

# TABLE OF CONTENTS

## VISION AND MISSION STATEMENT OF THE MUNICIPALITY OF AMADEO

### **BUSINESS AND INVESTMENT SERVICES**

#### **REAL PROPERTY TAXES**

Paying Real Property Taxes	1
Securing Certificate of Non Tax Delinquency of Real Property Tax Payments	2

#### **OTHER TAXES, FINES AND ADMINISTRATIVE FEES**

Securing a Community Tax Certificate	4
Securing other Taxes, Fines, and Administrative Fees	6

#### **BUSINESS REGISTRATION**

Applying/Renewing a Business License	6
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#### **REAL PROPERTY TAXES**

Securing Xerox Copy(s) of Cadastral Maps	8
Cancelling, Revising, or Correcting Assessments	9
Securing Owner's Copy of Updated Tax Declaration	11
Annotating or Cancelling Loans or Annotations on Tax Declarations	12
Securing Assessment for a New Building Machinery	13
Securing Certifications on Tax Declaration, Property Holdings or Non-Improvement	15
Verifying History of Real Property Tax Assessment or Tax Declarations	16
Verifying Property Location and Vicinity	17

#### **BUSINESS REGISTRATION**

Securing Data From Municipal Planning and Development Office	19
Securing Certificate of Site Zoning Classification	20
Securing Zoning Clearance for Business Permit	21
Securing Zoning Clearance for Building Permit	23
Securing Zoning of Fencing Permit	25

#### **ENVIRONMENTAL PERMITS**

Securing Certificate of Non-Coverage / ECC Endorsement	27
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#### **BUILDING**

Securing a Building Permit	29
Securing Other Building-Related Permits	35
Security Occupancy Permit	39
Securing Building Inspection Clearance for Business License	43
Requesting a Building Data	45

Filing Building-Related Complaints	46
<b>INFRASTRUCTURE SERVICES</b>	
Maintenance of Drainage Systems and other Infrastructures	47
Requesting the Preparation of Plans and Programs of Work	49
Performance Pledges	51
Amadeo Poblacion Map	53
<b><u>CIVIL REGISTRY SERVICES</u></b>	
Registration of Birth and Marriage Certificate	54
Registration of Death Certificate	55
Applying for Legitimation of Natural Child	57
Requesting Endorsement of Registry Records	61
Applying for Marriage License	63
Registration of Legal Instruments	66
Filing Petition for Change of First Name (CFN) or Correction of Clerical Error/s (CCE)	67
Filing Petition for Correction of Gender, Date of Birth (RA 10172)	70
<b><u>SOCIAL WELFARE SERVICES</u></b>	
Availing of Emergency Assistance in Crisis Situation (AICS)	72
Promotion of Welfare of Socially Disadvantage Women	73
Availing of Care and Protection for Children /Youth Under Difficult Situation	74
Day Care Services and Supplemental Feeding	75
Practical Skills Training	76
Program/Services for the Elderly	76
Referrals	77
Program for Person with Disability (PWD)	78
Proposal for Solo Parent (RA 8972)	79
Municipal Population Office	80
<b><u>TOURISM</u></b>	
Securing Data	
<b><u>EDUCATION SERVICES</u></b>	
Using and Borrowing Books at the Library of Municipality of Amadeo	82
Locating Book (Using Call Numbers)	82
<b><u>SANGGUNIANG BAYAN</u></b>	
Securing Copy of Records of Public Character	84
Application for the Reclassification of Land	85
Application to Operate and Put Up Piggery Poultry Farm	87
Application to Operate Business	88
Application for the Alteration of Subdivision Plan	90
Application of Subdivision Development Permit	91
Application for Civil Society Organizaton (CSO) Accreditation	93

Application for Motorized Tricycle Franchise	94
Application for Certificate of Dropping of Franchise	96
Application for Change of Motorcycle/Unit	97
Application for Special Permit	99
<b><u>PUBLIC EMPLOYMENT SERVICES</u></b>	
Livelihood and Employment Referrals (For Applicant)	100
Securing Local Employment Referral (For Employment)	101
Availing of Overseas Employment Facilitation Services (For Applicants)	102
Availing of Special Program for Employment of Students (For Applicants)	104
<b><u>PUBLIC INFORMATION OFFICE</u></b>	105
<b><u>INTEGRATED HEALTH SERVICES</u></b>	
Availing of Outpatient Consultation of Rural Health Unit	108
Availing of Immunization Services	109
Availing of Maternal Care Services	110
Security Family Planning Service for Walk-In Clients	111
Arranging Administration of DMPA Injections	112
Availing of Anti-Tuberculosis Drugs	113
Availing of General Consultation, Treatment of Minor Medical Cases and Emergencies	114
Securing Health/Medical Certificate	115
Securing Death Certificate	116
Security Sanitation Clearance for Business Permit	116
Pursuing Sanitation-Related Complaints	117
Requesting Information of Nutrition Population and Family Planning	118
<b><u>DENTAL SERVICES</u></b>	
Application of Sealant Through Field Visit	119
Assisting in Normal Spontaneous Delivery	120
<b><u>LABORATORY SERVICES</u></b>	121
<b><u>AGRICULTURAL SERVICES</u></b>	
Accessing Technical Assistance on Soil Analysis	123
Accessing Technical Assistance on Seed Analysis	124
Availing of Farm Input Assistance	125
Accessing Technical Assistance on Organizational Set-Up	126
Availing of Animal Dispersal Program	127
Accessing Veterinary Services	128
Securing Livestock Shipping Permit, Health and Death Certificates	129
Accessing Technical Assistance on Crop Production	131
Accessing Technical Assistance on Farmer's Information Technology Service Center	131

**OFFICE OF THE MAYOR**

Availing of Emergency Assistance in Crisis Situation (AICS)	132
Issuance of Mayor's Clearance <i>(PNP, BJMP, BFP, PA, PN, PAF, PCG applications)</i>	133
Issuance of Recommendation/Endorsement Letter	135

## REAL PROPERTY TAXES

## PAYING REAL PROPERTY TAXES

### About the Service:

Owner of land and buildings have to pay real property taxes annually. Taxes are a percentage of the property's taxable value.

Real property tax payments are made at the Land Tax Division of the Municipal Treasurer's office. Taxpayers may choose to pay on annual or be paid without interests and penalties in four (4) equal installments: the first installment, on or before March 31; the second installment, on or before June 30, the third installment, on or before September 30; and the last installment, on or before December 31.

If both the annual basic real property tax and the additional SEF tax are paid on or before January 20, the taxpayer shall be entitled to a twenty percent (20%) discount and a discount of ten percent (10%) shall be entitled to the taxpayer who paid in the installment basis. Provided, that such discounts shall only be granted to properties without any delinquencies.

### Requirement(s):

- Copy of Latest Real Property Tax Declaration.
- Original copy or photocopy of latest real propertytax payment/official receipt.

### Location:

Treasurer's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Computation of Real Property Tax  Taxpayerpresents requirements at the RPT window. A tax bill or statement of account of Real Property is then, made.	8 minutes per tax declaration	MAXIMA A. AMBAT Local Revenue Collection Officer I  MA. MELNITA B. SALAZAR RCC II  CELINA S. BANTOG Office Staff

2. Payment  Taxpayer presents the statement of account to an assigned collector at the counter and pays the taxes due. An official receipt is issued.	15 minutes per receipt	MAXIMA A. AMBAT Local Revenue Collection Officer I  MA. MELNITA B. SALAZAR RCC II  CELINA S. BANTOG Office Staff
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## SECURING CERTIFICATE OF NON-TAX DELINQUENCY OF REAL PROPERTY TAX PAYMENTS

### About the Service:

A certificate of real property tax payments is required, in certain transactions, to prove that taxes on real property have been paid and updated. This may be secured from the Land Tax Division of the Municipal Treasurer's Office.

### Requirement(s):

- Copy of Latest Real Property Tax Declaration
- Original copy or photocopy of latest real property tax payment / official receipt
- Certificate Fee Payment - Official Receipt
- Authorization letter from the owner of Tax Declaration (if the person acquiring the tax clearance is not the owner)

OR

- Deed of Sale of the new owner of the property declared in the Tax Declaration
- Xerox Copy of ID of the Owner of Tax Declaration
- Xerox Copy of ID of the authorized representative of the owner

### Location:

Treasurer's Office

**How to avail of the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Payment for Certification  Clients proceeds to the License Division Counter, pays the Certification Fee and gets his/her Official Receipt  (Php 100.00 per Certification fee)	3 minutes	MAXIMA A. AMBAT Local Revenue Collection Officer I
2. Printing of Certificate  Clients presents the requirements at the Land Tax Division Counter and informs the assigned personnel as to the purpose  The certificate is then printed and initials by the staff who made the certification	12 minutes	MAXIMA A. AMBAT Local Revenue Collection Officer I  MA. MELNITA B. SALAZAR RCC II  CELINA S. BANTOG Office Staff
3. Approval and Issuance  The certificate forwards to the Municipal Treasurer for his signature. It is then released to the client	2 minutes	MARLITO G. ANICO OIC - Municipal Treasurer

## OTHER TAXES, FINES AND ADMINISTRATIVE FEES

### SECURING A COMMUNITY TAX CERTIFICATE

#### About the Service:

The Municipal Treasurer's Office issues the Community Tax Certificate (CTC). It is required when an individual or corporation:

#### Requirement(s):

- Acknowledges any document before a notary public
- Takes an oath of office upon election or appointment to any position in the government service
- Receives any license, certificate or permit from any public authority
- Pays any tax or fee
- Receives money from any public fund
- Transacts other official business
- Receives any salary or wage from any person or corporation.

#### Location:

Treasurer's Office

#### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Secure Personal Data Sheet Form  Client secures and fills up a copy of a Personal Data Sheet Form available at Window 3 of the License Division	2 minutes	MAXIMA A. AMBAT Local Collection Officer I
2. Submission of Personal Sheet Form and Issuance of CTC  Clients submits the accomplished form or previous CTC and waits for the issuance of the Community Tax Certificate (CTC)	3 minutes	MAXIMA A. AMBAT Local Revenue Collection Officer I



<p>For individual client, basic tax of P5.00 plus requires to pay a tax of P1.00 for every P1,000.00 of gross income</p> <p>For corporation, basic tax is P 500.00 plus P2.00 for every P5,000.00 of Gross Income</p>		
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## SECURING OTHER TAXES, FINES AND ADMINISTRATIVE FEES

### About the Service:

The Municipal Treasurer's Office issues Official Receipt for other taxes, fees and charges. It is required when securing needed documents in other department.

### Requirement(s):

- Order of payment from the concern officer/department

### Location:

Treasurer's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
<p>1. Payment of Official Receipt</p> <p>Taxpayer presents their order of payment from the concern office/department to the assigned collector at Window 1. An official receipt is then issued.</p>	5 minutes	<p>MAXIMA A. AMBAT Local Collection Officer I</p>

### APPLYING / RENEWING A BUSINESS LICENSE

#### About the Service:

The Business Permit and Licensing Office is responsible for processing, reviewing and collection of true and correct business taxes and fees along with the Municipal Treasurer's Office. The said department recommends revocation of business licenses and permits in case of violations.

#### *Requirement(s):*

##### **For New Business:**

- Barangay Business Clearance
- Locational Clearance – prior to business permit (if different from the previous business address)
- Occupational Permit
- Lease Contract between the Lessor and the Lessee
  - If leased, attached Tax Declaration and updated Tax Receipt.
  - If owned, transferred Certificate of the Title (TCT) or TAX DECLARATION and updated Tax Receipt.
- Business Name Registration with the Department of Trade and Industry (DTI) for sole proprietorship or Articles of Incorporation for Partnership approved by S.E.C. (if corporation or partnership)
- CEDULA – Residence Certificate A and B for single proprietorship C and C1 in case of Corporation/Partnership for current year.
- SSS Clearance
- Sanitary Permit
- Fire Safety Inspection Certificate
- Other documents that may be required according to your line of business  
( 5 copies each )

##### **For Renewal of Business:**

- Barangay Clearance
- DTI /SEC
- Annual Inspection Certificate
- SSS Clearance
- Cedula
- Tax Declaration (OHA)
- Tax Receipt (Amilyar ) - Current Year
- BIR Form 0605 Receipt

- Financial Statement ( Current Year )
- Sanitary Permit
- Fire Safety Inspection Certificate  
( 4 copies each )

**Location:**

**Business Permit and Licensing Office (BPLO)**

**HOW TO AVAIL OF THE SERVICES:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
<b>1. ASSESSMENT</b>  The applicant presents the Mayor's Permit application and its corresponding requirements/ supporting documents for processing, verification and assessment.	40 minutes	<b>Joy Abbie Mae T. Loyola</b> Admin. Aide II  <b>Ma. Irish A. Leachon</b>
<b>2. PAYMENT</b>  The applicant presents the Mayor's Permit application with its assessment and pays the corresponding amount.	15 minutes	<b>Cashier on Duty</b>
<b>3. RELEASING</b>  The applicant submits all required documents for the issuance of Mayor's Permit.	10 minutes	<b>Joy Abbie Mae T. Loyola</b> Admin. Aide II  <b>Jonathan G. Ermitanio</b> Admin. Aide IV

## REAL PROPERTY TAXES

### SECURING XEROX COPY/S OF CADASTRAL MAPS

#### ABOUT THE SERVICES:

The updated Cadastral Map which was separated into sections of each Barangays of Amadeo, Cavite are available in the Tax Mapping Division of the Office of the Municipal Assessor.

This may be photo-copied in various scales upon request. The Maps available ranges from those showing road networks, lot number and corresponding area and pin number.

#### REQUIREMENTS:

- Xerox Fee: Bond Paper Sheet Size – P 10.00

#### HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	DURATION	PLEASE APPROACH
1. Map Identification  Clients choose from the compilation of Maps available and inform Person-in-Charge about the identity of the lot and maps needed	5 minutes	Aida P. Agetano Sr. Assessment Clerk  Isabelo A. Tibayan Jr. Administrative Aide I
2. Payments of Fees  Staff informs the client of the fees to be paid and gives client a request for payment form  Client proceed to the Municipal Treasurer Office to pay the required fees	5 minutes	Ruel B. Panganiban Tax Mapping Aide  Jessie T. Villanueva. Administrative Aide II  Maxima A. Ambat Mun. Treasurer's Office
3. Printing/Photo Copy of Maps  Staff accompany the client for printing/photo copying of the described Maps	5 minutes	Aida P. Agetano Sr. Assessment Clerk

If Map requested is not yet available, the staff customized the maps as per required prescription.	1 day customized map	Ruel B. Panganiban Tax Mapping Aide
4. Issuance of Map  Client presents the official receipt (OR) to the staff to claim the requested Map  Client signs the Log Book for acknowledgement purposes.	2 minutes	Isabelo A. Tibayan Jr. Administrative Aide I

## **CANCELLING, REVISING, OR CORRECTING ASSESMENTS**

### **ABOUT THE SERVICES:**

This service is requested by the client, who would like to delete, adjust, inspect and correct assessment on their real property.

The Municipal Assessor's Office assessment records are used by the Land Tax Division of the Municipal Treasurer's Office in computing the Annual Tax to be paid by Owner's Real Property for Taxation.

### **REQUIREMENTS:**

- Letter of Request for Cancellation, Revision or Correction of Assessment.
- Certificate of Real Property Tax Payment.

### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Request for the service  Client informs the assessment clerk regarding the request. In turn, reviews the request and evaluate requirements	10 minutes	Jessie T. Villanueva Administrative Aide II  Lerina G. Ramos Assessment Clerk I
2. Site Inspection (Optional)  The assessment clerk along with the client, conduct an	2-4 hours	Aida P. Agetano Sr. Assessment Clerk

inspection of the property to check whether there is a basis for cancellation, revision or correction of assessment.  FAAS is prepared		Ruel B. Panganiban Tax Mapping Aide  Lerina G. Ramos Assessment Clerk I
3. Preparation of Notice  Assessment Clerk prepares an inspection report, prepares a Notice of Cancellation.  Revision or Correction.	1 hour	Aida P. Agetano Sr. Assessment Clerk  Ruel B. Panganiban Tax Mapping Aide
4. Processing of Notice  Assessment Clerk evaluates and signs the Notice of Cancellation, Revision or Correction  Tax Mapping Aide records the transaction in the Tax Mapping Roll.  Assessment Clerk reviews the Notice  Municipal Assessor approves and signs Notice	10 minutes  30 minutes  5 minutes  5 minutes	Tessie P. Angcao Assessment Clerk III  Ruel B. Panganiban Tax Mapping Aide  Aida P. Agetano Sr. Assessment Clerk  Marlon A. Ambat Municipal Assessor
5. Issuance of Notice  The Notice of Cancellation, Revision or Correction is recorded and a copy is issued to the client	5 minutes	Lerina G. Ramos Assessment Clerk I

## SECURING OWNER'S COPY OF UPDATED TAX DECLARATION

### ABOUT THE SERVICES:

The Owner's Copy of updated Tax Declaration is secured upon Transfer of Ownership or Real Property from the previous to the new owner.

This is done to update the records of the Municipal Government and to transfer real property taxation to the new owner.

### REQUIREMENTS:

- Deed of Conveyance (Sale, Inheritance, Donation, etc.)
- Certificate of Real Property Tax Payment.
- Transfer Tax Receipt
- Clearance from the Bureau of Internal Revenue, especially regarding payments of capital gains tax
- Photocopy of Title (if titled)
- Clearance from the Department of Agrarian Reform (if agricultural)
- Processing Fee
- Copy of Approved subdivision (if applicable)

### HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	DURATION	PLEASE APPROACH
1. Request for the service  Client informs the assessment clerk regarding the request. In turn, the Assessment clerk reviews and examines all requirements submitted  Required documents are evaluated and examined by M.A. and assigns the preparation to the assessment clerk	20 minutes       10 minutes	Jessie T. Villanueva Administrative Aide II  Lerina G. Ramos Assessment Clerk I  Tessie P. Angcao Assessment Clerk III  Marlon A. Ambat Municipal Assessor
2. Preparation of Updated Tax Declaration  Assessment clerk prepares the ff: a) Tax Declaration	   2 hours	Marites B. dela Cruz Administrative Aide I  Lerina G. Ramos Assessment Clerk I

b) Field Appraisal Assessment Sheet (FAAS) c) Property Record Form (PRF)		Tessie P. Angcao Assessment Clerk III
<b>3. Processing and Recording of Tax Declaration</b>  Assessment Clerk evaluates and signs the updated Tax Declaration.  Tax Mapping Aide records the transaction in the Tax Mapping Control Roll (TMCR).  Assessment Clerk reviews the updated Tax Declaration (T.D.)  Municipal Assessor approves and signs the Tax Declaration	10 minutes  10 minutes  30 minutes  10 minutes	Tessie P. Angcao Assessment Clerk III  Ruel B. Panganiban Tax Mapping Aide  Tessie P. Angcao Assessment Clerk III  Marlon A. Ambat Municipal Assessor
<b>4. Issuance of Owner's Copy</b>  Tax Declaration is numbered and issued to the client.		Lerina G. Ramos Assessment Clerk I

## ANNOTATING OR CANCELLING LOANS OR ANNOTATIONS ON TAX DECLARATIONS

### ABOUT THE SERVICES:

This service is requested to annotate or cancel documents for loan and mortgage purposes.

### REQUIREMENTS:

- Service Slip
- Copy of the Mortgage/Discharge of Mortgage
- Mortgage Fee

### HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	DURATION	PLEASE APPROACH
1. Request for the service		Maritess B. dela Cruz



Client informs the Officer-of-the-day (OD) regarding the request, OD in turn, provides a service slip for endorsement to the Municipal Assessor	3 minutes	Administrative Aide I
<p>2. Submit Service Slip</p> <p>Client submits the service slip to the Municipal Assessor and waits for the evaluation</p> <p>Municipal Assessor assigns the task to an assessment clerk</p>	5 minutes	Marlon A. Ambat Municipal Assessor
<p>3. Annotation of Tax Declaration</p> <p>Assessment clerk annotates and prepares the tax declaration (TD) for signature of the Municipal Assessor.</p> <p>The Municipal Assessor check and signs the Tax Declaration</p>	<p>10 minutes</p> <p>10 minutes</p>	<p>Aida P. Agetano Sr. Assessment Clerk Lerina G. Ramos Assessment Clerk I</p> <p>Marlon A. Ambat Municipal Assessor</p>
<p>4. Issuance of Annotated Tax Declaration</p> <p>Clients receives a copy of the annotated TD</p> <p>The service slip containing the clients comment if any is reviewed.</p>	5 minutes	Jessie T. Villanueva Administrative Aide II

## **SECURING ASSESSMENT FOR A NEW BUILDING OR MACHINERY**

### **ABOUT THE SERVICES:**

New Tax Declarations (TD) has to be prepared for newly constructed buildings and newly installed machineries.

This Municipal Assessor's Office conducts field inspection to assess the value of the Real Property.

The new T.D. serves as the Municipal Government permanent record on the real property unit. It is also used for real property tax purposes.

