barangay Youth Development Plan (CBYDP), indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee		Concerned SK Officials of the barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Municipal Finance Committee (MFC) Chairperson forwards the document indorsed by Sangguniang Bayan Committee on Appropriations to this Office	1.0 Receives the documents indorsed to the MFC	None	3 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
	1.1 Checks the completeness and propriety of the indorsed documents. 1.2 The MPDO conducts initial review of the Annual Barangay Youth Investment Program and Comprehensive Barangay Youth Development Plan as to guidelines ➤ If result of the technical review is favorable/compliant to guidelines, this office endorses to MFC chair for final technical review by the MFC	None	15 days	MPDO: Planning Officer III MPDC Project Development Officer I



	➤ If document is non-compliant, informs the concern BLGU thru text message			
2.0 Concern Barangay follow-up at the MPDO and discuss with the concern personnel the initial result of the technical review	2.0 Discuss with barangay client the result of the technical review	None	25 minutes	MPDO: Planning Officer III Project Development Officer I MPDC
3.0 Concern SK receives the document for amendment/ revision of the required documents integrating the observations/ comments of the office and finally submit the amended document to the MFC chairman for finalization of the technical review	3.0 Returns the documents for the revision/ amendment	None	2 minutes	Concerned SK Officials
	TOTAL	None	15 days and 30 minutes	

Technical Review of the Annual Barangay Youth Investment Program/(ABYIP) and Comprehensive Barangay Youth Development Plan (CBYDP) is covered by RA 10742, and Barangay Budget Operations Manual, 2018 edition issued by the Department of Budget and Management

8. Technical Review of the Barangay Annual/Supplemental Investment Program (A/SIP)

Technical review of the Barangay Annual/Supplemental Investment Program is provided to the BLGU to ensure that the identified programs, projects and activities are conforming to the guidelines for the utilization of different funds.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	BLGUs	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Annual Investment Program		
1. One (1) set of Barangay Budget and Annual Investment Program (AIP), with the complete attachments, indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee;		
a. DILG endorsed GAD Plan and Budget;		BLGU availing the services

b. Barangay Disaster Risk Reduction & Management Plan (BDRRMP); c. Indicative Annual Procurement Plan (APP); d. Barangay Nutrition Action Plan (BNAP); e. Barangay Devolution Transition Plan (DTP)				
B. Supplemental Investment Program 1. One (1) set of Supplemental Budget and Supplemental AIP with Indicative Supplemental Procurement Plan attachment, indorsed by the SB Committee on Appropriation for Technical Review by the Municipal Finance Committee.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 MFC Chairperson forwards the document indorsed by SB Committee on Appropriations	1.0 Receives the documents indorsed to the MFC, and forward to the concern personnel, if necessary	None	3 minutes	MPDO: MPDC, PO III, PO II, PDO I, Statistician I, AA II, AA VI
	1.1 Checks the completeness and propriety of the indorsed documents. 1.2 The MPDO conduct initial technical review of the Barangay Annual/ Supplemental Investment Program as to guidelines ➤ If result of the initial technical review is favorable/ compliant to guidelines, this office endorses to MFC Chairperson for final technical review by the MFC	None	15 days	MPDO: Planning Officer III Planning Officer II MPDC
	➤ If document is non-compliant, informs the concern BLGU thru text message			
2.0 Concern Barangay follow-up at the MPDO and discuss with the concern personnel the initial result of the technical review	2.0 Discuss with barangay client the result of the technical review	None	10 minutes	MPDO: Planning Officer III Planning Officer II MPDC
3.0 Concern Barangay receives the document for amendment/ revision of the required documents	3.0 Returns the documents for the revision/ amendment.	None	2 minutes	MPDO: Planning Officer III Planning Officer II MPDC



integrating the observations/ comments of the office and finally submit the amended document to the MFC chairman for finalization of the technical review				
	TOTAL	None	15 days 15 minutes	

Technical Review of the Barangay Annual/Supplemental Investment Program (AIP) is covered by RA 7160 and Barangay Budget Operations Manual, 2018 edition issued by the Department of Budget and Management



Municipal Engineering Office (MEO)

External Services

1. Issuance of Certification of Road Right-of-Way

Certifications are issued by the Municipal Engineer's Office to affirm the validity of information.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written letter request addressed to the Municipal Mayor/Municipal Engineer		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents for initial evaluation and verification.	1. Receive, record in the record management system for control number. 1.1. Forward request to the Municipal Engineer 1.2. Receive and check the instructions/notation of the Municipal Engineer and encode in the Records Management System. Forward documents to concerned personnel or assigned staff.	None	1 Hour	ADOF1 ADA3 Engineering Office
2. Join the Ocular Inspection	2. Schedule and Conduct Ocular Inspection / Validation	Certification Fee w/ inspection – PHP 650.00	2 Days	Engineer III Engineer II Engineer I Architect I Draftsman I Engineering Office
3. Secure Order of Payment	3. Issue Order of Payment	None	10 minutes	Engineer III Engineer II Engineer I Architect I Draftsman I ADOF1 ADA3 Engineering Office

3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment. **Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment and issued OR	None	13 Minutes	Revenue Collection Clerks Treasury Office
4. Return to the Engineering Office and present the OR.	4. Prepare the Certification.	None	30 Minutes	Engineer III Engineer II Engineer I Architect I Draftsman I ADOF1 Engineering Office
	4.1. Approve the Certification.			Municipal Engineer
5. Receive the requested document.	5. 1. Record the approved Certificate 5.2. Issue Certificate to client	None	5 Minutes	ADOF1 ADA3 Engineering Office
6. Fill up CSSR Form.	6. Administer CSSR Form to client	None	5 Minutes	ADOF1 ADA3 Engineering Office
TOTAL:		Certification Fee w/ inspection – PHP 650.00	2 Days 2 Hours, 3 Minutes	

2. Issuance of Certifications Under PD 1096

To provide clients of Certified Photo Copy of Permits and Certification under PD 1096. Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Municipal Engineer and is issued to affirm the validity of issued permits not in original form.

Certification is issued to affirm the validity of information.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G- Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written letter request addressed to the Municipal Mayor/Municipal Engineer		Requesting Party		
1.1. Authorization letter, if representative		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the records section, Engineering Office.	1. Receive and record document.	None	5 Minutes	ADOF1 ADA3 Engineering Office
	1.1. Checks and verifies the existence of the requested document/s		30	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3 Engineering Office
2. Secure the order of payment.	2. Issue Order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3 Engineering Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment. **Make sure to secure Official Receipt that will be issued upon payment.	3. Accept the payment based on the Order of Payment and issue OR	Certification Fee without inspection – PHP 150.00 Verification Fee - PHP 100.00	13 Minutes	Revenue Collection Clerks Treasury Office
4. Return to the Engineering Office and present OR for the processing of request.	4. Receive the OR and prepare the Certification	None	30 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1
	4.1. Approve the Certification	None		Municipal Engineer
5. Accept the requested document.	5.1 Record and issue the approved Certificate	None	5 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3 Engineering Office

6. Fill up CSSR Form.	6. Administer CSSR Form to client	None	5 Minutes	ADOF1 ADA3 Engineering Office
TOTAL:		Certification Fee without inspection – PHP 150.00 Verification Fee - PHP 100.00	1 Hour 33 Minutes	

3. Issuance of Certified Photocopy of Permits

- To provide clients of Certified Photo Copy of Permits and Certification under PD 1096. Certified copies of documents/records on file may be issued to requesting parties for legal purposes provided by a written request and approved by the Municipal Engineer and is issued to affirm the validity of issued permits not in original form.
- Certification is issued to affirm the validity of information.

Office or Division:	Office of the Municipal Engineer			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2B – Government to Business, G2G- Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written letter request addressed to the Municipal Mayor/Municipal Engineer		Requesting Party		
1.1. Authorization letter, if representative		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the records section, Engineering Office.	1. Receive and record document.	None	5 Minutes	ADOF1 ADA3 Engineering Office
	1.1 Checks and verifies the existence of the requested document/s	None	30 Minutes	Engineer II Engineer I Architect I ADOF1 ADA3
	1.2 If existing, secure the physical copy in the archive	None	2 Hours	Engineer II Engineer I Architect I ADOF1 ADA3
	1.3 Photo copy the required documents	None	5 Minutes	Engineer II Engineer I Architect I

	Note: No available Blue Print Copy			ADOF1 ADA3
2. Secure the order of payment.	2. Issue Order of Payment	None	5 Minutes	Engineer II Engineer I Architect I ADOF1 Engineering Office
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment. **Make sure to secure Official Receipt that will be issued upon payment.	3. Accept the payment based on the Order of Payment and issue OR	Verification Fee - PHP 100.00 Certified Copies under PD 1096 - PHP 100 .00	13 Minutes	Revenue Collection Clerks Treasury Office
4. Return to the Engineering Office and present OR for the processing of request.	4. Receive the OR and prepare the requested documents	None	30 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 Engineering Office
5. Accept the requested document.	5. Issue the Certified Photo Copy of Permits to clients	None	5 Minutes	Engineer III Engineer II Engineer I Architect I Draftsman I ADOF1 ADA3 Engineering Office
6. Fill up CSSR Form.	6. Administer CSSR Form to client	None	5 Minutes	ADOF1 ADA3 Engineering Office
TOTAL:		Certification Fee without inspection – PHP 150.00 Verification Fee - PHP 100.00 Certified Copies under PD 1096 - PHP 100 .00	3 Hours 38 Minutes	



3. A. Issuance of Building Permit

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

Coverage:

1. The construction/erection/addition/renovation/repair /legalization of any of the following Simple of Project Activity/Structures/Occupancy under Group J Section 701 Division of the NBCP:
 - i. Private garage not more than ninety (90) square meters;
 - ii. Carport;
 - iii. Sheds not less than six (6) square meters;
 - iv. Agriculture buildings;
 - v. Fences over 1.80 meters in height; and
 - vi. Tanks and towers.
2. Repairs which do not involve any alteration/changes from the building plans covered by a previously issued Building Permit, repair Permits other than those mentioned in Section 301.3 of the NBCP (exemption from Building and Repair Permit);
3. Demolition of a single residential structure not more than three hundred (300) square meters and Three storeys in height;
4. Signage's for advertising and business signs; and,
5. Stand-alone permit applications for Building Service Equipment and other support facilities including:
 - i. Mechanical;
 - ii. Sanitary;
 - iii. Electrical;
 - iv. Electronics; and
 - v. Accelerographs.

Office or Division:	Office of the Building Official/ Municipal Engineering Office	
Classification:	Complex	
Type of Transaction:	Government to Citizen/ Government to Business/ Government to Government (G2C/ G2B/ G2G)	
Who may avail:	Any person, firm or corporation, including any agency or instrumentality of the government, who wants to erect, construct, alter, repair, move, convert, demolish or add any building or structure or any portion thereof within the territorial jurisdiction of Tuba shall apply for a corresponding Building Permit. (Section 301, Paragraph 1 of the National Building Code of the Philippines).	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Certified True Copy of Title, in case the applicant is registered owner (3 copies) * <ol style="list-style-type: none"> i. In case the lot owner is awarded but not yet titled/public land being applied for: (3 copies) * <ul style="list-style-type: none"> • Certified true copy of Certificate of Allocation and/or award is still valid; or • Certification from CENRO, DENR that the applicant is authorized to enter occupy and introduce improvement over the lot, copy of the Provincial Permit issued by the DENR, and Certification from the Courts (RTC and MTCC) that there are no pending Cases on the lot. 	Registry of Deeds, La Trinidad, Benguet	

<p>ii. In case the applicant is not registered owner of the lot: (3 copies)*</p> <ol style="list-style-type: none"> Duly notarized copy of Contract of Lease, or Duly notarized copy of Deed of Sale, or Duly notarized copy of Contract of Sale, or Duly notarized of the authorization from the registered owner <p>iii. In case the lot owner is deceased: (3 copies)*</p> <ul style="list-style-type: none"> Photocopy of the death certificate (bring the original copy for verification) Affidavit of self – Adjudication (by sole heir of the deceased) Deed of Donation / Last Will and Testament (by the deceased) <p>iv. In case the lot is applied by a Corporation:</p> <ul style="list-style-type: none"> Corporate Secretary’s Certification Authorizing the Signatory to sign and apply for Building Permit <p>v. In case the lot is applied by a Corporation:</p> <ul style="list-style-type: none"> Corporate Secretary’s Certificate Authorizing the Signatory to sign and apply for Building Permit <p>Note: Provide any other requirements or documents deemed necessary in support to the issuance of the permit</p>	
<p>2. Special Power of Attorney / Notarized Authorization if the Owner is not the one attending the process of the documents (3 copies)</p>	<p>Applicant</p>
<p>3. Photo Copy of Tax Declaration (3 copies)*</p>	<p>Municipal Assessor’s Office</p>
<p>4. Photo Copy of the Real Property Tax Receipt of Certificate of Non-Delinquency for the current year (3 copies)*</p>	<p>Municipal Treasury Office</p>
<p>5. Clearances</p> <ol style="list-style-type: none"> Barangay Clearance (2 copies)* Zoning Compliance Certificate (2 copies)* DPWH Clearance (if along National Roads & National Highway) (3 copies)* DENR Environmental Clearance Certificate (ECC) (if the site is in the protected areas) (3 copies)* DOLE Construction Safety & Health Program (2 copies)* 	<p>Barangay Hall (where the proposed project site is located)</p> <p>Municipal Planning & Development Office</p> <p>DPWH 1ST District, Wangal La Trinidad</p> <p>DENR Compound, Gibraltar, Baguio City</p> <p>DOLE Office, Cabinet Hill, Baguio City</p>
<p>6. Duly accomplished Unified Application Form, Ancillary Permits (e.g. Sanitary/ Plumbing, Electrical Permit (include design for short circuit) & Mechanical Permit) and Accessory Permits (5 Copies)</p>	<p>Municipal Engineering’s Office – Accomplished by Technical personnel / Designing professionals hired by the Applicant</p>

<p>7. Building plans duly signed and sealed by the Civil Engineer/ Architect; Sanitary Engineer/ Master Plumber for Sanitary & Plumbing Plans and Electrical Engineer/ Master Electrician for Electrical Plans, Mechanical Engineer for Mechanical Plans and Structural Engineer for Structural Plans. (5 copies)*</p> <p>NOTE: Project Owner must sign all the plans pages. For all subdivisions, plans must first be approved by the Home Owner's Association and/or the Developer.</p>	<p>Technical personnel / Designing professionals hired by the Owner/ Applicant</p>
<p>8. Structural Design Computation for Building with a floor area of 20 sq.m. or more and Seismic Analysis for building of two storeys or over. (2 copies)*</p>	<p>Private Structural Engineer</p>
<p>9. Soil Analysis for residential and commercial buildings of three (3) storeys and over and all buildings 4 storeys and above. (2 copies)*</p>	<p>Private Geotechnical Engineer</p>
<p>10. Building Specifications duly signed and sealed by Engineer/ Architect (3 copies)*</p>	<p>Private Licensed Civil Engineer/ Architect</p>
<p>11. Notarized Cost Estimates duly signed and sealed by Engineer/ Architect (4 copies)*</p>	<p>Private Licensed Civil Engineer/ Architect</p>
<p>12. Photocopy of updated Professional Tax Receipt and Professional Regulations Commission Identification of all signatory Engineers/ Architect to the Application Forms and Plans. (3 copies)*</p>	<p>Private Licensed Civil Engineer/ Architect</p>
<p>13. Construction Board / Tarpaulin</p>	<p>Applicant</p>
<p>14. Clearance from Lot Owner. (Cavalier's Home Subdivision, Goldrich Homes, Realeza Ridge Country Homes, The Pinewoods – Sta. Lucia Land Inc.)</p> <p>Note: In case the proposed building is to be constructed in a subdivision</p>	<p>Subdivision Developer</p>
<p>15. Affidavit of Undertaking for the submission of National Government Agency or local requirements (e.g.: DPWH Clearances)</p> <p>Note: The applicant shall submit an Affidavit of Undertaking for the submission of post requirements after 30 days</p>	<p>Applicant</p>

