



**Municipal Government of Amadeo**

**CITIZEN'S CHARTER**



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# **CITIZEN'S CHARTER**



## I. Mandate

Its mandate is based on Republic Act 7160 or the Local Government Code. The RA7160 also known as the Local Government Code of 1991 gives the local governments powers to ensure the preservation and enhancement of culture, promotion of health and safety, right of people to a balanced ecology, development of technological capabilities, improvement of public morals, economic prosperity and social justice, full employment of residents, peace and order, and the convenience of inhabitants.

Provisions of the Code that covers that mandate of the Municipality are the following Sections in the Code:

Every local government unit created or recognized under this code is a body politic and corporate endowed with powers to be exercised by it in conformity with law. As such, it shall exercise powers as a political subdivision of the national government and as a corporate entity representing the inhabitants of its territory (Sec. 15 RA 7160).

Every local government unit shall exercise the powers expressly granted. Those necessarily implied there from, as well as powers necessary, appropriate or incidental for its efficient and effective governance and those which are essential to the promotion of the general welfare. Within their respective territorial jurisdictions, local government units shall ensure and support among other things, the preservation and enrichment of culture promote health and safety, enhance the right of the people to a balance ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order and preserve the comfort and convenience of their inhabitants. (Sec. 16 RA 7160).

a. Local government units shall endeavor to be self-reliant and shall continue exercising the powers and discharging the duties and functions and functions currently vested upon them. They shall also discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to this Code. Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as are necessary, appropriate or incidental to efficient and effective provisions of the basic services and facilities enumerated herein.

b. Such basic services and facilities include, but are not limited to the following:



- i. Extension and on-site research services and facilities related to agriculture and fishery activities which include dispersal of livestock and poultry, fingerlings and other seedling materials for aquaculture: palay, corn and vegetable seed farms; medicinal plant gardens; fruit tree; coconut and other kind of seedling nurseries; demonstration farms; quality control of copra and improvement and development of local distribution channels, preferably through cooperatives; inter-barangay irrigation system; water and soil resource utilization and conservation of mangroves;
- ii. Pursuant to national policies and subject to supervision, control and review of the DENR, implementation of community-based forestry projects which include integrated social forestry programs and similar projects; management and control of communal forests with an area not exceeding fifty (50) square kilometers establishment of tree parks, greenbelts and similar forest development projects;
- iii. Subject to the provisions of Title Five, Book I of this Code, health services which include the implementation of programs and projects on primary health care maternal and child care and communicable and non-communicable disease control services, access to secondary and tertiary health services; purchase of medicines, medical supplies and equipment needed to carry out the services herein enumerated;
- iv. Social welfare services which include programs and projects on child and youth welfare, family and community welfare, women's welfare, welfare of the elderly and disabled persons; community-based rehabilitation programs for vagrants, beggars, street children, scavengers, juvenile delinquents and victims of drug abuse; livelihood and other pro-poor projects; nutrition services and family library;
- v. Information services which include investments and job placement information systems, tax and marketing information systems and maintenance of a public library;
- vi. Solid waste disposal system or environmental management system and services or facilities related to general hygiene and sanitation;
- vii. Municipal buildings, cultural centers, public parks including freedom parks, playgrounds and other sports facilities and equipment and other similar facilities;
- viii. Infrastructure facilities intended primarily to service the needs of the residents of the municipality and which are funded out of municipal funds including but not



limited to, municipal roads and bridges; school buildings and other facilities for public elementary and secondary schools; clinics, health centers and other health facilities necessary to carry out health services; communal irrigation, small water impounding projects and other similar projects; fish ports, artesian wells, spring drainage and sewerage and flood control; traffic signals and road signs and similar facilities;

ix. Public markets, slaughterhouses and other municipal enterprises;

x. Public cemetery;

xi. Tourism facilities and other tourist attractions, including the acquisition of equipment, regulation and supervision of business concessions and security services for such facilities and

xii. Sites for police and fire stations and substations and municipal jail; Power to Generate and Apply Resources – Local Government Units shall have the power and authority to establish an organization that shall be responsible for the efficient and effective implementation of their development plans, program objectives and priorities; to create their own sources of revenues and to levy taxes, fees and charges which shall accrue exclusively for their use and disposition and which shall be retained by them; to have a just share in national taxes which shall be automatically and directly released to them and without need of any further action; to have equitable share in the proceeds from the utilization and development of the national wealth and resources within their respective territorial jurisdictions including sharing the same with the inhabitants by way of direct benefits; to acquire, develop, lease, encumber, alienate or otherwise dispose of real or personal property developmental or welfare purposes, in the exercise or furtherance of their governmental or proprietary powers and functions in the attainment of national goals. (Sec. 18 RA 7160)

## **II. Vision**

Amadeo, a town binded by Almighty God, with a government that values the role of every family in building a safe and progressive community which preserves and promotes its culture, arts, agriculture and ecology along with the challenges of modern society with competent and responsive leaders and individuals working together for the welfare of future generations.



### **III. Mission**

To build a safe and progressive community through a capable, strong and transparent government which encourages every family to support and participate in the preservation and promotion of arts, culture, environment, agri-tourism and in the formulation and implementation of responsive socio-economic programs and projects for the sustainable development of the entire municipality.

### **IV. Service Pledge**

We, the officials and employees of the Municipal Government of Amadeo, do hereby pledge our strong commitment to perform our duties and functions with utmost goal to:

**A** - spire to achieve with greater efficiency and in the shortest possible time, the delivery of every government service rendered;

**M** - eet the needs and satisfactions of our clients;

**A** - dvocate for the adoption of effective government practices for efficient government service delivery and prevention of graft and corruption;

**D** - evote loyal and honest public service;

**E** - thical standards in public governance are highly observed; and

**O** - blige ourselves, our employees and all our instrumentalities, to serve our people, with the end in view of achieving our vision for development and fulfilling the mission that we sworn to upheld.



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# **OFFICE OF THE MUNICIPAL ENGINEER**

## **Frontline Services**



## 1. MAINTENANCE OF DRAINAGE SYSTEM AND OTHER INFRASTRUCTURE:

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

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple and/or Highly-Technical(Complex)			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	Barangays, Subdivisions, and Concerned Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Letter Request specifying the service needed (1 original)			Client	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. 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	1.1 Received the request	None	5 minutes	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFFICE
	1.2 Notation of the Municipal Engineer  Municipal Engineer evaluates the request and	None	5 Minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFFICE  NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFFICE



	endorses the same the Maintenance Section.			NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE
	1.3 Evaluation and Assessment	None	5 Minutes	
	Maintenance Engineer evaluates and assesses the request.			RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE
	1.4 Prepare Programs of Work	None	1 day –simple	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE
	Engineer prepares an estimate of materials, labor and equipment required.		5 days – complex	RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFFICE
	(Required only for repair of Roads and Shoulders, Drainage and Manholes, Buildings and other Facilities, Asphaltting of roads and potholes)			RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFFICE
				RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE
	1.5 Recommendation and Approval	None	3 minutes	NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFFICE
	Municipal Engineer reviews and evaluates the result of inspection and programs of work. He then approves			



	<p>the implementation of maintenance of work.</p> <p>1.6 Preparation of support documents</p> <p>Prepares of purchase request, OBR, canvass, awards and purchase order.</p> <p>1.7 Implementation Maintenance Engineer assign foreman and maintenance men on sites; and prepares construction materials and equipment</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>2 days for simple</p> <p>5 days for complex</p>	<p>ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFFICE</p> <p>JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFFICE</p> <p>NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE</p> <p>RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFFICE</p> <p>RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFFICE</p> <p>RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE</p>
<p><b>TOTAL:</b></p>		<p>None</p>	<p>3 days and 48 minutes - simple</p> <p>10 days and 48 minutes - complex</p>	





## 2. REQUESTING THE PREPARATION OF PLANS AND PROGRAMS OF WORK:

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.

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple and/or Highly-Technical(Complex)			
<b>Type of Transaction:</b>	G2C – Government to Citizen; G2G – Government to Government			
<b>Who may avail:</b>	Barangays, Subdivisions, and Concerned Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay/ HOA Resolution		Barangay hall / HOA Office		
Request Letter Addressed to the Mayor and Endorsed to the Municipal Engineer		The requesting party needs to file the request letter to the municipal mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete requirements	1.1 Assess requested program of works	None	5 minutes	RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFFICE
	1.2 Notation of the Municipal Engineer Municipal	None	3 minutes	NOLASCO V. BAYOT <i>Municipal Engineer/ Building Official</i> ENGINEERING



	<p>Engineer the request and endorses it to the Construction Section.</p> <p>1.3 Evaluation and Assessment Construction Engineer evaluates and assesses the request.</p>	None	30 minutes	<p>OFFICE</p> <p>NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE</p> <p>RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE</p>
2. Accompany the engineering staff during inspection	<p>2.1 Inspect proposed projects</p> <p>2.2 Planning and drawing of proposed</p>	<p>None</p> <p>None</p>	<p>1-2 hours (Poblacion)</p> <p>2-3 hours (Barrio)</p> <p>1 day (simple) 5 days</p>	<p>NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE</p> <p>RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFFICE</p> <p>RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFFICE</p> <p>RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE</p> <p>NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE</p>



	projects		(complex)	RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE
	2.3 Drafting the program of works for the inspected project	None	1 – 2 days (simple)	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFFICE
			2 – 5 days (complex)	RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFFICE
	2.4 Encoding and Printing of program of works for the inspected project	None	30 minutes	RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFFICE
				RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFFICE
	2.5 Recommendation and Approval Municipal Engineer evaluates and approves the plans and program of work.	None	30 minutes	NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFFICE
<b>TOTAL:</b>		None	Up to 4 days - simple  Up to 6 days - complex	



**OFFICE OF THE MUNICIPAL ENGINEER  
(BUILDING OFFICIAL)  
Frontline Services**



## 1. ISSUANCE OF BUILDING PERMIT FOR CONSTRUCTION OF NEW BUILDINGS AND/OR STRUCTURE:

A BUILDING PERMIT is a document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR) or P.D. 1096.

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.

<b>Office or Division:</b>	Office of the Building Official	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G - Government to Government, G2C - Government to Citizens, G2B - Government to Businesses	
<b>Who may avail:</b>	Any person or company who intends to construct a new building/structures in Amadeo	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Four (4) copies of filled up Unified Application Form for Building Permit		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office
Filled-up Application Form for Locational Clearance		2 <sup>ND</sup> Floor MDRRMO Operations Center Building - Municipal Planning and Development Office
Pre Evaluation Clearance for Septic Vault		Rural Health Unit Sanitary Inspector, Amadeo, Cavite
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)		Ground Floor, Municipal Hall Main Building - Municipal Assessor's Office / Registry of Deeds
Four (4) sets of Survey Plans, design plans and other documents as follows: a. Architectural Documents b. Civil / Structural Documents		Client



<ul style="list-style-type: none"> <li>c. Electrical Documents</li> <li>d. Mechanical Documents</li> <li>e. Sanitary Documents</li> <li>f. Plumbing Documents</li> <li>g. Electronics Documents</li> <li>h. Geodetic Documents</li> <li>i. Fire Protection Plan (<i>If applicable</i>) <ul style="list-style-type: none"> <li>o Automatic Fire Suppression System</li> <li>o Wet Standpipe</li> <li>o Dry Standpipe</li> <li>o Kitchen Hood</li> <li>o Suppression</li> <li>o Fire Detection &amp; Alarm System</li> </ul> </li> </ul>	
Three (3) photocopies of Valid Licenses (PRC I.D.), PTR of all involved professionals and IAPOA certificate (if Architect)	Client, professionals involved in the construction of the building
Notarized estimated value of the building / structure to be erected as declared by the owner - undertaking	Client
DOLE Construction Safety and Health Program	Client
Affidavit of Undertaking	Client
Soil Test; Structural Analysis (If applicable)	Client
Clearances from various government agencies (If applicable)	Client
Valid Government Issued Identification Card (ID)	Client
Notarized Authorization of Representative or Notarized Special Power of Attorney (If applicable)	Client
Expandable Envelope	Client
Soft copy of Plan and other documents ( <i>in PDF format</i> ) in CD/DVD or email to	Client



engineeringamadeo@gmail.com				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Forms and Documentary Requirements	1. Receive and assess the completeness and correctness of the documents.	None	30 minutes	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	1.1 Processing of application in the Back Room and Inspection.	None	3.5 days	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFF.
2. Receipt of Order of Payment or Notice of Disapproval	2. Release Oder of Payment or Notice of Disapproval	None	30 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.



				ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Payment of Fees and Charges	3. Receive the payment and issue the O.R.	Refer to the 2005 Revised IRR of the National Building Code (P.D.1096)	5 minutes	Municipal Treasurer's Office
4. Claiming of Building Permit	4. Preparation, approval and release of Approved Building Permit		25 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	3 days, 5 hours and 30 minutes	





## 2. ISSUANCE OF BUILDING PERMIT FOR THE EXTENSION, ADDITION, RENOVATION, FENCING AND ALTERATION/AMENDATORY OF PLANS:

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR) or P.D. 1096.

<b>Office or Division:</b>	Office of the Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)
<b>Who may avail:</b>	All residents, non-residents and companies in Amadeo who already applied for a Building Permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Four (4) copies of filled up Unified Application Form for Building Permit and FSEC	2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office
Filled-up Application Form for Locational Clearance	2 <sup>ND</sup> Floor MDRRMO Operations Center Building - Municipal Planning and Development Office
Original Certificate of Title (OCT) / Transfer Certificate of Title (TCT), or Deed of Absolute Sale or Lot Locational Plan from LRA (if lessee, Contract of Lease)	Ground Floor, Municipal Hall Main Building - Municipal Assessor's Office / Registry of Deeds
Four (4) sets of Survey Plans, design plans and other documents as follows: <ul style="list-style-type: none"> <li>a. Architectural Documents</li> <li>b. Civil / Structural Documents</li> <li>c. Electrical Documents</li> <li>d. Mechanical Documents</li> <li>e. Sanitary Documents</li> <li>f. Plumbing Documents</li> </ul>	Client



g. Electronics Documents h. Geodetic Documents i. Fire Protection Plan (If applicable) <ul style="list-style-type: none"> <li>o Automatic Fire Suppression System</li> <li>o Wet Standpipe</li> <li>o Dry Standpipe</li> <li>o Kitchen Hood</li> <li>o Suppression</li> <li>o Fire Detection &amp; Alarm System</li> </ul>				
Three (3) photocopies of Valid Licenses (PRC I.D.) and PTR of all involved professionals		Client, professionals involved in the construction of the building		
Notarized estimated value of the building / structure to be erected as declared by the owner		Client		
DOLE Construction Safety and Health Program		Client		
Affidavit of Undertaking		Client		
Soil Test; Structural Analysis (If applicable)		Client		
Clearances from various government agencies (If applicable)		Client		
Valid Government Issued Identification Card (ID)		Client		
Notarized Authorization of Representative or Notarized Special Power of Attorney (If applicable)		Client		
Expandable Envelope		Client		
Soft copy of Plan and other documents ( <i>in PDF format</i> ) in CD/DVD or email to engineeringamadeo@gmail.com		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Forms and Documentary	1. Receive and assess the completeness	None	30 minutes	ALVIN G. AMBION Administrative Aide VI



Requirements	and correctness of the documents.  1.1 Processing of application in the Back Room and Inspection.	None	3.5 days	ENGINEERING OFF.  JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFF.
2. Receipt of Order of Payment or Notice of Disapproval	2. Release Oder of Payment or Notice of Disapproval	None	30 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Payment of Fees and Charges	3. Receive the payment and	Refer to the 2005	5 minutes	Municipal Treasurer's Office



	issue the O.R.	Revised IRR of the National Building Code (P.D.1096)		
4. Claiming of Building Permit	4.Preparation,a pproval and release of Approved Building Permit		25 minutes	<p>JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.</p> <p>ALVIN G. MBION <i>Administrative Aide VI</i> ENGINEERING OFF.</p> <p>NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFF.</p>
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	3 days, 5 hours and 30 minutes	



### 3. ISSUANCE OF OTHER BUILDING PERMITS FOR RENEWAL, DEMOLITION, SIGNAGE AND EXCAVATION OR GROUND PREPARATION PERMIT:

A document issued by the Building Official to an owner/applicant to proceed with the construction, installation, addition, alteration, renovation, conversion, repair, moving, demolition or other work activity of a specific project/building/structure or portions thereof after the accompanying principal plans, specifications and other pertinent documents with the duly notarized application are found satisfactory and substantially conforming with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR) or P.D. 1096.

Office or Division:	Office of the Building Official		
Classification:	Simple		
Type of Transaction:	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)		
Who may avail:	Any person or company who intends to demolish a structure, excavate, install signage and renew the Building Permit in Amadeo		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
For Renewal Permit			
Application form signed by the applicant, signed and sealed by professional and properly filled-out		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
Approved Building Permit and Building Plans		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
For Demolition Permit			
Demolition Permit Form		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
Sketch plan of area to be demolished or picture of building to be demolished		Client	
Transfer Certificate of Title (TCT) of the property		Ground Floor, Municipal Hall Main Building - Municipal Assessor’s Office / Registry of Deeds	



Barangay Endorsement		Respective Barangay		
For Sign Permit				
Sign Permit Form		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
Electrical Permit Form whenever there is an electrical connection		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
Three (3) sets of plans and design of signage duly signed by a licensed professional		Client		
Location or vicinity plan		Client		
Lot documents		Client		
For Excavation or Ground Preparation Permit				
Accomplished Excavation Permit form signed and sealed by a licensed professional		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
One (1) set – Architectural and Structural Plan		Client		
Transfer Certificate of Title (TCT) of lot		Ground Floor, Municipal Hall Main Building - Municipal Assessor's Office / Registry of Deeds		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Verify the requirements.	None	15 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	1.2 Assessment of Fees	None	10 minutes	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.
	1.3 Approval of Permit	None	10 minutes	ALVIN G. AMBION



				<i>Administrative Aide VI ENGINEERING OFF.</i>  <b>NOLASCO V. BAYOT</b> <i>Municipal Engineer / Building Official ENGINEERING OFF.</i>
2. Receive Order of payment.	2. Issue the order of payment	None	5 minutes	<b>JEANBOY M. MARINDUQUE</b> <i>Engineering Aide ENGINEERING OFF.</i>  <b>ALVIN G. AMBION</b> <i>Administrative Aide VI ENGINEERING OFF.</i>
3. Pay the required Treasurer's Office	3. Receive payment and release the official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Municipal Treasurer's Office
4. Present the original and photocopy of the Official Receipt and receive the permit.	4.1 Prepare the required Permit.	None	15 minutes	<b>JEANBOY M. MARINDUQUE</b> <i>Engineering Aide ENGINEERING OFF.</i>
	4.2 Release the Permit.	None	3 minutes	<b>ALVIN G. AMBION</b> <i>Administrative Aide VI ENGINEERING OFF.</i>
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	1 hour	



#### 4. ISSUANCE OF CERTIFICATE OF OCCUPANCY/ USE/ OPERATION:

A document issued by the Building Official to an owner/applicant certifying a building's compliance with the National Building code of the Philippines (the Code) and its Implementing Rules and Regulations (IRR) or P.D. 1096 and indicating it to be in a condition suitable for occupancy. It is evidence that the building complies substantially with the plans and specifications that have been submitted to, and approved by, the Building Official.

<b>Office or Division:</b>	Office of the Building Official		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)		
<b>Who may avail:</b>	Any person or company who was issued a Building permit may apply upon completion of the building and ready for occupancy.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Filled-up Unified Application Form for Certificate of Occupancy		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
Three (3) copies of duly notarized Certificate of Completion using the form in Annex H, signed by the owner/applicant and signed and sealed by the duly licensed Architect or Civil Engineer in-charge of construction, and one copy of the construction logbook. If the construction was undertaken through a contract, the Certificate of Completion shall be signed by the contractor/Authorized Managing Officer		Client	
One (1) photocopy of the Valid Licenses of all involved Professionals (e.g. Professional Tax Receipt and the Professional Regulation Commission identification card		Client, professionals involved in the construction of the building	
Photograph of the completed structure showing front, sides, and rear areas		Client	





Fire Safety Inspection Certificate		Amadeo Municipal Fire Station, Amadeo, Cavite		
Post Evaluation Clearance for Septic Vault		Rural Health Sanitary Inspector, Amadeo, Cavite		
As-Built Plan (If applicable)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Forms and Documentary Requirements.  (Client should be present during the inspection)	1.1 Receive and assess the completeness and correctness of the documents and inform the inspection schedule.	None	30 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
	1.2 Processing of application in the back room and inspection of buildings/ structures/ Machineries.	None	3.5 days	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFF.
2. Submit the	2.1 Verify the	None	30 minutes	JEANBOY M.



requirements	requirement;  2.2 Assess the fees and issue the order of payment	None	10 minutes	MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Receive Order of Payment.	3. Release Order of Payment or Notice of Disapproval	None	30 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
4. Payment of Fees and Charges.	4. Receive the payment and issue the O.R.	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Municipal Treasurer's Office
5. Claim the Certificate of Occupancy	5. Preparation, approval and release Certificate of Occupancy, FSIC, Notice of Assessment, Tax Declaration, CFEI and other	None	25 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  NOLASCO V.



	submitted documents.			BAYOT <i>Municipal Engineer / Building Official</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	3 days 6 hours and 7 minutes	

**NOTE:** If the inspector's report stated that there are violations, deviations, addition in the approved Building plans; the application shall be withheld pending compliance of the needed requirements for completion before moving to the next step.

## 5. ISSUANCE OF ELECTRICAL OR WIRING PERMIT:

A document issued by the Building Official to authorize an owner/applicant to carry out electrical installations. It is required for most new, remodel, reconnection and maintenance electrical work and to ensure the work done conforms to current safety codes.

<b>Office or Division:</b>	Office of the Building Official
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)
<b>Who may avail:</b>	All residents and non-residents who own a building in Amadeo and intend to apply for electrical and wiring permit
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Transfer Certificate of Title (TCT) of the lot where building is erected, if the applicant is not the lot owner, provide either of the following: <ul style="list-style-type: none"> <li>a. Deed of Sale or Contract to Sell</li> <li>b. Authorization from lot owner</li> <li>c. Proof of relationship to the lot owner</li> </ul>	Ground Floor, Municipal Hall Main Building - Municipal Assessor's Office / Registry of Deeds



Electrical/Wiring Permit form duly signed by a Professional Electrical Engineer		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
Copy of Issued Building Permit		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1.1 Verify the requirements.	None	5 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	1.2 Approval of Permit.	None	10 minutes	NOLASCO V. BAYOT <i>Municipal Engineer / Building Official</i> ENGINEERING OFF.
	1.3 Assess the fees.		5 minutes	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
2. Receive Order of Payment	2. Issue Order of Payment	None	5 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Pay the required fees at the Municipal Treasurer's Office	3. Receive payment and release the official Receipt	Refer to the 2005 Revised IRR of the	2 minutes	Municipal Treasurer's Office



	(OR)	National Building Code (P.D. 1096)		
4. Present the original and photocopy of the Official Receipt and receive the permit.	4.1 Prepare the required Permit.	None	15 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	42 minutes	



## 6. ISSUANCE OF CERTIFICATE OF FINAL ELECTRICAL INSPECTION (CFEI):

A document issued by the Building Official to an owner/applicant after electrical safety inspection, testing, and verification of the electrical wirings of residential, institutional, commercial, and industrial building before the installation of electric meters by the electric power service provider to ensure their conformance to the provisions of the Philippine Electrical Code.