#### **REQUIREMENTS:**

- Service Slip
- Letter Request
- Blueprint of the approved Building Plan
- Photocopy of Building Permit
- Photocopy of Occupancy Permit

#### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Request for the service</b>  Clients inform the staff regarding the request. In turn, provides a service slip for endorsement of the Tax Assessment.	3 minutes	Tessie P. Angcao Officer-of-the-Day
<b>2. Submit Service Slip</b>  Client submits the service slip together with the required documents to the assessment clerk and waits for the evaluation of the request.	5 minutes	Aida P. Agetano Sr. Assessment Clerk  Ruel B. Panganiban Tax Mapping Aide
<b>3. Site Inspection</b>  The Assessment Clerk/Tax Mapping Aide along with the clients conducts inspection to assess, verifies, and research the value of the new building or machinery	1-2 hours	Isabelo A. Tibayan Jr. Administrative Aide I  Ruel B. Panganiban Tax Mapping Aide
<b>4. Preparation of the Tax Declaration</b>  The Tax Mapping Aide computes the floor area (for building) and determines market and assessed valuation  The following are then prepared: a. Property Record Form	60 minutes	Ruel B. Panganiban Tax Mapping Aide

b. Tax Declaration		
5. Processing of Tax Declaration		
TAD Chief evaluates and signs the TD and FAAS.	5 minutes	Ruel B. Panganiban Tax Mapping Aide
Tax Mapping Division (TMD) records the transaction in the Tax Mapping Control Roll (TMCR).	5 minutes	Jessie T. Villanueva Administrative Aide II

## SECURING CERTIFICATIONS ON TAX DECLARATION, PROPERTY HOLDINGS OR NON-IMPROVEMENT

### ABOUT THE SERVICES:

The Tax Declaration (TD) serves as the Municipal permanent records for every real property unit (land or building).

### REQUIREMENTS:

- Request Form
- Certification Fee (OR)

### HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	DURATION	PLEASE APPROACH
1. Request for the service  Client informs the Officer-of-the-Day (OD) regarding the request. In turn, provides a request form for endorsement to the staff-in-charge of Records Management (RM).	3 minutes	Ruel B. Panganiban Officer-of-the-Day
2. Submit Service Slip  Client submits the service slip to the Assessment Clerk and waits for the evaluation.	5 minutes	Jessie T. Villanueva Administrative Aide II
3. Preparation of the Certification  The Tax Mapping Aide prepares the certification upon checking corresponding records of the client	30 minutes	Ruel B. Panganiban Tax Mapping Aide

<p>Client proceeds to the Municipal Treasurer's Office to pay the required fees</p> <p>The Municipal Assessor checks and signs the document</p>		<p>Maxima A. Ambat Mun. Treasurer's Office</p> <p>Marlon A. Ambat Municipal Assessor</p>
<p>4. Issuance of Certification</p> <p>Client presents the official receipt (OR) to the L.A.O. III to claim the certification</p> <p>Client signs the Log Book for acknowledgement purposes.</p>	5 minutes	<p>Lerina G. Ramos Assessment Clerk</p> <p>Marites B. dela Cruz Administrative Aide I</p>

## **VERIFYING HISTORY OF REAL PROPERTY TAX ASSESSMENT OR TAX DECLARATIONS**

### **ABOUT THE SERVICES:**

The HISTORY of a certain property (e.g. ownership, assessment, etc.) may be verified at the Municipal Assessor's Office.

### **REQUIREMENTS:**

- Related Reference Document
- Letter Request

### **HOW TO AVAIL OF THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<p>1. Request for the service</p> <p>Client informs the Officer-of-the-Day (OD) regarding the request. OD, in turn, endorses the client to the staff-in-charge of the Records Management (RM).</p>	3 minutes	Ruel B. Panganiban Officer-of-the-Day

<b>2. Evaluation of Request</b>  Client presents letter request and states the purpose of the verification to the staff-in-charge of records management and waits for the evaluation of the request	5 minutes	Tessie P. Angcao Assessment Clerk III (Staff-in-charge of records management)
<b>3. Verification and Research</b>  Assessment Clerk verifies and research the history of the real property	20 minutes may vary depending on revision year	Aida P. Agetano Sr. Assessment Clerk Lerina G. Ramos Assessment Clerk I
<b>4. Presentation of Property History</b>  Assessment clerk present the history of the real property to the client	5 minutes	Aida P. Agetano Sr. Assessment Clerk  Isabelo A. Tibayan, Jr. Administrative Aide I

## VERIFYING PROPERTY LOCATION AND VICINITY

### ABOUT THE SERVICES:

This service enables clients to identify real property, its ownership and location in the tax map at the Municipal Assessor's Office.

### REQUIREMENTS:

- Service Slip or Application for the Copy of Official Records

### HOW TO AVAIL OF THE SERVICE:

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Request for the service</b>  Client informs the assessment clerks regarding the request.  Assessment clerk, in turn, provides an application for the Copy of	3-5 minutes Depending on the client's needs	Aida P. Agetano Sr. Assessment Clerk  Ruel B. Panganiban Tax Mapping Aide

Official Records for endorsement to the Treasurer's Office		
<p>2. Submit Service Slip</p> <p>Client submits the service slip together with the required documents to the Assessment Clerk or Tax Mapping Aide and waits for the evaluation of the request.</p>	10-15 minutes	<p>Aida P. Agetano Sr. Assessment Clerk Ruel B. Panganiban Tax Mapping Aide Lerina G. Ramos Assessment Clerk I Marites B. dela Cruz Administrative Aide I</p>
<p>3. Verification and Research</p> <p>Client informs assessment clerk or Tax Mapping Aide to verify and research the location of the Real Property in the Tax Map</p>	5 hours	<p>Isabelo A. Tibayan Jr. Administrative Aide I</p> <p>Ruel B. Panganiban Tax Mapping Aide</p>
<p>4. Identification of Property Location</p> <p>Tax Mapping Aide presents the Vicinity of the property to the clients</p>	5 minutes	<p>Jessie T. Villanueva Administrative Aide II</p> <p>Ruel B. Panganiban Tax Mapping Aide</p>

## BUSINESS REGISTRATION

### Securing Data from the Municipal Planning and Development Office

#### ***ABOUT THE SERVICE***

Data about the Municipality and its development plans are available at the MPDO  
*This includes:*

- Socio Economic Physical Profile
- Land Use Plan
- Economic Development Data
- Maps
- Other Municipal Statistics

#### ***HOW TO AVAIL OF THE SERVICE***

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b><i>1. Inquiry</i></b>  Client approaches frontline personnel for referral to the person-in-charge of the data being requested	1 minute	Lina A. Alcairo Juan Carlos S. Ambagan Lilian S. Resterio
<b><i>2. Verification of Available Information/Data</i></b>  Person-in-charge verifies available data. In case, requested data is not available, client is referred to other probable source of data	2 minutes	Lina A. Alcairo Juan Carlos S. Ambagan
<b><i>3. Access to Information/Data</i></b>  Person-in-charge process data requested by clients.	2 minutes	Lina A. Alcairo Juan Carlos S. Ambagan

<b>4. Review and Verification</b>  Person-in-charge reviews and verifies the data to be given to the client.	2 minutes	Engr. Nolasco V. Bayot Lina A. Alcairo Juan Carlos S. Ambagan
<b>5. Documentation of Requested Information/Data</b> Client signs-in the logbook for record purposes.	2 minutes	Lina A. Alcairo Juan Carlos S. Ambagan Lilian S. Resterio

## Securing Certificate of Site Zoning Classification/Zoning Certificate

### **ABOUT THE SERVICE**

SITE ZONING Classification is requested to verify if a proposed project site complies with the Municipal Comprehensive Land Use Plan (CLUP)

The CLUP and Zoning Ordinance was last updated during the year 2010 and approved year 2013.

### **Requirements(s):**

- Letter Request/Intent addressed to the Zoning Coordinator/Mun. Planning and Development Coordinator.
- Letter of Intent (additional copy addressed to Sangguniang Bayan) for attachment record.
- Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property or Tax Declaration
- Certificate of Real Property Tax Payment latest
- Special Power of Attorney of land owner's authorized representative, if any
- Certification Fee – Php 250.00 per tax dec.

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Proceed to the MPDO</b>  Applicant goes to the MPDO frontline personnel and	5 minute	Lina A. Alcairo Juan Carlos S. Ambagan Lilian S. Resterio



ask for the requirements		
<b>2. Submission of Request Letter</b>  Applicant submits letter of request addressed to the Zoning Administrator together with the above requirements	2 minutes	Lina A.Alcairo Juan Carlos S. Ambagan
<b>3. Review and Verification</b>  Applicant wait while MPDO staff does research, review and verification .	Average of 30 minutes	Engr. Nolasco V. Bayot Lina A.Alcairo Juan Carlos S. Ambagan
<b>4. Issuance of Certificate</b>  Applicant receives the Certificate of Site Zoning Classification.	Average of 2 weeks in projects that needs reclassification and SB resolutions.	Engr. Nolasco V. Bayot Lina A.Alcairo

## Securing Zoning Clearance For Business Permit

### **ABOUT THE SERVICE**

**ALL ENTERPRISES** are required to secure a Zoning Clearance upon application for business Permit to ensure that the enterprise is allowed in the chosen location as per the Comprehensive Land Use Plan (CLUP). And other relevant zoning and land use ordinances.

#### **Requirements(s):**

- Barangay Clearance to Operate Business
- LEASE Contract between the Lessor and the Lessee if leased
- Business Name Certificate (DTI business certificate)
- SSS Clearance
- Transfer Certificate of Title (TCT) or Deed of Sale
- Real Property Tax Declaration
- Certificate of Real Property Tax Payment
- Locational Clearance Fee

<b>CAPITAL</b>	<b>FEE</b>
Below Php 100,000.00	Php 1,440.00
Over Php 100,000 – Php 500,000	Php 2,160.00
Over Php 500,000	Php 2,880.00
Over Php 1 Million – Php 2 Million	Php 4,320.00
Over Php 2 Million	Php 7,200 .00 + (0.1% of cost in excess of Php 2M)

### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Proceed to the MPDO</b>  Applicant goes to the MPDO frontline personnel and state his purpose.	2 minutes	Engr. Nolasco V. Bayot Lina A.Alcairo Juan Carlos S. Ambagan
<b>2. Review of Documents</b>  Zoning official reviews the computer print-out from the Mun. Treasurer's Office and check the location of the business against the land use plan.	5 minutes	Engr. Nolasco V. Bayot Lina A.Alcairo
<b>3. Site Inspection (Optional)</b>  If site inspection is required, frontline officer refers the same to the Zoning official or their authorized representative. Site inspection is usually required for the enterprises.	1 hour minimum depending on travel time going to the site	Lina A. Alcairo Juan Carlos S. Ambagan
<b>4. Processing Documents</b>  Frontline personnel Processed and records the documents	5 minutes	Lina A. Alcairo

<b>5. Approval</b>  The Zoning Administrator approved the clearance and signs the computer print-out	1 minute	Engr. Nolasco V. Bayot
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## Securing Locational/Zoning Clearance for Building Permit

### ***About the Service***

This is done before the start of construction to ensure that the building/business is allowed in the chosen location as per the Land Use Plan (CLUP) and Zoning Ordinance

### ***Requirements:***

- Application form for zoning Clearance – 3 copies
- Building Plan duly signed by a Civil Engineer, Architect– 5 sets
- Perspective duly signed by an Architect – 5 set
- Lot Plan – 5 copies
- Bill of Materials – 5 copies
- Specifications –5 sets
- Transfer Certificate of Title or Deed of Sale – 5 copies
- Real Property Tax Declaration – 5 copies
- Certificate of Real Property Tax Payment 5 copies
- Approved SB resolution for reclassification in projects that fall under other classification
- Environmental Clearance Certificate (ECC), when applicable
- If is not owned:
  - Contract of Lease – 4 copies
  - Authorization to Occupy Lot
- Neighbor Consent – when applicable
- Locational/Zoning Clearance Fee

<b>CAPITAL</b>	<b>FEE</b>
Below Php 100,000.00	Php 1,440.00
Over Php 100,000 – Php 500,000	Php 2,160.00
Over Php 500,000	Php 2,880.00
Over Php 1 Million – Php 2 Million	Php 4,320.00
Over Php 2 Million	Php 7,200 .00 + (0.1% of cost in excess of Php 2M)

Add'l. requirements for communication tower

- Height Clearance
- Certification from NTC/Nat'l. Transportation & Communication
- Radio Frequency Radiation
- Contract of Least

### ***HOW TO AVAIL OF THE SERVICE***

<b>FOLLOW THE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. <i>Accomplishment of Requirements and Assessment of Fees</i></b>  Applicant fills up the application form and has it notarized. Zoning Official assesses the clearance fee to be paid. Applicant proceeds to the Treasurer's Office	30 minutes	Lina A.Alcairo Juan Carlos S. Ambagan Lilian S. Resterio
<b>2. <i>Submission of Requirements.</i></b>  Applicant goes back to the MPDO with Official Receipt and submitted all requirements	3 minutes	Lina A.Alcairo Juan Carlos S. Ambagan Lilian S. Resterio
<b>3. <i>Review and Verification</i></b>  Applicant waits while Officer-in-charge review and verifies Submit requirements	5 minutes	Lina A. Alcairo Juan Carlos S. Ambagan
<b>4. <i>Preparation of Locational Clearance</i></b>  Officer-in-charge prepared,	25 minutes	Lina A. Alcairo

processes and records Locational Clearance		
<b>5. Approval of Locational Clearance</b>  Applicants wait while Officer-in-charge secure the signature of the zoning Administrator	1 minute	Engr. Nolasco V. Bayot

### Securing Locational/Zoning Clearance for Fencing Permit

#### **About the Service**

This is done before the start of construction of fence to ensure boundary delineation in compliance with the the Land Use Plan (CLUP) and Zoning Ordinance

#### **Requirements:**

- Barangay Clearance to install fence
- Tax Declaration
- Tax Receipt
- Bill of materials
- Transfer Certificate of Title (TCT) or Deed of Sale
- Technical Description
- Locational / Zoning Clearance Fee = Php 10 per meter of the whole perimeter

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Accomplishment of Requirements and Assessment of Fees</b>	30 minutes	Lina Alcairo Juan Carlos S. Ambagan
<b>2. Submission of Requirements.</b>  Applicant goes back to the MPDO with Official Receipt	3 minutes	Lina A. Alcairo Juan Carlos S. Ambagan

and submitted all requirements		
<b>3. Review and Verification</b>  Applicant waits while Officer-in-charge review and verifies Submit requirements	5 minutes	Lina A. Alcairo
<b>4. Preparation of Locational Clearance</b>  Officer-in-charge prepared, processes and records Locational Clearance	10 minutes	Lina A. Alcairo
<b>5. Approval of Locational Clearance</b>  Applicants wait while Officer-in-charge secure the signature of the zoning Administrator	1 minute	Engr. Nolasco V. Bayot

## ENVIRONMENTAL PERMITS

### SECURING CERTIFICATE OF NON-COVERAGE/ ECC ENDORSEMENT

#### About the Service

ALL PROJECTS are generally required to secure the environmental clearance or an Environmental Compliance Certificate (ECC).

If the proposed project is considered outside the purview of the Philippine Environmental Impact Statement (EIS) System, a Certificate of Non-Coverage or Certificate of Exception is issued to the proponent.

Projects that are classified as environmentally critical or are located in environmentally critical areas are required to secure an environmental clearance from the Department of Environment and Natural Resources (DENR) with the endorsement from the MENRO.

#### **Requirements:**

- Municipal Engineering Office's Endorsement for Environmental Inspection
- 2 sets of Lot Plan
- Perspective with Location Plan
- Ground Floor Plan
- Sanitary/ Plumbing Plan (Septic Tank and other waste management technology in projects like piggery and poultry farms)
- Barangay Clearance/ Resolution/ Certificate from Livestock Board
- Certification Fee

#### How to Avail of the Service

FOLLOW THE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<b>1. Submit Requirements</b>  Applicant submits to the MENRO all the documentary requirements	30 minutes	Maybelle Kristine N. Rodriguez
FOLLOW THE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<b>2. Ocular inspection</b>  MENRO Senior Environment Management Specialist schedules an ocular inspection of the proposed project site	Within 1 day	Marion A. Bayani Alvin Ambion

<b>3. Status of Application Inquiry</b>  Applicant follows-up on the status of his/her application	After 2 working days	Alvin Ambion
<b>4. Preparation of Certification</b>  Upon approval of the Inspection Report, a Clerk prepares the certification of ECC endorsement, and secures the signature of the OIC-MENRO and Municipal Mayor	1 day	Alvin Ambion
<b>5. Payment Fees</b>  Applicant proceeds to the Municipal Treasurer's Office to pay the required certification fees	10 minutes	Alvin Ambion
<b>6. Issuance of Certification</b>  The approved certification is issued to the applicant	After 1 working day	Marion A. Bayani



## BUILDING PERMITS

### SECURING A BUILDING PERMIT

#### About the Service:

A **BUILDING PERMIT** is required prior to construction, erection, alteration, major repair, or renovation or conversion of any building/structure owned by government or private entities.

The permit becomes **null and void** if work does not commence within **1 year** from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of **120 days**.

Schedule:

TIME	SCHEDULE
8:00 am – 12:00 am 1:00 pm – 1:30 pm	Evaluation/Assessment/Processing of Permits and Clearances. Preparation of response to communications that were received. Attending to request and complaints relative to building.
1:30 pm – 5:00 pm	Building inspection for occupancy permit/business permit application, electrical connection for indigenous, dwellings, annual inspection of all business establishments, on-going constructions within territorial jurisdictions, action taken on various request and complaints relative to building, apprehension of illegal construction.

#### Requirements:

**I. In case the applicant is the registered owner of the lot (3 copies)**

- Certified Xerox copy of Transfer of Certificate of Title (TCT or OCT)
- Certified Xerox copy of Tax Declaration (OHA)
- Current Real Property Tax Receipt (Amelyar) or Certificate of Non-Tax Delinquency.

**II. In Case the applicant is not the registered owner of the lot. (3 copies)**

- Duly notarized copy of the Contract of Lease / Deed of Absolute Sale / Contract of Sale / Authorization from the Lot Owner.

**III. FIVE (5) sets of plan and specification prepared, SIGNED AND SEALED.**

**Note: Use STANDARD SIZE of Blue Print (20" x 30")**

- Architect or Civil Engineer for Architectural and Structural Portion.  
*NOTE: Provide minimum requirements for Accessibility as required by B.P. 344 Accessibility Law*  
(a. ramp    b. parking    c. toilet)
- Sanitary Engineer or Master Plumber for not more than 20units of plumbing fixtures for Sanitary Portion.
- Professional Electrical Engineer or Master Electrician for not more than 4kilowatts load for Electrical Portion.

- d) Professional Mechanical Engineer for Mechanical Portion (if any)
  - Clear Xerox copy of **Current PTR and PRC ID of Design Professionals.**(1 copy)
  - Clear Xerox copy of Current **IAPOA Certificate (If Architect).**(1 copy)
  - Need Approval from the Developer (if inside the subdivision)
  - Soft copy of Plan and other documents (*in PDF format*) in CD/DVD or email to engineeringamadeo@gmail.com

**IV. Forms (Building; Sanitary; Electrical; Fencing others (\_\_\_\_\_))**

**V. Bill of Materials/Bill of Quantities and Specifications** **(5 copies)**

**VI. Fire Safety Permit (to be secure at the Chief of Local Fire Service upon endorsement by the Building Official)**

**VII. Locational Plan of duly prepared, signed and sealed by a licensed Geodetic Engineer (5 copies)**

**VIII. Mayor's Permit/Locational Clearance for MHS.**

**IX. Structural Design and Computation/Seismic Analysis for Structure of more than 7.5meters in height. - Clear Xerox copy of Association of Structural Engineers of the Philippines (ASEP) membership Valid ID****(1 copy)**

**X. Approved Lot Plan /Cadastral Map/ Logbook (2 pcs.)**

**XI. Barangay Clearance (specific for Construction/Renovation)** **(3 copies)**

**XII. Clearance from DPWH (District Office) if along National Road** **(1 copy)**

**XIII. Clearance from PEO (Provincial Engineer's Office) if along Provincial Road** **(1 copy)**

**XIV. DOLE Certificate of Construction Safety & Health Certificate****(1 copy)**

**XV. Notarized Authorization of Representative / SPA** **(3 copies)**

**XVI. Valid I.D. of applicant/lot owner/representative** **(2 copies)**  
**Others: Birth Certificate / Marriage Contract / Death Certificate** **(2 copies);**  
**CTC (1 copy)**  
*Special Retirement Residence Visa (SRRV); Alien Certificate of Registration (ACR) – if foreigner (1 copy)*

**XVII. Long Expandable Envelope ( 2 pc/s)**

**Red** – Residential (New Construction)  
**Orange** – Residential (Renovation/Extension)  
**Yellow** – Commercial  
**Blue** – Commercial (Poultry/Piggery)

**Green** – Institutional  
**Violet** – Cell site  
**Brown** – Fencing  
**Pink** – Site Development

**NOTE:-Applicant/s shall sign on all set/s of plan/s, specification/s and bill of material/s.**

**- Prepare blueprinted plans/ and other pertinent document in 5 copies**

**-Other requirement/s may be required if deemed necessary**

## **TECHNICAL REQUIREMENTS:**

### **1. Architectural / Civil Engineering Documents**

- a) Location plan within a two kilometer radius for commercial, industrial and institutional complies and within half kilometer radius for residential building at any convenient scale, showing prominent landmark or though fares for easy reference.
- b) Site development and/or locational plan at scale of 1:200m standard or any convenient scale for large-scale development showing position of building in relation to lot.  
Existing building within and adjoining the lot shall be hatched and distances between the proposed and existing building shall be indicated.
- c) Floor plan at scale for not less than 1:100m
- d) Elevation (at less four) at scale of 1:100m
- e) Section (at least two) at scale of 1:100m
- f) Foundation plan at scale of not less than 1:100m
- g) Floor-framing plan at scale of not less than 1:100m
- h) Roof-framing plan at scale of not less than 1:100m
- i) Detail of footing/column at any convenient scale

### **2. Sanitary/Plumbing**

- a) For new, additional or altered plumbing installation not exceeding twenty (20) units, by engineering documents signed and sealed by a duly licensed Master Plumber shall include the following:
  1. Plumbing Plan and Layout
  2. Isometric Drawing
  3. Guide specifications and bill of materials
  4. Estimate of cost (for statistical purposes only)

### **3. Electrical**

- a) For new installation with more than (20) outlets or a capacity of more than 4KW, of any voltage, application should be accompanied by electrical plans and specifications signed and sealed by a duly Licensed Professional Electrical Engineer. Containing the following:
  1. General Electrical Layout
  2. Single Line Diagram
  3. Riser Diagram
  4. Schedule of Load
  5. Design analysis
- b) For new, additional altered electrical installation not exceeding twenty (20) outlet or a capacity of a 4KW up to 600volts, application shall be accompanied by a bill of materials and a sketch signed by Professional Electrical Engineer containing the following:
  1. Single line diagram of electrical installation
  2. General electrical layout, with legends

3. Bill of Materials
4. Estimate Cost (for statistical purposes only)

*Notes:*

*The number of copies indicated above already includes the requirement for securing a Zoning Clearance (from MPDC) and Fire Clearance (from BFP).*

*For commercial and industrial buildings, provide 1 set of building plans and documents for submission to the Environment and Natural Resources Office (ENRO).*

*For industrial buildings, provide additional 4 copies of electrical and mechanical plan, specifications and bill of materials and cost estimates for submission to the Department of Labor and Employment (DOLE).*

*If all the clearances have been secured, the rest of the other documents indicated above are required to be submitted to the bldg. office.*

- *5sets Building Plans*
- *5copies Specifications*
- *5 copies Bill of Materials and Cost Estimates*
- *5 copies Lot Documents*

To facilitate processing, please check compliance of the following before submitting the plans and pertinent documents to the OBO/MEO.