Note: *with the Original Copy, provide the above- mentioned number of photocopies of each requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit application form and documentary requirements</p>	<p>1. Receive application documents and check compliance to requirements. If the application documents is not compliant, return application documents to the applicant</p>	<p>None</p>	<p>1 hour</p>	<p>Engineer III Engineer II Engineer I Architect I Electrical Engineer ADOF1 ADA3</p>

	1.1 If compliant, necessary documents will be endorsed to the Zoning Office and BFP – Tuba.	None	1 Day	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
2. Join the site inspection	2.1 Schedule and Conduct site inspection	None	2 Days	Engineer III Engineer II Engineer I Architect I
	2.2 Evaluate the submitted building plans & specifications and assess the charges & fees.	None	2 Days	Engineer III Engineer II Engineer I Architect I Engineering Office
2. Secure Order of Payment	3. Prepare Order of payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay Required Fees	2. Accept the payment based on the Order of Payment	a. Inspection Fee - Php 500.0 & Processing Fee – Php 500.0 b. Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, & 9	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR at the Engineering Office and claim Copy of Approved Building Permit and other permit/documents	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I
	4.1 Approve the prepared permits	None	30 Minutes	Acting Building Official
	4.2 Record and issue the Approved Permit		10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF I ADA III
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF 1 ADA 3
TOTAL:		Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, &	5 Days, 2 hours, 33 minutes	



	9 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0		
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4. B. Issuance of Building Permit

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

Coverage: The construction/erection/addition/renovation/repair /legalization of any of the following Highly Technical Type of Project Activity/Structures/Occupancy:

1. Commercial buildings exceeding 9 Storeys;
2. Market buildings exceeding 9 storeys;
3. All applications belonging to Group D of the NBCP:
 - i. Mental hospitals, Sanitaria and Mental Asylums and those belonging to Division D-1 of the NBCP;
 - ii. Public and private hospitals (Division D-2 of the NBCP);
 - iii. Nursing homes for ambulatory patients, school and home, for children over kindergarten age, orphanages and those belonging to Division D-3 of the NBCP;
4. Those belonging to Group H and I of the NBCP:
 - i. Recreational or similar public assembly buildings, such as stadia, sports complex, convention centers, etc.
 - ii. Structures that have a non-regular form, as classified in the Structural Reference Standards; and
 - iii. Those buildings /structures whose use has very advanced structural calculation method in design, as classifies in the Structural Reference Standards.
5. All others types of occupancy of more than 9 storeys.
6. All other building/s or structure/s with occupancy and use as for Disaster Response as defined by the National Disaster Risk Reduction and Management Council (NDRRMC).
7. Special Structures such as but not limited to Aerodrome Facilities, Fixed Gateway Transit and Passenger Rail Systems, Historical Building and Structures, and Historic Centers/Heritage Zones, Wind Turbine Energy Generating Facilities, Immobilized vehicle and Vessels, Motion Picture and Television Production, Studio Soundstages and approved production facilities, Off-shore Energy Facilities, Piers and water-surrounded facilities, Solar Photovoltaic (PV) System, towers and Underground structures and windowless buildings.

Office or Division:	Office of the Building Official/ Municipal Engineering Office
Classification:	Highly Technical
Type of Transaction:	Government to Citizen/ Government to Business/ Government to Government (G2C/ G2B/ G2G)
Who may avail:	Any person, firm or corporation, including any agency or instrumentality of the government, who wants to erect, construct, alter, repair, move, convert, demolish or add any building or structure or any portion thereof within the territorial jurisdiction of Tuba shall apply for a corresponding Building Permit. (Section 301, Paragraph 1 of the National Building Code of the Philippines).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	

<p>1. Certified True Copy of Title, in case the applicant is registered owner (3 copies) *</p> <p>i. In case the lot owner is awarded but not yet titled/public land being applied for: (3 copies) *</p> <ul style="list-style-type: none"> • Certified true copy of Certificate of Allocation and/or award is still valid; or • Certification from CENRO, DENR that the applicant is authorized to enter occupy and introduce improvement over the lot, copy of the Provincial Permit issued by the DENR, and Certification from the Courts (RTC and MTCC) that there are no pending Cases on the lot. <p>ii. In case the applicant is not registered owner of the lot: (3 copies)*</p> <p>a. Duly notarized copy of Contract of Lease, or</p> <p>b. Duly notarized copy of Deed of Sale, or</p> <p>c. Duly notarized copy of Contract of Sale, or</p> <p>d. Duly notarized of the authorization from the registered owner</p> <p>iii. In case the lot owner is deceased: (3 copies)*</p> <ul style="list-style-type: none"> • Photocopy of the death certificate (bring the original copy for verification) • Affidavit of self – Adjudication (by sole heir of the deceased) • Deed of Donation / Last Will and Testament (by the deceased) <p>iv. In case the lot is applied by a Corporation:</p> <ul style="list-style-type: none"> • Corporate Secretary’s Certification Authorizing the Signatory to sign and apply for Building Permit <p>Note: Provide any other requirements or documents deemed necessary in support to the issuance of the permit</p>	<p>Registry of Deeds, La Trinidad, Benguet</p>
<p>2. Special Power of Attorney / Notarized Authorization if the Owner is not the one attending the process of the documents (3 copies)*</p>	<p>Applicant</p>
<p>3. Photo Copy of Tax Declaration (3 copies)*</p>	<p>Municipal Assessor’s Office</p>
<p>4. Photo Copy of the Real Property Tax Receipt of Certificate of Non-Delinquency for the current year (3 copies)*</p>	<p>Municipal Treasury Office</p>
<p>5. Clearances</p> <p>a. Barangay Clearance (2 copies)*</p> <p>b. Zoning Compliance Certificate (2 copies)*</p> <p>c. DPWH Clearance (if along National Roads & National Highway) (3 copies)*</p> <p>d. DENR Environmental Clearance Certificate (ECC) (if the site is in the protected areas) (3 copies)*</p> <p>e. DOLE Construction Safety & Health Program (2 copies)*</p>	<p>Barangay Hall (where the proposed project site is located)</p> <p>Municipal Planning & Development Office</p> <p>DPWH 1ST District, Wangal La Trinidad</p> <p>DENR Compound, Gibraltar, Baguio City</p> <p>DOLE Office, Cabinet Hill, Baguio City</p>

6. Duly accomplished Unified Application Form, Ancillary Permits (e.g. Sanitary/ Plumbing, Electrical Permit (include design for short circuit) & Mechanical Permit) and Accessory Permits (5 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Applicant
7. Building plans duly signed and sealed by the Civil Engineer/ Architect; Sanitary Engineer/ Master Plumber for Sanitary & Plumbing Plans and Electrical Engineer/ Master Electrician for Electrical Plans, Mechanical Engineer for Mechanical Plans and Structural Engineer for Structural Plans. (5 copies)* NOTE: Project Owner must sign all the plans pages. For all subdivisions, plans must first be approved by the Home Owner's Association and/or the Developer.	Technical personnel / Designing professionals hired by the Owner/ Applicant
8. Structural Design Computation for Building with a floor area of 20 sq. or more and Seismic Analysis for building of two storeys or over. (2 copies)*	Private Structural Engineer
9. Soil Analysis for residential and commercial buildings of three (3) storeys and over and all buildings 4 storeys and above. (2 copies)*	Private Geotechnical Engineer
10. Building Specifications duly signed and sealed by Engineer/ Architect (2 copies)*	Private Licensed Civil Engineer/ Architect
11. Notarized Cost Estimates duly signed and sealed by Engineer/ Architect (4 copies)*	Private Licensed Civil Engineer/ Architect
12. Photocopy of updated Professional Tax Receipt and Professional Regulations Commission Identification of all signatory Engineers/ Architect to the Application Forms and Plans. (3 copies)*	Private Licensed Civil Engineer/ Architect
13. Construction Board (see attached Tarpaulin Sample & Size, Image No.1)	Applicant
14. Clearance from Lot Owner. (Cavalier's Home Subdivision, Goldrich Homes, Realeza Ridge Country Homes, The Pinewoods – Sta. Lucia Land Inc. Note: In case the proposed building is to be constructed in a subdivision	Subdivision Developer
15. Affidavit of Undertaking for the submission of National Government Agency or local requirements (e.g.: DPWH Clearances) Note: The applicant shall submit an Affidavit of Undertaking for the submission of post requirements after 30 days	Applicant

Note: *with the Original Copy, provide the above- mentioned number of photocopies of each requirements

	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements. If the application documents is not compliant, return	None	1 Hour	Engineer III Engineer II Engineer I Architect I Electrical Engineer ADOF1 ADA3

	application documents to the applicant			
	1.2 If compliant, prepare endorsement to the BFP (1 set of plans, specifications, PTR-PRC and bill of materials) and Zoning Office	None	1 Day	Engineer III Engineer II Engineer I Architect I Electrical Engineer ADOF1 ADA3
	1.3 Schedule and Conduct site inspection	None	2 Days	Engineer III Engineer II Engineer I Architect I
	1.4 Evaluate the submitted building plans & specifications and assess the charges & fees	None	15 Days	Engineer III Engineer II Engineer I Electrical Engineer I Architect I
2. Secure Order of Payment	2. Prepare Order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay Required Fees	3. Accept the payment based on the Order of Payment	a. Inspection Fee - Php 500.0 & Processing Fee – Php 500.0 b. Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, & 9	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR at the Engineering Office and claim Copy of Approved Building Permit and other permit/documents	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I
	4.1 Approve the Prepared Permits	None	30 Minutes	Acting Building Official
	4.2 Record and issue the Approved Permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF I ADA III
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF I ADA III

TOTAL:	Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, & 9 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	18 Days, 2 Hours, 33 Minutes	
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4. C Issuance of Building Permit for Passive Telecommunications Tower Infrastructure (PTTIs)

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

Office or Division:	Office of the Building Official/ Municipal Engineering Office
Classification:	Complex
Type of Transaction:	Government to Citizen/ Government to Business/ Government to Government (G2C/ G2B/ G2G)
Who may avail:	Any person, firm or corporation, including any agency or instrumentality of the government, who wants to erect, construct, alter, repair, move, convert, demolish or add any building or structure or any portion thereof within the territorial jurisdiction of Tuba shall apply for a corresponding Building Permit. (Section 301, Paragraph 1 of the National Building Code of the Philippines).

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certified True Copy of Title, in case the applicant is registered owner (3 copies) * <ul style="list-style-type: none"> i. In case the lot owner is awarded but not yet titled/public land being applied for: (3 copies) <ul style="list-style-type: none"> a. Certified true copy of Certificate of Allocation and/or award is still valid; or b. Certification from CENRO, DENR that the applicant is authorized to enter occupy and introduce improvement over the lot, copy of the Provincial Permit issued by the DENR, and Certification from the Courts (RTC and MTCC) that there are no pending Cases on the lot. ii. In case the applicant is not registered owner of the lot: (3 copies)* 	Registry of Deeds, La Trinidad, Benguet

<ul style="list-style-type: none"> a. Duly notarized copy of Contract of Lease, or b. Duly notarized copy of Deed of Sale, or c. Duly notarized copy of Contract of Sale, or d. Duly notarized of the authorization from the registered owner <p>iii. In case the lot owner is deceased: (3 copies)*</p> <ul style="list-style-type: none"> • Photocopy of the death certificate (bring the original copy for verification) • Affidavit of self – Adjudication (by sole heir of the deceased) • Deed of Donation / Last Will and Testament (by the deceased) <p>iv. In case the lot is applied by a Corporation:</p> <ul style="list-style-type: none"> • Corporate Secretary’s Certification Authorizing the Signatory to sign and apply for Building Permit <p>Note: Provide any other requirements or documents deemed necessary in support to the issuance of the permit</p>	
<p>2. If the PTTI will be built directly on the ground</p> <ul style="list-style-type: none"> • Plans and Designs, General Conditions and Specifications, and other documents prepared, signed and sealed by its corresponding duly registered and licensed professionals; • Copies of valid Professional Regulation Commission Identification Card and Professional Tax Receipts of all involved professionals; • Project’s Detailed and Total Estimated Cost of the PTTI to be erected and declared and signed by the applicant; and • Construction Logbook 	<p>Applicant</p>

<p>3. If the PTTI is to be installed on existing buildings, walls, rooftops, or other edifices:</p> <ul style="list-style-type: none"> • Plans and Designs, General Conditions and Specifications, and other documents prepared, signed and sealed by its corresponding duly registered and licensed professionals; • Copies of valid Professional Regulation Commission Identification Card and Professional Tax Receipts of all involved professionals; • Project's Detailed and Total Estimated Cost of the PTTI to be erected and declared and signed by the applicant; • Construction Logbook; • Joint Certification executed by the building owner and the Civil/ Structure Engineer who Conducted a comprehensive evaluation and testing of the structural stability of the building on which the tower will be built. 	<p>Applicant</p>
<p>4. Height Clearance Permit for PTTIs that are fifty (50) meters or higher above the elevation of the ground and within the specified CAAP Critical Areas - Validated Affidavit of Undertaking (AOU) certified by a Geodetic Engineer, when the proposed PTTI structure is outside the CAAP Critical Areas and below fifty (50) meters in height above the elevation of the ground</p>	<p>Civil Aviation Authority of the Philippines (CAAP)</p>
<p>5. Homeowner's Association's Consent or Certification in case where the proposed PTTI is to be constructed within a residential community.</p>	<p>Duly Registered Homeowner's Association</p>
<p>6. Clearances</p>	
<p>a. DOLE Construction Safety & Health Program (2 copies)*</p>	<p>DOLE Office, Cabinet Hill, Baguio City</p>
<p>b. Zoning Compliance Certificate (2 copies)*</p>	<p>Municipal Planning & Development Office</p>
<p>c. DPWH Clearance (if along National Roads & National Highway) (3 copies) *</p>	<p>DPWH 1ST District, Wangal La Trinidad</p>
<p>7. Structural Design Computation for Building with a floor area of 20 sq.m. or more and Seismic Analysis for building of two storeys or over. (2 copies)</p>	<p>Private Structural Engineer</p>
<p>8. Soil Analysis for residential and commercial buildings of three (3) storeys and over and all buildings 4 storeys and above. (2 copies)</p>	<p>Private Geotechnical Engineer</p>
<p>9. Duly accomplished Unified Application Form, Ancillary Permits (e.g. Sanitary/ Plumbing, Electrical Permit (include design for short circuit) & Mechanical Permit) and Accessory Permits (5 Copies)</p>	<p>Private Licensed Civil Engineer/ Architect</p>
<p>10. Construction Board / Tarpaulin</p>	<p>Applicant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form and documentary requirements	1. Receive application documents and check compliance to requirements. If the application documents is not compliant, return application documents to the applicant	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
	1.1 If compliant, prepare endorsement to the BFP (1 set of plans, specifications and bill of materials)	None	1 Day	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
	1.2 Schedule and Conduct site inspection	None	2 Days	Engineer III Engineer II Engineer I Architect I
	1.3 Evaluate the submitted building plans & specifications and assess the charges & fees	None	2 Days	Engineer III Engineer II Engineer I Electrical Engineer Architect I
2. Secure Order of Payment	2. Prepare Order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay Required Fees	3. Accept the payment based on the Order of Payment	a. Inspection Fee - Php 500.0 & Processing Fee – Php 500.0 b. Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, & 9	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR at the Engineering Office and claim Copy of Approved Building Permit and other permit/documents	4. Receive the OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I
	4.1 Approve the prepared Permit	None	30 Minutes	Acting Building Official
	4.2 Record and issue the Approved Permit	None	10 Minutes	Engineer III Engineer II

				Engineer I Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 1, 2, 3, 4, 5, 6,8, & 9 + Inspection Fee - Php 500.0 & Processing Fee - Php 500.0	5 Days, 2 Hours, 33 Minutes	

5. A. Issuance of Certificate of Occupancy

The issuance of the Certificate of Occupancy is for all individuals who has already a building permit and had completed/finished their construction of their buildings.