<b>Office or Division:</b>	Office of the Building Official		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)		
<b>Who may avail:</b>	All residents and non-residents who own a building in Amadeo and intend to apply for electrical and wiring permit		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Yellow Card issued by MERALCO with a request to secure for CFEI		MERALCO Tagaytay Business Center	
Inspection report of the Electrical Inspector		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
Transfer Certificate of Title of the lot where the building is erected		Ground Floor, Municipal Hall Main Building - Municipal Assessor’s Office / Registry of Deeds	
Proof of ownership if the lot title is not in the name of the applicant, provide Contract to sell, Deed of Sale, Agreement and Authorization		Client	
For new connection, provide Occupancy Permit		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	
For reconnection/relocation/separation of electric meter base with addition/extension/renovation of building, provide Building Permit and current MERALCO Statement of Account		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official’s Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the inspection request form and the yellow card issued by MERALCO.	1.1 Receive the yellow card and inspection request form and inform the inspection schedule.	None	10 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	1.2 Inspect the installed Electric Meter Base and wiring connections.	None	3 days	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.  RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.
	2.1 Verify the requirements	None	5 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	2.2 Assess the fees.	None	10 minutes	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Receive Order of Payment	3. Issue the order of payment.	None	5 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.



4. Pay the required fees at the Municipal Treasurer's Office	4. Receive payment and release the official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)	2 minutes	Municipal Treasurer's Office
5. Present the original and photocopy of the O.R. and receive the permit.	5.1 Receive the OR and prepare the document.  5.2 Approve the CFEI  5.3 Release the permit.	None	15 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  NOLASCO V. BAYOT <i>Municipal Engineer / Building Official</i> ENGINEERING OFF.  JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	3 days and 47 minutes	





## 7. ISSUANCE OF CLEARANCE FOR NEW AND RENEWAL OF BUSINESS PERMIT APPLICATION:

Certificate of Inspection for business permit is given to owner/applicant certifying the compliance of the structures/building to the National Building Code of the Philippines or P.D. 1096.

<b>Office or Division:</b>	Office of the Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>Who may avail:</b>	All business taxpayers in Amadeo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form		2 <sup>nd</sup> Floor Municipal Main Building – Business Permit and Licensing Office		
Building Permit		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
Occupancy Permit		2 <sup>ND</sup> Floor MDRRMO Operations Center Building – Engineering / Building Official's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the application form.	1. Verify the application.	None	3 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
2. Receive the approved application with the assessed fees	2. Assess the fees.	None	3 minutes	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Pay the required fees at the	3. Receive	Refer to	2 minutes	Municipal Treasurer's



Municipal Treasurer's Office	payment and release the Official Receipt (OR)	the 2005 Revised IRR of the National Building Code (P.D. 1096)		Office
4. Present the original and photocopy of the O.R. and receive the permit.	4.1 Receive the OR and prepare the document.	None	4 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	4.2 Approve the Certificate of Inspection		5 minutes	NOLASCO V. BAYOT <i>Municipal Engineer / Building Official</i> ENGINEERING OFF.
	4.3 Release the permit.		3 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
				ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	20 minutes	

**Note:** If the building for the Business Operation was verified to have no Building Permit and Occupancy Permit and have violations on the building construction, the application for Business Permit is withheld. If the building is in compliance, proceed to Step 2.



## 8. REQUESTING BUILDING DATA:

A Certificate given to owner/applicant certifying the compliance of the structures/building to the National Building Code of the Philippines or P.D. 1096.

<b>Office or Division:</b>	Office of the Building Official			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)			
<b>Who may avail:</b>	Any person or company who intends to have a certified copy of Building Data			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter	1. Verify the application.	None	3 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
2. Assessed fees	2. Assess the fees.	None	3 minutes	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
3. Pay the required fees at the Municipal Treasurer's Office	3. Receive payment and release the Official Receipt (OR)	Refer to the 2005 Revised IRR of the National Building Code (P.D.	2 minutes	Municipal Treasurer's Office



		1096)		
4. Present the original and photocopy of the O.R. and receive the permit.	4.1 Receive the OR and prepare the document.	None	4 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.
	4.2 Approve the Certified Copy of Building Data		5 minutes	NOLASCO V. BAYOT <i>Municipal Engineer / Building Official</i> ENGINEERING OFF.
	4.3 Release the permit.		3 minutes	JEANBOY M. MARINDUQUE <i>Engineering Aide</i> ENGINEERING OFF.  ALVIN G. MBION <i>Administrative Aide VI</i> ENGINEERING OFF.
<b>TOTAL:</b>		Refer to the 2005 Revised IRR	20 minutes	

## 9. FILING OF BUILDING RELATED COMPLAINTS:

The 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.

<b>Office or Division:</b>	Office of the Building Official
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G (Government to Government), G2C (Government to Citizens), G2B (Government to Businesses)
<b>Who may avail:</b>	Any person or company with dispute to any Building related permit or structure



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter indicating the complaint and picture of the dispute structure		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter and File Complaint through the receiving staff. Staff note the details of the said complaints	1. Verify the application.	None	15 minutes	ALVIN G. AMBION <i>Administrative Aide VI</i> ENGINEERING OFF.
2. 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	2. Schedule of Inspection	None	1 day	NEMENSIO T. RAMILO <i>Engineering Assistant</i> ENGINEERING OFF.  RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.  RODNEY A. COSTELO <i>Engineer IV</i> ENGINEERING OFF.
3. 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	3. Issuance of Notice	None	Upon inspection	RENE V. BAY <i>Electrical Inspector</i> ENGINEERING OFF.  RENELLE B. GONZALES <i>Electrician I</i> ENGINEERING OFF.  RODNEY A. COSTELO <i>Engineer IV</i>



not want to receive the notice the same will be sent to the Barangay Official Concerns or noted refuse to receive.				ENGINEERING OFF.  NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFF.
4. 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	4. Endorsement to Municipal Legal Office	None	30 minutes	NOLASCO V. BAYOT <i>Municipal Engineer/Building Official</i> ENGINEERING OFF.
<b>TOTAL:</b>		None	1 day and 45 minutes	



# **THE OFFICE OF MUNICIPAL CIVIL REGISTRAR**

## **Frontline Services**



## 1. REGISTRATION OF CERTIFICATE OF LIVE BIRTH AND CERTIFICATE OF MARRIAGE

Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where events, legal instruments and court decrees acts.

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.

<b>Office or Division:</b>	Municipal Civil Registrar's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Parent/s, and/or attendant at birth; the concerned parties and/or Officiating Officer			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 set of Certificate of Live Birth with notarized Affidavit To Use the Surname, Admission of Paternity, if applicable		Provided by client or Hospital/ Clinic or attendant of Birth		
1 set of Certificate of Marriage		Provided by the Officiating Officer		
Copy of Certificate of Registration Authorized to Solemnize Marriage		Provided by the Officiating Officer from the Philippine Statistics Authority Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO





				CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2. Submit the required documents verification	2. Examination of document and supporting papers  2.1 Determine timeliness, signatures and complete data	None	2 minutes	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
3. Client signs, receives copy of registered document	3. Review, registration, approval & signing of document	None	5 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO
<b>TOTAL:</b>		None	8 minutes	



## 2. REGISTRATION OF CERTIFICATE OF DEATH

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.

<b>Office or Division:</b>	Municipal Civil Registrar's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government			
<b>Who may avail:</b>	Any immediate relative or authorized personnel of the family of the deceased.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1 set of Certificate of Death		Provided by client/Funeral Service/Hospital/Clinic		
Burial Certificate, Transfer of Certificate (if applicable)		Provided by client from the Municipal Health Office		
Official Receipt of Payment of Fees		Provided by client from the Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2. Submit documents for verification	2. Receive document	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO



	2.1 Determine timeliness, check signatures and complete data			<p>JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO</p> <p>CARLA B. DIOKNO <i>Registration Officer II</i> MCRO</p> <p>ZANITA M. PERIDO <i>Clerk</i> MCRO</p> <p>JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO</p> <p>CARLA B. DIOKNO <i>Registration Officer II</i> MCRO</p>
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
4. Return to the MCRO for the registration and receipt of copy of Certificate of Death	4. Receipt of payment, review, registration, approval & signing of document.	None	5 minutes	<p>JOHNA M. JAVIER <i>MCR</i> MCRO</p> <p>ZANITA M. PERIDO <i>Clerk</i> MCRO</p> <p>JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO</p>



	4.1 Release of Certificate		1 minute	CARLA B. DIOKNO Registration Officer II MCRO
<b>TOTAL:</b>		Amadeo Revenue Code	13 minutes	

### 3. APPLYING FOR LEGITIMATION OF NATURAL CHILD

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.

<b>Office or Division:</b>	Municipal Civil Registrar Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	The concerned person/natural parent/s and/or guardian.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
2 PSA photocopy of Certificate of Live Birth		Provided by client from Philippine Statistics Authority Office	
2 PSA or Certified Photocopies of Certificate of Marriage of Parents		Provided by client from Philippine Statistics Authority Office or Registrar's Office where Marriage was registered	
2 PSA Latest Certificate of No Marriage Record/ Advice on Marriage		Provided by client from Philippine Statistics Authority Office	



(CENOMAR) of both parents				
2 PSA or Certified Photocopies of Certificate of Death of Parent/s (if, applicable)		Provided by client from Philippine Statistics Authority Office or Registrar's Office where Death was registered		
Court order of the presumptive death (if, applicable)		Provided by client from the Court		
Community Tax Certificate		Provided by client from Barangay Treasurer or Municipal Treasurer's Office		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2. Submit the required documents and inform of the intent of child's legitimation	2. Receive, Verification of requirements	None	5 minutes	ZANITA M. PERIDO <i>Clerk</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2.1. Client waits Order of Payment after verification of documents	2.1. Verification of document on file and preparation of Legitimation papers	None	5 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO
3. Pay the required	3. Accept the	Amadeo	5 minutes	Office of the Municipal



fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	payment based on the Order of Payment  3.1 Issue the Official Receipt	Revenue Code		Treasurer
4. Return to the MCRO and give Official receipt	4. Check the Official Receipt	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO
4.1 Client waits, signs logbook of receipt of personal copy documents * client may request for the Letter of Endorsement to Philippine Statistics Authority Office	4.1 Review and sign the Affidavit of Legitimation and supporting papers		10 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
	4.2 Register the Affidavit of Legitimation		3 minutes	ZANITA M. PERIDO <i>Clerk</i> MCRO
	4.3 Prepare Annotated Certificate of Live Birth		10 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
	4.4 Prepare Certificate of Registration and/or Letter of Endorsement to Philippine		3 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO
				ZANITA M. PERIDO



	Statistics Office			Clerk MCRO
	5.5 Segregate and release of documents		3 minutes	JOHNA M. JAVIER MCR MCRO
<b>TOTAL:</b>		Amadeo Revenue Code	46 minutes	

#### 4. REQUESTING ENDORSEMENT OF REGISTRY RECORD TO THE CIVIL REGISTRAR GENERAL

As a rule, all civil registrars shall submit civil registry documents to the Office of the Civil Registrar-General (OCRG) thru their respective Philippine Statistics Authority Provincial Offices.