- Requirements of the National Building Code.
- Laws and Municipal Ordinances affecting the design/project shall be strictly complied with.
- Compliance with BP 344 (Accessibility Law) shall be indicated in detail on plans for commercial, institutional and public buildings.
- Is setback/yard requirements are not met on the sides and at the back/rear then a Firewall (strictly no opening) extending up to at least 1 meter from the roof level shall be provided. It shall be indicated on the site development plan with owner's conformity.
- Grease Traps/Oil Separator shall be provided for hotel, restaurant, eateries, terminals, gasoline stations, auto repair shops, bakeries and other similar establishments.
- All revisions/additions made in the plans shall have an acknowledgement of the designer.
- Special Power of Attorney shall be required if the owner is not the signatory in all application forms, plans and documents.
- All application forms and letters must be properly filled-up with all the necessary information available.
- Forms and letters, Plans, Specifications, Bill of Materials and Cost Estimates and other pertinent documents must be signed and sealed by the designer and signed by the owner.

## HOW TO AVAIL OF THE SERVICE:

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Secure 1<sup>st</sup> Endorsement to the Other Offices/ Agencies</b></p> <p>Applicant presents the plans and the required supporting documents to any member of the Building Staff for initial verification of the requirements.</p> <p>Then, an endorsement to other offices/agency (Fire Department, ENRO, DOLE, etc.) will be given so that the applicant can secure the required clearances.</p> <p><i>(It is understood that BFP shall submit his/her report and recommendations to the Building Official within five (5) working days from the date of the referral, otherwise the endorsement is considered approved.)</i></p>	20 minutes	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p> <p><b>JEANBOY M. MARINDUQUE</b> C.E. Aide</p>
<p><b>2. Submit requirements</b></p> <p>Applicant submits the plans and the required supporting documents and the clearance to the one in charge of receiving the applicants for the building permits.</p> <p>In his/her absence, the others members of the building staff will take charge.</p>	15 minutes	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p> <p><b>JEANBOY M. MARINDUQUE</b> C.E. Aide</p>
<p><b>3. Evaluation and Assessment</b></p> <p>The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the national building code, referral code, laws and ordinances</p>	1 hour	<p><b>NEMENSIO T. RAMILO</b> Engineering Assistant</p> <p><b>RODNEY A. COSTELO</b> Engineer IV</p> <p><b>RENE V. BAY</b> Electrical Inspector</p>
<p><b>4. Make a Follow-up</b></p> <p>Applicants follows-up after 1 day</p>	15 minutes	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p>

to inquire the status of his application		<b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>5. Returned Plans and Documents</b>  Applicants Received the plans and documents for correction, if there are deficiencies found in the plans and pertinent documents.	15 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide  <b>NEMENSIO T. RAMILO</b> Engineering Assistant
<b>6. Submit Lacking Documents/ Corrected Plans</b>  Applicant submits the lacking documents/ corrected plans to any member of the Building staff for review.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>7. Order of Payment</b>  Applicant receives the Order of Payment of the application is found to be complete and in order and/or if lacking documents have been submitted and have been corrected.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide  <b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV
<b>8. Payments of Fees</b>  Applicant to the Municipal Treasurer's Office (MTO) for the payments of the required fees.	10 minutes	<b>Treasurer's Office</b>
<b>9. Submit Official Receipt</b>  Applicant goes back to the Building Office and submits the official receipts.	5 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>10. Processing of Permits</b>  Building Staff processes the	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant

plans and pertinent documents for final approval of the building official.		<b>RODNEY A. COSTELO</b> Engineer IV  <b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide  <b>RENE V. BAY</b> Electrical Inspector
<b>11. Release of Permit</b>  Applicant claims the approved permit one(1) day from submission of the official receipt.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide

## SECURING OTHER BUILDING-RELATED PERMITS

### About the Service:

**ASIDE FROM** building permit, the office of the Building Official/Municipal Engineers Office issues other permits that are required before the renovation, construction or demolition of any structure.

### TYPES OF PERMITS AND REQUIREMENTS:

#### 1. ELECTRICAL PERMIT

This document is required before putting up new or additional, or alteration of electrical installations. For new buildings, this forms part of the requirements for a Building Permit application.

##### *Requirements:*

1. Electrical permit application form signed by a professional Electrical Engineer.
2. Electrical Plans
3. Electrical Specifications
4. Bill of Materials and Cost Estimates
5. Fire Clearance
6. Permit Fee
7. Certificate of Tax payment (Updated)

## **2. MECHANICAL PERMIT**

This is required before the installation of new or additional, removal or alteration of mechanical equipment's/machinery. For new buildings, this forms part of the requirements for a Building Permit application.

### *Requirements:*

1. Mechanical Permit Application Form signed by a professional Mechanical Engineer
2. Mechanical Plans
3. Mechanical Specifications
4. Bill of Materials and Cost Estimates
5. Permit Fee
6. Certificate of Tax Payment (updated)

## **3. SANITARY/PLUMBING PERMIT:**

This document is required before the construction of new or additional, or alteration of existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plants. For new buildings, this forms part of the requirements for a Building Permit application.

### *Requirements:*

1. Sanitary/Plumbing Permit Application Form
2. Sanitary/Plumbing Plans
3. Sanitary/Plumbing Specifications
4. Bill of Materials and Cost Estimates
5. Permit Fee
6. Certificate of Tax Payment (updated)

## **4. FENCING PERMIT**

This is secured prior to actual construction of a fence

### *Requirements:*

1. Accomplished Fencing Form
2. Fencing Plan
3. Bill of Materials and Cost estimates
4. Lot Plan with Certification of a Geodetic Engineer that the proposed fence will not encroach on adjoining properties.
5. Title of Property (TCT)
6. Deed of Sale/Lease Contract/Contract to sell (if the TCT is not in the name of the owner/applicant. Notarized Certificate of No-Objection from adjacent Lot Owner (if no available TCT)
7. Updated Tax Declaration and Certificate of Real Property Tax payment
8. Clearance from DPWH (*if along national road*); PEO (*if along provincial road*)
9. Permit Fee

## **5. DEMOLITION PERMIT**

This permit is secured prior to the systematic dismantling or destruction of a building or structure in whole or in part.

### *Requirements:*

1. Accomplished Demolition Permit Form
2. Sketch plan of area to be demolished
3. Updated certificate of tax payment
4. Permit Fee



## **6. PERMIT FOR TEMPORARY SERVICE CONNECTION**

This permit is secured for the temporary service connection to a power utility for lighting and power construction. Christmas decorative lighting, lighting of cemeteries, temporary lighting for carnivals/fiestas, testing, etc.

### *Requirements:*

1. Accomplished Permit Form
2. Building Permit for new Construction
3. Electrical plan/layout
4. Yellow Card (from MERALCO)
5. Permit Fee

## **7. EXCAVATION AND GROUND PREPARATION PERMIT**

This permit is secured prior to the actual ground preparation and excavation after the building line is established. It is also a requirement for a water connection request to the Amadeo Water District.

### *Requirements:*

1. Accomplished Permit Form
2. Permit Fee
3. For AWD connection purposes, present Accomplished AWD Application Form.

## **8. SIDEWALK CONSTRUCTION PERMIT**

This permit is secured prior to the construction and repair of sidewalks

### *Requirements:*

1. Accomplished Permit Form
2. Sketch plan of sidewalk to be constructed/repared
3. Permit fee

## **9. SCAFFOLDING PERMIT**

This permit is secured whenever the erection of scaffolding occupies the street lines

### *Requirements:*

1. Accomplished Permit Form
2. Sketch plan of street line to be occupied
3. Permit fee

## **10. SIGN PERMIT**

This permit is secured prior to the installation, erection, attachment, painting of any forms of signages.

### *Requirements:*

1. Accomplished Building Permit Form whenever there is a concrete/steel structure exceeding 3.0m in height
2. Structural Analysis
3. Zoning Clearance
4. Accomplished Electrical Permit Form whenever there is an electrical connection, electrical layout signed and sealed by PEE
5. Fire Clearance whenever there is an electrical connection.
6. Accomplished sign permit form
7. Sketch plan of signage's to be installed/erected
8. Lot documents whenever it occupies a private lot
9. DPWH clearance (for National Highway)

10. PEO Clearance (for provincial Highway)

11. Permit Fee

#### HOW TO AVAIL THE SERVICE:

<b>FOLLOW THIS STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Secure Application Forms</b>  Applicant asks for the particular permit form applied for from any member of the Building Staff.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>2. Submit Requirements</b>  Applicant submits the duly accomplished application forms and documents to the staff in charge of receiving.	20 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>3. Evaluation and Assessment</b>  The technical staff evaluates and assesses the submitted plans and pertinent documents for compliance with the requirements of the building code, referral codes, laws and ordinances	30 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>4. Make a Follow-up</b>  Applicant makes a follow up to inquire the status of the application.	After 1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV
<b>5. Order of Payment</b>  If the Documents are in order, the applicant receives an Order of Payment stating the fees to be paid.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide  <b>NEMENSIO T. RAMILO</b> Engineering Assistant

<b>6. Payment of Fees</b>  Applicant proceeds to the Municipal Treasurer's Office for the payment.	10 minutes	<b>Treasurer's Office</b>
<b>7. Submit Official Receipt</b>  Submit the official receipt to the staff in charge of receiving.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>8. Processing of Permit</b>  Building staff processes the plans and pertinent documents for final approval of the building official.	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide  <b>RENE V. BAY</b> Electrical Inspector
<b>9. Release of Permit</b>  Applicant receives the approved permit.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide

## SECURING OCCUPANCY PERMIT

### About the Service:

**AN OCCUPANCY** Permit is required before any building or structure is used or occupied. It is usually secured after the completion of the structure.

It is also required if there is any change in the existing use or occupancy classification of a building, structure or any portion thereof.

**REQUIREMENT(S):**

- Duly accomplished forms.
- Certificate of Completion- Mechanical, electrical and Sanitary/ Plumbing Permits.
- Logbook of building construction and building inspection sheet duly accomplished by the contractor (if undertaken by contract) and signed and sealed by the architect or civil engineer.
- Duly accomplished Certificate of Final Electrical Inspection.
- Final Fire Safety Inspection Report by the Bureau of Fire protection.
- Post Evaluation Clearance from Rural Sanitary Inspector
- Safety Inspection Certificate for industrial Building.

**HOW TO AVAIL THE SERVICE:**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>1. Secure 2<sup>nd</sup> Endorsement to Other Offices/ Agency</b>  Present <ul style="list-style-type: none"> <li>- The duly accomplished Certificate of Completion (for building, sanitary and mechanical)</li> <li>- Certificate of Final Electrical Inspection, together with</li> <li>- The record of the construction activities in the logbook signed and sealed by the person in-charge of construction to any member of the Building Staff.</li> </ul> A 2 <sup>nd</sup> Endorsement will be given so that the applicant can secure a Fire Safety Inspection Certificate from the Department of Labor and Employment (for industrial buildings).	20 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>2. Submit Requirements</b>  Applicants submits <ul style="list-style-type: none"> <li>- The duly accomplished Certificate of Completion (for building, sanitary and mechanical)</li> <li>- Certificate of Final Electrical Inspection (CFEI), together with</li> <li>- The record of the</li> </ul>	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide

<p>construction activities in the logbook signed and sealed by the in-charge of construction,</p> <ul style="list-style-type: none"> <li>- Safety certificates</li> <li>- As-built plans (for any deviations of the approved plan) and</li> <li>- Detailed sketch of location</li> </ul> <p>Applicant requests for an inspection schedule.</p>		
<p><b>3. Site Inspection</b></p> <p>Building inspectors/ technical staff conducts actual inspection of the completed building/ structure and check if the same is in accordance with the approved plans.</p>	1 hour	<p><b>NEMENSIO T. RAMILO</b> Engineering Assistant</p> <p><b>RODNEY A. COSTELO</b> Engineer IV</p> <p><b>RENE V. BAY</b> Electrical Inspector</p>
<p><b>4. Make a Follow-up</b></p> <p>Applicant follows upon the status of his application.</p>	1 day after inspection	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p> <p><b>JEANBOY M. MARINDUQUE</b> C.E. Aide</p>
<p><b>5. Preparation of the inspection Report</b></p> <p>If the building inspector find that the completed project had deviations from the approved plans, the applicant will be given an inspection report that the lists the needed corrections or other documents required.</p>	30 minutes	<p><b>NEMENSIO T. RAMILO</b> Engineering Assistant</p> <p><b>RODNEY A. COSTELO</b> Engineer IV</p> <p><b>RENE V. BAY</b> Electrical Inspector</p>
<p><b>6. Perform Corrections/ Submit additional documents</b></p> <p>Applicant makes the necessary corrections/ submits additional documents listed in the inspection report. Afterwards, he informs the building inspectors that the corrections have been made.</p> <p>Applicant returns to Step 3.</p>	30 minutes	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p> <p><b>JEANBOY M. MARINDUQUE</b> C.E. Aide</p>
<p><b>7. Order of Payment</b></p> <p>Once all the requirements have</p>	10 minutes	<p><b>NEMENSIO T. RAMILO</b> Engineering Assistant</p>

been complied with, the applicant is given an assessment/ Order of payment.		<b>RODNEY A. COSTELO</b> Engineer IV  <b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>8. Payment of Fees</b>  Applicant proceeds to the Municipal Treasurer's Office for the payment of the required fees.	10 minutes	Treasurer's Office
<b>9. Submit Official Receipt</b>  Applicant goes back to the Building Office and submits the official receipt.	5 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>10. Processing Permit</b>  Building staffs prepares the certificate and processes the submitted documents for final approval of the building official.	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector  <b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>11. Release of Permit</b>  Applicant claims the approved permit after one (1) day from submission of the official receipt.	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide

## SECURING BUILDING INSPECTION CLEARANCE FOR BUSINESS LICENSE

### About the Service:

**BUSINESS ENTERPRISES** are required to secure Building Inspection approval from the Municipal Engineers Office before the start of commercial operations and during the annual renewal of business permits.

This is part of the process for securing a Business License/Mayors Permit

### Requirements:

- For Renewal of Business License/Mayors permit, Business License Application Form
- For New Enterprise, detailed information about the business and sketch of location.

### HOW TO AVAIL OF THE SERVICE

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
<b>For Renewal of Business Permit Application</b> <b>1. Assessment of Inspection Fee and Clearance</b>  Applicant presents the Business permit application form to any member of the Building Staff for clearance and assessment of the required building inspection fee. He/She, then, follows the usual procedures for renewing a business permit	15 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>For New Enterprise</b> <b>1. Submit Requirements</b>  Applicants submits necessary requirements	15 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>2. Site Inspection</b>  Technical staff/building inspectors conduct actual site inspection to verify compliance with the National Building Code, referral codes laws and ordinances.	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b>

		Electrical Inspector
<b>3. Make a follow-up</b>  Applicant follows up to inquire about the status of application	1 day after inspection	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOYM. MARINDUQUE</b> C.E. Aide
<b>4. Preparation of Inspection Report</b>  Applicant receives an inspection report detailing violations, if any.	20 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>5. Perform Corrections/Comply with Building requirements</b> Applicant makes the necessary corrections/complies with the building requirements listed in the inspection report. He/She then informs the building inspectors that corrections have been made.  Applicant goes back to Step 2		<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>6. Assessment of Building Inspection Fee and Clearance</b>  Once all the requirements have been complied with, an assessment and clearance will be given to the applicant  Applicant proceeds to the other requirements for processing of a Business License	15 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV



## REQUESTING BUILDING DATA

### About the Service:

The public may request from the MEO building data such as the following:

- Copy of building plans
- Certification of issuance of building permit for a particular building

### HOW TO AVAIL OF THE SERVICE:

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Requesting for Building Data  Client goes to MEO and request from the receiving staff required building data	5 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
2. Check data availability Attending staff checks if the requested data is available and retrievable	10 minutes	
3. Preparation Attending staff prepares requested data	20 minutes	
4. Approval of Building Permit Building data or certifications are shown to the Building Official for approval	10 minutes	<b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official
5. Payment of Fees If data requested are approved for release by the Building Official, client goes to the Municipal Treasurer to pay the required fees	5 minutes	<b>Treasurer's Office</b>
6. Recording and Issuance of Building Data Client goes back to the MEO and presents the Official receipt. The issuance of the requested building data is recorded	5 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide

## FILING BUILDING-RELATED COMPLAINTS

### About the Service:

The Municipal Engineers office (MEO)/Office of the Building Official acts on citizens complaints about violations in building construction. Action may be taken on buildings and other structures which have been completed or are still undergoing construction.

Requirements:

- Letter Documenting or Stating the Complaint

### HOW TO AVAIL OF THE SERVICE:

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. File Complaint Client files complaint through the receiving staff. Staff note the details of the said complaints	15 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI
2. Schedule of Inspection Staff schedules inspection in the afternoon of the day the report is received. MEO inspector inspects the reported structure subject of the complaint and checks if there is violation of the Building Code	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
3. Issuance of Notice If there are violations, MEO issues to the owner of the building/structure a Notice of Illegal Construction of Notice of Violation  The notice is delivered to the owner  If the owner is not available or does not want to receive the notice the same will be sent to the Barangay Official Concerns or noted refuse to receive.	Upon inspection	<b>RENE V. BAY</b> Electrical Inspector  <b>RODNEY A. COSTELO</b> Engineer IV

<p>4. Endorsement to Municipal Legal Office</p> <p>If after 3 notices, the violator still has not conformed with the provisions of the Building Code, the case is endorsed to the Legal office for proper legal action</p>	30 minutes	<p><b>RODNEY A. COSTELO</b> Engineer IV</p> <p><b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official</p>
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## INFRASTRUCTURE SERVICES

### MAINTENANCE OF DRAINAGE SYSTEMS AND OTHERS INFRASTRUCTURE

#### About the Service:

**INFRASTRUCTURE** maintenance services provided by the Municipal Engineers Office included:

- Cleaning of drainage
- Demolition work
- Repairs of roads and Shoulders
- Repair of Drainage and Manholes
- Repair of Buildings and Other Facilities
- Asphaltting of Roads and Potholes

Individuals may request for these services.

#### Requirements:

- Letter Request specifying the service needed.