Coverage: as defined in 4. B. Issuance of Building Permit

Office or Division:	Office of the Municipal Engineer
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business / G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly notarized Certificate of Completion, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/ Authorized Managing Officer (3 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
2. Fire Safety Inspection Clearance (FSIC)	Bureau of Fire Protection - Tuba
3. In cases when there are changes in the building covered by the issued Building Permit, As – Built Plans are required to be submitted, reflecting all the changes/modifications/alterations/amendments made as an additional	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
4. Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and Professional Regulation Commission ID) (3 Copies)	Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant

5. Picture of the completed structure showing front, sides and rear areas		Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements. *If the application documents is not compliant, return application documents to the applicant	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office
	1.1 Assess the fees and charges and endorse to the BFP personnel	None	3 Days	Engineer III Engineer II Engineer I Architect I
	1.2 Conduct joint site inspection with the BFP personnel	None	2 Days	Engineer III Engineer II Engineer I Architect I Electrical Engr.
2. Secure Order of Payment	2. Prepare order of payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay Required Fees	3. Accept the payment based on the Order of Payment	a. Fees to be computed based on table below, Item No. 10 b. Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I
	4.1 Approve permits	None	30 Minutes	Acting Building Official
	4.2 Record and issue the approved permit	None	10 Minutes	Engineer III Engineer II Engineer I

				Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 10 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	5 Days, 2 Hours, 33 Minutes	

5. B Issuance of Certificate of Occupancy

The issuance of the Certificate of Occupancy is for all individuals who has already a building permit and had completed/finished their construction of their buildings.

Coverage: as defined in 4. C. Issuance of Building Permit

Office or Division:	Office of the Municipal Engineer
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business / G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly notarized Certificate of Completion, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/ Authorized Managing Officer (3 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
Fire Safety Evaluation Clearance (FSIC)	Bureau of Fire Protection - Tuba
In cases when there are changes in the building covered by the issued Building Permit, As – Built Plans are required to be submitted, reflecting all the changes/ modifications/alterations/amendments made as an additional	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and Professional Regulation Commission ID) (3 Copies)	Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
Pictures of the completed structure showing front, sides and rear areas	Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements. If the application documents is not compliant, return application documents to the applicant	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office
	1.1 Assess the fees and charges and endorse to the BFP personnel	None	16 Days	Engineer III Engineer II Engineer I Architect I
	1.2 Conduct joint site inspection with the BFP personnel	None	2 Days	Engineer III Engineer II Engineer I Architect I Electrical Engr.
2. Secure Order of Payment	2. Prepare order of payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay the Required Fees	2. Accept the payment based on the Order of Payment	a. Fees to be computed based on table below, Item No. 10 Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I
	4.1 Approve permit	None	30 Minutes	Acting Building Official
	4.2 Record and issue the approved permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3

6. Fill up CSSR Form	6. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 10 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	18 Days, 2 Hours, 33 Minutes	

6. Issuance of Certificate of Electrical Inspection for Electrification of Old Houses and Permit for Temporary Service Connection

A Certificate issued by the Building Official to the owner/applicant as requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings.

Office or Division:	Office of the Municipal Engineer	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen / G2B – Government to Business / G2G – Government to Government	
Who may avail:	All	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. CFEI Completion Form (2 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
	2. Application Form for Electrical Permit (2 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
	3. Site Plan*	Private Professional Electrical Engineer
	4. Electrical Plans*	Private Professional Electrical Engineer
	5. Barangay Clearance*	Barangay Hall having territorial jurisdiction
	6. Old Houses/ BENECO Certification from the Barangay Captain*	Barangay Hall having territorial jurisdiction
	7. Tax declaration of Lot Owner / Title of Lot*	Municipal Assessor's Office
	8. Affidavit of consent from the lot owner (if the applicant is not the lot owner) *	Owner / Applicant to secure from the lot owner
	9. Photo Copy of Professional Regulations Commission PRC*	Owner / Applicant
Note: *with the Original Copy, provide a photocopy of each requirements		

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements	None	1 Hour	Electrical Engineer I Engineering Office
	1.1 Conduct site inspection and assess the charges and fees	None	2 Days	Electrical Engineer I Engineering Office
2. Secure Order of Payment	2. Prepare Order of Payment	None	5 Minutes	Electrical Engineer I Engineering Office
3. Pay Required Fees	3. Accept the payment based on the Order of Payment	Fees to be computed based on table below, Item No. 6 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Electrical Engineer I Engineering Office
	4.1 Approve permit	None	30 Minutes	Acting Building Official
	4.2 Record and Issue Approved Permit	None	10 Minutes	Electrical Engineer I Engineering Office
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 6 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	2 Days, 2 Hours, 33 Minutes	

7. Issuance of Electronics Permit

Electronics Permits is secured prior to the installation of electronic equipment or the legalization of installation, operation and usage of such equipment.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form for Electronics Permit (4 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
2. Letter of request addressed to Mayor*	Owner/ Applicant
3. Clearance from DPWH*	DPWH – Benguet 1 st District Engineering Office, La Trinidad, Benguet
4. Site Location*	Private Licensed Electronics Engineer
5. Electronics Plan*	Private Licensed Electronics Engineer

Note: Note: *with the Original Copy, provide a photocopy of each requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office
	1.1 Conduct site inspection and assess the charges and fees	None	2 Days	Engineer III Engineer II Engineer I Architect I Electrical Engineer I Architect I Engineering Office
2. Secure order of Payment	2. Prepare order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay the Required Fees	3. Accept the payment based on the Order of Payment	Fees to be computed based on table below, Item No. 7 + Inspection Fee - Php 500.0 & Processing	13 Minutes	Revenue Collection Clerks Treasury Office

		Fee – Php 500.0		
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I Engineering Office
	4.1 Approve permit	None	30 Minutes	Acting Building Official
	4.2 Record and Issue Approved Permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 7 + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	2 Days, 2 Hours, 33 Minutes	

8. Issuance of Ground Preparation and Excavation Permit

Excavation Permits is secured prior to the excavation for utility purposes

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form for Issuance of Ground Preparation and Excavation Permit (4 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
2. Brgy. Certification/ Clearance*	Barangay Hall having territorial jurisdiction
3. Deed of Sale/ Contract of Lease*	Applicant
4. Title*	Registry of Deeds Benguet, La Trinidad, Benguet
5. Tax Declaration*	Municipal Assessor's Office

6. Tax Receipt*	Municipal Treasury Office
7. Lot Plan*	Municipal Assessor's Office
8. Proposed excavation/development plan & specs*	Private Licensed Civil Engineer/ Architect
9. Zoning Certificate*	Municipal Planning & Development Office
10. Environmental Clearance Certificate (ECC)*	EMB – CAR, DENR Compound, Gibraltar, Baguio City

Note: Note: *with the Original Copy, provide a photocopy of each requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office
	1.1 Conduct site inspection and assess the charges and fees	None	2 Days	Engineer III Engineer II Engineer I Architect I Engineering Office
2. Secure order of Payment	2. Prepare order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
2. Payment of Fees and Charges	2. Accept the payment based on the Order of Payment	Fees to be computed based on table below, Item No. 9.b. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I Engineering Office
	4.1 Approve permit	None	30 Minutes	Acting Building Official

	4.2 Record and Issue Approved Permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 9.b. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	2 Days, 2 Hours, 33 Minutes	

9. Issuance of Fencing Permit

The issuance fencing permit is applicable to all individuals who wants to fence their properties.

Office or Division:	Office of the Municipal Engineer	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form for Fencing Permit (4 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant	
2. Brgy Certification/ Clearance*	Barangay Hall having territorial jurisdiction	
3. Deed of Sale/ Contract of Lease*	Applicant	
4. Title*	Registry of Deeds Benguet, La Trinidad, Benguet	
5. Tax Declaration*	Municipal Assessor's Office	
6. Tax Receipt *	Municipal Treasury Office	
7. Lot Plan*	Municipal Assessor's Office	
8. Plotting*	Municipal Assessor's Office	
9. Non-tax Delinquency*	Municipal Treasury Office	
10. Technical Specifications*	Private Licensed Civil Engineer/ Architect	
11. Fence Layout Plan*	Private Licensed Civil Engineer/ Architect	
12. Cost Estimate of fence Construction*	Private Licensed Civil Engineer/ Architect	

Note: Note: *with the Original Copy, provide a photocopy of each requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office
	1.1 Conduct site inspection and assess the charges and fees	None	2 Days	Engineer III Engineer II Engineer I Architect I Engineering Office
2. Secure Order of Payment	2. Prepare Order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Payment of Fees and Charges	3. Accept the payment based on the Order of Payment	Fees to be computed based on table below, Item No. 9.c. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I Engineering Office
	4.1 Approve permit	None	30 Minutes	Acting Building Official
	4.2 Record and Issue Approved Permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3

TOTAL:	Fees to be computed based on table below, Item No. 9.c. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	2 Days, 2 Hours, 33 Minutes	
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10. Issuance of Sign Permit

The sign permit is issued to all individuals/companies who wants to put up billboards, sign boards and streamers (advertisements and other promotional materials) posted within the jurisdiction of Tuba.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen/ G2B – Government to Business/ G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application Form for Sign Permit (4 Copies)	Municipal Engineering's Office – Accomplished by Technical personnel / Designing professionals hired by the Owner/ Applicant
2. Structural Analysis & Design (for Billboard Structures) *	Private Structural Engineer
3. Cost Estimate/ Bill of Materials*	Private Licensed Civil Engineer/ Architect
4. Plans*	Registry of Deeds Benguet, La Trinidad, Benguet
5. Lot Title / Tax Declaration of Property*	Registry of Deeds Benguet, La Trinidad, Benguet / Municipal Assessor's Office
6. Memorandum of Agreement or Contract of Lease *	Owner/ Applicant

Note: *with the Original Copy, provide a photocopy of each requirements

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form and documentary requirements	1. Receive application documents and check compliance to requirements	None	1 Hour	Engineer III Engineer II Engineer I Architect I ADOF I ADA III Engineering Office

	1.1 Conduct site inspection and assess the charges and fees	None	2 Days	Engineer III Engineer II Engineer I Architect I Engineering Office
2. Secure Order of Payment	2. Prepare Order of Payment	None	5 Minutes	Engineer III Engineer II Engineer I Architect I
3. Pay the Required Fees	2. Accept the payment based on the Order of Payment	Fees to be computed based on table below, Item No. 9.h. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	13 Minutes	Revenue Collection Clerks Treasury Office
4. Submit OR and Claim the Approved Certificate of Occupancy and other documents/permits	4. Receive OR and prepare the permit for approval	None	30 Minutes	Engineer III Engineer II Engineer I Architect I Engineering Office
	4.1 Approve permit	None	30 Minutes	Acting Building Official
	4.2 Record and Issue Approved Permit	None	10 Minutes	Engineer III Engineer II Engineer I Architect I ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		Fees to be computed based on table below, Item No. 9.h. + Inspection Fee - Php 500.0 & Processing Fee – Php 500.0	2 Days, 2 Hours, 33 Minutes	

Building Permit Fees

I. New Schedule of Fees and other charges

1. Bases of Assessment
 - a. Character of occupancy or use of building/structure
 - b. Cost of construction
 - c. Floor Area
 - d. Height

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

Table II.G.I. On Fixed Cost of Construction per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	₱ 10,000.00	₱ 8,000.00	₱ 6,000.00

3. Construction/ addition/renovation/alteration of building/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

AREA IN SQ. METERS		FEE (₱) PER SQ.M.
i.	Original complete construction up to 20.00 sq. meters	2.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	2.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters	3.40
iv.	Above 50.00 sq. meters to 100.00 sq. meters	4.80
v.	Above 100.00 sq. meters to 150.00 sq. meters	6.00
vi.	Above 150.00 sq. meters	7.20

Sample Computation for Building Fee for 75.00 sq.m. floor area:

Floor Area = 75.00

sq.m. Therefore,

area bracket is

3.a.iv Fee = ₱

4.80/sq.m.

Building Fee = 75.00 x 4.80 = ₱ 360.00

b. Division A-2

AREA IN SQ. METERS		FEE (₱) PER SQ.M.
i.	Original complete construction up to 20.00 sq. meters	3.00
ii.	Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction	3.40
iii.	Above 20.00 sq. meters to 50.00 sq. meters	5.20
iv.	Above 50.00 sq. meters to 100.00 sq. meters	6.60



v.	Above 100.00 sq. meters to 150.00 sq. meters	8.00
vi.	Above 150.00 sq. meters	8.40

Sample Computation for Building Fee for 75.00 sq.m. floor area:

Floor Area = 75.00
sq.m. Therefore,
area bracket is
3.a.iv Fee = ₱
4.80/sq.m.
Building Fee = 75.00 x 4.80 = ₱ 360.00

c. Division B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

AREA IN SQ. METERS		FEE (₱) PER SQ.M.
i.	Up to 500	23.00
ii.	Above 500 to 600	22.00
iii.	Above 600 to 700	20.50
iv.	Above 700 to 800	19.50
v.	Above 800 to 900	18.00
vi.	Above 900 to 1,000	17.00
vii.	Above 1,000 to 1,500	16.00
viii.	Above 1,500 to 2,000	15.00
ix.	Above 2,000 to 3,000	14.00
x.	Above 3,000	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example.

Sample Computation for Building Fee for a building having a floor area of 32,000.00 sq.m. :

First 500 sq.m. @ 23.00.....	₱ 11,500.00
Next 100 sq.m. @ 22.00.....	2,200.00
Next 100 sq.m. @ 20.50.....	2,050.00
Next 100 sq.m. @ 19.50.....	1,950.00
Next 100 sq.m. @ 18.00.....	1,800.00
Next 100 sq.m. @ 17.00.....	1,700.00
Next 500 sq.m. @ 16.00.....	8,000.00
Next 500 sq.m. @ 15.00.....	7,500.00
Next 1,000 sq.m. @ 14.00.....	14,000.00
Last 200 sq.m. @ 12.00.....	<u>2,400.00</u>

Total Building Fee ₱

53,100.00 d. Division C-2/D-1, 2, 3

AREA IN SQ. METERS	FEE (₱) PER SQ.M.
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i.	Up to 500	12.00
ii.	Above 500 to 600	11.00
iii.	Above 600 to 700	10.20
iv.	Above 700 to 800	9.60
v.	Above 800 to 900	9.00
vi.	Above 900 to 1,000	8.40
vii.	Above 1,000 to 1,500	7.20
viii.	Above 1,500 to 2,000	6.60
ix.	Above 2,000 to 3,000	6.00
x.	Above 3,000	5.00

NOTE: Computation of the building fee for item 3.d. follows the example of Section 3.c. of this Schedule.

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

4. Electrical Fees

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

a. Total Connected Load (kVA)

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

NOTE: Total Connected Load as shown in the load schedule.