There are instances when the Philippine Statistics Authority Office (PSAO) cannot issue copy/copies to the interested party because they have no available record in its archive, or the current document is still with the PSA provincial office being processed.

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

<b>Office or Division:</b>	Municipal Civil Registrar's Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	Document owner/parent/s or anyone authorized by the owner can avail this service		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
PSA Verification Result (Negative) not more than 6months		Provided by client from Philippine Statistics Authority (PSA) Office	
Copy of Record issued previously by this Office (if, available)		Provided by client	



Authorization and copy of Identification Card of Document Owner (if, applicable)		Provided by client from document owner		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO
2. Submit the required documents for initial assessment and verification	2. Check the documents, verify record  2.1 Issue the Order of Payment if record available	None  Amadeo Revenue Code	10 minutes	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
4. Return to the MCRO for the processing and release of Endorsement Letter and copy of Registered Document	4. Check the Official Receipt  4.1 Prepare Copy of Registered	None	5 minutes	ZANITA M. PERIDO <i>Clerk</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  JULIETA A.





	Document and Endorsement Letter  4.2 Sign and release of copy of documents to the client			VILLANUEVA <i>Clerk III</i> MCRO  JOHNA M. JAVIER <i>MCR</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO
<b>TOTAL:</b>		Amadeo Revenue Code	21 minutes	

## 5. DELAYED REGISTRATION OF CIVIL REGISTRY RECORD

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.

<b>Office or Division:</b>	Municipal Civil Registrar's Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C – Government to Citizen, G2B – Government to Business, G2G – Government to Government		
<b>Who may avail:</b>	Person concern, parent/s, any person authorized by the concerned party/ies may apply for this service		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. For Birth, Death, Marriage One set of the prescribed Certificate form PSA Verification Result (Negative), not more than six (6) months issued Affidavit for Delayed Registration		Provided by Health Center, Hospital, Private Clinic; Funeral Homes, Private Institution, Officiating Officers Provided by client from PSA  Provided by client from lawyers, any Notarial Officer Provided by client	



with two (2) disinterested witnesses Community Tax Certificate/I.D.				
Additional for Birth: - 2 copy of Baptismal Certificate - 2 copy of Marriage Certificate of parents - Voter's Registration Record - Other documents as necessary - E. g. Affidavit		Provided by client from Church, from the Registrar's Office where Marriage is registered Provided by the client from the Commission on Election Provided by client from lawyer or any Notarial Officer		
Additional for Death: - Certification of Burial Mass Additional for Marriage - Copy of Marriage Application, License		Provided by client from Church Provided by client from Officiating Officer		
2. Official Receipt		Provided by client from Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
2. Presentation/submit the requirements	2. Receive, evaluate, verify in the archives	None	10 minutes	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
	2.2 Verify requirements		5 minutes	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO



				ZANITA M. PERIDO <i>Clerk</i> MCRO
3. Interview and Oath	3. Interview client for vital information  3.1 Client signs prescribed form  3.2 Issue the Order of Payment	None	15 minutes	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment  *Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MCRO submit Official Receipt and returns after 10 days	5. Check the Official Receipt and Receive the for registration  5.1 Review and Administer Oath by MCR	None	5 minutes          5 minutes	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO  JOHNA M. JAVIER <i>MCR</i> MCRO



6. Signs and receive copy of registered document	6. Release of Copy of Registered Document	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
<b>TOTAL:</b>		Amadeo Revenue Code	47 minutes	



## 6. APPLYING FOR MARRIAGE LICENSE

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 reside.

The local civil registrar concerned 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.

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.

<b>Office or Division:</b>	Municipal Civil Registrar's Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Couples, both or either one is a resident of the Municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Birth certificate or baptismal certificates (original & photocopy) and Community Tax Certificate/ I.D.		Provided by client
Pre-Marriage Counselling Certificate		Provided by client from DSWD
Parental consent (18 - 20 years old)/ Advice (21-24 years old)		Natural Parents
Certificate of No Previous Marriage (CENOMAR)		Provided by client from PSA
Official Receipt of Payment		Provided by client from Treasurer's Office
Additional, if applicable: - Legal Capacity to contract marriage (for foreign national)		Provided by client from respective Embassy



- Divorce paper/Annotated Certificate of Marriage - Death certificate of spouse		Provided by client from Court  Provided by client from PSA		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2. Presentation/submit the requirements	2. Receive, evaluate, check requirements	None	5 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO  JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
	2.1 Interview		5 minutes	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
3. Review and signs application form	3. Prepare Application form and client		7 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO



	signature			
	3.1 Prepare Notice of Application		5 minutes	
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MCRO submit Official Receipt and returns after 10 days	5. Check the Official Receipt  5.1 Review and Administer Oath by MCR  5.2 Mail/posting of Notice of Application	None	1 minute  5 minutes  3 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO  JOHNA M. JAVIER <i>MCR</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
6. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment  *Make sure to secure Official Receipt that will be issued upon payment	6. Accept the payment based on the Order of Payment  6.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
7. Return to the MCRO, signs and	7. Accept Official Receipt,		3 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO



receive documents	and prepare Marriage License  7.1 Signs and release of Marriage License, Application and supporting documents		1 minute	JOHNA M. JAVIER MCR MCRO
<b>TOTAL:</b>		Amadeo Revenue Code	46 minutes	

## 7. REGISTRATION OF LEGAL INSTRUMENT

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

<b>Office or Division:</b>	Municipal Civil Registrar's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Person concern, parent/s, any person authorized by the concerned party/ies may apply for this service
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>





1 set of Legal Instrument		Provided by client		
Community Tax Certificate/ I.D.		Provided by client		
Official Receipt of Payment		Provided by client from Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO  CARLA B. DIOKNO <i>Registration Officer II</i> MCRO
2. Presentation/ submit the requirements	2. Receive, evaluate, examine authenticity of document	None	5 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment  3.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
4. Return to the MCRO, signs and	4. Accept Official Receipt		5 minutes	CARLA B. DIOKNO <i>Registration Officer II</i> MCRO



receive documents	and register the legal instrument			JOHNA M. JAVIER MCR MCRO
	4.1 Release Copy of Registered Document			
<b>TOTAL:</b>		Amadeo Revenue Code	16 minutes	

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

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 amine at an expeditious and cheaper way of correcting errors found in the record.

<b>Office or Division:</b>	Municipal Civil Registrar's Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Person concern, parent/s, any person authorized by the concerned party/ies may apply for this service
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
PSA copy of the document	Provided by client from PSA
Baptismal Certificate	Provided by client from Church
Police Clearance, NBI Clearance	Provided by client from Police Station/NBI
Voter's Registration Record	Provided by client from Commission on Election



Transcript of Records		Provided by client from School attended		
Employment/Affidavit of Non-Employment		Provided by client from Company/Notarial Service		
Official Receipt		Provided by client from Treasurer's Office		
Others: if applicable (e.g.) <ul style="list-style-type: none"> <li>- Marriage Certificate of parents</li> <li>- Marriage Certificate</li> <li>- Birth &amp; Baptismal of parents</li> <li>- Death Certificate</li> <li>- Affidavit of publisher and news clipping</li> </ul>		Provided by client		
Community Tax Certificate/ I.D.		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
2. Present/submit the requirements	2. Receive, evaluate, examine authenticity of document	None	10 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
3. Review and signs application form and receive for notarial services	3. Prepare form and signature of client		10 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO



4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MCRO, notarized form, and photocopies of Official Receipt.	5. Accepts Official Receipt photocopies with notarized form		1 minute	JOHNA M. JAVIER MCR MCRO  ZANITA M. PERIDO Clerk MCRO
	5.1 Review, prepare notice.		5 minutes	JOHNA M. JAVIER MCR MCRO
	5.2 Approve/deny petition after 14 days		5 minutes	JOHNA M. JAVIER MCR MCRO
	5.3 Prepare certification of posting, and decision		5 minutes	JOHNA M. JAVIER MCR MCRO
	5.4 Prepare transmittal letter		5 minutes	CARLA B. DIOKNO Registration Officer II MCRO
6. Returns after 15 days for receipt of petition application and mail to PSA Awaits for text message from MCRO	6. Release of petition paper		5 minutes	JOHNA M. JAVIER MCR MCRO  ZANITA M. PERIDO Clerk MCRO



7. Returns to MCRO with PSA original and its 3 photocopies to receive final decision (affirmed/impugned)	7. Prepare annotated PSA document, release of Final decision and other supporting papers		10 minutes	JOHNA M. JAVIER <i>MCR</i> <i>MCRO</i>  ZANITA M. PERIDO <i>Clerk</i> <i>MCRO</i>
<b>TOTAL:</b>		Amadeo Revenue Code	1 hour and 2 minutes	

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

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

<b>Office or Division:</b>	Municipal Civil Registrar's Office						
<b>Classification:</b>	Complex						
<b>Type of Transaction:</b>	G2C – Government to Citizen						
<b>Who may avail:</b>	Person concern, parent/s, any person authorized by the concerned party/ies may apply for this service						
<table> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> <tr> <td>PSA copy of the document of Live Birth</td><td>Provided by client from PSA</td></tr> <tr> <td>Local copy of Birth Certificate</td><td>Provided by client</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	PSA copy of the document of Live Birth	Provided by client from PSA	Local copy of Birth Certificate	Provided by client
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
PSA copy of the document of Live Birth	Provided by client from PSA						
Local copy of Birth Certificate	Provided by client						



Baptismal Certificate		Provided by client from Church		
Police Clearance, NBI Clearance		Provided by client from Police Station/NBI		
Earliest School Record		Provided by client from School attended		
Employment/Affidavit of Non-Employment		Provided by client from Company/Notarial Service		
Official Receipt		Provided by client from Treasurer's Office		
Others: if applicable (e.g.) <ul style="list-style-type: none"> <li>- Medical Record</li> <li>- Medical Certification</li> <li>- Affidavit of publisher and news clipping</li> </ul>		Provided by client <ul style="list-style-type: none"> <li>- From Issuing hospital/clinic</li> <li>- From Municipal Health Office</li> <li>- Provided by client from News publisher</li> </ul>		
Community Tax Certificate/ I.D.		Provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	JULIETA A. VILLANUEVA <i>Clerk III</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
2. Presentation/ submit the requirements	2. Receive, evaluate, examination of the authenticity of document	None	10 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO  ZANITA M. PERIDO <i>Clerk</i> MCRO
3. Review and signs application form and receive for notarial services	3. Preparation of form and signature of client		10 minutes	JOHNA M. JAVIER <i>MCR</i> MCRO  ZANITA M. PERIDO <i>Clerk</i>



				MCRO
<p>4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment</p> <p>*Make sure to secure Official Receipt that will be issued upon payment</p>	<p>4. Accept the payment based on the Order of Payment</p> <p>4.1 Issue the Official Receipt</p>	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MCRO, notarized form, and photocopies of Official Receipt.	<p>5. Accepts Official Receipt photocopies with notarized form</p> <p>5.1 Review, prepare notice.</p> <p>5.2 Approve/ deny petition after 14 days</p> <p>5.3 Prepare certification of posting, and decision</p> <p>5.4 Prepare transmittal letter</p>		<p>1 minute</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>JOHNA M. JAVIER MCR MCRO</p> <p>ZANITA M. PERIDO Clerk MCRO</p> <p>JOHNA M. JAVIER MCR MCRO</p> <p>JOHNA M. JAVIER MCR MCRO</p> <p>JOHNA M. JAVIER MCR MCRO</p> <p>CARLA B. DIOKNO Registration Officer II MCRO</p>