#### HOW TO AVAIL OF THE SERVICE

FOLLOWS THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<p><b>1. Submit Request</b></p> <p>Clients submits request to the personal-in-charge. Personnel receives and records the requests letter in the logbook then submits it to the Municipal Engineering Office</p>	3-5 minutes	<p><b>ALVIN G. AMBION</b> Administrative Aide VI</p> <p><b>JEANBOY M. MARINDUQUE</b> C.E. Aide</p>

<b>2. Notation of the Municipal Engineer</b>  Municipal Engineer evaluates the request and endorses the same the Maintenance Section.	3-5 minutes	<b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official
<b>3. Evaluation and Assessment</b>  Maintenance Engineer evaluates and assesses the request.	5 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV
<b>4. Sites Inspection and Investigation</b>  Maintenance Engineer talks to person and barangay official concerned on site.	1-2 hours (Poblacion)  2-3 hours (Barrio)	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>5. Prepare Programs of Work</b>  Maintenance Engineer prepares an estimate of materials, labor and equipment required. (Required only for repair of Roads and Shoulders, Drainage and Manholes, Buildings and other Facilities , Asphalting of roads and potholes)	½ day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>6. Recommendation and Approval</b>  Municipal Engineer reviews and evaluates the result of inspection and programs of work. He then approves the implementation of maintenance of work.	3 minutes	<b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official
<b>7. Preparation of support documents</b>  Prepares of purchase request, OBR, canvass, awards and purchase order.	1 day	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>8. Implementation</b>  Maintenance Engineer assign	2 days for minor 4-5 days for major	<b>NEMENSIO T. RAMILO</b> Engineering Assistant

foreman and maintenance men on sites; and prepares construction materials and equipment		<b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
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## REQUESTING THE PREPARATION OF PLAN AND PROGRAMS OF WORK

### About the Service:

**ONE OF THE** services rendered by the Municipal Engineering Office, specially the construction section, is the preparation of Plans and Programs of Work as requested by Barangay official, private, concerned citizen, and other offices and departments of the municipal government.

These usually are regarding repair and construction of

- Drainage system
- Concrete Roads
- Public and Government Buildings
- Other Infrastructure Projects

These services are being provided to guide constituents in the implementation of the proposed project especially regarding plans, specifications and costs.

### Requirements:

- Letter Request specifying the service needed.

### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
<b>1. Submit Request</b>  Clients submits request to the personnel-in-charge. Personnel received and record the request in the logbook and submit the same to the municipal engineer.	5 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>2. Notation of the Municipal Engineer</b>	3 minutes	<b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official

Municipal Engineer the request and endorses it to the Construction Section.		
<b>3. Evaluation and Assessment</b>  Construction Engineer evaluates and assesses the request.	30 minutes	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV
<b>4. Site Inspection and Investigation</b>  Construction Engineer talks to personal of barangay officials concerned of sites.  Engineer proceeds to survey work, if the survey is needed. (profile, center lines and bldg. locations)	1-2 hours (Poblacion)  2-3 hours (Barrio)	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>5. Prepare Program of Work</b>  Construction Engineer prepares detailed plans.  He then prepares a Bill of Materials.	1 – 2 days (simple) 2 – 5 days (complex)	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RODNEY A. COSTELO</b> Engineer IV  <b>RENE V. BAY</b> Electrical Inspector
<b>6. Recommendation and Approval</b>  Municipal Engineer evaluates and approves the plans and program work.	5 minutes	<b>NOLASCO V. BAYOT</b> Municipal Engineer/ Building Official

Republic of the Philippines  
Province of Cavite  
**MUNICIPALITY OF AMADEO**

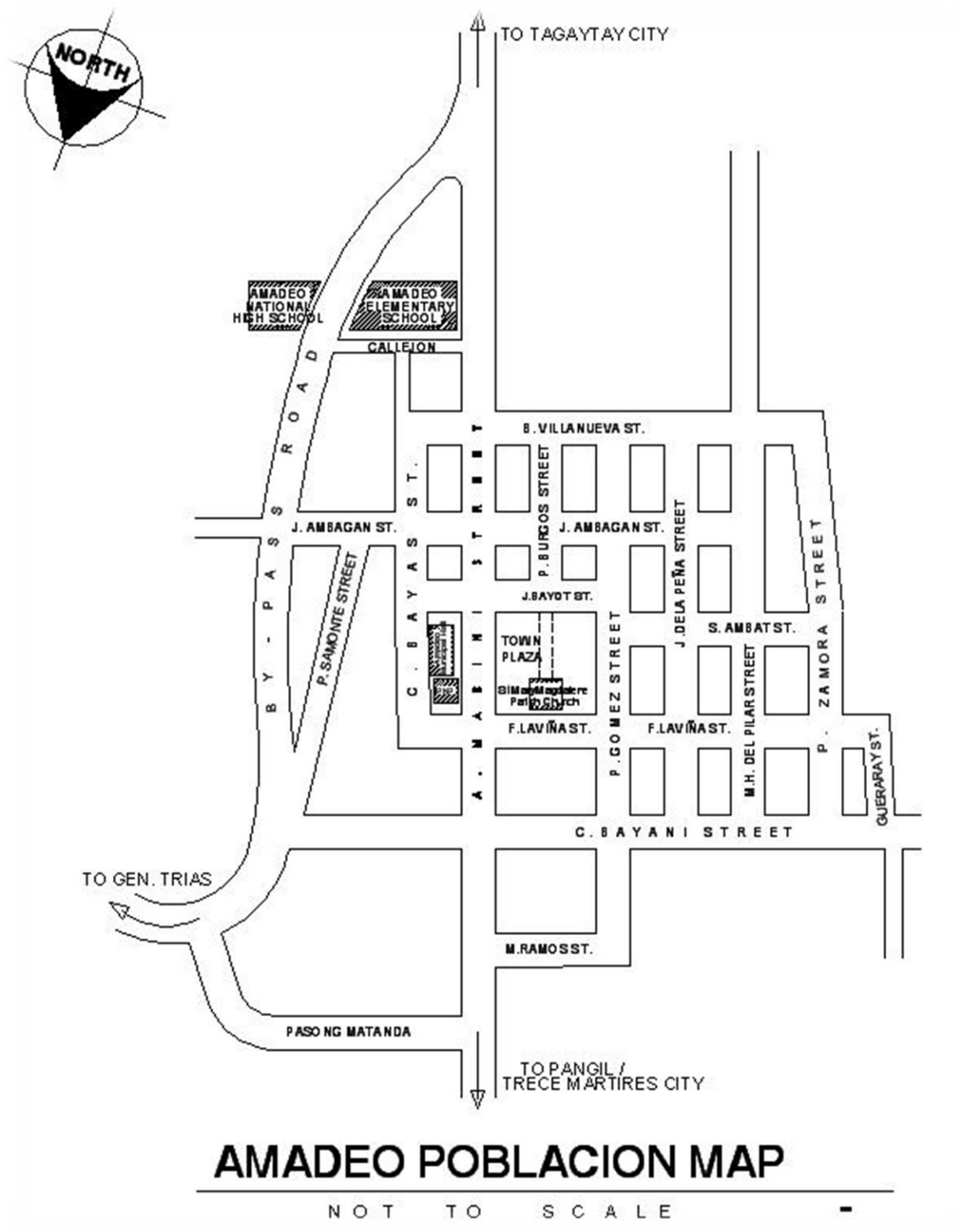
**OFFICE OF THE MUNICIPAL ENGINEER/BUILDING OFFICIAL**  
**P E R F O R M A N C E   P L E D G E S**

HERE, IN THE MUNICIPAL ENGINEER/BUILDING OFFICIAL'S OFFICE, WE ARE COMMITTED TO PROVIDE THE HIGHEST POSSIBLE SERVICE PERFORMANCE AND PLEDGE TO ACHIEVE THE FOLLOWING:

<b>FRONTLINE SERVICES</b>	<b>REPONSE TIME (Per Transaction)</b>	<b>PERSON/S RESPONSIBLE</b>
<b>CONSTRUCTION SECTION</b>		
Conduct site inspection and prepare plans and programs of work for: <ul style="list-style-type: none"> <li>- Drainage</li> <li>- Concrete Roads</li> <li>- Path walk</li> <li>- Building Structure</li> </ul>	1 day 1 day 1 day 5 days	<b>RODNEY A. COSTELO</b> Engineer IV  <b>NEMENSIO T. RAMILO</b> Engineering Assistant
Conduct survey works for: <ul style="list-style-type: none"> <li>- Profile of drainage</li> <li>- Profile of roads</li> <li>- Lay-out of Fence/building for government buildings to be constructed</li> </ul>	1 day 1 day ½ day	<b>RENE V. BAY</b> Electrical Inspector
<b>SPECIAL PROJECT SECTION</b>		
Prepare architectural, structural, plumbing and electrical plans	1 Month	<b>RODNEY A. COSTELO</b> Engineer IV
Prepare program of works/specifications	3 weeks	<b>NEMENSIO T. RAMILO</b> Engineering Assistant
<b>MAINTENANCE SECTION</b>		
Repair/clean concrete drainage, manhole and earth canal	2 days	<b>RODNEY A. COSTELO</b> Engineer IV
Remove construction debris	1 day	<b>NEMENSIO T. RAMILO</b> Engineering Assistant  <b>RENE V. BAY</b> Electrical Inspector
<b>ADMINISTRATIVE SECTION</b>		
Access road damage fee for excavation permit	10 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI
Prepare vouchers	10 minutes	

Receive and records communications	10 minutes	<b>JEANBOY M. MARINDUQUE</b> C.E. Aide
<b>MOTORPOOL SECTION</b>		
Deliver requested vehicles and heavy equipment's	On the day needed	<b>RODNEY A. COSTELO</b> Engineer IV
<b>BUILDING SECTION</b>		
Building Inspection for: - Business Permit - Occupancy Permit Process/Approve Building permit	1 ½ hours 7 days	<b>RODNEY A.COSTELO</b> Engineer IV
Process/Issue Occupancy Permit	2 days	<b>NEMENSIO T. RAMILO</b> C.E. Aide
Issue/Approve Building Clearance for Business permit	20 minutes	<b>RENE V. BAY</b> Electrician I
Apprehend illegal building construction	2 hours (poblacion) ½ day (barrio)	
Receive/Record and release application forms, building permits, occupancy permits and others	15 minutes	<b>ALVIN G. AMBION</b> Administrative Aide VI  <b>JEANBOY M. MARINDUQUE</b> C.E. Aide





## **CIVIL REGISTRY SERVICES**

### **REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATE**

#### **About the Service:**

Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where acts, events, legal instruments and court decrees concerning the civil status of person shall be recorded.

The birth of a child, being a vital event of a person, shall be registered within 30 days from the time of birth in the office of the Civil Registrar of the city/municipal where the birth occurred.

For ordinary marriage, the time for submission of the certificate of marriage is 15 days following the solemnization of marriage, while for marriage exempt from license requirement, the prescribed period is 30 days, at the place where the marriage was solemnized.

#### **Requirement (s):**

- Certificate of Live Birth (COLB) or Marriage Contract

#### **Location:**

Civil Registrar Office

#### **How to avail of the Service:**

<b>STEPS</b>		<b>DURATION</b>	<b>PLEASE APPROACH</b>
1.	Presentation of Document  Client presents document for Registration	30 seconds	ZANITA M. PERIDO <i>Clerk /</i> JULIETA A. VILLANUEVA <i>Clerk II</i>
2.	Examination of Document  Client waits while EIC	2 minutes	

	examines the document		
	EIC determines whether document submitted is timely/delayed & with full completed data.		
3.	Review, registration, approval & signing of Document  Client is advised to wait while the Municipal Civil Registrar reviews, assigns number and affix her signature.	5 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>

## REGISTRATION OF DEATH CERTIFICATE

### About the Service:

It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical attendance.

The health officer shall examine the deceased and shall certify as to the cause of death and direct the registration of the death certificate to the Office of the Civil Registrar within the reglamentary period of thirty (30) days.

### Requirement (s):

- Death Certificate

### Location:

Civil Registrar Office

### How to avail of the Service:

<b>STEPS</b>		<b>DURATION</b>	<b>PLEASE APPROACH</b>
1.	Presentation of Document  Client presents document for Registration	1 minute	ZANITA M. PERIDO <i>Clerk /</i> JULIETA A. VILLANUEVA <i>Clerk II</i>
2.	Examination of Document  Client waits while EIC examines the document  EIC determines whether document submitted is timely/delayed & with full completed data & duly signed by the Municipal Health Officer.	2 minutes	
3.	Payment of fees  Client is advised to pay at the MTO the required corresponding fee.  Fees : as per Sec. 4B.01c  Burial Permit fee                      75.00 Exhumation of cadaver                75.00 Disinterment or removal              75.00 Transfer of cadaver                    150.00 Tomb Building Permit                60.00		Collection Clerk Municipal Treasurer's Office
4.	Registration of Document  Client presents receipt of payment to EIC for registration of document.  EIC forwards receipt & document to MCR.	2 minutes	ZANITA M. PERIDO <i>Clerk /</i>
5.	Approval & Signing  Client waits while the MCR reviews, assign number, register & affixes her signature.	2 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>

Client leaves 3 copies of the registered document for Office file & the NSO.	
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## APPLYING FOR LEGITIMATION OF NATURAL CHILD

### About the Service:

Legitimation is a remedy by means of which, those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550.)

Only children conceived and born outside of wedlock of parents who, at the time of the conception of the former, were not disqualified by any legal impediment to marry each other, may be legitimated (Art. 177, Family Code of the Philippines).

Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office of the place where the birth was registered.

### Requirement (s):

- Marriage Contract of Parents
- Birth certificate of the child
- Joint Affidavit of Legitimation of the parents
- Affidavit of acknowledgement/admission of paternity
- Certificate of No Previous Marriage (CENOMAR)
- Certificate of Community Tax

### Location:

Civil Registrar Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Application  Applicants inform EIC of their intent	1 minute	CARLA B. DIOKNO <i>Registration Officer I</i>

	to legitimize their natural child.		
2.	<p>Submission of Requirements</p> <p>Applicant waits while EIC examines the submitted documents as to their authenticity.</p>	1 minute	<p>JOHNA M. JAVIER <i>Municipal Civil Registrar</i></p>
3.	<p>Verification &amp; Preparation of Document</p> <p>The EIC checks and verify the document on file and prepares the legitimation papers.</p>	5 minutes	<p>JOHNA M. JAVIER <i>Municipal Civil Registrar</i></p>
4.	<p>Payment of Fees</p> <p>EIC advises applicants to pay PHP 100 legitimation fee at the MTO (Ordinance No. 11 S-2011)</p>		<p>Collection Clerk Municipal Treasurer's Office</p>
5.	<p>Signature of the Municipal Civil Registrar</p> <p>Client waits while the MCR reviews and examine the documents.</p> <p>The MCR then signs the document.</p>	2 minutes	<p>JOHNA M. JAVIER <i>Municipal Civil Registrar</i></p>
6.	<p>Release</p> <p>Client returns then receives the personal copy.</p>	1 minute	<p>JOHNA M. JAVIER <i>Municipal Civil Registrar</i></p>

## REQUESTING ENDORSEMENT OF REGISTRY RECORDS TO THE CIVIL REGISTRAR-GENERAL

### About the Service:

As a rule, all civil registrars shall submit civil registry documents to the Office of the Civil Registrar-General (OCRG) thru their respective NSO provincial offices.

There are instances when the NSO cannot issue copy/copies to the interested party because their Office have no available record in its archive, or the current document is still with the NSO provincial office being processed.

To facilitate the insurance of requested documents, the concered Provincial Statistics Officer (PSO) or Civil Registrar is required to submit or indorse the needed document on a piecemeal basis to the NSO.

### Requirement (s):

- NSO Negative Result Certification
- Copy of document (birth, death or marriage certificate)

### Location:

Civil Registrar Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Request  Client approaches EIC and requests for an endorsement of the record to NSO.	1 minute	ZANITA M. PERIDO <i>Clerk /</i> JULIETA A. VILLANUEVA <i>Clerk II</i>
2. Verification  EIC verifies from the archive whether the record for endorsement is available.	5 minutes	JULIETA A. VILLANUEVA <i>Clerk II</i>

	Search is made in the data base, and in the archive.		
3.	Submission of Requirements  Client submits the requirements. The EIC then examines the document.	2 minutes	JULIETA A. VILLANUEVA <i>Clerk II</i>
4.	Payment of Endorsement fee  EIC advise the client to pay the endorsement fee: (Ordinance No. 11 S-2011)  Endorsement                      100.00  Advance Report Fee              150.00		Collection Clerk Municipal Treasurer's Office
5.	Preparation of Endorsement  EIC makes a copy of the document to be indorsed to the NSO, verify with book; affix her signature; prepares an endorsement letter and forward the same to the MCR.	2 minutes	JULIETA A. VILLANUEVA <i>Clerk II</i>
6.	Signature of the MCR  Client waits while the MCR reviews the supporting document and signs the endorsement letter, forwards it to the EIC.	1 minute	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
7.	Release of Endorsement  Client is given a copy of the endorsement letter and the certified copy of the document.	1 minute	JULIETA A. VILLANUEVA <i>Clerk II</i>



EIC instructs to mail the document tot the NSO; make follow-up after 3 to 5 days.		
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## **DELAYED REGISTRATION OF CIVIL REGISTRY RECORDS**

### **About the Service:**

Delayed registration of birth, marriage, death and court decrees - like ordinary registration made at the time of the event - shall be filed at the office of the Civil Registrar of the place where the event occurred, following the lapse of the reglamentary period to register.

### **Requirement (s):**

NSO Negative Result

Affidavit of Delayed Registration with two (2) disinterested persons

**PLUS**

#### **For Birth:**

- Certificate of Live Birth
- Baptismal Certificate
- Marriage Contract of Parents, if applicable
- Community Tax Certificate

#### **For Death Certificate/Marriage Certificate:**

- Certificate of Burial/Marriage

### **Location:**

Civil Registrar Office

### **How to avail of the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Presentation of Document	2 minutes	JULIETA A. VILLANUEVA

	<p>Client presents document to EIC for delayed registration.</p> <p>The document may be:  Certificate of Live Birth  Marriage Contract  Death Certificate  Other Registrable documents</p> <p>EIC verifies from the archive whether the document is for delayed registration.</p>		<p><i>Clerk II</i>  ZANITA M. PERIDO  <i>Clerk</i></p> <p>CARLA B. DIOKNO  <i>Registration Officer I</i></p>
2.	<p>Submission of Requirements</p> <p>Client presents and submits supporting documents.</p> <p>Client waits while EIC reviews documents.</p>	3 minutes	<p>JULIETA A. VILLANUEVA  <i>Clerk II</i>  ZANITA M. PERIDO  <i>Clerk</i></p> <p>CARLA B. DIOKNO  <i>Registration Officer I</i></p>
3.	<p>Interview &amp; Oath</p> <p>The EIC interviews the client and supplies other information vital for the registration.</p> <p>The EIC prepares the document and asks client to take oath and sign the document.</p> <p>EIC forward the documents to the MCR.</p>	3 minutes	<p>JULIETA A. VILLANUEVA  <i>Clerk II</i></p>
4.	<p>Review and Administer the Oath</p> <p>The MCR reviews and signs the received documents.</p>	4 minutes	<p>JOHNA M. JAVIER  <i>Municipal Civil Registrar</i></p>

5.	Payment of Fees  Client pays necessary fee (See Municipal Tax Code/Mun. Ordinance No. 11 S -2011)		Collection Clerk Municipal Treasurer's Office
6.	Publication Period  EIC takes note of the document and advises the client to come back after the 10-day reglementary publication period.	3 minutes	
7.	Release of Document  Client returns to claim the newly registered document.	1 minute	JULIETA A. VILLANUEVA <i>Clerk II</i>  JOHNA M. JAVIER <i>Municipal Civil Registrar</i>

## APPLYING FOR MARRIAGE LICENSE

### About the Service:

Where a marriage license is required, each of the contracting parties shall file a sworn application for such license with the proper local civil registrar of the place where **either or both of the contracting parties resides**.

The local civil registrar concered shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.

### Requirements:

- Birth certificate or baptismal certificates of applicants
- Pre-Marriage Counselling Certificate (DSWD)

- Parental consent (18 - 20 years old)
- Parental advice (21 - 24 years old)
- Certificate of No Previous Marriage (CENOMAR)
- Legal Capacity to contract marriage (for foreign national)
- Divorce paper (if, applicable)
- Death certificate of spouse (if, applicable)
- Annotated Certificate of marriage (if, applicable)

**Location:**

Civil Registrar Office

**How to avail of the Service:**

<b>STEPS</b>		<b>DURATION</b>	<b>PLEASE APPROACH</b>
1.	<p>Application &amp; submission of requirements</p> <p>Applicants inform EIC of their intent to secure marriage license.</p> <p>Applicants submits documents and EIC examines the documents for its authenticity.</p>	2 minutes	CARLA B. DIOKNO <i>Registration Officer I</i>
2.	<p>Accomplishment of Application Form</p> <p>Applicants fills-up application form.</p> <p>EIC prepares the forms for the parental consent/advice for applicants below 25 years old.</p>	5 - 7 minutes	
3.	<p>Interview</p> <p>The EIC interviews the client and supplies other information vital for the registration.</p>	3 minutes	
4.	<p>Payment of Fees</p> <p>Applicants are advised to pay the</p>		Collection Clerk Municipal Treasurer's Office

	application fee.		
	Mun. Ordinance No. 11 S - 2011		
	Church 200.00		
	Civil 400.00		
5.	Preparation of Documents  EIC prepares the Application form, notice, and attach its supporting document.  Forwards it to the MCR for review and notary.	3 - 5 minutes	CARLA B. DIOKNO <i>Registration Officer I</i>

STEPS		DURATION	PLEASE APPROACH
6.	Review & Sign  The MCR reviews and signs the application form and notice.		JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
7.	Publication Period  EIC advice the applicants to come back after 10 days mandatory publication period.	2 minutes	CARLA B. DIOKNO <i>Registration Officer I</i>
8.	Issuance of Marriage License  Applicants come back on the 11th day to claim their marriage license.	2 minutes	CARLA B. DIOKNO <i>Registration Officer I</i>
9.	EIC prepares the marriage license and advise the applicants to pay the license fee.  (As per Mun. Tax Code Sec. 4B.01b) PHP 100.00 MTO PHP 2.00 LCR Office		Collection Clerk Municipal Treasurer's Office
10.	MCR signs the marriage license		JOHNA M. JAVIER

## **REGISTRATION OF LEGAL INSTRUMENTS**

### **About the Service:**

As a general rule, all legal instruments shall be registered in the civil registry of the place where they were executed except the following:

- Affidavit of Reappearance - where the parties to the subsequent marriage are residing.
- Marriage Settlement - where the marriage was recorded.
- Admission of Paternity; and
- Acknowledgement; Legitimation; Voluntary Emancipation of Minor; Parental Authorization or Ratification of Artificial Insemination - where the birth of the child was recorded.