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

kVA		FEE
i.	5 kVA or less	₱ 40.00
ii.	Over 5 kVA to 50 kVA	₱ 40.00 + ₱ 4.00/ kVA
iii.	Over 50 kVA to 300 kVA	₱ 220.00 + ₱ 2.00/ kVA
iv.	Over 300 kVA to 1,500 kVA	₱ 720.00 + ₱ 1.00/ kVA
v.	Over 1,500 kVA to 6,000 kVA	₱ 1,920.00 + ₱ 0.50/ kVA
vi.	Over 6,000 kVA	₱ 4,170.00 + ₱ 0.25/ kVA

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

c. Pole/Attachment Location Plan Permit

FEE	

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

This applies to designs/installations within the premises.

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

USE OR CHARACTER OF OCCUPANCY	ELECTRIC METER	WIRING PERMIT ISSUANCE
Residential	₱ 15.00	₱ 15.00
Commercial/Industrial	₱ 60.00	₱ 36.00
Institutional	₱ 30.00	₱ 12.00

- e. Formula for Computation of Fees

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

- f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5. Mechanical Fees

- a. Refrigeration, Air Conditioning and Mechanical Ventilation:

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

FOR EVALUATION PURPOSES:

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

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

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

0.97 kW per ton, for compressors above 50 tons capacity. For Ice making (refer to 5.a.ii.):

3.50 kW per ton, for compressors up to 50 tons capacity.

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

3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

0.90 kW per ton, for compressors 1.2 to 5 tons capacity.

0.80 kW per ton, for above 5 up to 50 tons capacity. 0.70 kW per ton, for compressors above 50 tons capacity.

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

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

c. Elevators, per unit:

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

d. Boilers, per kW:

i.	Up to 7.5 kW	₱ 500.00
ii.	Above 7.5 kW to 22 kW	₱ 700.00
iii.	Above 22 kW to 37 kW	₱ 900.00
iv.	Above 37 kW to 52 kW	₱ 1,200.00
v.	Above 52 kW to 67 kW	₱ 1,400.00
vi.	Above 67 kW to 74 kW	₱ 1,600.00
vii.	Every kW or fraction thereof above 74 kW	₱ 5.00

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

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

(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

e. Pressurized water heaters, per unit ₱ 200.00

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

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

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

i.	Every kW up to 50 kW	₱ 25.00
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ii.	Above 50 kW up to 100 kW	₱ 20.00
iii.	Every kW above 100 kW	₱ 30.00

- i. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet... ₱ 20.00
- j. Gas Meter, per unit ₱ 100.00
- k. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher ₱ 4.00

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

i.	Up to 50 kW	₱ 10.00
ii.	Above 50 kW to 100 kW	₱ 12.00
iii.	Every above 100 kW or fraction thereof	₱ 3.00

- m. Pressure Vessels, per cu. meter or fraction thereof ₱ 60.00
- n. Other Machinery /Equipment for commercial /Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof ₱ 60.00
- o. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof ₱ 10.00
- p. Weighing Scale Structure, per ton or fraction thereof ₱ 50.00

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

6. Plumbing Fees

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

b. Every fixture in excess of one unit:

i.	Each water closet	₱ 7.00
ii.	Each floor drain	₱ 3.00
iii.	Each sink	₱ 3.00
iv.	Each lavatory	₱ 7.00
v.	Each faucet	₱ 2.00
vi.	Each shower head	₱ 2.00

c. Special Plumbing Fixtures:

i.	Each slop sink	₱ 7.00
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ii.	Each urinal	₱ 4.00
iii.	Each bath tub	₱ 7.00
iv.	Each grease trap	₱ 7.00
v.	Each garage trap	₱ 7.00
vi.	Each bidet	₱ 4.00
vii.	Each dental cuspidor	₱ 4.00
viii.	Each gas-fired water heater	₱ 4.00
ix.	Each drinking fountain	₱ 2.00
x.	Each bar or soda fountain sink	₱ 4.00
xi.	Each laundry sink	₱ 4.00
xii.	Each laboratory sink	₱ 4.00
xiii.	Each fixed-type sterilizer	₱ 2.00

d. Each water meter ₱ 2.00

i.	12 to 25 mm	₱ 8.00
ii.	Ø Above 25 mm Ø	₱ 10.00

e. Construction of septic tank, applicable in all Groups

i.	Up to 5.00 cu. meters of digestion chamber	₱ 24.00
ii.	Every cu. meter or fraction thereof in excess of 5.00 cu. meters	₱ 7.00

7. Electronics Fees

- a. Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications ₱ 2.40 per port
- b. Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location ₱ 1,000.00 per location
- c. Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors..... ₱ 10.00 per unit
- d. Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and



communications services, irrespective of whether a user terminal is connected
 ₱ 2.40 per outlet

- e. Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically controlled installations whether a user terminal is connected ₱ 2.40 per termination
- f. Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities ₱ 1,000.00 per location
- g. Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception..... ₱ 1,000.00 per structure
- h. Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc. ₱ 50.00 per unit

i. Poles and attachment:

i.	Per Pole (to be paid by pole owner)	₱ 20.00
ii.	Per attachment (to be paid by any entity who attaches to the pole of others)	₱ 20.00

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

8. Accessories of the Building/ Structure Fees

- a. All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).
- b. Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.
- c. Bank and Records Vaults with interior volume up to 20.00 cu. meters ₱ 20.00
 - i. In excess of 20.00 cu. meters ₱ 8.00
- d. Swimming Pools, per cu. meter or fraction thereof:

i.	GROUP A Residential	₱ 3.00
ii.	Commercial/Industrial GROUPS B, E, F, G	₱ 36.00
iii.	Social/Recreational/Institutional GROUPS C, D, H, I	₱ 24.00
iv.	Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.	
v.	Swimming pool shower rooms/locker rooms, per unit or fraction thereof:	
	(a) Residential GROUP.....	₱ 6.00
	(b) GROUP B, E, F, G.....	₱ 18.00

(c) GROUP C, D, H.....	₱ 12.00
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e. Construction of firewalls separate from the building:

i.	Per sq. meter or fraction thereof	₱ 3.00
ii.	Provided, that the minimum fee shall be	₱ 38.00

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

USE OR CHARACTER OF OCCUPANCY		SELF-SUPPORTING	TRILON (GUYED)
i.	Single detached dwelling units	₱ 500.00	₱ 150.00
ii.	Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	₱ 2,400.00	₱ 240.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	₱ 120.00	₱ 12.00
iii.	Educational/Recreational//Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	₱ 1,800.00	₱ 120.00
	(a) Every meter or fraction thereof in excess of 10.00 meters.....	₱ 120.00	₱ 12.00

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

- h. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:
- i. Smokestacks, up to 10.00 meters in height, measured from the base ₱ 240.00 (a) Every meter or fraction thereof in excess of 10.00 meters ₱ 12.00
- ii. Chimney up to 10.00 meters in height, measured from the base ₱ 48.00
- (a) Every meter or fraction thereof in excess of 10.00 meters ₱ 2.00

- i. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas..... ₱ 48.00

- j. Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume ₱ 12.00

- k. Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters ₱ 12.00
- i. Every cu. m or fraction thereof in excess of 2.00 cu. Meter..... ₱ 12.00
- ii. For all other than Groups A and B up to 10.00 cu. meters ₱ 480.00 (a)
- Every cu. meter or fraction thereof in excess of 10.00 cu. meter ₱ 24.00

- l. Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume ₱ 7.00

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



- i. Above ground, up to 10.00 cu. meters ₱ 480.00
- Every cu. m or fraction thereof in excess of 10.00 cu. meters ₱ 480.00 ii.
- Underground, up to 20.00 cu. meters ₱ 540.00
- Every cu. meter or fraction thereof in excess of 20.00 cu. meters ₱ 24.00

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

- i. Underground, per cu. meter or fraction thereof of excavation ₱ 3.00
- ii. Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank ₱ 3.00

iii. Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.

o. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:

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

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

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

9. Accessories of the Building/ Structure Fees

a. Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00

meters ₱ 24.00

i. Every meter or fraction thereof in excess of 10.00 meters ₱ 2.40

b. Ground Preparation and Excavation Fee

i. While the application for Building Permit is still being processed, the Building Official may issue Ground

Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

- (a) Inspection and Verification Fee ₱ 200.00
- (b) Per cu. meters of excavation ₱ 3.00
- (c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit ₱ 50.00
- (d) Per cu. meter of excavation for foundation with basement ₱ 4.00



- (e) Excavation other than foundation or basement, per cu. meter. ₱ 3.00
- (f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment ₱ 250.00

c. Fencing Fees:

- i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof..... ₱ 50.00
- ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof ₱ 4.00
- iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter ₱ 2.40

- i. Construction of Pavements, up to 20.00 sq. meters ₱ 24.00
- ii. In excess of 20 sq. meters or fraction thereof of paved areas intended for commercial /industrial/ institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like ₱ 3.00

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

- iv. Erection of Scaffoldings Occupying Public Areas, per calendar month.
 - i. Up to 10.00 meters in length ₱ 12.00
 - ii. Every lineal meter or fraction thereof in excess of 10.00 meters ₱ 12.00

- v. Sign Fees:
- vi. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area ₱ 120.00
 - (a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters ₱ 24.00

ii. Installation Fees, per sq. meter or fraction thereof of display surface:

TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
Neon	₱ 36.00	₱ 52.00
Illuminated	₱ 24.00	₱ 36.00
Others	₱ 15.00	₱ 24.00
Painted-on	₱ 9.60	₱ 18.00

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

TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
Neon	₱ 36.00, min. fee shall be ₱ 124.00	₱ 46.00, min. fee shall be ₱ 200.00
Illuminated	₱ 18.00, min. fee shall be ₱ 72.00	₱ 38.00, min. fee shall be ₱ 150.00
Others	₱ 12.00, min. fee shall be ₱ 40.00	₱ 20.00, min. fee shall be ₱ 110.00
Painted-on	₱ 8.00, min. fee shall be ₱ 30.00	₱ 12.00, min. fee shall be ₱ 100.00

i. Repairs Fees:



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

ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups
 ₱ 5.00 iv.

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

v.

vii. Raising of Buildings/Structures Fees:

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

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

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

i. Buildings in all Groups per sq. meter floor area
 ₱ 3.00

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

iii. Structures of up to 10.00 meters in height
 ₱ 800.00 (a) Every meter or portion thereof
 in excess of 10.00 meters ₱ 50.00 iv. Appendage of up to
 3.00 cu. meter/unit ₱ 50.00 (a) Every cu.
 meter or portion thereof in excess of 3.00 cu. meters ₱ 50.00 v.
 Moving Fee, per sq. meter of area of building/structure to be moved ₱
 3.00

10. Certificates of Use or Occupancy

a. Division A-1 and A-2 Buildings

i.	Costing up to P 150,000.00	₱ 100.00
ii.	Costing more than P 150,000.00 up to P 400,000	200.00
iii.	Costing more than P 400,000.00 up to P 850,000	400.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	800.00
v.	Every million or portion thereof in excess of P 1,200,000	800.00

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

i.	Costing up to P 150,000.00	₱ 200.00
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ii.	Costing more than P 150,000.00 up to P 400,000	400.00
iii.	Costing more than P 400,000.00 up to P 850,000	800.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	1,000.00
v.	Every million or portion thereof in excess of P 1,200,000	1,000.00
c. Division C-1, 2/D-1, 2, 3 Buildings		
i.	Costing up to P 150,000.00	₱ 150.00
ii.	Costing more than P 150,000.00 up to P 400,000	250.00
iii.	Costing more than P 400,000.00 up to P 850,000	600.00
iv.	Costing more than P 850,000.00 up to P 1,200,000	900.00
v.	Every million or portion thereof in excess of P 1,200,000	900.00
d. Division J-1 Buildings/structures:		
i.	With floor area up to 20.00 sq. meters	₱ 50.00
ii.	With floor area above 20.00 sq. meters to 500 sq. meters	240.00
iii.	With floor area above 500.00 sq. meters to 1000 sq. meters	360.00
iv.	With floor area above 1000.00 sq. meters to 5000 sq. meters	480.00
v.	With floor area above 5000.00 sq. meters to 10,000 sq. meters	1,200.00
	With floor area above 10,000 sq. meters	2,400.00
e. Division J-2		
Structures:		
i. Garages, carports, balconies, terraces, lanais and the like: 50 % of the rate of the principal building of which are accessories		
ii. Aviaries, aquariums, zoo structures and the like: same rates as for Item d above.		
iii. Towers such as for Radio and TV transmission, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:		
a.	First 10.00 meters of height from the ground.....	P 800.00
b.	Every meter or fraction thereof in excess of 10.00 meters	50.0
f. Change in Use/Occupancy per sq. meter or fraction thereof of area affectedP 5.0		



11. Preparation of Program of Works of All Barangay Infrastructure Projects

Provision of technical and monitoring services in the implementation and development of all infrastructure and public projects is the core service of the Municipal Engineering Office.

Office or Division:	Municipal Engineering Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of Budget Resolutions/Ordinances identifying projects under respective source of funds 2. Request letter for the preparation of POW		Requesting Party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of budget and request letter	1. Receive the submitted documents and forward to the Municipal Engineer for appropriate action	None	5 Minutes	ADOF1 ADA3
	1.1 Municipal Engineer to act on the forwarded documents	None	35 Minutes	Municipal Engineer
	1.2 Record and distribute the acted request letter to concerned technical personnel	None	5 Minutes	ADOF1 ADA3
2. Barangay Captain /Representative assist in the pre inspection (Where the project is located)	2. Technical personnel to coordinate with the barangay concerned and schedule of the pre-inspection 2.1 Conduct pre-inspection	None	1 Day	Municipal Engineer Engineer III Engineer II Engineer I Architect I Engineering Assistant Draftsman II Draftsman I
3. Follow up	3. Prepare the Engineering Plans & Specifications, Program of Works and Detailed Estimate	None	7 Days	Project – in - Charge Engineering Office



	2.1 Check the prepared Engineering Plans & Specifications, Program of Works and Detailed Estimate	None	1 Day	Municipal Engineer Engineering III Engineer II
4. Receive the endorsed program of work for approval of Punong Barangay	4. Record and endorsed the prepared program of work to barangay concerned for approval of Punong Barangay	None	10 Minutes	ADOF1 ADA3
5. Fill up CSSR Form	5. Administer CSSR Form	None	5 Minutes	ADOF1 ADA3
TOTAL:		None	9 Days, 1 Hour	



Municipal Disaster Risk Reduction and Management Office (MDRRMO)

External Services



1. Issuance of Certification

The service is provided to clients who seek hazard certification, risk certification, incident certification, and other certifications related to claims affected by any form of disaster.

Office or Division:	Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance (1 original copy) 2. Narrative report with documentation (1 original copy)		<ul style="list-style-type: none"> ➤ Barangay Concerned ➤ BFP-Tuba/Office concerned 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign log -in log Book at MDRRMO	1.1 Give Logbook and assist the Client	None	5 minutes	MDRRMO: LDRRMO III LDRRMO II LDRRMA Administrative Aide III (JOs)
2. Submits the required documents	2.1 Receives and evaluates the documents	None	5 minutes	MDRRMO: LDRRMO III LDRRMO II LDRRMA
	2.2 Issues Order of Payment			
3. Pay	3.1 Receives the Order and payment and Issue Official Receipt	Certification Fee = PhP290.00	13 minutes	MTO: RCC II
4. Receives certification.	4.1 Prepares certification		30 minutes	MDRRMO: LDRRMO III LDRRMO II LDRRMA
	4.2 Issues certification			
	4.3 Administers CSS Form			Mayor's Office: LCE
TOTAL		PhP290.00	53 minutes	

2. Emergency Response

The MDRRMO provides assistance and necessary services to respond in any information received.