6. Returns after 15 days for receipt of petition application and mail to PSA Awaits for text message from MCRO	6. Release of petition paper		5 minutes	JOHNA M. JAVIER <i>MCR</i> <i>MCRO</i>  ZANITA M. PERIDO <i>Clerk</i> <i>MCRO</i>
7. Returns to MCRO with PSA original and its 3 photocopies to receive final decision (affirmed/impugned)	7. Prepare annotated PSA document, release of Final decision and other supporting papers		10 minutes	JOHNA M. JAVIER <i>MCR</i> <i>MCRO</i>  ZANITA M. PERIDO <i>Clerk</i> <i>MCRO</i>
<b>TOTAL:</b>		Amadeo Revenue Code	1 hour and 2 minutes	





## SCHEDULE OF FEES

SERVICE FEES	AMOUNT
Birth Certificate	<b>P</b> 100.00
Death Certificate	100.00
Marriage Certificate	100.00
Certification of No Records for Birth, Marriage and Death	100.00
Endorsement Fee of Birth, Marriage and Death	100.00
Miscellaneous fee for Late Registration of Birth, Marriage and Death	
6 mos. and less	300.00
6 mos. and above	400.00
Certified Copy	70.00
Marriage Application	
Civil	500.00
Church	300.00
License Fee	102.00
Solemnization Fee (Mayor)	500.00
Petition	
Change of Name	3,750.00
Correction of clerical error	1,750.00
Correction of Gender, Date of Birth	3,000.00
Additional	
For registration of the following:	
1. Legitimation	300.00
2. Adoption	300.00
3. Annulment of marriage	500.00
4. Legal Instrument	100.00
5. Other legal documents	
for record purposes	200.00



6. Affidavit to Use the Surname of the Father	300.00
7. Affidavit of Admission of Paternity/ Affidavit of Acknowledgement	200.00
8. Supplemental Report fees	300.00
9. Advance Report Fees of Birth, Marriage and Death	200.00



# **MUNICIPAL PLANNING AND DEVELOPMENT OFFICE**

## **Frontline Services**



## 1. SECURING DATA FROM THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

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

<b>Office or Division:</b>	Municipal Planning and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (1 Original)		Provided by client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  NERIE A. BALMES <i>Admin. Aide II</i> <i>(Bookbinder I)</i> MPDO  PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO
2. Submit the required documents	2. Verify the requirements	None	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i>



verification	<p>and availability of available data.</p> <p>In case requested data is not available, client is referred to other probable source of data</p> <p>2.1 Process data requested by clients.</p>			<p>MPDO</p> <p>JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO</p> <p>NERIE A. BALMES <i>Admin. Aide II (Bookbinder I)</i> MPDO</p> <p>PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO</p>
3. Sign the logbook for record purposes	3. Review and verify the data to be given to the client	None	2 minutes	<p>ENP GERLIE C. GARCIA MPDC MPDO</p> <p>LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO</p> <p>JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO</p> <p>NERIE A. BALMES <i>Admin. Aide II (Bookbinder I)</i> MPDO</p> <p>PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO</p>
<b>TOTAL:</b>		None	8 minutes	



## 2. ISSUANCE OF SITE ZONING CLASSIFICATION / ZONING CERTIFICATE

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.

Office or Division:	Municipal Planning and Development Office		
Classification:	Highly-Technical		
Type of Transaction:	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government		
Who may avail:	All residents, non-residents of the Municipality of Amadeo and companies who wish to verify the Zoning/ Land Use classification of their lots/parcels of land.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter Request/Intent addressed to the Zoning Coordinator/Municipal Planning and Development Coordinator		Provided by client	
Letter of Intent (additional copy addressed to Sangguniang Bayan) for attachment record		Provided by client	
Lot Plan with vicinity map drawn to scale signed by a Geodetic Engineer		Provided by property owner	
Transfer Certificate of Title (TCT) or Deed of Sale		Provided by property owner	
Real Property Tax Declaration		Provided by property owner	
Certificate of Real Property Tax Payment latest		Provided by property owner	
Special Power of Attorney of land owner’s authorized representative, if any		Provided by property owner	
Official Receipt		Municipal Treasurer’s Office	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  NERIE A. BALMES <i>Admin. Aide II</i> <i>(Bookbinder I)</i> MPDO  PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2. Assess the requirements and verify if inspection is needed  2.1 Issue the Order of Payment if all required documents were given	None  PHP 250.00 per Tax Dec.	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
3. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	3. Accept the payment based on the Order of Payment 3.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer



4. Return to the MPDO for the processing and release of Zoning Certificate / Zoning Classification	4. Check the Official Receipt	None	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO
	4.1 Approve and sign the Zoning Certificate / Zoning Classification			JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  ENP GERLIE C. GARCIA <i>MPDC</i> MPDO
	4.2 Issue Zoning Certificate / Zoning Classification to the client			LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
<b>TOTAL:</b>		PHP 250.00 plus Amadeo Revenue Code	Average of 2 weeks and 16 minutes	

### 3. ISSUANCE OF LOCATIONAL CLEARANCE FOR NEW BUSINESS PERMIT

ALL ENTERPRISES are required to secure a Locational 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.

<b>Office or Division:</b>	Municipal Planning and Development Office
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<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government			
<b>Who may avail:</b>	All residents, non-residents and companies who intend to open a new business in the Municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance to Operate Business		Barangay Hall		
LEASE Contract between the Lessor and the Lessee if leased (Notarized)		Provided by property owner		
Business Name Certificate (DTI business Certificate)		DTI Negosyo Center		
Transfer Certificate of Title (TCT) or Deed of Sale		Provided by property owner		
Real Property Tax Declaration		Provided by property owner		
Certificate of Real Property Tax Payment		Provided by property owner		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  NERIE A. BALMES <i>Admin. Aide II</i> <i>(Bookbinder I)</i> MPDO  PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO



2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2. Assess the requirements and verify if inspection is needed  2.1 Issue the Order of Payment if all required documents were given	None  Amadeo Revenue Code	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
3. Undergo the inspection	3. Inspect the business site and road setback (if needed)	None	1 hour	JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MPDO for the processing and release of Locational Clearance	5. Check the Official Receipt  5.1 Approve and sign the Locational Clearance	None	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO



	5.2 Issue the Locational Clearance to the client			<p>ENP GERLIE C. GARCIA MPDC MPDO</p> <p>LINA A. ALCAIRO Admin. Asst. II MPDO</p> <p>JUAN CARLOS D. AMBAGAN Project Devt. Officer I MPDO</p>
<b>TOTAL:</b>		Amadeo Revenue Code	1 hour and 16 minutes	

### SCHEDULE OF FEES

CAPITAL	FEE
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)



## 4. ISSUANCE OF LOCATIONAL CLEARANCE FOR BUILDING / ELECTRICAL PERMIT

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

<b>Office or Division:</b>	Municipal Planning and Development Office
<b>Classification:</b>	Highly - Technical
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government
<b>Who may avail:</b>	Any person, firm or corporation who will undergo construction activities regardless of size and cost of the project can avail this service
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Application form for zoning Clearance (3 copies)	Municipal Planning and Development Office
Building Plan duly signed by a Civil Engineer, Architect (5 sets)	Provided by property owner
Perspective duly signed by an Architect (5 set)	Provided by property owner
Lot Plan (5 copies)	Provided by property owner
Bill of Materials (5 copies)	Provided by property owner
Specifications (5 sets)	Provided by property owner
Transfer Certificate of Title or Deed of Sale (5 copies)	Provided by property owner
Real Property Tax Declaration (5 copies)	Provided by property owner
Certificate of Real Property Tax Payment (5 copies)	Provided by property owner
Approved SB resolution for reclassification in projects that fall under other classification	Office of the Sangguniang Bayan
Environmental Clearance Certificate (ECC), when applicable	DENR – Region IV-A



If is not owned: - Contract of Lease (4 copies) Authorization to Occupy Lot		Provided by property owner		
Neighbor Consent – when applicable		Provided by property owner		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  NERIE A. BALMES <i>Admin. Aide II</i> <i>(Bookbinder I)</i> MPDO  PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO
2. Submit the required documents for initial assessment and verification *Make sure to secure the Order of Payment that will be issued	2. Assess the requirements and verify if inspection is needed  2.1 Issue the Order of Payment if all required documents were given	None  Amadeo Revenue Code	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
3. Undergo the	3. Inspect the	None	1 hour	JUAN CARLOS D. AMBAGAN



inspection	business site and road setback (if needed)			<i>Project Devt. Officer I</i> MPDO
4. Pay the required fees at the Municipal Treasury Office by showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	4. Accept the payment based on the Order of Payment  4.1 Issue the Official Receipt	Amadeo Revenue Code	5 minutes	Office of the Municipal Treasurer
5. Return to the MPDO for the processing and release of Locational Clearance	5. Check the Official Receipt    5.1 Approve and sign the Locational Clearance   5.2 Issue the Locational Clearance to the client	None	5 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  ENP GERLIE C. GARCIA MPDC MPDO  LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
<b>TOTAL:</b>		Amadeo Revenue Code	1 hour and 16 minutes	



## SCHEDULE OF FEES

CAPITAL	FEE
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)

## 5. ISSUANCE OF DEVELOPMENT PERMIT

A Development Permit is a permit recommended by the Sangguniang Bayan and issued and approved by the Municipal Mayor before any land development is introduced to any parcel of land.

<b>Office or Division:</b>	Municipal Planning and Development Office	
<b>Classification:</b>	Highly - Technical	
<b>Type of Transaction:</b>	G2B – Government to Business, G2C – Government to Citizen, G2G – Government to Government	
<b>Who may avail:</b>	All Land Owners or Developers who intend to alter or develop into a subdivision a parcel(s) of land situated in the Municipality of Amadeo	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Two sets of the ff. documents duly signed by a licensed Arch/Engr. (1 copy each for MPDC and Mun. Engineer) <ul style="list-style-type: none"> <li>- One copy of topographic map of site</li> <li>- Three (3) copies of Site Development Plan (one copy each for Mayor/MPDC, Mun. Engineer and SB)</li> <li>- Three (3) copies of Road (Geometric &amp; Structural) Design Plan <ul style="list-style-type: none"> <li>- Profile showing the vertical</li> </ul> </li> </ul>		Provided by property owner

<p>control design grade, curve elements and all information needed for construction</p> <ul style="list-style-type: none"> <li>- Typical road way sections showing relative dimensions and slopes of pavement, gutters, side-walk, shoulders, benching and others.</li> <li>- Detail of roadway showing the required thickness of pavement sub grade treatment and sub base course on the design analysis</li> <li>- Details of roadway miscellaneous structures such curb and gutter</li> </ul> <p>- Three (3) copies of Storm Drainage and Sewer Systems</p> <ul style="list-style-type: none"> <li>- Profiles showing the hydraulic gradients and properties of the main lines including structures in relation with to road grade</li> <li>- Details of drainage and miscellaneous structures such as various type of manholes, catch basin, inlets (curb, gutter and drop) culverts and channel linings.</li> </ul> <p>- Three (3) copies of water system layout and details</p> <p>- Three (3) copies of Site Grading Plan</p>	
<p>Two (2) copies of project study</p> <ul style="list-style-type: none"> <li>- Statement of Assets and Liabilities</li> <li>- Income Tax and Return last three € years</li> </ul>	<p>Provided by property owner</p>
<p>Application of Water Supply System (MWSS or any local water system in the area)</p>	<p>Provided by property owner</p>
<p>Application for Power Supply System from any local power supplier/generator</p>	<p>Provided by property owner</p>