Not falling under the aforementioned exceptions are the following registrable instruments.

- Acknowledgement
- Acquisition of citizenship
- Certificate of legal capacity to contract marriage
- Option to elect Philippine citizenship
- Partition and distribution of properties of spouses and delivery of the children's legitime; and
- Waiver of rights interests of absolute community.

All legal instruments executed abroad shall be registered in the civil registry office of Manila.

### **Location:**

Civil Registrar Office

**How to avail of the Service:**

<b>STEPS</b>		<b>DURATION</b>	<b>PLEASE APPROACH</b>
1.	Presentation of Document    Client presents the legal instrument.	2 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
2.	Examination of document    The legal instrument is examined as to its authenticity and accepts it for registration.	2 minutes	
3.	Payment of Fees    Applicants are advised to pay the necessary fee.    (See Mun. Tax Code Sec. 4B.01b & Mun. Ordinance No. 11 S - 2011)		Collection Clerk Municipal Treasurer's Office
4.	Registration of Document    The legal instrument is then assigned with a registry number	3 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>

## FILING PETITION FOR CHANGE OF FIRST NAME (CFN) OR CORRECTION OF CLERICAL ERROR/S (CCE)

**About the Service:**

Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of judicial order.

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors or changing an entry in the civil registry documents. It is aimed at an expeditious and cheaper way of correcting errors found in the record.

**Location:**

Civil Registrar Office

**How to avail of the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Presentation of Problem  Petitioner presents the problem about the registry record to the EIC.	3 - 5 minutes	CARLA B. DIOKNO <i>Registration Officer I</i>
2. Remedies  Petitioner is informed by the EIC or the MCR of the remedy available: Petition for Correction of Clerical Error or Change of First Name.	2 minutes	
3. Requirements  The EIC advise the petitioner to submit the supporting documents before filing a petition.  EIC hand the list of the supporting documents required in filing the petition.	2 minutes	
4. Submission of Requirements  Petitioner comes back and present the requirements.  EIC then checks, examines the documents presented for its authenticity.	10 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
5. Filling up form & Notary  Client is given prescribed form for the		



	petition.  Form is filled-up by petitioner and have it notarized.																				
6.	<div>Submission of Form &amp; Payment</div> <div>Client is asked to pay the necessary fee.</div> <div>(As per M. O. 02.Series of 2001)</div> <table><thead><tr><th></th><th>Clerical Error</th><th>Change of First Name</th></tr></thead><tbody><tr><td>Filing Fee</td><td>1,000.00</td><td>3,000.00</td></tr><tr><td>Processing Fee</td><td>500.00</td><td>500.00</td></tr><tr><td>Posting fee</td><td>250.00</td><td>250.00</td></tr><tr><td>Service Fee (migrant)</td><td></td><td>500.00</td></tr><tr><td>Certificate of Finality</td><td></td><td>100.00</td></tr></tbody></table>		Clerical Error	Change of First Name	Filing Fee	1,000.00	3,000.00	Processing Fee	500.00	500.00	Posting fee	250.00	250.00	Service Fee (migrant)		500.00	Certificate of Finality		100.00		Collection Clerk Municipal Treasurer's Office
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Service Fee (migrant)		500.00																			
Certificate of Finality		100.00																			
7.	<div>Preparation of Petition</div> <div>Petitioner submits photocopies of the receipt, duly filled-up &amp; notarized forms and its supporting documents.</div>	2 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>																		
8.	<div>Receipt of petition</div> <div>MCR receives, review supporting papers and advises the petitioner to return after 14 days.</div> <div>MCR signs the petition and prepares the notice and publication of the petition.</div>	3 minutes																			
9.	Transmittal of Petition to NSO	3 minutes	JOHNA M. JAVIER <i>Municipal Civil</i>																		

	<p>After the posting period, petitioner comes back, MCR prepares and signs the transmittal letter of the decision.</p> <p>Client is advised to return/follow-up after one to two months.</p>		<i>Registrar</i>
10.	<p><b>Finality</b></p> <p>Client returns for the final decision based on the decision of the Civil Registrar-General (Affirmed/Impugned)</p> <p>Transmittal letter is prepared by the MCR. Client receives the letter and is advise to claim the annotated document at the NSO.</p>	5 minutes	

## **FILING PETITION FOR CORRECTION OF GENDER, DATE OF BIRTH (R.A. 10172)**

### **About the Service:**

Republic Act No. 10172 is an act authorizing the city or municipal civil registrar or the consul general to correct errors in the day and month in the date of birth or sex of a person appearing in the civil register without need of judicial order, amending for this purpose Act Numbered Ninety Forty-Eight ( a clerical or typographical error in an entry and/or change of firth name or nickname in the civil registrar without the need of judicial order).

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors or changing an entry in the civil registry documents. It is amined at an expeditious and cheaper way of correcting errors found in the record.

### **Requirements:**

- Certificate of Live Birth Authenticated by PSAO & Local copy of Birth
- Earliest School

#### Records

- Medical Records
- Baptismal Certificate
- Medical Certificate from accredited government Physician

#### Physician

- PNP & NBI Clearances
- Employment Record/Affidavit of Non-Employment
- Affidavit of Publisher & Newspaper Clip

#### Location:

Civil Registrar Office

#### How to avail of theService:

STEPS	DURATION	PLEASE APPROACH
<p>1. Presentation of Problem</p> <p>Petitioner presents the problem about the registry record to the EIC along with documents showing the gender and/or date of birth.</p> <p>EIC then checks, examines the documents presented for its authenticity.</p>	5 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
<p>2. Submission of Form &amp; Payment</p> <p>Filled-up and notarized prescribed form for the petition is submitted with 3 copies of each supporting documents and receipt of payment.</p> <p>(As per M. O. 02.Series of 2001)</p> <p>R.A. 10172</p> <p>Filing Fee 3,000.00</p>	5 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
<p>3. Receipt of petition</p> <p>After 10 days, client receives</p>	2 minutes	JOHNA M. JAVIER <i>Municipal Civil Registrar</i>

	approved petition by MCR for transmittal to PSAO.	
4. Finality	3 minutes	
Client returns with PSA Copy of Live Birth and 3 photocopies.		
Final decision is prepared based on the decision of the Civil Registrar-General (Affirmed/Impugned).		JOHNA M. JAVIER <i>Municipal Civil Registrar</i>
Client receives transmittal letter prepared by the MCR and is advised to claim the annotated document at the PSAO, Sta Mesa.		

## **SOCIAL WELFARE SERVICES**

### **AVAILING OF EMERGENCY ASSISTANCE IN CRISIS SITUATION ( AICS )**

#### **ABOUT THE SERVICE**

The Municipal Social Welfare and Development Office ( MSWDO ) provides limited financial assistance to individual in Crisis Situation and to families who are in extremely difficult situations and have inadequate resources.

The situation covered are :

a. Burial Assistance

**Requirements :** Certified Xerox copy of death certificate  
Brgy. Clearance of Claimant  
Certificate of Indigency

b. Transportation and Food Assistance

Requirements :Brgy. Clearance  
Certificate of Indigency

c. Medical Assistance

Requirements : Medical Certificate / Assistant  
Brgy. Clearance

d. Emergency / Disaster Relief

Requirements : Police Report / Blotter ( for Fire Victims ), typhoon , etc.  
Brgy. Certificate / Clearance  
Certificate of Indigency  
Photo of Building razed by fire

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Client writes name in the Logbook and signs the name	2 minutes	Ms. Marivic B. Banaban MSWDO
2. Interview & Assessment Personnel interview the client And assess his / her needs	40 minutes	Florinda B. Marquez Administrative Officer IV
3. MSWDO personnel prepares Social Case Study Report ; Certificate of Eligibility	40 minutes	Estrella Madlansacay SWAssistant
4. MSWDO Personnel financial assistance. Prepares OBR's & voucher & refers to the Budget Office for funding.	40 minutes	Shirley G. Hilario PPW

**PROMOTION OF WELFARE OF SOCIALLY  
DISADVANTAGED WOMEN**

**ABOUT THE SERVICE**

The MSWDO answers disadvantage women's need for the prevention and eradication of exploitation, domestic violence and all forms of abuse against women.

**WHO MAY AVAIL**

This program provides services for the following :

- a. Battered Women
- b. Rape Victims
- c. Victims of Sexual Abuse
- d. Victims of Involuntary Prostitution
- e. Maltreated Woman
- f. Women who are emotionally disturbed

### Service Coverage

- a. Rescue of victims
- b. Counseling
- c. Assistance in securing medico – legal services and reporting to PNP for police blotter
- d. Assistance in filling a case
- e. Provision of temporary shelter and custodial care
- f. Referral to other service agencies

### HOW TO AVAIL OF THE SERVICE

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration: Name and Signature of Client.	2 minutes	Shirley G. Hilario Estrella Madlansacay
2. MSWDO personnel / staff conduct interview.	20 minutes	
3. Client gives statement to the Social Welfare Officer / Social Worker with the assigned women's desk section officer from the PNP.	20 minutes	Ms. Marivic B. Banaban MSWDO
4. Personnel prepares necessary documents.	5 minutes	Florinda B. Marquez Administrative Officer IV
5. Personnel conducts home visit ( if necessary ).	20 minutes	
6. For proper desposition with other agencies / institution.		

## AVAILING OF CARE AND PROTECTION FOR CHILDREN / YOUTH UNDER DIFFICULT SITUATION

### ABOUT THE SERVICES

The MSWDO office assists children and youth whose basic needs have been deliberately unattended to by their parents or guardians, or have been victims of any form of child abuse and children in conflict with the law ( CICL )

### WHO MAY AVAIL OF THE SERVICE

The clientele covers :

- a. abandoned and neglected children
- b. physically abused children
- c. sexually abused children
- d. victims of rape, incest and act of lasciviousness

- e. emotionally abused children
- f. Children in Conflict with the Law ( CICL )

#### Service Coverage

- a. Rescue of Victims
- b. Counseling
- c. Assistance in securing a medical certificate, medico –legal services and reporting to the PNP for police blotter
- d. Assistance for filing a case
- e. Referral to a temporary shelter and custodial care
- f. Intervention Programs
- g. Prevention Program
- h. Diversion Program
- i. Referrals

#### HOW TO AVAIL OF THE SERVICE

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration	2 minutes	Estrella Madlansacay
2. Interview with thClient	20 minutes	Ms. Marivic B. Banaban
3. Possible Home visit	20 minutes	MSWD Staff
4. Personnel prepares necessary documents.	30 minutes	Florinda B. Marquez Ms. Marivic B. Banaban
5. Personnel conducts home visit ( if necessary )	5 minutes	
6. For proper desposition with other agencies	20 minutes	

### DAY CARE SERVICES AND SUPPLEMENTAL FEEDING

#### ABOUT THE SERVICES

Provision of technical assistance and augmentation fund to Day Care Centers

#### Service Coverage

- Training for Day Care Workers
- Substitute mothering for children age 3-6 years old

#### Requirements :

- Birth certificate of the child
- Supplemental feeding for Day Care Children Specially Underweight

#### HOW TO AVAIL OF THE SERVICE

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration	2 minutes	
2. MSWD Office/Staff interview the child together		

with the parents and guardian		
3. MSWD personnel refer the child to the Day Care Worker Officer for the deposition	15 minutes	Ms. Marivic B. Banaban MSWDO
4. Personnel prepares necessary documents	5 minutes	Florinda B. Marquez Administrative Officer V
5. Personnel conducts home visit ( if necessary )		Ofelia Reyes Day Care Worker and Workers assigned in their respective Barangays
6. For proper disposition with other agencies		

### **PRACTICAL SKILLS TRAINING**

(Subject to availability of funds/ resources)

#### **ABOUT THE SERVICE**

Provision of free trainings for skills for the youths, family heads and other needy adults, women and persons with disabilities, Solo parents.

#### **Requirements :**

Barangay Certificate of Indigency / Clearance

#### **HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration:	2 minutes	MSWD Office Staff
2. Client will submit the requirements		
3. MSWD staff and staff will conduct interview / assessment for qualified trainee	15minutes	Ms. Marivic B. Banaban MSWDO Florinda B. Marquez Administrative Officer IV

### **PROGRAM / SERVICES FOR THE ELDERLY**

#### **ABOUT THE SERVICE**

Assist the OSCA ( Office of the Senior Citizen's Affair) to attend the needs of the elderly (Senior Citizens ).

Service Coverage:



- a. Availing of OSCA national ID ; Purchase Slip for Purchase of Medicines and purchases booklets  
for commodities.
- b. Burial Assistance for Deceased members

**Requirements :**

- Certified Xerox copy of death certificate
- Xerox OSCA ID and claimants ID
- Brgy. Clearance for Claimants
- Certificate of Eligibility
- Indorsement/Transmittal Letters

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration Filling up of Intake Sheet / Application Form	20 minutes	Estrella Madlansacay SWAssistant
<b>2. Assessment</b>		
3. Availment of OSCA ID for signature of OSCA Head		Shirley G. Hilario PPW Marivic Banaban MSWDO

**REFERRALS**

**ABOUT THE SERVICE**

This service includes referring clients to the hospital ; Philippine Charity Sweepstakes Office and other government institution.

Service Coverage :

- a. Availment of Social Case Study Report
- b. Certificate of Indigency / Eligibility for Legal proceedings and Scholarship

**Requirements :**

- Brgy. Clearance
- Medical Abstract / Certificate for PCSO / Hospital referrals

**HOW TO AVAIL OF THE SERVICE**

<b>FOLLOW THESE STEPS</b>	<b>IT WILL TAKE YOU</b>	<b>PLEASE APPROACH</b>
1. Registration Client writes his/her name and the purpose of visit on the Logbook and signs the	1 minute	Estrella Madlansacay SWAssistant

name		
2. Interview MSWDO personnel interview the client for pertinent information	30 minutes /client	Florinda B. Marquez Administrative Officer IV
3. Home visit ( if necessary).		
4. MSWDO personnel prepares Social Case S Study Report, Cert. Of Indigency and Cert.of Eligibility		
5. MSWDO Chief reviews / approves SCSR, and Certificates		Marivic B. Banaban MSWDO

## **PROGRAM FOR PERSON WITH DISABILITY ( PWD )**

### **ABOUT THE SERVICE**

The MSWD office will intake and assist Persons With Disability to access medical services / Purchases of medicines / and prime commodities

### **WHO MAY AVAIL OF THE SERVICES**

- Person with Psychosocial Disability
- Mental Disability
- Hearing Disability
- Chronic Illness
- Visual Disability
- Speech Impairment
- Learning Disability
- Orthopedic Disability
- Multiple Disabilities

### **Service Coverage**

Availing of PWD ID, Booklet for medicine and prime commodities  
Financial medical assistance

### **Requirements :**

Filled up PWD Registry Form  
2 copies 1x1 ID pictures  
Medical Certificate  
Barangay Clearance  
Social Case Study Report  
Medical Abstract  
Certificate of Indigency  
Certificate of Eligibility  
Referral

**Assigned Person**

Estrella Madlansacay  
Florinda Marquez  
Marivic Banaban

**PROPOSAL FOR SOLO PARENT ( R.A. 8972 )**

Act providing Benefits and Privileges to  
Solo Parents and their Children

**ABOUT THE SERVICE**

A package services to address the needs of the solo parents and their children.

**WHO MAY AVAIL**

Parent left Solo / alone with responsibility of parenthood due to Death of spouse, spouse defined, physical or mental incapacity of spouse, legal separation at least one year/entrusted with custody of the children, nullity of marriage, abandonment of the spouse for at least one year, Unmarried mother / father who preferred to keep rear the child instead of give them up to welfare institution, any person who solely provides parental care and support.

**SERVICE COVERAGE**

Counseling, Livelihood Skills Development  
Educational Services, health, capital assistance  
Housing ,Referrals  
Issuance of ID Card / Certificate of Eligibility ( yearly renewal )  
Flexible work schedule  
7 days leave – not deductible to leave credits

**Requirements :**

Barangay Certification  
Evidence of Being Solo Parent  
Marriage Contract  
Birth Certificate of Children

**Assigned Person:**

Shirley G. Hilario  
Marivic Banaban

## MUNICIPAL POPULATION OFFICE

### Service Offered :

1. Pre – Marriage Counseling – for would be couple

### Service Coverage :

- a. Family Planning
- b. Responsible Parenthood
- c. Population awareness and sex education for the youth
- d. Gender and development sensitivity
- e. Parent Effectiveness Service

### HOW TO AVAIL OF THE SERVICE

FOLLOW THESE STEPS	IT WILL TAKE YOU	PLEASE APPROACH
1. Registration	2 minutes	Shirley G. Hilario Population Program Worker
2. Filing up of application intake sheets	10 minutes	Shirley G.Hilario Population Program Officer
3. Schedule of Seminar	4 hours	Shirley G.Hilario Population Program Officer

### **About the service:**

The Municipal Tourism Office is an Organic office under the direct supervision of the Chief Executive. Its main functions are the following:

- To provide information materials (brochures, leaflets, maps, & other paraphernalia) to visiting local and foreign tourists for their information guide.
- Facilities Municipal socials and cultural affairs, organize tours, reservations and other necessary arrangement to ensure institutional integrity to guest and tourists.
- Coordinates with line agencies, civic organizations & local citizens in undertaking tourism / cultural programs and activities of the municipality.
- Oversees implements and manages tourism programs and tourism facilities / historical sites in the Municipal.
- Implements the tourism standards and regulations to the tourism-oriented establishments and conduct periodic inspection & evaluation thereof in accordance with existing enforceable laws / ordinances.
- Formulates & integrative plans / programs of cultural and agricultural tourism importance adopting strategic approaches and sustainable technologies.
- Establish linkages with the tourism industry advocates, as well as private-public partnership or project arrangements.

### Frontline Services

#### Tourism/ Cultural Promotions Assistance and Marketing Services

This is to oversee, Implement & coordinate tourism programs and other projects in the municipality and to disseminate promotional materials, maps & other paraphernalia to be used as information guide for foreign and local tourist.

## EDUCATION SERVICES

### USING AND BORROWING BOOKS AT THE LIBRARY OF MUNICIPALITY OF AMADEO

#### About the service:

The reference section of the Amadeo Municipal Library composed of the following books:

- Circulation books – composed of textbooks and multiple copies of references.
- General references – composed of encyclopedias, dictionaries, almanacs, yearbooks, catalogs, bibliographies, indices and copies of thesis of graduate students.
- Reserve book – composed of reference materials that are required in the curricular program but with the limit copies.
- Filipinianas – this refer to the collection of references published by the Filipino and foreign authors on subject that are truly Filipino.

Books and reference materials in the circulation section may be brought home and returned on the specified due data. Those in the reserve section may be borrowed overnight only.

#### Reading Room Attendance:

- Number of Users
- Number of Books Circulated (Reserve and Circulation)
- Number of Readers (Periodical and Newspapers)
- Number of Volumes Used (References)
- Number of Non-Book Materials

### LOCATING BOOK (USING CALL NUMBERS)

#### About the Service:

The purpose of call numbers is to help you to locate books. Most school and community libraries use call numbers based on Dewey decimal system and color coding.

DEWEY DECIMAL CATEGORIES OF NONFICTION			
NUMBERS	CATEGORY	EXAMPLES OF SUBCATEGORIES	COLOR CODING
000-099	General Works	Encyclopedias, bibliographies, newspapers, periodicals	Green
100-199	Philosophy	Ethics, psychology, personality	Dark Blue
200-299	Religion	Theology, mythology, bibles	Light Blue

300-399	Social Science	Sociology, education, government, law, economics	Yellow
400-499	Language	Dictionaries, foreign language, grammar guides	Red
500-599	Sciences	Chemistry, astronomy, biology, mathematics	Orange
600-699	Technology	Medicine, engineering, business	Peach
700-799	Arts	Painting, music, theater, sports	Violet
800-899	Literature	Poetry, plays, essays	Fuchsia Pink
900-999	History	Ancient history, biography, geography, travel	Brown

### How to avail of the Service:

Follow One Steps	It Will Take You	Please Approach
<b>1. Apply for a Library Card</b>  Client brings the requirements to the municipal library, fill-up an application form.	5 minutes	CECILIA B. BELARDO Librarian I
<b>2. Do research/Browse through Library Materials</b>  Client presents an identification Card (e.g. school/office ID). He/she can use library materials.  The card catalog and the Amadeo Public book guide/color coding scheme may be used by the client in looking for books.  The client may also request for more information from Amadeo Public personnel.	30 seconds	CECILIA B. BELARDO Librarian I
<b>Borrowing Books/Non-Book References</b> <b>1. Fill-up Book Card</b>	1 minute	Elmer Barrientos Admin. Aide II

<p>Client present and leaves Library ID Card to librarian – charge before selecting any books to read or to borrow.</p> <p>Client fills-up the book card. This is found at the back of the Book.</p>		
<p>2. Checking of the references and release of borrowed book.</p> <p>Library-in-Charge check the references and informs the clients about the date when the book is to be returned. The book is then released.</p>	1 minute	Elmer Barrientos Admin. Aide II

## **SANGGUNIANG BAYAN**

### **SECURING COPY OF RECORDS OF PUBLIC CHARACTER**

#### **About the service:**

Furnish, upon request of any interested party, certified copies of records of public character in the custody of the Secretary to the Sangguniang Bayan, upon payment to the Treasurer of Secretary's fees.