Office or Division:	Disaster Risk Reduction and Management Office			
Classification:	Simple			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform MDRRMO thru phone call or verbal	1.1 Receive and verify information and Data gathering.	none	3 minutes	MO-MDRRM Section: LDRRMO III, LDRRMO II LDRRMA ADA III & IV (JOs)
	1.2 Coordinate with nearby available resources/agencies if necessary.	None	2 minutes	
	1.3 Dispatch responders, ambulance, rescue teams, etc.	None	5 minutes	
	1.4 . Inform the progress to the source of information	None	5 minutes	
	1.5 Close coordination with dispatched team	None	10 mins	MO-MDRRM Section: LDRRMO III, LDRRMO II LDRRMA ADA III & IV (JOs)
TOTAL		25 minutes		



3. Request for Technical Assistance on DRRM

The MDRRMO provides Technical Assistance to Prevent or Mitigate Disasters and Capacity Buildings against Hazards which includes Risk Assessment Inspections and Provision of subject matter experts, Instructors, Facilitators, Trainers, Guest Speakers, etc.

Office or Division:	Municipal Disaster Risk Reduction and Management Office			
Classification:	Highly Technical			
Type of Transaction:	Government to Citizen, Government to Business, Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		Where to secure		
1. Letter Request, 2 copies original (1 office copy & 1 for the requesting party)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request at the Mayor's Office-Admin. Section	1.1 Receive letter and forward to the LCE for approval	None	3 days	MO-Admin. Section: ADA IV, AO 1, AO IV, PS II
2. Wait for notification.	2.1 Notify the requesting party if the request was granted or denied. 2.2 If granted, instruct the MDRRM Section/training team and include in the office's calendar of activities.	None		MO-Admin. Section: LCE/Exec. Asst. II
	2.3 Dispatch training team on the scheduled date with approved Travel Order.	None		MO-MDRRM Section: LDRRMO III LDRRMO II LDRRMA ADA III & IV (JOs)



Municipal Environment and Natural Resources Office (MENRO)

External Services



1. Garbage Collection for Business Establishments and Households

Collection of residual waste from business Establishments and Households

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B-Government to Business, G2C-Government to Citizens			
Who may avail:	Business Establishments and Households			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Receipt of payment for business establishments & residential buildings		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Official Receipt (OR) of garbage fees.	Verify and photocopy or scan the Official Receipt for record keeping		5 Minutes	Administrative Aide VI
2. Place residual waste/garbage in the designated pick-up points on the scheduled garbage collection day.	Dispatch personnel and a vehicle to the designated collection area and collect the residual waste.	NONE	20 Minutes	MENRO SWM Personnel
TOTAL:			25 Minutes	

GARBAGE FEES	
Rates in Peso	
a) Residential Buildings	750.00
b) Manufacturers, Producers, Millers, Assemblers, Processors and Similar Business (based on floor area)	
i. 1,000 sq.m. or more	3,500.00
ii. 500 sq.m. but less than 1,000	3,000.00
iii. 200 sq.m. but less than 500	2,500.00
iv. 100 sq.m. but less than 200	2,000.00
v. More than 100 q. m.	1,500.00
vi. 100 sq.m. and below	1,000.00
c) Wholesalers, dealers, distributors, repackers, and retailers with an aggregate area of:	
i. 1,000 sq.m. or more	3,300.00
ii. 500 sq.m. but less than 1,000	2,200.m
iii. 200 q.m. but less than 500	1,650.00
iv. 100 sq.m. but less than 200	1,000.00
v. Less than 100 sq.m.	500.00
d) Hotels, Apartments, Motels and Lodging Houses	
i. More han 100 roms	10,000.00
ii. 50 to 100 rooms	8,000.00
iii. Less than 50 rooms	4,000.00
iv. Apartments and flats per unit	500.00
v. Boarding houses per room	100.00



e) Restaurant, Day and Night Clubs, Cafes, Fast Food, Carinderias, Eateries, and Oher similar establishments

i. Micro	750.00
ii. Cottage	1,000.00
iii. Small	1,250.00
iv. Medium	1,500.00
v. Large	2,000.00

f. Hospitals, Clinics, Laboratories and similar businesses

i. Not more than 10 q. m.	240.00
ii. More than 10 q. m.	360.00

g) Amusement Places:

i. Establishments with coin, Operated machines, Amusement rides and other Similar establishments	1,000.00
ii. Billiards and/or pool halls	1,100.00
iii. Cockpits	3,000.00
iv. Night/day clubs and other similar Establishments	2,000.00
v. Movie house with capacity of:	
More than 2000 persons	1,650.00
500 to 2000 persons	1,100.00
Less than 500 person	880.00

- h) Financial institutions** 1,000.00
i) Gasoline Stations 2,000.00
j) Learning institutions 2,000.00

k) Terminal garage for public conveyances:

i. With an area of 1,001 sq.m.or more	3,000.00
ii. With an area of 701 sq.m. to 1,000	2,250.00
iii. With an area of 500 to 700 sq.m.	1,500.00
iv. With an area of less than 500 sq.m.	750.00

l) Peddlers, Ambulant Vendors

i, Yakult, taho and the like	150.00
ii. Buko, ballot, barbeque and the like	300.00

- m) Administration offices, display office and/or office of professionals** 750.00

- n) Private warehouse or bodegas** 2,500.00

o) Auto repair shops:

Less than 100 sq.m.	2,000.00
100 sq.m. and above	4,000.00

- p) Other Business not mentioned above** 500.00

2. Issuance of Inspection Report for SB Resolution Interposing No Objection

Inspection Report related to the issuance of Resolution Interposing no Objection to the following businesses:

- a. Industrial Sand and Gravel
- b. Large- and Small-Scale Mining Operations
- c. Hydro Power Plant
- d. Waste to Energy Project
- e. Sanitary Landfill
- f. Mining Exploration
- g. Crushing/Commercial Sand and Gravel
- h. Water Permit Application
- i. Cell sites and other Telecommunication facilities

j. Other projects and businesses requiring SB resolution interposing no objection.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Complex			
Type of Transaction:	G2G-Government to Government, G2B- Government to Business			
Who may avail:	Individuals or business entities applying for a new or renewal of a Business Permit or seeking a SB Resolution Interposing No Objection			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of endorsement		Sangguniang Bayan		
2. Barangay Business Clearance		Barangay		
3. Original copy Sangguniang Barangay Resolution of Indorsement and/or interposing no objection by the Barangay where the project and/or business will be conducted.		Barangay		
4. Copy Minutes of the Public Consultation conducted by the applicant with the residents of the barangay concerned.		Barangay		
5. Copy Attendance during the consultation.		Barangay		
6. Duplicate copy Topographic Plan/Vicinity Plan of the project duly signed and sealed by a licensed Geodetic Engineer.		Geodetic Engineer		
7. Certified True Copy of the proof of ownership		Assessor's Office		
8. Copy of the joint venture agreement or any other agreements of similar nature, if applicable.		Applicant		
9. Area Status Clearance (Required only for projects involving quarrying or extraction of sand and gravel		MGB-DENR-CAR		
10. Environmental Clearance Certificate (ECC) or Certificate of Non-Coverage (CNC) (If applicable)		EMB-DENR-CAR		
11. Receipt of payment of Inspection Fee		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete set of 11 requirements, including the SB Letter of Endorsement	1.1 Receive the required documents and check for completeness, photocopy Official Receipt	NONE	15 minutes	Administrative Aide VI, EMS I
	1.2 Set and confirm the schedule of the inspection. 1.3 Coordinate and confirm the date and time for the site inspection.	NONE	15 Minutes	MENR Officer, SEMS, EMS I



2. Join the Inspection Team to the project site on the scheduled date.	2.1 Conduct onsite inspection and documentation.	NONE	1 day for inspection	MENR Officer, SEMS, EMS I
	2.2 Prepare inspection report with findings & recommendations.		5 days for inspection report preparation.	
	2.3 Transmit inspection report to SBO	NONE	10 minutes	MENR Officer, SEMS, EMS I, Admin Aide VI
	2.4 Inform client that inspection report transmitted to SBO			
	2.5 Administer CSS			
TOTAL:			6 days 40 minutes	

a. Inspection Fee for first one (1) hectare or fraction thereof	500.00
Additional hectare or fraction thereof	100.00

3. Issuance of Certificate Interposing No Objection (Pre-requisite for Business Permit for Piggeries and Poultry Farms)

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2B- Government to Business			
Who may avail:	Individuals or business entities applying for a Business Permit for the operation of Piggeries or Poultry Farms.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application Form		BPLO		
2. 1 original copy of Barangay Resolution Interposing No Objection		Barangay		
3. Receipt of payment of inspection fee and certification fee (Inspection Fee) + Php1,090.00)		MTO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements and present the official receipt of inspection fee & certification fee.	1.1 Check documents for completeness. Log the application	NONE	10 minutes	Administrative Aide VI
	1.2 Set and confirm the	NONE	10 minutes	MENR Officer, SEMS, EMS I

	<p>schedule of the inspection.</p> <p>1.3 Coordinate and confirm the date and time for the site inspection.</p>			
2. Ensure farm access and presence of applicant/ representative during the inspection.	<p>2.1 Conduct Onsite inspection and document findings</p> <p>2.2 Prepare inspection report for review.</p> <p>2.3 Review Inspection Report and prepare Certificate Interposing No Objection</p>	NONE	<p>1 day for inspection</p> <p>1 day for inspection report preparation.</p> <p>15 minutes</p>	<p>MENR Officer, SEMS, EMS I</p> <p>MENR Officer</p>
3. Receive Certificate Interposing No Objection	<p>3.1 Inform client</p> <p>3.2 Issue Certificate Interposing No Objection.</p> <p>3.3 Administer CSS</p>	None	5 minutes	Administrative Aide VI
TOTAL:		(Inspection Fee) = P1,090.00	2 Day 1 hour 40 minutes	

a. Inspection fee for piggery/poultry	1,090.00
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4. Inspection Report for Emergency Tree Cutting Permit

Inspection Report relative to the issuance of Emergency Tree Cutting Permit/Certification Interposing No Objection.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens
Who may avail:	Residents only
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Referral directing the MENRO to conduct inspection.	Mayor's Office
2. 1 original copy Certification from the Barangay that the applicant is from the area and that the requested tree for cutting is within their property.	Barangay

3. 1 xerox copy Proof of ownership of the land where the tree is planted.		Assessor's Office		
4. Picture/s of the tree to be cut		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents	1.1 Receive and verify all documents for completeness. 1.2 Log the application.	NONE	5 Minutes	Administrative Aide VI, SEMS, EMS I
	1.3 Set and confirm the date and time for site inspection. 1.4 Coordinate schedule of inspection	NONE	5 Minutes	SEMS, EMS I
2. Accompany Personnel in charge of Inspection	2.1 Conduct inspection of trees 2.2 Prepare Inspection Report with a recommendation for issuance of Emergency Tree Cutting/ or Certificate Interposing No Objection	NONE	1 Day 2 Days	SEMS, EMS I
	2.3 Transmit inspection report with recommendation 2.4 Administer CSS	NONE	5 Minutes	MENR Officer Admin Aide VI
TOTAL:			3 days 15 minutes	

5. Processing of Environmental Complaints

Report on inspection/validation on any environmental-related complaints (e.g., open burning, illegal dumping, noise pollution).

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Complex
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens
Who may avail:	All residents/Stakeholders



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Referral directing the MENRO to investigate and take appropriate action.		Mayor's Office		
2. Complaint letter		Complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complaints referred to for inspection	1 Log Entry of the complaint.	NONE	5 minutes	Administrative Aide VI
2. Schedule of inspection/validation of complaint	2.1 Conduct Ocular Inspection /Field Investigation	NONE	1 Day	MENR Officer, SEMS, EMS, Sanitary Inspector, Veterinarian, Municipal Engineer, BPLO
	2.2 Prepare and submit inspection/validation report and recommendations		3 Days	
	2.3 Transmit report to the Mayor's Office for the issuance of Notice of Violation (NOV) or Warning to the alleged violator (if applicable)	NONE	10 minutes	MENR Officer
	2.4 Administer CSS			Admin Aide VI
TOTAL:		NONE	4 days 15 minutes	

6. Provision of Environmental Data or Information

Available data on environment such as air quality reports, water quality monitoring results, waste management data, forest cover statistics, or ecological profile excerpts.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government, G2C-Government to Citizens			
Who may avail:	All residents/Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Client		
2. Valid ID		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request	1.1 Initial Assessment & Acknowledgment	NONE	5 minutes	Administrative Aide VI

	1.2 Preparation of Data	NONE	2 hours (depending on the complexity of data)	MENR Officer, SEMS, EMS I
2. Receive data or information	2.1 Review and Approval of Data	NONE	30 minutes	MENR Officer
	2.2 Release Data 2.3 Administer CSS		5 minutes	Administrative Aide VI
TOTAL:		NONE	2 hours 40 minutes	

7. Receiving and Processing of Barangay Solid Waste Management (SWM) Reports

Acceptance, review, recording, and consolidation of mandatory periodic (e.g., monthly/quarterly) reports from the Barangay on their SWM activities, including waste generation, diversion, collection, and operation of the Materials Recovery Facility (MRF).

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official transmittal letter		Client		
2. Barangay Solid Waste Management (SWM) Reports		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit transmittal letter attached Barangay SWM Reports	1.1 Receives, checks for completeness of forms, logs the report 1.2 Administer CSS	NONE	5 minutes	Administrative Aide VI
	1.3 Reviews the data for accuracy and compliance with the LGU's SWM Plan and RA 9003 requirements. 1.4 Files the report and prepares the data for consolidation for the LGU SCMAR	NONE	1 hour	MENR Officer, SEMS, EMS I
TOTAL:		NONE	1 hour 5 minutes	



Municipal Agriculture Office (MAgO)

External Services



1. Filling up of RSBSA Registry Form by Farmers/ Fisherfolks/

Farmworkers

Registration of farmers at the Registry of Basic Sector in Agriculture (RSBSA) is an electronic compilation of basic information of farmers, farmworkers, and other target agricultural related beneficiaries. Their data are encoded in the farmers/ fisher folk registry system managed by the DA.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers/fisher folks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
A. Office walk-in clients				
1. RSBSA enrollment forms (1 copy) 2. One (1) 1X1 ID picture, white background 3. One(1) photocopy of their Tax Declaration or lot title (Not required to farm workers) 4. Barangay certification (For tenants/lessees) 1 original copy		MAO		
		Client		
		Municipal Assessor's Office; Registry of Deeds		
		BLGU concerned		
B. On-site RSBSA registration of farmers				
1. RSBSA enrollment forms (1 copy) 2. One (1) 1X1 ID picture, white background 3. One(1) photocopy their Tax Declaration or lot title (Not required to farm workers) 4. Barangay certification (For tenants/lessees) (1 original copy)		MAO staff assigned/Barangay Agric'l Extension Worker (BAEW)		
		Client		
		Municipal Assessor's Office/Registry of Deeds		
		BLGU concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for RSBSA enrollment form	1. Provides the RSBSA enrollment form	none	3 days	MAO: MAO I, SRAG, AG II, AG
2. Fills-up the enrollment forms and attaches the necessary requirements	2. Assists the farmer in filling up the form	none		



3. Submit the accomplished form signed by the Barangay Captain to the MAO	3.0 Receives accomplished form and for signing by MA 3.1 Encodes information from the enrollment form and provides with a	none		
	reference code number			
TOTAL:		None	3 days	