Specification, Bill of Materials and Cost Estimates		Provided by property owner		
Certified True Copy of Environmental Compliance Certificate (ECC) duly signed by the DENR		DENR – Region IV-A		
Zoning Certificate from MPDC/Zoning Officer		Municipal Planning and Development Office		
List of names of duly licensed professional who signed the plan and other similar documents in connection with application files		Office of the Sangguniang Bayan		
Sangguniang Bayan Resolution recommending the approval of Development Permit		Office of the Sangguniang Bayan		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the office lobby	1. Give the Log Book to the client	None	1 minute	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  NERIE A. BALMES <i>Admin. Aide II</i> <i>(Bookbinder I)</i> MPDO  PRISTINE ZIA M. LOPEZ <i>Office Staff</i> MPDO
2. Submit the requirements	2. Evaluate the requirements and transmit the	None	30 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO



	<p>application to the Sangguniang Bayan and schedule the site inspection.</p> <p>2.1 Conduct an ocular inspection of the site.</p> <p>2.2 Prepare the Evaluation Report of the subdivision and submit to the Sangguniang Bayan.</p> <p>2.3 Conduct of hearing for the recommendation of issuance of Development Permit</p>		<p>1 hour</p> <p>30 minutes</p>	<p>JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO</p> <p>JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO</p> <p>ENP GERLIE C. GARCIA MPDC MPDO</p> <p>Office of the Sangguniang Bayan</p>
<p>3. Submit the SB Resolution</p> <p>*Make sure to secure the Order of Payment that will be issue</p>	<p>3. Assess and verify the SB Resolution</p> <p>3.1 Issue the Order of Payment if all required documents were given</p>	<p>None</p> <p>Amadeo Revenue Code</p>	<p>5 minutes</p>	<p>LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO</p> <p>JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO</p>
<p>4. Pay the required fees at the Municipal Treasury Office by</p>	<p>4. Accept the payment based on the Order of</p>	<p>Amadeo Revenue Code</p>	<p>5 minutes</p>	<p>Office of the Municipal Treasurer</p>



showing the Order of Payment *Make sure to secure Official Receipt that will be issued upon payment	Payment 4.1 Issue the Official Receipt			
5. Return to the MPDO for the processing of the Development Permit	5. Check the Official Receipt and prepare the Development Permit  5.1 Approve and sign the Development Permit  5.2 Issue the Development Permit to the client	None	20 minutes	LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO  ENP GERLIE C. GARCIA MPDC MPDO  LINA A. ALCAIRO <i>Admin. Asst. II</i> MPDO  JUAN CARLOS D. AMBAGAN <i>Project Devt. Officer I</i> MPDO
<b>TOTAL:</b>		Amadeo Revenue Code	2 hours and 31 minutes	

### SCHEDULE OF FEES

SUBDIVISION PROJECTS AND CONDOMINIUM PROJECTS (under P.D. 957)	
<b>A. Subdivision Projects</b>	
1. Approval of Subdivision Plans (including townhouses)	
1. Preliminary Approval and Locational Clearance (PALC)/ Preliminary Subdivision Development Plan (PSDP)	
• Processing Fee	P360 / ha. or a fraction



	thereof
• Inspection Fee *	P1,500 / ha. regardless of density
2. Final Approval and Development Permit	
• Processing Fee	P2,880 / ha. regardless of density
Additional Fee on Floor Area of housing component	P3.00 / sq. m.
• Inspection Fee *	P1,500 / ha. regardless of density
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500 / ha. regardless of density
3. Extension of Time to Develop	
• Processing Fee	P504
• Additional Fee (unfinished area for development)	P14.40 / sq.m.
• Inspection Fee*	P1,500 / ha. regardless of density
<b>B. Condominium Projects</b>	
1. Approval of Condominium Plans / Final Approval and Development Permit	
1. Preliminary Approval and Locational Clearance	
2. Final Approval and Development Permit	
• Processing Fee	P720
a. Land Area	P7.20 / sq.m.
b. No. of Floors	P288 / floor
c. Building Areas	P23.05/sq.m. of GFA



• Inspection Fee *	P1,500 / ha.
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
4. Conversion (affected areas only)	-do-
2. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500 / floor
3. Extension of Time to Develop	
• Processing Fee	P504
• Additional Fee (unfinished floor area for development)	P17.30 / sq.m.
• Inspection Fee*	P1,500 / ha.
<b>FARMLOT SUBDIVISION</b>	
1. Approval of Subdivision Plans (including townhouses)	
1. Preliminary Approval and Locational Clearance	
• Processing Fee	P288 / ha.
• Inspection Fee	P1,500 / ha.
2. Final Approval and Development Permit	
• Processing Fee	P1,400 / ha.
• Inspection Fee	P1,500 / ha.
3. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
2. Certificate of Completion	
• Certificate Fee	P216
• Processing Fee	
• Inspection Fee	P1,500 / ha.
3. Extension of Time to Develop	



• Processing Fee	P216
• Additional Fee (unfinished area for development)	P14.40 / sq.m.
• Inspection Fee*	P1,500 / ha.
<b>MEMORIAL PARK / CEMETERY PROJECT / COLUMBARIUM</b>	
1. Approval of Memorial Park / Cemetery Project / Columbarium	
1. Preliminary Approval and Locational Clearance	
• Memorial Project	P720/ha
• Cemeteries	P288/ha
• Columbarium	P3,600/ha
Inspection Fee	
• Memorial Project	P1500 / ha
• Cemeteries	P1500 / ha
• Columbarium	P1500 / ha
2. Final Approval and Development Permit	
• Memorial Project	P3.00 / sq.m.
• Cemeteries	P1.50 / sq.m.
• Columbarium	P7.20 / sq.m. of land area
	P3.00 / floor
	P23.05 / sq.m. of GFA
Inspection Fee	
• Memorial Project	P1,500 / ha
• Cemeteries	P1,500 / ha
• Columbarium	P1,500 / ha
3. Alteration of Fee	Same as Final Approval / Development Permit
2. Certificate of Completion	



Certificate Fee	P216
Processing Fee	
• Memorial Project	P1,440
• Cemeteries	P720 / ha
• Columbarium	P5.80 / sq.m. of GFA
Inspection Fee	
• Memorial Project	P1,500 / ha
• Cemeteries	P7,500 / ha
• Columbarium	P1,500 / floor
3. Extension of Time to Develop	
Processing Fee	P504
Additional Fee (unfinished area for development)	
• Memorial Project	P1,440.00
• Cemeteries	P720 / ha
• Columbarium	P5.80 / sq.m. of GFA
Inspection Fee	
• Memorial Project	P1,500 / ha
• Cemeteries	P1,500 / ha
• Columbarium	P1,500 / floor



# **OFFICE OF THE MUNICIPAL BUDGET OFFICER**

## **Non-Frontline Services**





## 1. PREPARATION OF THE ANNUAL BUDGET

This will ensure that the Municipal Government of Amadeo spends within means that it invests in the right priorities and delivers measurable results. Continuity and sustainability of plans and budgets will bring the government closer to the people and enhances partnership in all government undertakings.

<b>Office or Division:</b>	Budget Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	All departments / offices in the LGU			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Procurement Project Management Plan (PPMP) (3 Original Copies)		Respective Departments / Offices		
DBM Local Budget Preparation (LBP) Form No. 2		Respective Departments / Offices		
Programmed Appropriation and Obligation by Object of Expenditure		Respective Departments / Offices		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Budget Proposal	1.1 Receive budget proposal of different departments/offices.	None	July 1 to July 15, annually	MA. CLARA GRACIA B. CUASAY <i>Mun. Budget Officer</i> BUDGET OFFICE
	1.2 Review and consolidate budget proposals.	None	July 16 to October 16, annually	ANA MARIE R. LUCAS <i>Budget Officer I</i> BUDGET OFFICE
	1.3 Finalize the budget for budget hearing	None		CHERIE MAY R. GUANTIA <i>Administrative Aide IV</i> BUDGET OFFICE



	1.4 Forward to the Municipal Mayor for approval and indorse the same to Sangguniang Panglunsod for final review and appropriate action for the enactment of Sangguniang Panglunsod Ordinance.	None		ARMIN A. CABRERA <i>Administrative Aide II</i> BUDGET OFFICE
<b>TOTAL:</b>		None	More than 3 months	

## 2. ISSUANCE OF APPROVED OBLIGATION REQUEST (OBR)

To enhance transparency and accountability in the release of Local Government Fund. This is to further ensure that disbursements do not exceed the appropriations.

<b>Office or Division:</b>	Budget Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	All departments / offices in the LGU
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For General Procurement</b>	
Purchase Request duly signed and approved by the requesting official, Municipal Treasurer (cash availability) and approving authority (Municipal Administrator)	Respective Departments / Offices



Abstract of Canvass or Quotation of Prices	Respective Departments / Offices
BAC Resolution for PPA's amounting to Ten Thousand and above	BAC Secretariat
Notice of Award	BAC Secretariat
Purchase Order or Contract	Respective Departments / Offices
Pre-Inspection and Post-Inspection (Repair and Maintenance of Office Equipment and Motor Vehicle)	Office of the Municipal Engineer
Inspection and Acceptance (For Goods)	Respective Departments / Offices
Notice to Proceed, Certificate of Inspection, Final Inspection and Turn Over (Infrastructure Projects)	BAC Secretariat
Attendance (Meals) and Pictures of PPA's	Respective Departments / Offices
<b>For Employees' Salaries and Wages</b>	
Payroll	Human Resource Management Unit
<b>For Travel Expenses</b>	
Letter of Invitation	Training / Seminar Organizing Committee
Approved Travel Order and Itinerary	Office of the Municipal Administrator (Department Heads)/ Respective Department Heads (Rank and File)
<b>For Telephone/ Internet Expenses</b>	
Billing Statement for the said period	Smart, Globe, PLDT
Certification (stating that calls used for official purpose only)	Respective Departments / Offices
<b>For Electricity and Water Expenses</b>	
Statement of Account / Billing Statement	Meralco/ Amadeo Water District
<b>For Gasoline Expenses</b>	
Purchase Request and Purchase Order	Respective Departments / Offices
Official Receipt	Gasoline Station
Trip Ticket	Respective Departments / Offices



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Requirements	1.1 Receive the required documents needed	None	1 minute	CHERIE MAY R.GUANTIA <i>Administrative Aide IV</i> BUDGET OFFICE
	1.2 Review the submitted documents	None	3 minutes	MA. CLARA GRACIA B. CUASAY <i>Municipal Budget Officer</i> BUDGET OFFICE
	1.3 Prepare the Obligation Request (OBR)	None	3 minutes	CHERIE MAY R.GUANTIA <i>Administrative Aide IV</i> BUDGET OFFICE  ARMIN A. CABRERA <i>Administrative Aide II</i> BUDGET OFFICE
	1.4 Check the Availability of appropriations and record the obligations to the proper registries	None	2 minutes	ANA MARIE R. LUCAS <i>Budget Officer I</i> BUDGET OFFICE
	1.5 Record and assign Obligation Request Number	None	4 minutes	CHERIE MAY R.GUANTIA <i>Administrative Aide IV</i> BUDGET OFFICE
	1.6 Approve and sign the Obligation Request	None	1 minutes	MA. CLARA GRACIA B. CUASAY <i>Municipal Budget Officer</i> BUDGET OFFICE



2. Claim the Obligation Request	Release of approved and signed Obligation Request	None	1 minute	CHERIE MAY R.GUANTIA <i>Administrative Aide IV</i> BUDGET OFFICE
<b>TOTAL:</b>		None	15 minutes	



# **PUBLIC EMPLOYMENT SERVICE OFFICE**

## **Frontline Services**



## 1. ISSUANCE OF WORK CLEARANCE

The Mayor's Office Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the Office of the Mayor. Certifications are issued to affirm the validity of information. Job recommendations are issued for job seekers.