#### **Who may avail of the service:**

Any interested party (individual, group)

#### **Requirements:**

- Request, preferably written, stating the intent to be furnished certified copies of records of public character, specifying the subject matter, or the year, or the nature of desired documents;
- Payment of Secretary's Fees (fifty pesos per page) Php 50.00/page.

#### **Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).



**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and accomplish a request sheet.		Arlena Tenoria - SB staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Fills up the request sheet to be provided by the office.		
3. The office accepts the request and locates the desired documents.		Arlena Tenoria - SB staff
4. The office issues to the client a pre-assessment form indicating the number of pages of the desired document/documents.		Arlena Tenoria - SB staff
5. The client presents the pre-assessment form to the treasury's office and pays the corresponding Secretary's Fees. (treasurer's office, 1 <sup>st</sup> floor)		
6. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.		
7. The office furnishes the client certified true copy of documents.		Arlena Tenoria - SB staff

**Time Frame:**

Twenty minutes (20 minutes) to Thirty minutes (30 minutes) from acceptance of request sheet.

**Fees:**

Secretary's Fees, fifty pesos per page (Php 50.00/page).

## APPLICATION FOR THE RECLASSIFICATION OF LAND

**About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a certified copy of Ordinance approving the application for the reclassification of land, upon payment to the Treasurer of reclassification fees.

**Who may avail of the service:**

Any interested party (individual, group)

**Requirements:**

- Letter Request by the applicant with the description of the land and purpose of reclassification.
- Certified True Electronic Copy of Land Title
- Certified True Copy of Tax Declaration
- Certified True Copy of Deed of Sale if the applicant is other than original owner
- Certification from Municipal Agriculture Office as to non-productivity of land, non-conducive to planting, cease to be economically viable and were the land held substantially greater economic value for residential, commercial or industrial purposes
- Tax Clearance Certificate
- Affidavit of non-tenancy
- Barangay Clearance
- Barangay Resolution
- Vicinity Map
- MPDC Zoning Clearance
- SEC Registration , Articles of Incorporation, Secretary's Certificate ( For Corporation)

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan
3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Three Reading Principle. A. First Reading-Committee Referral B. Committee Hearing/Meeting C. Public Hearing	More or less than two (2) months	Sangguniang Bayan

D.Committee Report E.Second Reading F.Third Reading		
6. After approval, the Secretary to the Sangguniang Bayan shall forward to the Sangguniang Panlalawigan for review. 7. The office furnishes the client copy of Ordinance approving the application for the reclassification of land upon payment to the office of the Treasurer of reclassification fees.	One (1) to Two(2) months  5 minutes	Sangguniang Panlalawigan (SP)

**Time Frame:**

More or less three months from submission of requirements.

\* Time frame depends mainly on the sufficiency of the requirements determined in step 5.

**Fees:**

- a. From agricultural to residential – Php 2.50/ square meter
- b. From agricultural to industrial or commercial – Php 3.00/ square meter

## **APPLICATION TO OPERATE AND PUT UP PIGGERY/POULTRY FARM**

**About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a certified copy of Resolution approving the application to operate and put up piggery farm/ poultry farm.

**Who may avail of the service:**

Any interested party (individual, group)

**Requirements:**

- Letter Request addressed to Municipal Mayor copy furnished the Office of the Sangguniang Bayan.
- Barangay Resolution endorsing the project
- Signed concurrence of residents in the area
- Endorsement from Municipal Agriculture Office
- Plans specifying the waste disposal and sanitary system
- Tax Clearance of the property
- Business Documents

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Arlena Tenoria - SB staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan
3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Two or Three Reading Principle. A. First reading- Committee referral B. Committee hearing/meeting C. Public Hearing D. Committee Report E. Second Reading F. Third Reading	More or less than two (2) months	Sangguniang Bayan
6. The office furnishes copy of resolution approving to operate and to put up piggery and poultry farm.	5 minutes	Arlena Tenoria – SB Staff

**Time Frame:**

More or less than two months from submission of requirements.

\* Time frame depends mainly on the sufficiency of the requirements determined in step 5.

**APPLICATION TO OPERATE BUSINESS****About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a certified copy of Resolution approving the application to operate Business.

**Who may avail of the service:**

Any interested party (individual, group)

**Requirements:**

- Letter Request defining the purpose of the establishment addressed to the Office of the Sangguniang Bayan.
- Barangay Resolution endorsing the project
- Preliminary plan/development plan
- Certified Electronic Copy of Title of property
- Tax Clearance of the property
- Business Documents
- SEC Registration and Articles of Incorporation

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Arlena Tenoria - SB staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan
3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Two or Three Reading Principle. A. First reading- Committee referral B. Committee hearing/meeting C. Public Hearing D.Committee Report E.Second Reading F.Third Reading	more or less than two (2) months	Sangguniang Bayan
6. The office furnishes copy of resolution approving to operate business.	5 minutes	Arlena Tenoria – SB Staff

**Time Frame:**

More or less than two months from submission of requirements.

\* Time frame depends mainly on the sufficiency of the requirements determined in step 5.

## **APPLICATION FOR THE ALTERATION OF SUBDIVISION PLAN**

### **About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a copy of Resolution approving the Alteration of Subdivision Plan upon payment to the Office of the Treasurer of Governor's Permit Fee and Alteration Plan Fee.

### **Who may avail of the service:**

Any interested party (individual, group)

### **Requirements:**

- Letter stating the proposed /reason for the proposed alteration.
- Altered Plan
- Sworn statements that the affected lots/units has not been sold
- Written Conformity of duly organized Homeowners association or majority of lot buyers
- Certified true copy of titles of the affected lots/units if the said lots have been titled.

### **Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

### **How to avail the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Arlena Tenoria - SB staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan
3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Two or Three Reading Principle. A. First reading- Committee referral B. Committee	more or less than two (2) months	Sangguniang Bayan

hearing/meeting C. Public Hearing D.Committee Report E.Second Reading F.Third Reading		
6. The office furnishes copy of resolution approving the alteration of Subdivision Plan upon payment to the office of the Treasurer of Governor's Permit Fee and alteration plan fee.	5 minutes	Arlena Tenoria-SB Staff

**Time Frame:**

More or less than two months from submission of requirements.

\* Time frame depends mainly on the sufficiency of the requirements determined in step 5.

**Fees:**

Php 1.00/ sq. m. Governor's Permit Fee, Php 5,000.00 Alteration Plan fee

## APPLICATION OF SUBDIVISION DEVELOPMENT PERMIT

**About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a copy of Resolution approving the Subdivision Development Permit upon payment to the Office of the Treasurer of Governor's Permit Fee and Final approval and Development Permit Fee.

**Who may avail of the service:**

Any interested party (individual, group)

**Requirements:**

1. Four ( 4 ) copies of Topographic Map of Site
2. Six ( 6 ) copies of site Development Plan
3. Four ( 4 ) copies of road (geometric and structural) Design/Plan
  - a. Profile showing the vertical control designed grade, curve elements and all information needed for construction.
  - b. Typical roadway sections showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others.
  - c. Details of railway showing the required thickness of pavement, sub-grade treatment and sub-base course on the design analysis
  - d. Details roadway miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall and retaining wall if any.
4. Three ( 3 ) copies of Storm Drainage and Sewer System
  - a. Profile showing the hydraulic gradients and properties of the main line including structures in relation with the road grade line.
  - b. Details of drainage and miscellaneous structures such as various types and manholes; catch basin inlets (curb, gutter and drop); culvert and channel linings
5. Three ( 3 ) copies of Water System Layout and Details

6. Three ( 3 ) copies of site Grading Plan  
Plans with the finished contour lines super imposed on the existing ground, the limits of earthworks, embankment slopes, cut slopes surface drainage, outfalls and others.
7. Two ( 2 ) copies of Project study for project having an area of one ( 1 ) hectare and above with the following financial attachments.
  - a. Audited Assets and Liabilities/Income Statement
  - b. Income Tax Return for the last three ( 3 ) years
  - c. Certificate of Registration with SEC
  - d. Articles of Incorporation of partnership
  - e. Corporation By-Laws and all Implementing Amendments
8. specifications, Bill of Materials and Cost Estimates
9. DAR, DENR, DOH, NPC, NWRB Clearance

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Arlena Tenoria - SB staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan
3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Two or Three Reading Principle. A. First reading- Committee referral B. Committee hearing/meeting C. Public Hearing D. Committee Report E. Second Reading F. Third Reading	more or less than two (2) months	Sangguniang Bayan
6. The office furnishes copy of resolution approving the of Subdivision Development Permit upon payment to the office of the Treasurer of	5 minutes	Arlena Tenoria- SB Staff



Governor's Fee and Final approval and development permit fee.		
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**Time Frame:**

More or less than three months from submission of requirements.

\* Time frame depends mainly on the sufficiency of the requirements determined in step 5.

**Fees:**

Php 1.00/sq. m Governor's Permit Fee, Php 5,000.00 Final Approval and Development Permit Fee.

## APPLICATION FOR CIVIL SOCIETY ORGANIZATION (CSO) ACCREDITATION

**About the service:**

Upon approval of the Sangguniang Bayan, furnish the applicant a certified copy of Resolution approving the application for Civil Society Organization (CSO) Accreditation, upon payment to the Treasurer of Secretary's fees.

**Who may avail of the service:**

Any interested party

**Requirements:**

- Duly accomplished Application Form for Accreditation
- Board Resolution
- Certificate of Registration
- List of Current Officers and Members
- CY (Preceding Year) Annual Accomplishment Report
- CY (Preceding Year) Financial Statement
- Profile indicating the purposes and objectives of organization
- Copy of the Minutes of the CY (Preceding Year) Meeting of the organization

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and secure the requirements.		Arlena Tenoria – SB Staff Joel Angcao – SB Staff Elmer Barrientos – SB Staff
2. Submission of the requirements.		Secretary to the Sangguniang Bayan

3. Assessment of required documents submitted.	5 minutes	Secretary to the Sangguniang Bayan
4. If all the requirements are complied with, the application is to be calendared for the next session.		Secretary to the Sangguniang Bayan
5. Will undergo Three Reading Principle. A. First Reading-Committee Referral B. Committee Hearing/Meeting C. Public Hearing D.Committee Report E.Second Reading F.Third Reading	More or less than two (2) months	Sangguniang Bayan
6. The office furnishes the client copy of Resolution approving the application for CSO Accreditation upon payment to the office of the Treasurer of Secretary's fees.	5 minutes	Arlena Tenoria- SB Staff

**Fees:**

Secretary's Fees, fifty pesos per page (Php 50.00/page).

## APPLICATION FOR MOTORIZED TRICYCLE FRANCHISE

**About the service:**

Furnish the applicant, copy of Motorized Tricycle Franchise upon submission of complete requirements and payment to the Treasurer's Office the Franchise fees.

**Who may avail of the service:**

Any interested party

**Requirements:**

- Driver's License photocopy (Driver)
- 2x2 picture (Driver)
- OR/CR photocopy (LTO)
- TODA Cert. (Original & Xerox)
- Cert. of Inspection
- Old Franchise photocopy (for renewal)
- Payment of Fees (Four Hundred Sixty Three Pesos) Php 463.00

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. The client proceeds to the Office of the Sangguniang Bayan and accomplish MTOP Application Form and Drivers Permit Form.		Anna Laika Rodil - SB staff
2. Fills up the forms to be provided by the office.		
3. The office accepts the forms and verifies the required documents.		Anna Laika Rodil - SB staff
4. The office issues to the client a pre-assessment form indicating the amount of fees to be paid and the application forms with complete requirements for the inspection of the unit in Amadeo MPS.		Anna Laika Rodil - SB staff
5. The client presents the pre-assessment form to the treasury's office and pays the corresponding Fees.(Treasurer's office, 1 <sup>st</sup> floor)		
6. The client brings the application forms with complete requirements to Amadeo MPS for the inspection of the unit.		
7. The client returns to the Office of the Sangguniang Bayan and presents the official receipt issued by the Treasurer's office, application forms with complete requirements and Cert. of Inspection.		
8. The office prepares the Motorized Tricycle Franchise and furnishes the client a copy of document and sticker.	10 minutes or upon the availability of the signatory	Anna Laika Rodil - SB staff
9. The client will return 3 days after issuance of Motorized	3 days	Anna Laika Rodil – SB Staff

Tricycle Franchise to claim the Driver's I.D		
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**Time Frame:**

Twenty minutes (20 minutes) to Thirty minutes (30 minutes) or upon the availability of the signatory from acceptance of forms.

Three (3) days from the issuance of Motorized Tricycle Franchise for the Driver's I.D.

**Fees:**

Annual Franchise Fee, Three Hundred Sixty Three Pesos (Php 363.00)

Sticker, Fifty Pesos (Php 50.00)

I.D., Fifty Pesos (Php 50.00)

## APPLICATION FOR CERTIFICATE OF DROPPING OF FRANCHISE

**About the service:**

Furnish the applicant, Certificate of Dropping of Franchise upon submission of complete requirements and payment to the Treasurer's Office the fee for dropping of franchise.

**Who may avail of the service:**

Any interested party

**Requirements:**

- Motorized Tricycle Franchise
- Driver's License photocopy (Driver)
- OR/CR photocopy (LTO)
- TODA Cert. (Original & Xerox)
- Payment of Fee (One Hundred Pesos) Php 100.00

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and request for certificate of dropping of franchise.		Anna Laika Rodil - SB staff
2. The office verifies and accepts the requirements.		Anna Laika Rodil - SB staff
3. The office issues to the client a pre-assessment form indicating the amount of fees		Anna Laika Rodil - SB staff

to be paid.		
4. The client presents the pre-assessment form to the treasury's office and pays the corresponding Fees.(Treasurer's office, 1 <sup>st</sup> floor)		
5. The client returns to the Office of the Sangguniang Bayan and presents the official receipt issued by the Treasurer's office.		
6. The office prepares the Certificate of Dropping of Franchise and furnishes the client a copy of document.	5 minutes or upon the availability of the signatory	Anna Laika Rodil - SB staff

**Time Frame:**

Ten minutes (10 minutes) to Twenty minutes (20 minutes) or upon the availability of the signatory upon request.

**Fees:**

Fee for dropping of Franchise (Php 100.00)

## APPLICATION FOR CHANGE OF MOTORCYCLE/UNIT

**About the service:**

Furnish the applicant, copy of updated Motorized Tricycle Franchise upon submission of complete requirements and payment to the Treasurer's Office the fees.

**Who may avail of the service:**

Any interested party

**Requirements:**

- Motorized Tricycle Franchise
- Driver's License photocopy (Driver)
- 2x2 picture (Driver)
- OR/CR photocopy (LTO)
- TODA Cert. (Original & Xerox)
- Cert. of Inspection
- Payment of Fee (One Hundred Pesos) Php 100.00

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. The client proceeds to the Office of the Sangguniang Bayan and accomplish MTOP Application Form and/or Drivers Permit Form.		Anna Laika Rodil - SB staff
2. Fills up the forms to be provided by the office.		
3. The office accepts the forms and verifies the required documents.		Anna Laika Rodil - SB staff
4. The office issues to the client a pre-assessment form indicating the amount of fees to be paid and the application forms with complete requirements for the inspection of the unit in Amadeo MPS.		Anna Laika Rodil - SB staff
5. The client presents the pre-assessment form to the treasury's office and pays the corresponding Fees.(Treasurer's office, 1 <sup>st</sup> floor)		
6. The client brings the application forms with complete requirements to Amadeo MPS for the inspection of the unit.		
7. The client returns to the Office of the Sangguniang Bayan and presents the official receipt issued by the Treasurer's office, application forms with complete requirements and Cert. of Inspection.		
8. The office prepares the Motorized Tricycle Franchise and furnishes the client a copy of document and sticker.	10 minutes or upon the availability of the signatory	Anna Laika Rodil - SB staff
9. The client will return 3 days after issuance of Motorized Tricycle Franchise to claim the Driver's I.D	3 days	Anna Laika Rodil – SB Staff

**Time Frame:**

Twenty minutes (20 minutes) to Thirty minutes (30 minutes) or upon the availability of the signatory from acceptance of forms.

Three (3) days from the issuance of Motorized Tricycle Franchise for the Driver's I.D.

**Fees:**

Fee for changing of motorcycle/unit (Php 100.00)

Sticker, Fifty Pesos (Php 50.00)

I.D., Fifty Pesos (Php 50.00)

## APPLICATION FOR SPECIAL PERMIT

**About the service:**

Furnish the applicant, copy of Special Permit upon submission of complete requirements and payment to the Treasurer's Office the Special Permit fee.

**Who may avail of the service:**

Any interested party

**Requirements:**

- Motorized Tricycle Franchise
- Driver's License photocopy (Driver)
- OR/CR photocopy (LTO)
- TODA Cert. (Original & Xerox)
- Cert. of Inspection
- Payment of Fees (Three Hundred Pesos) Php 300.00

**Service Availability:**

- Mondays, Wednesdays, Thursdays and Fridays, 8:00 am to 5:00 pm.
- Tuesdays, 8:00 am to 5:00 pm (morning is dedicated to Regular Session of the Sangguniang Bayan).

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. The client proceeds to the Office of the Sangguniang Bayan and request for Special Permit.		Anna Laika Rodil - SB staff
2. The client submits the required documents.		
3. The office verifies the requirements.		Anna Laika Rodil - SB staff
4. The office issues to the client a pre-assessment form		Anna Laika Rodil - SB staff

indicating the amount of fees to be paid and the complete requirements for the inspection of the unit in Amadeo MPS.		
5. The client presents the pre-assessment form to the treasury's office and pays the corresponding Fees.(Treasurer's office, 1 <sup>st</sup> floor)		
6. The client brings the complete requirements to Amadeo MPS for the inspection of the unit.		
7. The client returns to the Office of the Sangguniang Bayan and presents the official receipt issued by the Treasurer's office, complete requirements and Cert. of Inspection.		
8. The office prepares the Special Permit and furnishes the client a copy of document.	10 minutes or upon the availability of the signatory	Anna Laika Rodil - SB staff

**Time Frame:**

Twenty minutes (20 minutes) to Thirty minutes (30 minutes) or upon the availability of the signatory upon request.

**Fees:**

Special Permit Fee (Php 300.00)

**Address:**

Office of the Sangguniang Bayan  
2<sup>nd</sup> Floor, Legislative Building, Amadeo Municipal Hall  
A. Mabini Street, Barangay 6 Amadeo, Cavite  
Contact Number: **(046) - 4833012**

**LIVELIHOOD AND  
EMPLOYMENT REFERRALS  
(For Applicants)**

**About the Service:**

Amadeo PESO provides employment assistance to job seekers through referral. Career guidelines and counseling is also offered to assist the applicants ingoing about the recruitment process in different companies.



**Requirements:**

- Barangay Clearance
- Community Tax Certificate

**Location:**

PESO Office

**How to Avail of the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Submit Requirements	2 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
2. Application Data  Applicants give their complete name and address, contact number to the clerk assigned in PESO office	3 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
3. Issuance of referral letter, applicants wait for referral letter	5 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff

**SECURING LOCAL EMPLOYMENT  
REFERRAL (FOR EMPLOYMENT)****About the Service:**

- PESO office invites companies to conduct job fair in the municipality.
- The companies provide the PESO office for their vacancies to be posted in the bulletin board.

**Location:**

PESO Office

**How to Avail of the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Job posting  Employees/companies who will join the job fair will join the Job Fair will provide the PESO the list of their job vacancies.	10 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
2. Job Matching  Applicants who will meet the Qualification for the job will provide the necessary requirements and will be present in the Job Fair.	30 minutes	
3. Hiring  Applicants who are qualified will undergo a preliminary interview by the HR of the company on the date and time of schedule.		

**AVAILING OF OVERSEAS EMPLOYMENT  
FACILITATION SERVICES  
(FOR APPLICANTS)**

**About the Service:**

Amadeo PESO assists the Provincial PESO in conducting their recruitment for overseas workers.

The Amadeo PESO and the Provincial PESO makes sure that these agencies are authorized by POEA.