2. Issuance of Agricultural and Fishery Certification

Certification is issued to individual farmers/fisher folks for any legal intent it may such as loan application, requirement for an award, availing of assistance, and for locally/foreign job applications.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Farmers, Fisher folks, Rural Based Organization/Civil Society Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (personal appearance)		Requesting party		
CLIENT STEPS	AGENCIY ACTIONS	FEES TO BE PAID	PROCESS ING TIME	PERSON RESPONSIBL E
1. Submit Request letter	1.0 Receives the request 1.1 Verify if the client is RSBSA registered 1.2 Advise client to pay for certification	None		MAO: Agricultural Technologist
2. Pay certification fee at treasury office	2. Receive payment and issue OR	Certification Fee - PhP100.00	3 Days	MTO: RCC II
3. Present O.R. to the assisting personnel	3.0 Receive the OR	None		MAO: Agricultural Technologist, MAO I
	3.1. Prepare the certification and signed by the MA	None		



4. Receive the approved Certification	4. Release the approved certification	None		MAO: Agricultural Technologist
TOTAL:		Php100.00	3 days	

3. Issuance of Agri-Fishery Data and Other Related Services.

These services are often requested by students, farmers and line agencies for various purposes related to agricultural activities.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
Who may avail:	Farmers, students of related field, line agencies.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and coordinate purpose to MAO	1.0 Receives request letter	none	3 days	MAO: Agricultural Technologist, MA
	1.1 Endorse documents to Municipal Agriculturist for his/her information and notation			
	1.3 Prepares the requested documents			
2. Client receives document requested	2. Record/released documents	none		Agricultural Technologist
TOTAL:		None	3 days	



LOCAL LEGISLATIVE DEPARTMENT

Sangguniang Bayan Office (SBO)

External Services



1. Accreditation of 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 .

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.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business entity	
Who may avail:	People's Organizations, Non-government Organizations or the Private Sectors	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Applicants submits two (2) sets of documentary requirements (one original and one photocopy)		None
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. For existing, Annual Accomplishment Report for the immediately preceding year		Requesting party
8. For existing, 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		Requesting party
9. For existing, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations' secretary		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		Requesting party



organization that will verify their involvement in education or health services.				
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 and sign the log book 2. None	1. Verify the completeness of documents and make a checklist of the documents. Application with lacking documents not be accepted	none	10 minutes	SBO: Administrative Officer I
	2.0 Stamp the letter of intent as officially received and attaches to each folder the verified checklist to be distributed as follows: 2.0.a. One copy for the applicant 2.0.b. One for the SBO	none	29 working days	
	2.1. Inclusion of the request in the agenda for the next session	none		SBO: SB Secretary
	2.2 Referral to the appropriate committee.	none		SBO: Presiding Officer
	2.3 Preparation, submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.4 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.5.a. 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		
	2.5.b. Should the sanggunian decide to deny the application, a resolution shall be passed stating the grounds for denial	none		



	2.6 Finalization and printing of the Resolution	none		SBO: SB Secretary
	2.7 Signing of the resolution	none		SBO: SB Members
	2.8 Preparation of the Certificate of Accreditation	none		SBO: Administrative Officer III
	2.9 Signing of the Certificate of Accreditation	none		Presiding Officer
3. Receive the document	3. Issuance of the Resolution and Certificate of Accreditation	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL		None	29 working days, 16 minutes	

This Service is covered by Republic Act No. 7160, and Department of Interior and Local Government Memorandum Circular No. 2019-72.

2. 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.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government G2C-Government to Citizens
Who may avail:	Any private individual or any government officer or employee
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Two (2) sets of Verified Complaint with affidavit of witnesses (one 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:	None
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	

<p>appraise the respondent of the nature of the charge against him to enable him to prepare his defense.</p> <p>3. The party filing the complaint shall be called the complainant,</p> <p>4. The official against whom the complaint is filed shall be called the respondent.</p> <p>5. The official against whom the complaint is filed shall be called the respondent.</p> <p>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.</p> <p>II. Proof of service to the Office of the Municipal Mayor and MGLOO</p>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 and sign in the log book	1. Verify and stamp the verified complaint and assign a docket number. If the complaint is non-compliant, informs the complainant of the lacking requirements and returns the verified complaint.	none	10 minutes	SBO: Administrative Officer I
2.0 Receive order of payment. 2.1 Proceed to the Municipal Treasury and pay the corresponding fee and secure OR.	2.0 Issue order of payment 2.1 Receive payment and issue OR	Php500.00	6 minutes	SBO: Administrative Officer I MTO: RCC II
3. Submit the Official Receipt to the SBO	3.0 Give one (1) copy of the received verified complaint to the complainant	none	5 minutes	SBO: Administrative Officer I
	3.1.Prepare order requiring the	none		SBO: SB Secretary

	respondent to submit a verified answer		32 working days	
	3.2 Issues an order requiring the respondent to submit his verified answer within a non-extendible period of 15 calendar days from receipt thereof.	none		SBO: Presiding Officer
	3.3 Upon receipt of the Answer, calendars the Complaint and the Answer in the next regular session	none		SBO: SB Secretary
	3.4 Referral to concerned committee	none		SBO: Presiding Officer
	3.5.a. 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		SBO: Presiding Officer or Chairman of Ad hoc Committee
	3.5.b. If there exist no prima facie evidence against the respondent, the Sangguniang may during the regular session, motu proprio dismiss the case.	none		
	3.6 Preparation of order of dismissal	none		
	3.7 If there is a prima facie case, requires parties to submit respective preliminary conference brief	none		
	3.8 Issue order of preliminary conference	none		
	3.9 Recommend to the mayor the preventive Suspension of the	none		



	respondent if evidence of guilt is strong			
4. Receive the order of preliminary conference	4. Issue order of preliminary conference	none	1 minute	SBO: Administrative Officer I
5. Submit preliminary conference brief three (3) days before the date of scheduled preliminary conference	5.0. Receive preliminary conference brief	none	1 working days	
	5.1. Forward to the committee on laws or adhoc committee or Presiding Officer	none		
	5.2 Issues summons for the conduct of preliminary conference	none	7 working days	SBO: Presiding Officer
6. Attend the preliminary conference	6.0. Conduct of preliminary conference and/or amicable settlement, compromise and arbitration	none	17 working days	SBO: Chairman of Ad hoc committee or Presiding Officer
	6.1. If no amicable settlement is reached, prepare and issue preliminary conference order	none		
	6.2. Issuance of Notice of hearing	none		
7. Attend the formal investigation	7.0 Conduct of formal investigation which includes preparation of report and/or draft decision	none	36 working days	
	7.1 Rendition of Decision	none	22 working days	SBO: SB Members
	7.2 Preparation and Printing of the Decision	none		SBO: SB Secretary
	7.3 Signing of the Decision	none		SBO: SB Members
8. Receives the decision	8.0 Deliver decision to the parties (personal or mail)	none	1 day	SBO: Administrative Officer III
	8.1. Execution of Decision	none	3 days	MO: Municipal Mayor
	8.2. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php500.00	119 days and 27 minutes	

This Service is covered by Republic Act No. 7160



3. Amendment of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire and Motorized Tricycle Operators Permit (MTO) (Change of Unit or Change of Motor)

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.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2B-Government to Business entity	
Who may avail:	Tricycle-for-Hire Operators	
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)	None	
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	
5. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:	None	
5.1. Clean windshields		
5.2. Garbage Receptacle		
5.3. Functioning horn that does not emit exceptionally loud or startling sound;		
5.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;		
5.5. Tail light, including license plate light;		
5.6. Top chain extending to the rear wheel;		
5.7. 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;		
5.8. Light installed inside the sidecar and kept lighted while plying the routes;		
5.9. Anti-noise equipment/silencer;		



5.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
5.11. Fully operating mufflers; and				
5.12. Roadworthiness of the tricycle/pedicab unit.				
REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):				
6. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
7. Original or certified true copy of CERTIFICATE OF PUBLIC CONVENIENCE or FRANCHISE to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
8. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
Note: No application for change of unit shall be received where the owner of the old and new motorcycle pertains to different persons.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment	Filing fee=PhP121.00 + Subscription fee=PhP100.00 + Inspection fee = PhP93.00	1 minute	SBO: Local Legislative Staff Officer IV
3. Receive the order of payment and proceed to the Municipal Treasury Office	3. Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt and receive file copy	4.0 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	SBO: Local Legislative Staff Officer IV

	4.1. Forwards the application to the MTPPC	none	38 working days	
	4.2 MTPPC conducts preliminary review and inspection of the unit	none		
	4.3 Preparation and submission of MTPPC report	none		SBO: MTPPC
	4.4 Inclusion of the application with Case No. in the agenda of the MTTFRB	none		SBO: SB Secretary
	4.5 MTTFRB Hearing: Whether to grant or deny the application.	none		SBO: MTTFRB
	4.6. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: Local Legislative Staff Officer IV
	4.7 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: MTTFRB
	4.8 Prepare the CPC or franchise and the Motorized Tricycle Operators Permit	none		SBO: Local Legislative Staff Officer IV
	4.9 Sign the CPC or franchise	none		SBO: Presiding Officer
	4.10 Sign the Motorized Tricycle Operators Permit	none		
5. Receive the document	5. Release the CPC or franchise, SB resolution and MTOP	none	5 minutes	SBO: Local Legislative Staff Officer IV
	5.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php 314.00	38 working days, 31 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.



4. Application for Transfer of Ownership of Certificate of Public Convenience (CPC).

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.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business entity
Who may avail:	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)	None
1. Duly accomplished application Form	Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office
2. Duly executed affidavit of waiver:	
a. by the Transferor stating the following: * Transfer of Tricycle Franchise was from the original franchise grantee * The transferee is either the parent, spouse, siblings or relative within the fourth civil degree.	Requesting Party
b. by the transferee if the franchise is deceased, stating the following: * Transfer of Tricycle Franchise was from the original franchise grantee * The transferee is either the parent, spouse, siblings or relative within the fourth civil degree. * Heirs waived the CPC and authorized unit to the applicant	Requesting Party
3. Death certificate of the franchisee (if applicable)	Municipal Civil Registrar
4. Waiver or EJS by the heirs of the franchisee (if applicable)	Requesting Party
5. Documents attesting to the applicant's Filipino citizenship (e.g CTC, Driver's License)	Requesting party
6. Barangay Clearance	Barangay where the requesting party is residing or where he/she intends to operate a tricycle for hire
7. Police Clearance	Tuba-PNP
8. 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
9. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:	None

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.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents and make a checklist of the documents and assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment:	Filing Fee= PhP121.00 + Subscription Fee= PhP100.00 + Inspection Fee = PhP93.00	1 minute	
3. Receive the order of payment and proceed to the Treasury Office	3.Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
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	SBO: Local Legislative Staff Officer IV
5. Receive the file copy	5.0 Stamp the letter of intent as officially	none	2 minutes	

	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			
	5.1. Forwards the application to the MTPPC	none	38 working days	
	5.2 MTPPC conducts preliminary review and inspection of the unit	none		SBO: MTTPC
	5.3 Preparation and submission of MTPPC report	none		
	5.4 Inclusion of the APPLICATION WITH CASE NO. in the agenda of the MTFRB	none		SBO: SB Secretary
	5.6. MTFRB Hearing: Whether to grant or deny the application.	none		
	5.7. Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: MTFRB
	5.8 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: SB Members
	5.9. Prepare the CPC or franchise and the Motorized Tricycle Operators Permit	none		SBO: Local Legislative Staff Officer IV
	5.10. Sign the CPC or franchise	none		SBO: Presiding Officer SB Secretary
	5.11. Sign the Motorized Tricycle Operators Permit	none		
6. Receive the document	6. Release the CPC or franchise, SB resolution and MTOP	none		5 minutes



	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		Php 314.00	38 working days, 38 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.

5. 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.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2B-Government to Business; G2G-Government to Government			
Who may avail:	Developers, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):		None		
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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements and sign in the log book	1.0 Verifies the completeness of documents as forwarded by the Zoning Officer and receive. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
	1.1 Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	1.2 Referral to appropriate committee	none		SBO: Presiding Officer



	1.3 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		SBO: Concerned Committee
	1.4 Passage of a resolution granting or denying the application	none		SBO: SB Members
	1.5 Finalization and printing of the resolution	none		SBO: SB Secretary
	1.6 Signing of the resolution	none		SBO: SB Members
2. Requesting party secure the document to the Sangguniang Bayan and Receive the document	2. Release the resolution	none	5 minute	SBO: Administrative Officer IV
	2.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 20 mins.	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

6. Approval of Motorized Tricycle Operators Permit (MTO) 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.

Office or Division:	Sangguniang Bayan
Classification:	Special
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business
Who may avail:	Tricycle operators with valid CPC



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PHYSICAL REQUIREMENTS/EQUIPAGE IN APPLYING FOR CPC/FRANCHISE:		None		
1.1. Clean windshields				
1.2. Garbage Receptacle				
1.3. Functioning horn that does not emit exceptionally loud or startling sound;				
1.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;				
1.5. Tail light, including license plate light;				
1.6. Top chain extending to the rear wheel;				
1.7. 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;				
1.8. Light installed inside the sidecar and kept lighted while plying the routes;				
1.9. Anti-noise equipment/silencer;				
1.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
1.11. Fully operating mufflers; and				
1.12. Roadworthiness of the tricycle/pedicab unit.				
DOCUMENTARY REQUIREMENTS Submit two (2) sets of documentary requirements (one set for applicant and 1 set for the SB (original/certified true copies)				
2. Duly accomplished application form		Requesting party Note: Blank form is available at the Records' Section, Sangguniang Bayan Office		
3. Original or certified true copy of Certificate of Public Convenience or Franchise to operate one (1) Public Motorized Tricycle.		Sangguniang Bayan Office		
4. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
5. 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.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the log book	1. Receive and verify the completeness of documents	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive the file copy	2.0 Stamp the letter of intent as officially received and attaches	none	2 minutes	

	to each folder the verified checklist to be distributed as follows: a. One copy for the applicant b. One for the SBO			
	2.1 Forwards the application to the MTPPC thru the secretariat for the conduct of inspection	none		
3. Bring the tricycle unit to the designated area for inspection	3.0 MTPPC conducts preliminary review and inspection of the unit	none	39 working days	SBO: MTTPC
	3.1 Preparation and submission of MTPPC report	none		
	3.2 Inclusion of the MTPPC report in the agenda	none		SBO: SB Secretary
	3.3 Deliberation and adoption of the MTPPC report	none		SBO: SB Members
	3.4 MTTFRB Hearing: Whether to grant or deny the application.	None		SBO: MTTFRB
	3.5 Finalization and printing of the resolution granting the MTOP	none		SBO: SB Secretary
	3.6 Signing of the resolution granting the franchise or Certificate of Public Convenience	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and receive order of payment	4. Issue order of payment	Annual Franchise fee/unit= PhP477.25 Inspection Fee= PhP93.00 Police Clearance =PhP60.00 Mayor's Permit fee =PhP110.00 Regulation fee =PhP60.00	5 minutes	SBO: Local Legislative Staff Officer IV



		Sticker= PhP66.00 Garbage fee= PhP10.00		
5. Receive the order of payment and pay the required fees at the treasury office	5. Receive payment and issuance of official receipt	As per order of payment	5 minutes	MTO: RCC II
6. Submit the official receipt to the Sangguniang Bayan Office	6.0. Prepares the Motorized Tricycle Operators Permit	none	10 minutes	SBO: Local Legislative Staff Officer IV
	6.1. Sign the Motorized Tricycle Operators Permit	none	1 minute	SBO: Presiding Officer
7. Receive the CPC or franchise	7. Release of the CPC or Franchise.	none	1 minute	SBO: Local Legislative Staff Officer IV
	7.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php 876.25	39 working days, 38 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No.388, series of 2020.