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Police Clearance (1 photocopy)		PNP		
Health Certificate (1 original)		Rural Health Unit		
Community Tax Certificate(1 photocopy)		Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Sign in the Client Log Book	1.Give the Log book to the Client	None	1 minute	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
2. Submit the required documents to the PESO Staff for initial assessment and verification	2.Receive the required documents and check for completeness		2 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE



3. Fill up Client Assistance Form, Application Form and NSRP Form	3. Give the Client Application Form & NSRP Form	None	5 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
4. Pay the required fees at the Municipal Treasurer's Office	4. Accept the payment	Work Clearance Fee – PHP 100.00	2 minutes	MAXIMA AMBAT <i>Local Revenue Collector Officer I</i> TREASURY OFFICE
5. Return to the PESO for the processing and release of Clearance	5. Issue the Clearance to the Client	None	5 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
<b>TOTAL:</b>		PHP 100.00	15 minutes	





## 2. LIVELIHOOD AND EMPLOYMENT REFERRALS

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

<b>Office or Division:</b>	PUBLIC EMPLOYMENT SERVICE OFFICE			
<b>Classification:</b>	SIMPLE			
<b>Type of Transaction:</b>	G2C – Government to Client			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Police Clearance (1 photocopy)		PNP		
Health Certificate (1 original)		Rural Health Unit		
Community Tax Certificate(1 photocopy)		Treasurer's Office		
Referral, if from outside Amadeo		PESO Office where he/she resides		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Sign in the Client Log Book	1.Give the Log book to the Client	None	1 minute	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
2. Submit the required documents to the PESO Staff for initial assessment and verification	2.Receive the required documents and check for completeness	None	2 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE



3. Fill up Client Assistance Form, Application Form and NSRP Form	3. Give the Client Application Form and NSRP Form.  3.1. Check for completeness of filled-up form.	None	8 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
4. Issuance of Referral	4. Issue the Referral to the Client	None	4 minutes	JANICE NADURA <i>Admin. Asst. II</i> PESO OFFICE  LYNNETTE BAYOT <i>PESO Manager</i> PESO OFFICE
<b>TOTAL:</b>		None	15 minutes	



# **AMADEO MUNICIPAL TOURISM OFFICE**

## **Non-Frontline Services**



## 1. INTERVIEWS AND INFORMATION GATHERING

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.

<b>Office or Division:</b>	Amadeo Municipal Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Client/s : All tourists both Foreign and Local			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter-request addressed to the Mayor		From the client's organizations		
For students (Letter request from the School office)		From the client's school		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>FOR WALK-IN CLIENTS</b>				
1. Coordinate with the Tourism Office and State the data or Information needed	1. Examine the request and Facilitate with the data Generation	None	1 hour	Office Staff MUNICIPAL TOURISM OFFICE
<b>FOR REQUESTED OR ONLINE CLIENTS</b>				
1. Send request thru e-mails and phone calls	1. Examine the request Data Preparation /  1.2 Return result	None	1 day	Office Staff MUNICIPAL TOURISM OFFICE



	to client via e-mail			
<b>TOTAL:</b>		None	1 day and 1 hour	

## 2. AGRI-ECO TOURS

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

- Facilitates Municipal socials and cultural affairs, organize tours, reservations and other necessary arrangement to ensure institutional integrity to guest and tourists.
- Oversees implements and manages tourism programs and tourism facilities/historical sites in the municipal.

<b>Office or Division:</b>	Amadeo Municipal Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Client/s : All tourists both Foreign and Local			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter-request addressed to the Mayor		From the client's organizations		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>FOR WALK-IN CLIENTS</b>				
Coordinate with the Tourism Office & specify the Basic information's about the Tour	Check and confirm Specific form of Assistance Assign Tour Guide	None	45 minutes	Office Staff MUNICIPAL TOURISM OFFICE



FOR REQUESTED OR SCHEDULED CLIENTS				
Present the approved Letter request	Received the approved letter Assign Tour Guide	None	15 minutes	Office Staff MUNICIPAL TOURISM OFFICE
<b>TOTAL:</b>		None	1 hour	

### 3. COORDINATES WITH AGENCIES & ORGANIZATIONS

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

- Coordinates with line agencies, civic organizations & local citizens in undertaking tourism/cultural programs and activities of the municipality.
- Establish linkages with the tourism industry advocates, as well as private-public partnership or projects arrangements.

<b>Office or Division:</b>	Amadeo Municipal Tourism Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Client/s : All tourists both Foreign and Local			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter-request addressed to the Mayor		From the client's organizations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>FOR WALK-IN CLIENTS</b>				



Coordinate with the Tourism Office and State the data or Information needed	Examine the request and Facilitate with the data Generation	None	1 hour	Office Staff MUNICIPAL TOURISM OFFICE
<b>FOR REQUESTED OR ONLINE CLIENTS</b>				
Send request thru e-mails and phone calls	Examine the request Data Preparation / Return result to client via e-mail	None	1 day	Office Staff MUNICIPAL TOURISM OFFICE
<b>TOTAL:</b>		None	1 day and 1 hour	

#### 4. IMPLEMENTS THE TOURISM STANDARDS AND REGULATIONS

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

- 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.

<b>Office or Division:</b>	Amadeo Municipal Tourism Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public
<b>Who may avail:</b>	Client/s : All tourists both Foreign and Local
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



Letter-request addressed to the Mayor		From the client's organizations		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>FOR WALK-IN CLIENTS</b>				
Coordinate with the Tourism Office and State the data or Information needed	Examine the request and Facilitate with the data Generation	None	1 hour	Office Staff MUNICIPAL TOURISM OFFICE
<b>FOR REQUESTED OR ONLINE CLIENTS</b>				
Send request thru e-mails and phone calls	Examine the request Data Preparation / Return result to client via e-mail	None	1 day	Office Staff MUNICIPAL TOURISM OFFICE
<b>TOTAL:</b>		None	1 day and 1 hour	





# **AMADEO PUBLIC INFORMATION OFFICE**

## **Frontline Services**



## 1. PROVIDES INFORMATION AND RESEARCH DATA

Formulates measures for the consideration of the Sangguniang Bayan 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;

<b>Office or Division:</b>	Amadeo Public Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Client/s: public, both foreign and local			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Gathering of information and research data for the delivery of basic services	Examine the request and facilitate with the research data generation	N/A	1-3 days	Office Staff AMADEO PUBLIC INFORMATION OFFICE
<b>TOTAL:</b>		None	1-3 days	

## 2. PROVIDES INFORMATION TO THE LOCAL GOVERNMENT UNIT

Provides relevant, adequate and timely information to the local government unit and its residents

<b>Office or Division:</b>	Amadeo Public Information Office
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Client/s: public, both foreign and local			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Development of plans and strategies, documentation and information dissemination of Amadeo Municipal Government Programs, Projects, Events and Activities (in print, broadcast, and PowerPoint presentation) upon approval by the Mayor	Examine the request and facilitate with the research data generation about the programs, projects, events and activities being requested	N/A	1-4 days	Office Staff AMADEO PUBLIC INFORMATION OFFICE
<b>TOTAL:</b>		None	1-4 days	

### 3. PROVIDES INFORMATION DURING AND IN THE AFTERMATH OF MANMADE AND NATURAL CALAMITIES AND DISASTERS.

Be in the frontline in providing information during and 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

<b>Office or Division:</b>	Amadeo Public Information Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public



<b>Who may avail:</b>		Client/s: public, both foreign and local		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Preparation of report after a calamity, disaster, etc.	Prepare all the data and information being gathered during and after the disaster or calamity.	N/A	1-4 hours	Office Staff AMADEO PUBLIC INFORMATION OFFICE
<b>TOTAL:</b>		None	1-4 hours	

#### 4. PREPARATION AND DISSEMINATION (PHOTO AND PRESS RELEASE) OF INFORMATION

Photo and press release preparation and dissemination such as news, articles, featured articles, news briefs and write up photo caption

<b>Office or Division:</b>	Amadeo Public Information Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Client/s: public, both foreign and local			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Order the office to prepare and provide news, featured	Press and Photo Release Preparation and			



articles, news briefs, write-ups and photo captions to be disseminated and with the approval of the Municipal Mayor	<p>dissemination such as news, featured articles, news briefs, write-ups and photo captions:</p> <p>1.1 Prepares news, featured articles, news briefs, write-ups and photo captions.</p> <p>1.2 Encoding-proofreading-editing, layout and double checking</p> <p>1.3 For approval of the Municipal Mayor For posting (glass-bulletin)</p> <p>.</p>	None	1 hour	Office Staff AMADEO PUBLIC INFORMATION OFFICE
2. Order the office to prepare audio for important announcements	<p>Preparation of Audio Announcement</p> <p>2.1 Prepares the content-encoding-proofreading</p> <p>2.2 For approval of the Municipal Mayor</p> <p>2. 3 For recording, then</p>	None	15 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE



	for release			
3. Prepare letter of intent approved by the Municipal Mayor together with the list of awardees	<p><i>Preparation of Certificate and Commendation</i></p> <p>3.1 Receives letter of intent approved by the Municipal Mayor together with the list of the awardees</p> <p>3.2 Drafts the content-encoding-checking</p> <p>3.3 For approval of the Municipal Mayor/ signature</p> <p>3.4 For release</p> <p><i>Preparation and Release of the following:</i></p> <p>3.1 Letter of request</p> <p>*all upon the approval of the Municipal Mayor, process drafting, encoding,</p>	None	8 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE
		None	15 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE



	checking, brief data gathering/ research. After which for signature of the Municipal Mayor, then for release			
	3.2 Letter of Invitation	None	15 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE
	3.3 Minutes of the Meeting *for research, for drafting, encoding, checking (if found complete) for approval of the Municipal Mayor or concerned officer then for release	None	2 days	Office Staff AMADEO PUBLIC INFORMATION OFFICE
	<i>Programme Preparation and Dissemination</i> <i>*drafting, encoding, checking then for approval of the Municipal Mayor or concerned</i>	None	25 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE



	<i>officer then for release</i>			
	<i>Preparation of Seminars/Meeting Facilitation</i>	None	1 hour	Office Staff AMADEO PUBLIC INFORMATION OFFICE
	<i>Preparation of Emceeing During Flag Raising Ceremony</i>	None	30 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE
	<i>Preparation of Emceeing During Events and Activities of the Amadeo Municipal Government</i>	None	1 hour and 30 minutes	Office Staff AMADEO PUBLIC INFORMATION OFFICE
<b>TOTAL:</b>		None	2 days and 5 hours 18 minutes	





# **BUSINESS PERMIT & LICENSING OFFICE**

## **Frontline Services**



## 1. MAYOR'S PERMIT FOR BUSINESS

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.