**Requirements:**

- Bio-data with picture
- NBI Clearance
- Birth Certificate (NSO Copy)
- Employment Training Certificates
- License (for Professional / Skilled Workers)
- Passport

**Location:**  
PESO Office

**How to avail of the Service:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Wait for announcements  Applicants may also personally inquire at PESO office to be endorse at the Provincial PESO Office	5 minutes	Provincial PESO
2. Prepare requirements  An applicant who wants to apply will bring all the necessary requirements listed above.	15 minutes	Provincial PESO
3. Application and Interview  Applicants will follow up the agency application form, to be assisted by PESO staff and they will undergo an interview by the agency staff.	(1) one day	Provincial PESO
4. Placement Assistance  Hired applicants may request for placement assistance under the Provincial PESO Officer to be referred to accredited financing institutions that offers financial assistance to hire overseas applicants	30 minutes	Provincial PESO

## AVAILING OF SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (FOR APPLICANTS)

### About the Service:

The special program for Employment of Students aims to help the out of school youth and the poor but deserving students in pursuing their studies or education by encouraging them to be employed during summer vacation.

### Criteria to avail the Program:

- A) age between 15 -25 years old
- B) enrolled during the present school year/semester
- C) parents set income after tax not exceed 36,000php
- D) no failing grades

### Location:

PESO Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Fill up application form for SPES Program	15 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
2. Assessment of manpower Requirements (job vacancies for company)	10 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
3. SPES Orientation  Applicants must attend the SPES Orientation for Information on the details and guidelines of the Program.	2 hours	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
4. Evaluation of Application  Qualified applicants will be contacted by phone.  List of qualified students will be posted at the bulletin Board.	30 minutes	Janice A. Nadura Lynnette M. Bayot - PESO Manager Vincent Jerry A. Cosing Or any PESO Staff
5. Work Assignment  SPES participants will proceed to the company, with endorsement from PESO		
6. Signing of SPES Contract		

Applicants will sign on the employment Contract with the company, in the presence of PESO Manager of the company assignment.		
7. Signings of Termination Paper  At the end of the work assignment the students will sign in the termination paper, (End of Contract		
8. Payroll Processing  (Daily time record of students is needed to process their salary 60% from the company and 40% from DOLE.		

## PUBLIC INFORMATION OFFICE

About the service:

1. Formulates measures for the consideration of the Sanggunian and provides technical assistance and support to the Mayor in providing the information and research data required for the delivery of basic services and provision of adequate facilities so that the public becomes aware of said services and may fully avail of the same;
2. Provides relevant, adequate and timely information to the local government unit and its residents;
3. Be in the frontline in providing information during and in the aftermath of manmade and natural calamities and disasters, with special attention to the victims thereof, to help minimize injuries and casualties during and after the emergency, and to accelerate relief and rehabilitation;
4. Develops plans and strategies and, upon approval by the Mayor, as the case may be, implement the same, particularly those which have to do with public information and research data to support programs and projects which the Mayor is empowered to implement and which the Sanggunian is empowered to provide under the Local Government Code.

STEPS	DURATION	PLEASE APPROACH
Gathering of information and research data required for the delivery of basic services	1-3 days	Darwin S. Mojica
Development of plans and	1-4 days	Darwin S. Mojica

strategies, upon approval by the Mayor particularly those which have to do with the dissemination of pertinent information (research work)	1-4 hours	Darwin S. Mojica
Preparation of report after a calamity, disaster etc.	25 minutes	Darwin S. Mojica
Documentation and Information Dissemination of Amadeo Municipal Government Programs, Projects, Events and Activities (In print, broadcast, and PowerPoint presentation)		

STEPS	DURATION	PLEASE APPROACH
Photo release preparation and dissemination such as news articles, feature articles, news briefs, write-up and photo captions	25 minutes	Darwin S. Mojica
Press Release Preparation and Dissemination such as news articles, feature articles, news briefs, write up and photo captions *Prepares news, feature articles, news briefs, write-ups and photo captions *Encoding- proofreading – editing, layout and double checking *for approval of the Municipal Mayor *for posting (glass – bulletin)	35 minutes	Darwin S. Mojica
Preparation of Audio Announcement *prepares the content – encoding – proofreading *for approval of the Municipal Mayor *for recording, then for release	15 minutes	Darwin S. Mojica
	8 minutes	

<p>Preparation of Certificate of Recognition and Commendation</p> <p>*Receives letter of intent approved by the Municipal Mayor together with the list of awardee/s</p> <p>*Drafts the content – encoding – checking</p> <p>*for approval of the Municipal Mayor/signature</p> <p>*for release</p>	15 minutes	Darwin S. Mojica
<p>1. Preparation and Release of the following:</p> <p>1.1 Letter of Request</p> <p>*all upon approval of the Municipal Mayor, Process drafting, encoding, checking, brief data gathering/research. After which for signature of the Municipal Mayor, then for release</p>	20 minutes	Darwin S. Mojica
<p>1.2 Memorandum</p>	25 minutes	Darwin S. Mojica
<p>1.3 Executive Order</p> <p>*for research, drafting, encoding, checking (if found complete) for approval of the Municipal Mayor, then for release.</p>	15 minutes	Darwin S. Mojica
<p>1.4 Letter of Invitation</p>	40 minutes, two days after meeting	Darwin S. Mojica
<p>1.5 Minutes of Meeting</p> <p>*for research, for drafting, encoding, checking (if found complete) for approval of the Municipal Mayor, then for release.</p>	25 minutes	Darwin S. Mojica
<p>Programme Preparation and Dissemination</p> <p>*drafting, encoding, checking then for approval of the Municipal Mayor or concerned officer then for</p>	1 hour	Darwin S. Mojica
	30 minutes	Darwin S. Mojica

release		
Preparation of Seminar/Meeting Facilitation	90 minutes	Darwin S. Mojica
Preparation of Emceeing During Flag Raising Ceremony		
Preparation of Emceeing During Events and Activities of the Amadeo Municipal Government		

**Location : Public Information Office, 2<sup>nd</sup> Floor, Amadeo Municipal Government, Amadeo, Cavite. Landline: (046) 483 3010 / 413 2705**

## **INTEGRATED HEALTH SERVICES**

### **AVAILING OF OUTPATIENT CONSULTATION AT RURAL HEALTH UNIT**

#### **About the Service:**

The purpose of this service is to diagnose and treat illnesses and give appropriate medical services.

Services is available at the RHU to any person or individual who needs medical assistance.

#### **Location:**

Health Office (OPD)

#### **How to avail of the Service:**

<b>Steps</b>	<b>Duration</b>	<b>Please Approach</b>
1.Admit for OPD  Nurse asks the client the purpose of consultation and writes. The client's data in individual treatment record	2 minutes	JONA A. BAYOT, RN. NDP Nurse
2. Assesment of Patient  Nurse takes history of present Illness, get vital signs, and Records in the individual	2 minutes	JONA A. BAYOT, RN NDP Nurse



Treatment Record Form. Then she refers the patient to the MHO.		
3. Examination of patient Municipal Health Officer  a.Examine the Patient b. Prescribes appropriate medicine and gives medical advice c.Refers patient to assigned personnel for assurance of medicine d.REFER If advanced medical care is required	5-15 minutes	Melinda A.Villanueva,MD MHO
4. Dispensing of prescribed Medicine Nurse gives the appropriate medicine and explaining proper dosaging.	2 minutes	JONA A. BAYOT

## AVAILING OF IMMUNIZATION SERVICES

### About the Service:

The purpose of this services is to immunize children 0-11 months old from 7 immunizable diseases.

The RHU immunizes pregnant mothers to prevent the occurrence of Tetanus Neonatorum in infants.

*This service is provided free of charge*

### Location:

Health's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1.Registration  a.Nurse asks data of child/pregnant mother to be immunized. This will be recorded in the Growth Chart for infants and Homed Based Maternity record for Pregnant women. b.Weighing of the infant	3 minutes	CRISTINA B. MARINDUQUE,RM ADA MAE P. BAWALAN, RN, RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDPNurse on duty
2.Immunization	5 minutes	CRISTINA B. MARINDUQUE,RM ADA MAE P. BAWALAN, RN,

Nurses gives Immunization as Scheduled.		RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
3. Post-Immunization Instruction	8 minutes	CRISTINA B. MARINDUQUE, RM ADA MAE P. BAWALAN, RN, RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty

## AVAILING OF MATERNAL CARE SERVICES

### About the Service:

The RHU provides a comprehensive maternal care program for pregnant and lactating mothers.

*This service is given for free.*

### Location:

Health's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1.Registration  Nurse accomplish the Homebased Maternity Record Card of the mother	5 minutes	CRISTINA B. MARINDUQUE, RM ADA MAE P. BAWALAN, RN, RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
2.Rendering pre-natal care  a. Weighing the patient b. Taking vital signs c. Checks client's abdominal/ palpitation and inform mother of the findings d. Immunize client as scheduled	8 minutes	CRISTINA B. MARINDUQUE, RM ADA MAE P. BAWALAN, RN, RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
3. Health Education  a.A midwife on duty gives mother instruction on proper nutrition and maternity care. b.Emphasize this importance of follow-up visit and seeking more advanced maternity care	5-10 minutes	CRISTINA B. MARINDUQUE, RM ADA MAE P. BAWALAN, RN, RM, BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty

## AVAILING OF FAMILY PLANNING SERVICE

### About the Service:

The RHU manage a family planning. *This service is available for free.*

### Program Coverage:

The program covers the following services:

- Basic Family Planning Education
- Provision of Family Planning Commodities
- Information on Family Planning Methods
  - a. Contraceptive pills
  - b. Intra Uterine Device
  - c. DMPA
  - d. Condom

Health Education (especially concerning examination needed by clients to the family planning method

Chosen and medical management of problems that may result from the method use)

## SECURITY FAMILY PLANNING SUPPLIES FOR WALK-IN CLIENTS

### About the Service:

RHU dispenses family planning supplies a client according to her preference of contraceptives methods. The usual supplies consist of contraceptives pills and Copper T which is given for free.

### LOCATION:

Health's Office

### How to Avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1.The family planning coordinator assess the client for appropriate family planning method to be used	15 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
2.Issuance of Supplies RHU issue supplies of pills or insert intra Uterine Device and discuss with the client the advantages and disadvantages of the method chosen.	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
3.Registration in Logbook  Clients register her name in the logbook for documentation	1 minute	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty

## ARRANGING ADMINISTRATION OF DMPA INJECTIONS

### About the Service:

Depa-MedroxyProgeesterone Acetate (DCPA) is a temporary and long acting family planning method given via intramuscular injection. DMPA must be administered every three months.

### Location:

Health's Office

### How to Avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1.Request for DMPA Injection  Client goes to nurse and Request for DMPA Injection	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
2.Present DMPA card Clients DMPA card to the nurse. For new acceptors, nurse conducts OB history to evaluate the client if DMPA injection is not contra - indicated. Gives information about advantages and disadvantages in the injection.	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
3.Validation of record and appointment date  Nurse validates record and appointment date and takes client's Blood Pressure	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
4.Administration of DMPA Injection	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
5.Next Appointment  Nurse informs the client of her next appointment	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty
6.Register in the logbook  Client register his name in the logbook for documentation	30 minutes	CRISTINA B. MARINDUQUE,RM BONIFACIA M. ANACAN, RM. PRESCILA A. BAYBAY, RM. NDP Nurse on duty

## AVAILING OF ANTI-TUBERCULOSIS DRUGS

### About the Service:

The RHU manage anti-TB program, the purpose is to identify and treat patients with Tuberculosis. Drugs and medicine are provided free of charge.

### Location:

Health's Office

### Who may Avail of the Service:

Any person. 10 years old and above, who displays the following symptoms:

- a. Persistent coughing for two weeks or more
- b. Fever
- c. Progressive weight loss
- d. Chest or back pain
- e. Hemoptysis
- f. Loss of appetite
- g. Tiredness
- h. Night sweating

### How to Avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Inquiry  TB symptomatic client seeks medical advice	10 minutes	Gina Bautista, RMT Ada Mae P. Bawalan, RN, RHM Cristina Marinduque, RHM
2. Receive instruction for proper Sputum collection	5 minutes	Gina Bautista, RMT Ada Mae P. Bawalan, RN, RHM Cristina Marinduque, RHM
3. Collection and submission of sputum specimen. The client collects 3 sputum specimen for two days and submit it to the medical technologist.		Gina Bautista, RMT Ada Mae P. Bawalan, RN, RHM Cristina Marinduque, RHM
4. Client receives information as to the date of release of result	2 minute	Gina Bautista, RMT Ada Mae P. Bawalan, RN, RHM Cristina Marinduque, RHM
5. Enrollment of patient to TB DOTS program	30 minutes	Gina Bautista, RMT Ada Mae P. Bawalan, RN, RHM Cristina Marinduque, RHM

## AVAILING OF LEPROSY DRUGS

### About the Service:

The RHU manage this program. The purpose is to identify and treat patients with leprosy. Drugs and Medicines are provided free of charge.

### Location:

Health's Office

### How to Avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Injury  Clients inquires about skin diseases and the requirements for availing free leprosy drugs.	30 minutes	JONA A. BAYOT, RN ADA MAE P. BAWALAN, RN.RM. NDP NURSE ON DUTY
2. Instructions  Midwife directs patients to the nurse coordinator		
3 .Assessment  Nurse Assess patient for signs and symptoms of leprosy		
4. Enrollment  Enrolls patients for multi drug therapy. And gives lecture to patient		

## AVAILING OF GENERAL CONSULTATION, TREATMENT OF MINOR MEDICAL CASES AND EMERGENCIES

### About the Service:

The Amadeo RHU is funded and operated by the local government. Minor surgery and medical cases can be attended by RHU. Clinic hours is from 8 am to 5 pm.

### Location:

Health's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1.Out Patient Department, Consultation, Emergency Treatment  a. Registration and Taking of Vital Signs b. General Consultation and	15 minutes	JONA A. BAYOT, RN ADA MAE P. BAWALAN, RN. R NDP Nurse ON DUTY

Prescription of medicine		
2. Diagnostic test	30 minutes	GINA R. BAUTISTA, RHMT.
3. Performance of Minor Surge If necessary	Case to case basis	MELINDA A. VILLANUEVA, M
4. If needed referral to a hospital For further management		MELINDA A. VILLANUEVA, M

## SECURING HEALTH/ MEDICAL CERTIFICATE

### About the Service:

Firms and government agencies may require health certificates from certain persons. This is especially true for those who are applying for Mayor's Permit, part of school requirement, employment. Health and Medical Certificate are issued by RHU.

### Location:

Health's Office

### Requirement(s):

- Result of laboratory examinations
- Result of Chest-Xray
- Result of Drug Test
- Certification fee (P50.00)

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Go to RHU  Personnel instruct client to pay required certification fee and present official receipt	15 minutes	JONA A. BAYOT ADA MAE P. BAWALAN NDP NURSE ON DUTY
2. Register Client  Personnel accomplishes Certificate form and refer Client to the MHO		
3. Issuance of Certificate  MHO assess and examines the client before signing the certificate form. Health Certificate is issued to client		MELINDA A. VILLANUEVA, M

## SECURING DEATH CERTIFICATE

### About the Services:

Persons who died within the vicinity of Amadeo, Cavite are required to secure death certificate in the RHU.

### Location:

Health's Office

### How to avail of the Services:

STEPS	DURATION	PLEASE APPROACH
1. Go to RHU  Personnel will get the data to The death incident	20 minutes	CRISTINA B. MARINDUQUE, RM ADA MAE P.BAWALAN, RM. PRESCILA A. BAYBAY, RM BONIFACIA M. ANACAN, RM. NURSE ON DUTY
2. Accomplish death certificate Form		
3. Issuance of death certificate		MELINDA A. VILLANUEVA, M

## SECURING SANITATION CLEARANCE FOR BUSINESS PERMIT

### About the Service:

All enterprises are required to secure sanitation clearance upon application for business permit to make sure that the enterprise complies with the municipal sanitation code and other relevant health related ordinance.

### Location:

Health's Office

### Requirement(s):

- Printed application form for business license/ Mayor's Permit from the municipal treasurer's Office(2 copies)

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Go to RHU  Look for sanitation personnel and state your purpose	20 minutes	JONA A. BAYOT, RN MARICEL D. ELON, OIC-RSI
2. Document review and Assessment  The RSI the	5 minutes	



documents together with a copy of Mayor's Permit  Determines how many workers are employed by the business and it as basis for computing health card free		
3. Payment of health card free  Proceed to Municipal Treasurer's Office and pay appropriate health card free	5 minutes	TREASURER'S OFFICE
4. Processing  After checking OR for health card payment RSI will process and record the documents,	5 minutes	MARICEL D. ELON OIC- RSI
Issue corresponding number of health card		
5. Approval  Frontline Personnel submit the Documents for signature by MHO	2 minutes	MELINDA A. VILLANUEVA, MD.
6. Site Inspection  A site inspection visit to the Business address as scheduled to confirm the sanitation certificate		PHO

## PURSUING SANITATION-RELATED COMPLAINTS

### About the Services:

The RHU receives complaints regarding sanitation problems for residences and business establishment and conducts immediate investigation.

### Location:

Health's Office

### How to avail the Services:

STEPS	DURATION	PLEASE APPROACH
1. Receive complaint  The RSI interview the client and records the nature of		MARICEL D. ELON, OIC- RSI

complain		
2. Field investigations  RSI conducts field investigation. Investigate the sanitary problem and determine the present involve		
3. Amicable settlement/ Issuance of sanitary order.  The RSI discuss with Concerned persons/ establishments the means of addressing the problem. If amicable settlement of the issue futile, the RHU issues a sanitary order.		
4. Follow-up compliance and issuance of the sanitary order. A Citation ticket is issued for non compliance		

5. Referral to the provincial technical office  If the concerned persons/ establishment still does not comply with the sanitary order the case is send to PHO technical office for appropriate action.		PHO
6. Site Inspection  A site inspection visit to the business address as scheduled to confirm the sanitation certificate		

## REQUESTING INFORMATION ON NUTRITION, POPULATION AND FAMILY PLANNING

### **About the Service:**

The RHU provides updated data on nutrition, population and family planning for the general populace.

These are in the form of information, education and communication such as pamphlets, brochures and booklets.

**Location:**  
Health's Office

**Contact Persons:**

Clients who would like to avail free information may contact the following:

- a. Cristina Marinduque, RN
- b. JonaA. Bayot, RN

## **DENTAL SERVICES**

**About the Service:**

Dental services such as both extraction and oral examination sealant are offered in the RHU to all age group. Sealant application is reduced to Day Care students through Field Visit.

**Service:**

Tooth Extraction

**Location:**

RHU

**How to Avail of the Services:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Registering name o dental logbook.	1 minute	CRISTINA B. MARINDUQUE, RM BONIFACIA M. ANACAN, RM PRESCILA A. BAYBAY, RM.
2. Taking of Post Medical History and vital signs.	3 minutes	CRISTINA B. MARINDUQUE, RM BONIFACIA M. ANACAN, RM PRESCILA A. BAYBAY, RM.

## **APPLICATION OF SEALANT THROUGH FIELD VISIT**

**Location:**

RHU

**How to Avail of the Services:**

<b>STEPS</b>	<b>DURATION</b>	<b>PLEASE APPROACH</b>
1. Travelling to Day Care Center	20 minutes	LORENZO DEMEREY, DMD CRISTINA B. MARINDUQUE, RM BONIFACIA M. ANACAN, RM PRESCILA A. BAYBAY, RM. NDP Nurse on duty
2. Registering patients name to	5 minutes	LORENZO DEMEREY, DMD

dental logbook		CRISTINA B. MARINDUQUE, RM BONIFACIA M. ANACAN, RM PRESCILA A. BAYBAY, RM. NDP Nurse on duty
3. Sealant application	20 minutes	LORENZO DEMEREY, DMD CRISTINA B. MARINDUQUE, RM BONIFACIA M. ANACAN, RM PRESCILA A. BAYBAY, RM. NDP Nurse on duty

## ASSISTING IN NORMAL SPONTANEOUS DELIVERY

### About the Service:

Skilled Birth Attendants assist pregnant woman give birth via normal vaginal spontaneous delivery.