7. Approval of 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.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business			
Who may avail:	Tricycle operator			
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)		None		
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 the request and sign in the log book	1. Receives the request	none	1 minute	SBO:



2. Receive the file copy	2. Give the file copy	None	1 minute	Local Legislative Staff Officer IV	
3. None	3.0. Include the request in the agenda	none	12 working days	SBO: SB Secretary	
	3.1. Referral to appropriate committee	none		SBO: Presiding Officer	
4. Attend the public hearing	4. Conduct public hearing	none	15 working days from referral	SBO: Concerned Committee	
5. None	5.0. Preparation and inclusion of the committee report	none	15 working days		
	5.1. Deliberation and approval of the committee report	none			
	5.2. Deliberation and approval on second reading	none			SBO: SB Members
	5.3. Finalization and printing of the resolution approving the fare increase	none			SBO: SB Secretary
	5.4. Signing of the resolution	none	SBO: SB Members		
6. Return to the Sangguniang Bayan Office and secure the order of payment.	6. Give the order of payment	Fare Increase Adjustment Fee = PhP250.00	1 minute	SBO: Local Legislative Staff Officer IV	
7. Receive the order of payment and proceed to the Treasury Office	7. Receive payment and issue OR	As per order of payment	5 minutes	MTO: RCC II	
8. Return to the Sangguniang Bayan and submit the official receipt	8. Prepare Fare Matrix	none	10 minutes	SBO: Local Legislative Staff Officer IV	
9. Receive the document	9. Release the approved fare rate	none	1 minute		
	9.1. Administer CSS Form	none	5 minutes		SBO: Administrative Officer I/ III
TOTAL		Php250.00	42 working days and 29 mins.		

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No.388.



8. 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.

It further provides that where approval by a national agency is required for reclassification, such approval shall not be unreasonably withheld. Failure to act on a proper and complete application for reclassification within three (3) months from receipt of the same shall be deemed as approval.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business	
Who may avail:	Landowners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two sets (1 set original copy and/or Certified True Copy whichever is applicable and 1 photocopy of all required documents)	None	
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 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	
8. 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	
9. Panoramic photos of the area with caption (East, West, North, South) taken not earlier than one (1) month before filing of application pursuant to DA MC NO. 026-2022	Requesting party	
10. Municipal Land Use Plan Map (Scale 1:20,000 or larger/shape file format) showing the proposed land/s to be reclassified with coordinates (longitude and latitude)	Municipal Planning and Development Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant present/submit two (2) sets of documentary requirements and sign in the logbook	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	SBO: Administrative Officer I
2. Waits for the order of payment	2. Issue the order of payment	Less than 1 ha = PHP1,000.00 1 ha. to 5 has. = PHP2,000.00 More than 5 ha. = PHP3,000.00	2 minutes	
3. Receive the order of payment and proceed to the Municipal Treasury Office	3. Receive the payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan and submit the official receipt	4.0 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 for the SBO	none	2 minutes	SBO: Administrative Officer I
5. Receive the file copy	5.0 Release the file copy to the requesting party	none	1 minute	
	5.1 Includes the application in the agenda	none	90 working days	SBO: SB Secretary
	5.2 Referral to the appropriate committee	none		SBO: Presiding Officer
	5.3 The Committee report shall be presented in the sanggunian for its disposition	none		SBO: Concerned Committee
	5.4 Deliberation of the Committee Report	none		SBO: SB Members
	5.5 SB to Authorize the Chair to apply for DA Certification	none		
	5.6 SB waits for the DA certification	none		
	5.7 Approval of ordinance	none		



	reclassifying the agricultural land or denying the request for reclassification under second reading			
	5.8 Approval on third and final reading	none		
	5.9 Finalization and printing of the ordinance	none		SBO: SB Secretary
	5.10 Signing of the ordinance	none		SBO: SB Members
	5.11 Forward the ordinance to the Municipal Mayor for signing	none		SBO: Administrative Officer IV
6. Return to the Sangguniang Bayan Office and receive the document	6. Release the document	none	1 minute	SBO: Administrative Officer IV
	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		None	90 working days, 26 minutes	

This Service is covered by Republic Act No. 7160

9. 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.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G-Government to Government; G2B-Government to Business
Who may avail:	Developers and government agencies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None
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:

- 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.
- B) Topographic Plan to include the following:
 - a) Boundary lines bearing distances tie point or reference point, geographic coordinates of the tie point or Bureau of Lands Locational Monument (BLLM);
 - b) Streets, easements width and elevation of road right-of-way within the project and adjacent subdivisions/areas;
 - 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;
 - 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;
 - 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;
 - f) Proposed public improvements; highways or other major improvements planned by public

Requesting party



<p>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> <ul style="list-style-type: none"> a) Roads, easements or right-of-way and road way width, alignment, gradient, and similar data for alley, if any b) Lot numbers, lines and areas and block numbers. c) Site data such as number of residential and saleable lots, typical lot size, parks, and playgrounds and open spaces. 	<p>Requesting party</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"> a) Road (geodetic and structural) design/plan duly signed and sealed by a licensed civil engineer. <ul style="list-style-type: none"> 1. Profile derived from existing topographic map showing the vertical control, designed grade, curve elements and all information needed for construction 2. Typical roadway sections showing relative dimensions of pavement, sub-base and base preparation curbs, and gutters, sidewalks, shoulders benching and others; and 3. Details of miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall, rip rapping and retaining wall. b) Storm drainage and sanitary sewer system duly signed and sealed by a 	<p>Requesting party</p>



licensed sanitary engineer or civil engineer. 1. Profile showing the hydraulic gradients and properties of sanitary and storm drainage lines including structures in relation with the road grade line. 2. Details of sanitary and storm drainage lines and miscellaneous structures such as various types of manholes, catch basins, inlets (curb, gutter, and drop). 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.				
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.		Requesting party		
9. Certified true copy of Tax Declarations covering the property subject of the application for the year immediately preceding.		Municipal Assessor's Office		
10. Certified true copy of Environmental Compliance Certificate of Certificate of Non-coverage duly issued by the DENR, whichever is applicable.		Department of Environment and Natural Resources (DENR)		
11. Zoning Certificate		Municipal Planning Development Office (MPDO)		
12. DAR Conversion Order.		Department of Agrarian Reform (DAR)		
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 Requirements and sign in the log book	1. Verify and receive the completeness of documents as forwarded by the Zoning Officer. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I



2. None	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. 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		SBO: Concerned committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB Members
	2.4. Finalization and printing of resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SB Members
	TOTAL:	None		29 working days and 16 minutes
3. Requesting party secure the document to the Sangguniang Bayan	3. Release of document	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.



10. 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.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Contractors, business entity	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None	
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: 1. Layout of proposed project showing all structures. 2. Area and boundaries of lot. 3. Evidence of ownership in the form of Certified True copy of Original Transfer Certificate of Title. In the absence of the 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	Requesting party	

<p>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.</p> <p>b) Buildings:</p> <p>b.1. If the base station shall be constructed on top of an unoccupied building, consent from the owner.</p> <p>b.2. if the base station shall be constructed on top of an occupied building, the following shall be obtained:</p> <p>1) Consent/Affidavit of non-objection from owner/develop unless he has divested himself from all interest in the building 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 Requirements and sign in the log book	1. Verify the completeness of documents as forwarded by the Zoning Officer and receive documents. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. None	2.0. Inclusion of the Application in the	none	29 working days	SBO: SB Secretary

	agenda for its next regular session			
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. 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		SBO: Concerned Committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB Members
3. Receive the requested document	3. Release the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

11. 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.



Office or Division:	Sangguniang Bayan			
Classification:	Special			
Type of Transaction:	G2C-Government to Citizens G2B-Government to Business Entity			
Who may avail:	Landowners, developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):		None		
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. Submit Requirements and sign in the log book	1. Verifies the completeness of documents as forwarded by the Zoning Officer and receive. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. None	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer



	2.2. 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		SBO: Concerned Committee
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB members
3. Requesting party secure the document to the Sangguniang Bayan and Receive the document	3 Release of the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 minutes	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 190, series of 2011.

12. Issuance of Certificate of Presentation

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

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C-Government to Citizen G2B-Government to Business
Who may avail:	<ul style="list-style-type: none"> a. Industrial and Commercial sand and gravel projects b. Large and Small Scale Mining Operations c. Renewable Energy Power Plants d. Waste to Energy Projects



	<ul style="list-style-type: none"> e. Engineered Sanitary Landfill f. Mining Explorations g. Cell Sites and other Telecommunication Facilities h. Other projects and businesses that by law, requiring endorsement and/or certification of presentation.
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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy of all the required documents)	None
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 and sign in the logbook	1. Receives and verifies completeness of documents. Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative 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: <ul style="list-style-type: none"> a. One copy for the applicant b. One copy for the SBO c. Committee concerned 	none	5 minutes	

3. None	3.0. Include the application in the Order of Business	none	42 working days	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the application and the setting of date for site inspection.	none		SBO: Concerned Committee
	3.3. Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none		
	3.4. Preparation and submission of the Committee Report	none		
	3.5. Inclusion of the Committee Report in the agenda	none		SBO: SB Secretary
	3.6. Deliberation of the Committee report: Setting of schedule for the applicant's presentation to the SB of the proposed project.	none		SBO: SB Members
	3.7. Passage of a Resolution certifying that the applicant presented to the SB the scope of the proposed project.	none		
	3.8. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.9. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and receive the document	4. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	42 working days, 19 minutes	

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No. 389, series of 2020.

13. Issuance of Certified True Copy of Official Documents Under the Office of the Sanggunian

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



Office or Division:		Office of the Sangguniang Bayan		
Classification:		Simple		
Type of Transaction:		G2C-Government to citizen; G2G-Government to Government; G2B-Government to Business		
Who may avail:		The public, LGU-Barangay, Government Agencies/Offices, Business Sector, CSOs, Non-Government Organizations		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request or request slip (one original copy)		Requesting Party or Records section		
2. Official receipt (one photo copy)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up, sign, and submit the request slip and sign the log book	1. Receives the letter of request or request slip	none	1 minute	SBO: Administrative Officer I
2. Receive order of payment	2. Issue the order of payment	none	1 minute	
3. Proceed to the Municipal Treasury Office and pay the corresponding fee	3. Receive the payment and issue official receipt	Php100.00 per page for Certified true copies Php5.00 per page for photocopy	5 minutes	MTO: RCC II
4. Return to the Sangguniang Bayan Office and submit the official receipt	4. Prepare the certified true copy or photocopy of requested documents	none	25 minutes	SBO: Administrative Officer I SB Secretary
5. Receive the document	5. Issue the requested documents	none	1 minute	SBO: SB Secretary
	5.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		Php100.00 per page for Certified true copies Php5.00 per page for photocopy	33 minutes	

14. 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.

Office or Division:	Office of the Sangguniang Bayan
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Classification:		Highly Technical		
Type of Transaction:		G2C-Government to citizen; G2B-Government to Business Entity; G2G-Government to Government		
Who may avail:		Water permit applicants, land owners, business entity and other private sector		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request slip (one original 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up, sign and submit the request slip and sign the log book	1.0 Receive, stamp, and log in the request slip. 1.1 Advise the applicant to return after 15 days <i>(in the case of water permit)</i> ; 10 days <i>(in the case of Department of Agrarian Reform Order and others acquiring the service)</i>	none	1 minute	SBO: Administrative Officer I
	1.3. Post the water permit application	none	15 days <i>(for water permit application)</i> 10 days <i>(for DAR and others)</i>	
3. Receive order of payment	3. Issue Order of payment	Certification Fee= Php100.00	2 minutes	SBO: Administrative Officer I
4. Proceed to the Treasury Office and pay the required fee	4. Receive the payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
5. Submit the Official Receipt at the SBO	5. Prepare the Certificate of Posting	none	3 minutes	SBO: Administrative Officer I/ III SB Secretary
6. Receive the document	6. Issue the Certificate of Posting	none	1 minute	SBO: Administrative Officer I/ III
	6.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php100.00	15 days, 12 minutes- Water Permit Application 10 days, 12 minutes- DAR Order and other applications	

This Service is covered by Republic Act No. 7160.



15. Issuance of Certificate of Public Convenience or Franchise to Operate Tricycle-For-Hire (new)

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.

Office or Division:	Sangguniang Bayan	
Classification:	Complex	
Type of Transaction:	G2C-Government to Citizen	
Who may avail:	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)	None	
1. Duly accomplished application Form	Requesting party <i>Note: Blank form is available at the Records' Section, Sangguniang Bayan Office</i>	
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 favor of the member applicant.	Tricycle Operator's and Drivers' Association	
6. Physical requirements/equipage in applying for CPC/Franchise:	None	
6.1. Clean windshields		
6.2. Garbage Receptacle		
6.3. Functioning horn that does not emit exceptionally loud or startling sound;		
6.4. Two (2) signal lights, front and back for turning right or left or for emergency purposes;		
6.5. Tail light, including license plate light;		
6.6. Top chain extending to the rear wheel;		
6.7. 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;				
6.8. Light installed inside the sidecar and kept lighted while plying the routes;				
6.9. Anti-noise equipment/silencer;				
6.10. Sticker containing the body number of the vehicle and placed prominently to be identifiable from a distance;				
6.11. Fully operating mufflers; and				
6.12. Roadworthiness of the tricycle/pedicab unit.				
REQUIREMENTS FOR AMENDMENT OF FRANCHISE (CHANGE OF UNIT/MOTOR):				
7. Duly accomplished application form		Requesting party <i>Note: Blank form is available at the Records' Section, Sangguniang Bayan Office</i>		
8. Original or certified true copy of Certificate of Public Convenience or Franchise to operate one (1) Motorized Tricycle-For-Hire.		Sangguniang Bayan Office		
9. Original and photocopy of CR and latest OR of the old and new motorcycle unit.		Land Transportation and Franchising Regulatory Board (LTFRB)		
10. 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.		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the verified application with the complete documentary requirements and sign in the logbook	1. Receive and verify the completeness of documents as per checklist of requirements; assigns a Case Number	none	10 minutes	SBO: Local Legislative Staff Officer IV
2. Receive order of payment	2. Issue order of payment	Filing fee =PhP150.00 Inspection fee =PhP93.00 Subscription fee =PhP100.00	1 minute	
3. Receive the order of payment and pay the corresponding fee at the Treasury Office	3. Receive payment and issue official receipt	As per order of payment	5 minutes	MTO: RCC II
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	none	5 minutes	SBO: Local Legislative Staff Officer IV

	b. One for the SBO			
5. Receive the file copy 6. Bring the tricycle unit at the designated area for inspection	5.0 Return the file copy	none	2 minutes	SBO: Local Legislative Staff Officer IV
	5.1 Forwards the application to the MTPPC	none	38 working days	SBO: MTTPC
	6.0 MTPPC conducts preliminary review and inspection of the unit	none		
	6.1 Preparation and submission of MTPPC report	none		
	6.2 Inclusion of the application with CASE NO. in the agenda of the MTTFRB	none		
	6.3 MTTFRB Hearing, whether to grant or deny the application.	none		
	6.4 Finalization and printing of the resolution granting the franchise or Certificate of Public Convenience	none		
	6.5. Signing of the resolution granting the franchise or Certificate of Public Convenience	none		
7. Receive order of payment	7. Issue order of payment	Annual Franchise fee/unit =PhP477.25 Police Clearance Mayor's Permit fee= PhP110.00 Regulation fee= PhP60.00 Sticker= PhP66.00 Garbage fee=PhP10.00	1 minute	SBO: Local Legislative Staff Officer IV
8. Proceed to the Treasury Office and pay the required fees	8. Receive payment and issue OR	As per order of payment	5 minutes	SBO: RCC II
9. Return to the Sangguniang Bayan Office and submit the official receipt	9.0. Receive official receipt	none		SBO: Local Legislative Staff Officer IV
	9.1. Prepare the CPC or franchise and the	none		



	Motorized Tricycle Operators Permit			
	9.2. Sign the CPC or franchise	none	15 minutes	SBO: SB Secretary Presiding Officer
	9.3. Sign the Motorized Tricycle Operators Permit	none		SBO: Presiding Officer
10. Receive the documents	10. Release the CPC or franchise, SB resolution and MTOP	none	1 minute	SBO: Administrative Officer III
	10.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/ III
TOTAL:		Php1,066.25	38 working days and 50 mins.	