### Location:

RHU Lying-in

### How to Avail of the Services

STEP	DURATION	PLEASE APPROACH
1. Admission of patient Filling-up patient's chart	15 minutes	MELINDA A. VILLANUEVA, MD CRISTINA B. MARINDUQUE, RM PRESCILA A. BAYBAY, RM ADA MAE P. BAWALAN, RM, RN BONIFACIA M. ANACAN, RM
2. Assessment of patient a. Taking if vital signs b. Internal examination c. Abdominal examination d. Assessment of laboratory test	15 minutes	
3. Constant monitoring of patient	Case to case basis	
4. N insertion (if needed)		
5. Assisting in the 2nd stage of Labor	15 to 20 minutes	
6. Administering oxytocin of vital signs monitoring	5 minutes	
7. Assisting 3rd stage of labor	20 minutes	
8. Cleaning patient	15 minutes	
9. Performing newborn screening	20 minutes	

## AVING LABORATORY SERVICES

**Laboratory Services includes Complete Blood Count, urinalysis and Fecalalysis.**

STEPS	DURATION	PLEASE APPROACH
1. Admission of patient Assessment and verifying request	5 minutes	GINA R. BAUTISTA, RMTS
2. Collection of specimen	5 minutes	
3. Processing of specimen	10 minutes	
4. Releasing of Result	3 minutes	

### MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

Service	Step/ Procedure	Person Responsible	Location of the Office	Processing Time
<b>Earthquake Evacuation Drill &amp; Lecture</b>	<ol style="list-style-type: none"> <li>1. Submit Letter of Request</li> <li>2. Receiving of Request and Validation of Schedule</li> <li>3. Confirmation of Schedule</li> <li>4. Conduct of Earthquake Evacuation Drill &amp; Lecture</li> </ol>	PAULINE LAYSA & MDRRMO STAFF	MDRRMO OFFICE	5 MINS  3 HOURS
<b>Disaster Preparedness Training</b>	<ol style="list-style-type: none"> <li>1. Submit Letter of Request</li> <li>2. Receiving of Request and Validation of Schedule</li> <li>3. Confirmation of Schedule</li> <li>4. Conduct of Disaster Preparedness Training</li> </ol>	PAULINE LAYSA & MDRRMO STAFF	MDRRMO OFFICE	5 MINS  4 HOURS

<b>Emergency Response Training</b>	<ol style="list-style-type: none"> <li>1. Submit Letter of Request</li> <li>2. Receiving of Request and Validation of Schedule</li> <li>3. Confirmation of Schedule</li> <li>4. Conduct of Emergency Response Training</li> </ol>	PAULINE LAYSA & MDRRMO STAFF	MDRRMO OFFICE	5 MINS  4 HOURS
<b>Public Safety Assistance</b>	<ol style="list-style-type: none"> <li>1. Submit Letter of Request</li> <li>2. Receiving of Request and Validation of Schedule</li> <li>3. Confirmation of Schedule</li> <li>4. Conduct of Public Safety Assistance</li> </ol>	PAULINE LAYSA & MDRRMO STAFF	MDRRMO OFFICE	5 MINS
<b>Emergency Response/ Rescue Operations</b>	<ol style="list-style-type: none"> <li>1. Report Incident</li> <li>2. Validation of Incident</li> <li>3. Response</li> </ol>	PAULINE LAYSA & MDRRMO STAFF	MDRRMO OFFICE	2 mins

## AGRICULTURAL SERVICES

### LIST OF AGRICULTURAL PERSONNEL:

Agricultural Technologist/Agricultural Technician are assigned to the municipal agricultural barangay. They attend to the needs of the farmers regarding the agricultural services of the municipal government.

BARANGAY	NAME OF AGRICULTURAL PERSONNEL
MUNICIPALITY WIDE	MILAGROS M. CUENO- Municipal Agricultural Officer
Animal Program (Poultry and Livestock)	LUCINDA L. AMPARO-Agricultural Technologist
MUNICIPALITY WIDE	
Barangay 1	
Barangay 2	
Barangay 4	
Barangay 8	
Barangay 9	
Barangay Banaybanay	
Barangay Bucal	
Barangay Halang	
Barangay Minantok East	
Barangay Pangil	
Barangay Tamacan	
Barangay 7	
Barangay 10	
Barangay 3	
Barangay 5	

**CELSA B. HONRADA**  
Agricultural Technician

Barangay 6	<p style="text-align: center;"><b>JOSE RENAR P. ROZUL</b> Agricultural Technician</p>
Barangay 11	
Barangay 12	
Barangay Buho	
Barangay Maitim	
Barangay Talon	
Barangay Dagatan	
Barangay Minantok West	
Barangay Maymangga	
Barangay Loma	
Barangay Salaban	

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Approach Agricultural Technologist.	15 minutes	The Municipal Agricultural Officer at the Mun. Agriculture Office, Milagros M. Cueno -or- The A.T. assigned to the barangay, Celsa B. Honrada & Jose Renar P. Rozul
2. Sign the client logbook Farmer signs the client logbook, clearly printing his / her name and address.	1 minute	
3. The AT or Officer-of-the-day receives the inquiry and provide the information and or technical assistance.	15 minutes	Milagros M. Cueno –MAO or Celsa B. Honrada and Jose Renar P. Rozul

## ACCESSING TECHNICAL ASSISTANCE ON SOIL ANALYSIS

### About the Service:

The Municipal Agriculture Officer provide soil analysis services to the farmers to determine the types of agricultural inputs required before planting any crop.

Client may approach the Agricultural Technologist (AT) assigned to their barangay.

### Requirement (s):

- Soil samples

### Location:

Agriculture's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
1. Collect Soil Samples  Collect soil sample and air dries them in a clean and ventilated room for 3 days.  Any query regarding the collection of the samples maybe addresses to AT assigned to the barangay.	30 minutes	The Agricultural Technologist/Agricultural Technician assigned to the barangay.  Celsa B. Honrada, and Jose Renar P. Rozul
2. Label soil sample  Client labels the soil sample indicating the name, farm location, crops planted and the area of the farm.	5 minutes	
3. Submit soil samples for analysis  Client mixes the soil samples collected and submits them to the At.	15 minutes	
4. Soil analysis  The AT brings the sample to the Office of the Provincial Agriculturist (OPA) samples are analyzed and the results are released.	10 days	

### ACCESSING TECHNICAL ASSISTANCE ON SEED AVAILABILITY

#### About the service:

The Agricultural Office provides information on the availability and prices of vegetables seeds, coffee seedlings and High Value Commercial Crops.

The information maybe provided by Agricultural Technologist / Technician (AT) assigned to a particular barangay.

#### Location:

Agriculture Office



**How to avail of the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Approach an Agricultural Technologist/Technician (AT)  Client approach the AT assigned to the barangay.  The farmer signs the client logbook, clearly printing his/her name and address.	10 minutes	The Agricultural Technologist / Technician assigned to the barangay.  Celsa B. Honrada and Jose Renar P. Rozul
2. Information Provision  The AT received the inquiry and provides information on seeds availability and the prices of specific commodities.	15 minutes	
3. AT master List  A farmer is requested to sign a master List kept by the AT concerned.	15 minutes	

**AVAILING OF FARM INPUT ASSISTANCE****About the Service:**

The Municipal Agriculture Office provides farm input assistance.

Assistance come in the form of certified seed and fertilizer (although the use of organic fertilizers is being encouraged).

The inputs given to the clients will be returned after harvest for continuity of the project. The farmer assist approach the Agricultural Technologist / Technician (AT) assigned to the barangay.

**Location:**

Agriculture Office

**Requirements:**

- Community Tax Certificate (CTC) Residence Certificate
- Letter requesting the Assistance required.

**How to avail of the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Assistance Specification  Client approach an Agricultural Technologist/Technician (AT) about input assistance requested.	10 minutes	<i><b>Agricultural Technologist/Technician (AT) assigned to the barangay</b></i>  <i><b>Celsa B. Honrada and Jose Renar P. Rozul</b></i>
2. Processing of request  AT submit his/her recommendation to the Agricultural Officer (MAO). The request is processed at the office of the Provincial Agriculturist and will be given to the client if available.	10 days	<i><b>Agricultural Technologist/Technician assigned to the barangay</b></i>  <i><b>Celsa B. Honrada and Jose Renar P. Rozul</b></i>

## ACCESSING TECHNICAL ASSISTANCE ON ORGANIZATION SET-UP

**About the service:**

The Municipal Agriculture Office organize farmers into Farmers Association (FA), Homemakers into Rural Improvement Club (RIC), youth into 4-H Club and pre-schoolers into Rural Improvement Club-Children Center (RIC-CC) Municipal Agricultural and Fishery Council (MAFC) Acts as advisory council.

Client / approach the Agricultural Technologist/Technician (AT) assigned to their barangay.

**Location:**

Agriculture Office

**Requirements:**

- FA - farmers whose major income come from the farm
- RIC - wife of famer
- Youth - 13-30 YEARS OLD
- RIC-CC- 4 years old, son or daughter of farmers and RIC

**How to avail the Service:**

STEPS	DURATION	PLEASE APPROACH
1. Attend general assembly conducted by AT assigned in the barangay.	4 hours	
2. Register your name as member of the organization	5 minutes	
3. Attended training on Income Generating Project (IGP)		

conducted by Municipal Agriculture Office to member of organization.	3 days	
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## AVAILING OF ANIMAL DISPERSALPROGRAM

### About the Service:

Farmers who would like to raise livestock may avail of the Municipal Agriculture officer (MAO) animal dispersal program. Animals available for dispersal are swine.

Under this program, the Department of Agriculture (DA) finances the cost of acquiring the initial stock. The farmer then raises the swine.

Payment to the DA is made breeding. There should be agreement made between the raiser and the DA that two (2) offspring will be re-dispersed to the member as payment.

Clients must approach the agriculture Technologist (AT) assigned to the barangay.

### Requirements:

- Community Tax Certificate (CTC)/Residence Certificate
- Certification from the Barangay Captain that the beneficiary is a resident of the barangay
- ID picture
- Certificate of Training
- Sanitary Clearance from the municipality Health Office

### Location:

Agriculture Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
<b>1. Request and initial Assessment:</b> Client approaches an Agricultural Technologist (AT) or goes to the MAO and submits the requirements. AT checks the requirement and does initial assessment.	45 minutes	<i><b>The Agricultural Technologist assigned to the barangay</b></i>  <i><b>Lucinda L. Amparo, Agricultural Technologist</b></i>
<b>2. Field Validation:</b> AT validates whether the client can provide: <ol style="list-style-type: none"> <li>a. An adequate budget for feeds</li> <li>b. Potable water supply suitable for housing.</li> </ol>	1 day	
<b>3. Final Assessment:</b> AT submits a " Request for Dispersal" report to MAO	15-30 minutes	<i><b>Milagros M. Cueno MAO</b></i>

<b>4. Contract approval:</b> A contract between the DA and the client is prepared; and is signed by the Provincial Veterinarian.	1 day	<b><i>Dominador A. Borja</i></b> <b><i>DVM Provincial Veterinarian</i></b>
<b>5. Release of Livestock:</b> Client is given a release schedule. Piglets are released at the Swine Breeder. Swine is released upon presentation of the contract.	3 days	<b><i>Ver Garcia</i></b> <b><i>Provincial Swine Breeder</i></b>
<b>6. Payment:</b> Payment, in cash or in kind, is made to the AT. Payment terms are specified in the contract.		<b><i>Lucinda L. Amparo –</i></b> <b><i>Agricultural Technologist</i></b>

## ACCESSING VETERINARY SERVICES

### About the Service:

The Municipal Agriculture Office (MAO) through the help of Provincial Veterinarian provides services for livestock and pets especially dogs.

Veterinarian services cover consultation, vaccination, (eg. Foot and mouth disease, anti-rabies, de-worming, etc.) and treatment.

Clients may, through an Agricultural Technologist, request for a scheduling of services of they may go directly to the MAO at DA office.

### Location:

Agriculture's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
<b>1. Request for Services:</b> Client approaches the AT and request that services be scheduled for his/her area.		<b><i>The Agricultural Technologist assigned</i></b>
<b>2. Interview/Assessment</b> Veterinarian takes the animal's medical history, conducts medical examination, does tentative diagnosis, and request for owner information	Scheduled services: Next day  Walk-in clients: 30 minutes  Urgent request, Immediate response	<b><i>Dominador A. Borja –DVM,</i></b> <b><i>provincial Veterinarian</i></b>  <b><i>Gloria Digma</i></b> <b><i>Vet. II</i></b>

<b>3. Treatment:</b>  Veterinarian treats the animal, educates the clients and prescribes medicines for home medication, if any. Whenever available, veterinarian supplies are provided by the DA. Otherwise, the animal owner will have to secure these.		

## SECURING LIVESTOCK SHIPPING PERMIT, HEALTH AND DEATH CERTIFICATES

### About the Service:

Livestock Shipping Permits, along with Health Certificate, are required from shippers before cattle, carabao, swine, and other livestock can be transported outside the municipality.

Health Certificates are issued to certify that the animals to be transported live do not have any communicable disease. These are also required for pet and cats before they can be shipped to other areas.

Death Certificates for livestock are needed by crop and livestock insurance companies before they can process claims for indemnity.

The Provincial Veterinarian issues these permits and certificates after the Clients get approved "Written Request" from the DA office in the municipality.

### Requirement(s):

#### Health Certificates and Livestock Shipping Permit:

- Barangay Clearance
- License as shipper (for livestock)
- Certification of ownership or transfer (cattle and carabao)
- Vaccination records
- Written request for DA office in the Municipality

#### Death Certificate:

- Barangay Certification or Affidavit of 2 disinterested Persons attesting to the death
- Certificate of Ownership of Transfer (cattle and carabao)
- Community Tax Certificate (CTC)
- Written request from DA office in the Municipality

### Location:

Agriculture's Office

### How to avail of the Service:

STEPS	DURATION	PLEASE APPROACH
Health Certificate and Livestock Shipping Permit:		

<p><b>1. Request for Certificate/Permit:</b> Client brings the written request to the AT assigned in the barangay for inspection of the animal together with the Provincial Veterinarian for the issuance of the permit/certificate.</p>	<p>Within the day</p>	<p><b><i>Dominador A. Borja</i></b> <b><i>DVM, Provincial Veterinarian</i></b></p> <p><b><i>Gloria Digma</i></b> <b><i>Vet II</i></b></p> <p><b><i>Lucinda L. Amparo,</i></b> <b><i>Agri. Technologist</i></b></p>
<p><b>2. Inspection:</b> Veterinarian inspects the animals and ensures that they do not have any communicable disease.</p>		
<p><b>3. Preparation of Certification:</b> Veterinarian prepares and approves the certification/permit and attaches the requirements above. The certificate/permit should be presented by the shipper at checkpoints located along the highways leading to the livestock's destination.</p>		
<p><b>Death Certificate:</b></p> <p><b>1. Request for Certificate:</b> Clients reports to the MAO the death of the livestock and request for the issuance of the death certificate.</p> <p><b>2. Inspection and Photographic Evidence:</b> The livestock Officer/AT goes with the client to the area where the dead livestock is being held. He/she validates the cause of death. The client then takes photographs of the dead animal. The photos must be taken from at least 3 positions.</p>	<p>15 minutes</p> <p>May vary depending on travel time</p>	<p><b><i>Gloria Digma,</i></b> <b><i>Vet II</i></b> <b><i>Lucinda L. Amparo,</i></b> <b><i>Agricultural Technologist</i></b></p>
<p><b>3. Preparation of Certificate</b> Livestock Officer prepares a Necropsy Report. This is certified</p>	<p>Within the</p>	<p><b><i>Dominador A. Borja, DVM,</i></b> <b><i>Provincial Veterinarian</i></b></p>

by the Provincial Veterinarian.	day	<b><i>Gloria Digma Vet II</i></b>
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## ACCESSING TECHNICAL ASSISTANCE ON CROP PRODUCTION

### About the Service:

The Municipal Agriculture Office fielded Agricultural Technologist / Agricultural Technician in Agricultural barangay in the Municipality. These personnel will answer your queries regarding:

- Land preparation
- Soil sample
- Seed collection
- Pest management
- Post harvest facilities

## ACCESSING TECHNICAL ASSISTANCE ON FARMER'S INFORMATION TECHNOLOGY SERVICE CENTER

### About the Service:

The Municipal Agriculture Office provided Information Education Communication materials to farmers as additional information for Agricultural Sector.

STEPS	DURATION	PLEASE APROACH
1. Approach the Information Service Specialist (ISS) assigned in the Fits Center.	10 minutes	<b><i>Information Service Specialist assigned at Fits Center  Alejandro A. Villaber</i></b>
2. Information Provision:  The Information Service Specialist receives the inquiry and provides IEC materials requested by the farmers/students and visitors.	15 minutes	
3. ISS masterlist The farmers/students and visitors are requested to sign the masterlist kept by the ISS concerned.	5 minutes	

## MAYOR'S OFFICE

### AVAILING OF EMERGENCY ASSISTANCE IN CRISIS SITUATION (AICS)

#### ABOUT THE SERVICE

This service is intended to help individuals in crisis situation and families who are in extremely difficult situations and have inadequate resources.

#### WHO MAY AVAIL THE SERVICE

Indigent individuals and families of the Municipality of Amadeo

#### SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday (8:00 AM – 5:00 PM) Without Noon Break

#### REQUIREMENTS

- Personal Letter addressed to the Municipal Mayor
- Original Certificate of Indigency and Barangay Clearance
- Photocopy of valid IDs (claimant and beneficiary)
- Social Case Study and Certificate of Eligibility from MSWDO
- Supporting Documents:
  - Hospital Bill (for unpaid hospital bills)
  - Doctor's Prescription (for medicines)
  - Laboratory Request (for medical procedures)
  - Clinical Abstract/Medical Certificate with signature of the attending Physician (issued within 3 months)

**FEES/CHARGES** None

#### HOW TO AVAIL THE SERVICE

STEPS	ACTION OF THE TRANSACTION	PERSON-IN-CHARGE	DURATION
Proceed to the Mayor's Office, sign in the clients' log book and inquire for the necessary requirements	Gives the list of requirements, interviews the client and evaluates the requirements *If complete, advises the client to proceed to Municipal Social Welfare and Development Office	Mayor's Office Staff	3 mins.



Proceed to the Municipal Social Welfare and Development Office for the request of Social Case Study and Certificate of Eligibility	Reviews the requirements and prepares the requested documents	MSWDO Staff	3 mins.
Go back to the Mayor's Office to submit all the necessary requirements	Verifies the submitted documents	Mayor's Office Staff	1 min.
Wait for the call or text message for the scheduled date and time of release	Informs the client of the scheduled date and time of release	Mayor's Office Staff	A week before the releasing date
Sign in the log book and receive the Financial Assistance	Records and releases the financial assistance	Disbursing Officer	Every last Friday of the month

## **ISSUANCE OF MAYOR'S CLEARANCE**

### **ABOUT THE SERVICE**

The Mayor's clearance certifies that the individual is a resident of the municipality, of good moral character and a law-abiding citizen. The clearance is a document usually availed by individuals for the Philippine National Police (PNP), Bureau of Fire Protection (BFP), Bureau of Jail Management and Penology (BJMP), Philippine Army (PA), Philippine Navy (PN), Philippine Air Force (PAF) and Philippine Coast Guard (PCG) applications.

### **WHO MAY AVAIL THE SERVICE**

All bonafide residents of the Municipality of Amadeo

### **SCHEDULE OF SERVICE AVAILABILITY**

Monday to Friday (8:00 AM – 5:00 PM) Without Noon Break

### **REQUIREMENTS**

Barangay Clearance  
Police Clearance/NBI Clearance  
  
Community Tax Certificate

Curriculum Vitae  
Official Receipt from the Treasurer's Office

### **FEES/CHARGES**

Php 100.00

### **TOTAL PROCESSING TIME**

12 minutes

## HOW TO AVAIL SERVICES

STEPS	ACTION OF THE TRANSACTION	PERSON-IN-CHARGE	DURATION
Sign in the clients' log book	Interviews the client and issues the clearance slip	Mayor's Office Staff	3 mins.
Proceed to the Office of the Municipal Treasurer for payment of fees	Receives payment and issues official receipt	Revenue Collection clerk/staff	2 mins.
Present the requirements to Mayor's Office Staff	Evaluates and verifies the submitted requirements *If complete, the staff prepares the clearance	Mayor's Office Staff	2 mins.
Proceed to the waiting area	Forwards the document to the Municipal Administrator or Executive Assistant for review and affixing of initials	Mayor's Office Staff  Municipal Administrator/ Executive Assistant	2 mins.
	Forwards the document to the Municipal Mayor for approval and signature *If the authorized signatory is not available, advises the client when to return for the release of the clearance	Mayor's Office Staff	2 mins.
	Signs the document	Municipal Mayor	
Sign in the log book and receive the Mayor's Clearance	Seals, records and releases the document	Mayor's Office Staff	1 min.

## ISSUANCE OF RECOMMENDATION/ ENDORSEMENT LETTER

### ABOUT THE SERVICE

#### a. RECOMMENDATION LETTER

This service is intended for applicants seeking employment.

#### b. ENDORSEMENT LETTER

This service is intended for scholarship grants, passport applications/renewals, financial/medical/burial assistance and for any other purpose.

### WHO MAY AVAIL THE SERVICE

All bonafide residents of the Municipality of Amadeo

### SCHEDULE OF SERVICE AVAILABILITY

Monday to Friday (8:00 AM – 5:00 PM) Without Noon Break

### REQUIREMENTS

Letter Request addressed to the Municipal Mayor

Barangay Clearance

Photocopy of valid ID

Supporting Documents:

-Latest School Registration Form (for scholarship grants)

-Police Clearance/NBI Clearance (for job and passport applications)

-Clinical Abstract/Medical Certificate (for financial and medical assistance)

-Death Certificate (for burial assistance)

### FEES/CHARGES

None

### TOTAL PROCESSING TIME

8 minutes

### HOW TO AVAIL SERVICES

STEPS	ACTION OF THE TRANSACTION	PERSON-IN-CHARGE	DURATION
Sign in the clients' log book and present the requirements to Mayor's Office Staff	Interviews the client and evaluates the submitted requirements *If complete, the staff prepares the letter	Mayor's Office Staff	3 mins.

Proceed to the waiting area	Forwards the document to the Municipal Administrator or Executive Assistant for review and affixing of initials	Mayor's Office Staff  Municipal Administrator/ Executive Assistant	2 mins.
	Forwards the document to the Municipal Mayor for approval and signature *If the authorized signatory is not available, advises the client when to return for the release of the letter  Signs the document	Mayor's Office Staff    Municipal Mayor	2 mins.
Sign in the log book and receive the Recommendation/ Endorsement Letter	Seals, records and releases the document	Mayor's Office Staff	1 min.