This Service is covered by Republic Act No. 7160, DILG Memorandum Circular No. 2011-68, DOTr and DILG Joint JMC No. 1 Series 2017, and Municipal Ordinance No.388, series of 2020.

16. Issuance of Favorable Indorsement, and/or Interposing No Objection

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

Office or Division:	Sangguniang Bayan		
Classification:	Highly Technical		
Type of Transaction:	G2C-Government to Citizen; G2B-Government to Business; G2G-Government to Government		
Who may avail:	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.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Applicants prepares three (3) sets of the following: (one original and/or certified true copy and two photocopy) <ol style="list-style-type: none"> New Renewal (except for Industrial/Commercial Sand and Gravel) 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;		None	

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				
4. Attendance during the consultation.				
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				
7. Certified true copy of the proof of ownership and/or joint venture agreement or any other agreement of similar nature, if applicable				
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 and sign in the log book	1. Verify the completeness of documents and make a checklist of the documents. Receive the documents Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative 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 minutes	
3. None	3.0. Includes the application in the Order of Business	none	2 working days after referral	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Committee hearing with the applicant, MENRO and MASSO for Pre-evaluation of the application and the setting of date for site inspection.	none		SBO: Concerned Committee



4. Attend the site inspection	4. Site inspection to be conducted by the MENRO, Assessor's Office and the Committee referred to.	none	10 working days after the committee evaluation	
5. None	5.0. Preparation and submission of the Committee Report	none	30 working days	
	5.1. Inclusion of the Committee Report in the agenda	none		SBO: SB Secretary
	5.2. Deliberation of the Committee report	none		SBO: SB Members
	5.3. Deliberation under second reading: approval or disapproval	none		
	5.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	5.5. Signing of the resolution	none		SBO: SB Members
6. Receive the document	6. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	6.1. Administer CSS Form	none	5 minutes	Administrative Officer I/III
TOTAL:		None	34 working days, 21 minutes	

This Service is covered by Republic Act No. 7160 and Municipal Ordinance No. 389, series of 2020.

17. 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.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G- Government to Government; G2C-Government to Citizens G2B-Government to Business	
Who may avail:	Developers, government agencies, business entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Zoning officer forwards three (3) sets of the following documentary requirements (one original and/or certified true copy and two photocopy):	None	
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: 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. 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; 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; d) Ground and Floor Plans (for townhouses only)		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 Requirements and sign in the log book	1. Verify and receive the completeness of documents; Application with lacking documents will not be accepted	none	10 minutes	SBO: Administrative Officer I
2. Attend the committee hearing	2.0. Inclusion of the Application in the agenda for its next regular session	none	29 working days	SBO: SB Secretary
	2.1. Referral to appropriate committee	none		SBO: Presiding Officer
	2.2. Conduct 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	none		SBO: Concerned Committee



	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,			
	2.3. Passage of a resolution granting or denying the application	none		SBO: SB members
	2.4. Finalization and printing of the resolution	none		SBO: SB Secretary
	2.5. Signing of the resolution	none		SBO: SB Members
3. Receive the document	3. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 working days and 16 mins.	

This Service is covered by Republic Act No. 7160, Municipal Ordinance No. 190, series of 2011.

18. Issuance of Resolutions of Endorsement

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

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2C-Government to Citizens; G2G-Government to Business			
Who may avail:	Barangays, citizens and other sectors of the community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One set (1 original copy of required documents)		None		
1. Letter of request		Requesting party		
2. Approved resolution, for endorsement of resolutions		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request and sign in the log book	1. Receives and verifies the documentary requirements	none	10 minutes	SBO Administrative Officer I



2. Receive the file copy	2. Give the file copy	none	1 minute	
3. None	3.0. Include the request order of business	none	29 working days	SBO: SB Secretary
	3.1. Referral to the appropriate committee	none		SBO: Presiding Officer
	3.2. Submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	3.3. Deliberation and approval of the Committee Report	none		SBO: SB Members
	3.4. Approval of the resolution under second reading	none		
	3.5. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.6. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and Receive the document	4. Release of the resolution	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	29 days, 17 mins.	

This Service is covered by Republic Act No. 7160.

19. 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.

Office or Division:	Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G-Government to Government	
Who may avail:	The thirteen (13) barangays of the Municipality of Tuba	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two (2) sets (one original and one photocopy)		None
1. Transmittal letter (original copy		Requesting party
2. Appropriation Ordinance		Requesting party
3. Annual Investment Program with the following attachments: * DILG endorsed GAD Plan and Budget * Barangay Disaster Risk Reduction and Management Plan (BDRRMP) * Indicative Annual Procurement Plan * Barangay Nutrition Action Plan (BNAP)		Requesting party



* Barangay Devolution Transition Plan (DTP)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit two (2) copy of the approved barangay appropriation ordinance and the Annual Investment Program to the Sangguniang Bayan and sign in the log book	1. Receive, verify the completeness of the documentary requirements and stamps the copy of the appropriation ordinance	none	59 days	SBO: Administrative Officer I
2. Receive the file copy	2. Give the file copy	none		SBO: SB Secretary
3. None	3.0. Inclusion of the barangay ordinance in the agenda	none		SBO: Presiding Officer
	3.1. Referral to appropriate committee	none		SBO: Concerned Committee
	3.2. Concerned committee forwards to the Municipal Finance Committee for preliminary review	none		Municipal Finance Committee
	3.3. Technical review by the Municipal Finance Committee	none		SBO: Concerned committee
	3.4. Preparation and Submission of the Committee report for inclusion in the agenda	none		SBO: SB Members
	3.5. Deliberation and approval of the Committee Report	none		
	3.6. Approval of resolution declaring the appropriation ordinance operative in its entirety or operative in part. under second reading	none		
	3.7. Finalization and printing of the resolution	none		
	3.8. Signing of the resolution	none	SBO: SB Secretary	
4. Return to the Sangguniang Bayan Office and Receive the document	4. Furnish copies of the resolution to the concerned barangay through the Municipal Budget Office	none	SBO: Administrative Officer III	
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	59 days and 5 minutes	

This Service is covered by Republic Act No. 7160.



20. 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.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	The thirteen (13) barangays of the Municipality of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Two (2) sets of approved Ordinance (one original copy and one photocopy)		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a copy of the approved ordinance to the Sangguniang Bayan and sign in the log book	1. Receive and stamps the copy of the ordinance	none	2 minutes	SBO: Administrative Officer I
2. Receive the file copy	2. Give the file copy	none	1 minute	
3. None	3.0. Include in the order of business	none	25 working days	SBO: SB Secretary
	3.1. Referral to appropriate committee	none		SBO: Presiding Officer
	3.2. Preparation and submission of the Committee report for inclusion in the agenda	none		SBO: Concerned Committee
	3.3. Deliberation and approval of the Committee Report	none		SBO: SB Members
	3.4. Approval of resolution giving favorable or unfavorable review under second reading	none		
	3.5. Finalization and printing of the resolution	none		SBO: SB Secretary
	3.6. Signing of the resolution	none		SBO: SB Members
4. Return to the Sangguniang Bayan Office and Receive the document	4. Furnish copies of the resolution to the concerned barangay	none	1 minute	SBO: Administrative Officer III
	4.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	25 days and 9 minutes	

This Service is covered by Republic Act No. 7160.



21. Settling of Barangay Boundary Conflicts or Disputes

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.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Barangays within the territorial jurisdiction of Tuba			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicant prepares fifteen (15) copies of the following (one original and/or certified true copy and 14 photocopies)		None		
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. Submit 15 copies of complete documents	1. Receive and verify the completeness of documents	None	10 minutes	SBO: Administrative Officer I
2. Receive file copy	2. Return the file copy	none	1 minute	
3. None	3.0. Inclusion of the Application in the agenda for its next regular session	None	5 working days after referral	SBO: SB Secretary
	3.1. Referral to the Committee on Laws and Committee on Barangay Affairs	None		SBO: Presiding Officer
	3.2. 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		SBO: Committee on Laws and Committee on Barangay Affairs



	3.3. Upon receipt of the answer, the joint committee shall set the date of pre-hearing conference.	None		
4. Receive notice of pre-hearing	4. Issue Notice of Pre-hearing	none	1 working day	
5. Attend the pre-hearing conference	5. Pre-hearing conference	None	49 days from the date the answer was filed	
6. None	6. Joint Committee Report			
7. Attend the formal hearing	7. Formal Hearing and Decision	None	56 days from the date the certification of failure to settle was issued.	SBO: SB Members
8. None	8.0. Finalization and printing of the decision	None	4 working days	SBO: SB Secretary
	8.1. Signing of the decision	None		SBO: SB members
9. Receive the document	9. Furnish the decision to the parties: DILG, Provincial Assessor, COMELEC, NSO and other offices concerned	None	Within 15 days from the date of promulgation	SBO: Administrative Officer III
	9.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	130 working days and 16 mins	

This Service is covered by Republic Act No. 7160, and Municipal Ordinance No. 376, series of 2020



LOCAL LEGISLATIVE DEPARTMENT

Office of the Sangguniang Bayan (SBO)

Internal Services



1. Enactment of an Appropriation Ordinance authorizing the Annual and/or Supplemental Budgets

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 (16th) 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.

Office or Division:	Sangguniang Bayan			
Classification:	Highly Technical			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Municipal Mayor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 set original copy & 3 sets photocopy: of all required documents		None		
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 and sign the log book	1. Receives and verifies the documentary requirements	none	10 minutes	SBO: Administrative Officer I
2. None	2.0 Inclusion of the request in the agenda	none	41 working days	SBO: SB Secretary
	2.1 Referral to the appropriate committee	none		SBO: Presiding Officer
	2.2 Preparation, submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.3 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.4 Approval of the appropriation ordinance under second reading	none		
2.5 Approval of the appropriation ordinance under third and final reading	none			



	2.6 Finalize and print the appropriation ordinance	none		SBO: SB Secretary
	2.7 Signs the appropriation ordinance	none		SBO: SB Members
3. Receives the document	3.0 Submit the ordinance to the Office of the Municipal Mayor for approval	none	1 day	SBO: Administrative Officer III
	3.1 Submit the approved appropriation ordinance with complete attachment to the Sangguniang Panlalawigan for review	None	1 day	SBO: SB Secretary
	3.2. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL:		None	43 working days, 15 minutes	

This Service is covered by Republic Act No. 7160.

2. Passage of resolutions:

- a. Approval of Annual Investment Programs and other Developments Plans
- b. Authorizing the municipal mayor to accept donations and enter into Agreement or contract;
- c. Requesting funds for development projects and activities.

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.

Office or Division:	Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2G- Government to Government
Who may avail:	Municipal Mayor
CHECKLIST OF REQUIREMENTS	
1 set original copy & 3 sets photocopy: of all required documents	None
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 or Other Special Bodies and/or Committees		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the request and receives file copy, and sign the logbook	1. Receives and verifies the documentary requirements	none	10 minutes	SBO: Administrative Officer I
2. None	2.0 Inclusion of the request in the agenda of the next session	none	35 working days	SBO: SB Secretary
	2.1 Referral to the appropriate committee during the regular or special session	none		SBO: Presiding Officer
	2.2 Submission and inclusion of the Committee Report	none		SBO: Concerned Committee
	2.3 Deliberation and approval of the Committee Report	none		SBO: SB Members
	2.4 Approval of the resolution under second reading	none		
	2.5 Finalize and print the resolution	none		SBO: SB Secretary
	2.6 Signing of the resolution	none		SBO: SB Members
	2.7 Submit the resolution to the Office of the Municipal Mayor	none		SBO: Administrative Officer III
3. Receives the document	3. Release the document to the client	None	2 minutes	
	3.1. Administer CSS Form	none	5 minutes	SBO: Administrative Officer I/III
TOTAL		None	35 working days, 17 minutes	

This Service is covered by Republic Act No. 7160



Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the feedback form to be provided by the personnel in-charge in the office or at the Public Assistance Complaint Desk (PACD) and put it in the feedback and complaint drop box
How feedback is processed	<ul style="list-style-type: none">➤ The Human Resource Management Office through its authorized personnel will be the one to open and collect the feedback from each drop box every Friday. The HRMO will consolidate the feedback, verify their nature and refer the same to the office concerned.➤ The Department Head take proper action.
How to file a complaint	To file a complaint against the office concerned, fill up the complaint form which is available in every office or at PACD and drop the filled-up complaint form at the feedback and complaint drop box.
How complaints are processed	<ul style="list-style-type: none">➤ The Human Resource Management Office through its authorized personnel will be the one to open and collect the feedback and complaints from each drop box every Friday. The HRMO will consolidate the complaint/s, verify their nature and refer the same to the office concerned.➤ The Department Head shall initiate the discussion until the complaint is resolved.➤ In case the complaint was not resolved under step 2, the department head concerned shall elevate the matter to the CART, where the latter shall deal with the issue within three (3) working days upon presentation.
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph or info@arta.gov.ph (02) 8478-5091; (02) 8478-5093; (02) 8478-5099 PCC: pcc@malacanang.gov.ph 8888 CCB: email@contactcentermgbayan.gov.ph 0908-881-6565



List of Offices

Office	Address	Contact Information
Mayor's Office – Administrative Division	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tubamayorsoffice@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Community Affairs Section	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Human Resource Management Section	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	faithsengolaz@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Public Employment Services Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Business Permit and Licensing Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	sharon0412@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Internal Audit Services Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	lan.arisga@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Veterinary Office	Ava Hall, Tuba Municipal Hall, Poblacion, Tuba, Benguet	vetssec18@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Information Technology Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Tourism Operation's Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Budget Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	leon_carlita@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Accounting Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba.macco@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Treasury Office	1 st Floor, Executive Bldg., Tuba Municipal	mto_lgu_tuba2603@yahoo.com tuba_municipal@yahoo.com



	Hall, Poblacion, Tuba, Benguet	(074) 447-00-64/(074) 444-82-55
Municipal Civil Registrar's Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	mytrix77@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Assessors Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	massotuba2020@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Health Services Office	Tuba Municipal Health Center, Poblacion, Tuba, Benguet	(074) 424-30-58 tuba_municipal@yahoo.com
Municipal Social Welfare and Development Office	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	mwdoTuba4@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Persons with Disability Office	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Office of the Senior Citizens Affairs	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Planning and Development Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Engineering Office	2 nd Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	meotubabenguet@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Mayor's Office – Municipal Disaster Risk Reduction and Management Section	MDRRM Bldg., Municipal Ground, Tuba Municipal Hall, Poblacion, Tuba, Benguet	tubamdrmo@gmail.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Environment and Natural Resources Office	1 st Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Municipal Agriculture Office	1 st Floor, Executive Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	agri_tuba@yahoo.com tuba_municipal@yahoo.com (074) 447-00-64/(074) 444-82-55
Office of the Sangguniang the Bayan	2 nd Floor, Legislative Bldg., Tuba Municipal Hall, Poblacion, Tuba, Benguet	sb.tubabenguet@gmail.com (074) 442-66-48