Office or Division:	BPLO	
Classification:	Simple	
Type of Transaction:	G2B – for government services whose client is a business entity	
Who may avail:	Business Owner	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
For New Client ( 5 copies each )		
DTI/SEC/CDA	Negosyo Center Amadeo	
Barangay Business Clearance	Barangay Hall	
Cedula	Barangay Hall/ Municipal Treasurer	
Tax Declaration (OHA)	Municipal Assessor	
Tax Receipt (Current Year)	Municipal Treasurer	
Contract of Lease/ Authorization	Lessor/Lot owner	
Xerox copy of Business Permit of the Lessor	Lessor	
Locational Clearance	Municipal Planning and Development Office	
Occupancy Permit	Office of the Municipal Engineering/Building Official	
Fire Safety Inspection Certificate	Bureau of Fire and Protection	
Sanitary Permit	Rural Health Unit	
Accreditation from DOT for Primary Tourism Enterprises	Department of Tourism	
For Pawnshops & Money Service Business		



For Head Office	Subject to registration with Bangko Sentral ng Pilipinas (BSP) prior to start operation
For Branches	Subject to notifications to the Bangko Sentral ng Pilipinas by the Head of Office
<b>For Renewal ( 3 copies each )</b>	
DTI/SEC/CDA	Negosyo Center Amadeo
Barangay Business Clearance	Barangay Hall
Cedula	Barangay Hall/ Municipal Treasurer
Financial Statement/ Income Tax Return	Bureau of Internal Revenue
Tax Declaration (OHA)	Municipal Assessor
Tax Receipt (Current Year)	Municipal Treasurer
Contract of Lease/ Authorization	Lessor/Lot owner
Xerox copy of Business Permit of the Lessor	Lessor
Market Clearance (Market Stall	Office of the Public Market
Occupancy Permit—Engineering	Office of the Municipal Engineering/ Building Official
Fire Safety Inspection Certificate	Bureau of Fire Protection
Sanitary Permit—RHU	Rural Health Unit
Accreditation from DOT for Primary Tourism Enterprises	Department of Tourism
<u><b>For Pawnshops</b></u>	
<i>For Head Office</i> Certificate of Authority (COA) or Provisional Certificate of Authority (PCOA)	
<i>For Branches</i> BSP Letter on the issuance of code to	



Pawnshop Offices other than Head Office				
<u>For Money Service Business</u>				
For Head Office Certificate of Registration (COR) or Provisional Certificate of Registration (PCOR)				
For Branches/ OTHER offices BSP Letter on the issuance of code for MSB offices other than Head Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment	None	5 minutes	JOY ABBIE MAE T. LOYOLA Admin. Aide II BPLO  MARGIE G. ALAGAR Office Staff BPLO
2. Payment	Proceed to Municipal Treasurer	Pertain to Revenue Code of Amadeo	10 minutes	Cashier on Duty
3. Releasing of Mayor's Permit	Releasing of Mayor's Permit	None	10 minutes	JOY ABBIE MAE T. LOYOLA Admin. Aide II BPLO  KENNAN RONN B. ADARLO Admin. Aide II BPLO
<b>TOTAL:</b>		Amadeo Revenue Code	25 minutes	



## 2. MAYOR'S PERMIT FOR MOTORIZED VEHICLE

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.

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Vehicle Operator			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Tricycle Franchise		Office of the Municipal Vice Mayor		
Official Receipt		Municipal Treasurer		
Cedula		Municipal Treasurer / Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment	None	5 minutes	JOHN RAFAEL DESCALLAR <i>Office Staff</i> BPLO  MARCO KURT JAVIER <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	Annual Tax PHP 165.00 Mayor's Permit PHP 242.00 Sticker PHP	10 minutes	Cashier on Duty



		100.00 Penalty PHP 126.75		
3. Releasing of Mayor's Permit	Releasing of Mayor's Permit	None	10 minutes	KENNAN RONN B. ADARLO Admin. Aide II BPLO
<b>TOTAL:</b>		PHP 507.00 PHP 633.75 (if they have penalty)	25 minutes	

### 3. PEDDLERS PERMIT

Permit for any person who, either for himself or on commission, travels from place to place and sells his goods or offers to sell and deliver the same.

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Business Owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
DTI		Negosyo Center Amadeo		
Barangay Business Clearance		Barangay Hall		
Cedula		Municipal Treasurer/Barangay Hall		
Sanitary Permit (Optional)		Rural Health Unit		
Official Receipt		Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verification of Requirements/	Verification of Requirements/	None	10 minutes	JOY ABBIE MAE T. LOYOLA



Assessment	Assessment			<i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	1. Any kind of commodities, goods or products using truck, van or other motorized vehicles - <b>PHP1000.00</b>  2. Any kind of seafoods, meat and other commodities products/ goods using motorized vehicles - <b>PHP 500.00</b>  3. Any kind of goods/produc ts/commoditie s using bicycle, pedicab and similar vehicles - <b>PHP 300.00</b>  4. Maglalako	5 minutes	Cashier on Duty



		not using any kind of transportation - <b>PHP 100.00</b>		
3. Releasing of Peddlers Permit	Releasing of Peddlers Permit		5 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
<b>TOTAL:</b>		Amadeo Revenue Code	20 minutes	

#### 4. CERTIFICATION OF BUSINESS CLOSURE

This certification is issued upon the request of business owner for the closure of their business.

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Business Owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certification of Cancellation (DTI)		Negosyo Center Amadeo		
Barangay Business Closure		Barangay Hall		
Financial Statement/ ITR		Bureau of Internal Revenue		
Official Receipt		Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment		10 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	Pertain to Revenue Code base on gross sales certification - <b>PHP 100.00</b>	5 minutes	Cashier on Duty
3. Releasing of Business Closure	Releasing of Business Closure		5 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
<b>TOTAL:</b>		PHP 100.00	20 minutes	

## 5. CERTIFICATION FOR BUSINESS TRANSFER OF OWNERSHIP

This certification is issued upon the request of business owner to transfer the ownership to other.

<b>Office or Division:</b>	BPLO
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – for government services whose client is a business entity
<b>Who may avail:</b>	Business Owner



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification of Change of Ownership		DTI Provincial Office		
Official Receipt		Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment	None	10 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	PHP 100.00	5 minutes	Cashier on Duty
3. Releasing of Business transfer of Ownership	Releasing of Business transfer of Ownership	None	5 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
<b>TOTAL:</b>		PHP 100.00	20 minutes	

## 6. CERTIFICATION OF NO BUSINESS

This certification is issued upon the request of business owner for whatever legal purpose/s it may serve.

<b>Office or Division:</b>	BPLO
<b>Classification:</b>	Simple
<b>Type of</b>	G2B – for government services whose client is a business entity



<b>Transaction:</b>				
<b>Who may avail:</b>		Business Owner		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certification of No Business		Barangay Hall		
Official Receipt		Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment	None	10 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	PHP 100.00	5 minutes	Cashier on Duty
3. Releasing of Certification of No Business	Releasing of Certification of No Business	None	5 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
<b>TOTAL:</b>		PHP 100.00	20 minutes	



## 7. CERTIFIED TRUE COPY OF BUSINESS PERMIT

This certification is issued upon the request of business owner for whatever legal purpose/s it may serve.

<b>Office or Division:</b>	BPLO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Business Owner			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Xerox copy of Business Permit		Business Owner		
Official Receipt		Municipal Treasurer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Verification of Requirements/ Assessment	Verification of Requirements/ Assessment	None	10 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
2. Payment	Proceed to Municipal Treasurer	PHP 200.00	5 minutes	Cashier on Duty
3. Releasing of Certified True Copy of Business Permit	Releasing of Certified True Copy of Business Permit	None	5 minutes	JOY ABBIE MAE T. LOYOLA <i>Admin. Aide II</i> BPLO  MARGIE G. ALAGAR <i>Office Staff</i> BPLO
<b>TOTAL:</b>		PHP 200.00	20 minutes	



# **MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE**

## **Frontline Services**



## 1. GARBAGE COLLECTION AND DISPOSAL SERVICES

Household waste collection according to the waste collection schedules of biodegradable and non-biodegradable per barangay.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Households, Business Establishments, Local and National Government Institutions, Academes, Religious Community			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Waste Management System		MENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Proceed to MENRO and request for Garbage Collection and Disposal Services	Issue Official Waste Collection Schedule	None	5 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO  EDGAR J. DELA PEÑA <i>O/C</i> MENRO
<b>TOTAL:</b>		None	5 minutes	

## 2. MATERIAL RECOVERY FACILITY OPERATIONS

Accepting segregated household waste as per requested by the barangays, communities, stakeholders.

<b>Office or Division:</b>	MENRO
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity



<b>Who may avail:</b>	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to MENRO and inquire to the MRF Supervisor	Assist the client personally and provide necessary form depending on the requested service	None	1 day	EDGAR J. DELA PEÑA O/C MENRO
<b>TOTAL:</b>		None	1 day	

### 3. ILLEGAL LOGGING MONITORING, INSPECTION, APPREHENSION AND CONTROL

Applicant follows-up on the status of his/her application.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Farmers, Complainants, Concerned Citizens, other Stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Site inspection Result and Recommendation from MENRO Inspector/s		MENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MENRO and inquire	1. Provide MENRO	None	15 minutes	LE ANNE KRISTEL HAGOS Office Staff



	Complaint Form, Interview			MENRO
	1.2 Site Inspection	None	30 minutes	EDGAR J. DELA PEÑA O/C
	1.3 Issue Notice of Violation	None	5 minutes	MENRO
<b>TOTAL:</b>		None	50 minutes	

#### 4. REGULAR CLEAN-UP DRIVE

Municipal wide clean-up drive/private firm sponsored clean-up drive/barangay.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community, Complainants, Concerned Citizens, other Stakeholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Proceed to MENRO and inquire on the scheduled Clean-Up Drive per barangay	Assist the client/s on the schedule of the activity	None	Half-day	LE ANNE KRISTEL HAGOS Office Staff MENRO  EDGAR J. DELA PEÑA O/C MENRO
<b>TOTAL:</b>		None	Half-day	





## 5. TREE PLANTING ACTIVITY

Prepared and organized tree planting activity in response to the nationwide National Arbor Day and climate change adaptation program of the locality.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Available indigenous planting stocks		MENRO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Barangay/ Communities</b>  Proceed to MENRO and inquire on the scheduled area for tree planting activity	Assist the participants to the area of the tree planting activity	None	Half-day	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO  EDGAR J. DELA PEÑA <i>OIC</i> MENRO
<b>Industrial/ Commercial Establishments</b>  Proceed to the MENRO and inquire on the scheduled area for tree planting activity	Provide the Applicant's Request Form	None	5 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO
<b>TOTAL:</b>		None	Half-day	



## 6. CONDUCT OF ENVIRONMENTAL TRAININGS AND SEMINARS

Conducts trainings and seminars regarding Ecological Solid Waste Management/ Pollution Control Officer Accreditation Course/ Healthcare Waste Generators.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Proceed to MENRO and inquire on the MRF Supervisor	Provide the Applicant's Request Form	None	5 minutes	EDGAR J. DELA PEÑA O/C MENRO
<b>TOTAL:</b>		None	5 minutes	

## 7. ASSISTANCE, CONSULTATION AND ADVISORY FOR ECC CLEARANCE APPLICATION

Assists and advice the stakeholders in complying with environmental permit and regulation of both the local and national environmental agencies.

<b>Office or Division:</b>	MENRO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Industrial and Business Establishments			



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit and PCO Accreditation Certificate		MENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to MENRO and look for the <i>OIC-MENRO</i>	1. Interview the client then instruct to submit all available and necessary papers	None	15 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO
	1.2 Site Inspection	None	30 minutes	EDGAR J. DELA PEÑA <i>OIC</i> MENRO
	1.3 Issue Notice of Violation	None	5 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO
<b>TOTAL:</b>		None	50 minutes	

## 8. ISSUANCE OF CERTIFICATE

Prepare certificate as per requested by stakeholders in compliance with prescribed regulation of both local and national environment government agencies like Waste Contractors/ Junkshop Registration/ Clean-up and De-clogging of Canals Certificate for Barangays/ Certificate of Attendance for Annual Environment Training and Orientation Program for Business and Industrial Establishments.

<b>Office or Division:</b>	MENRO
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity



<b>Who may avail:</b>	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplishment report/ documents		MENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to MENRO and look for the <i>OIC-MENRO</i>	Prepare the Certificate/s	None	5 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO  EDGAR J. DELA PEÑA <i>OIC</i> MENRO
<b>TOTAL:</b>		None	5 minutes	

## 9. PERMITS

Ensure that the tree cutting shall be in observance in the PD 958 or Tree Planting Law.

Office or Division:	MENRO		
Classification:	Simple		
Type of Transaction:	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity		
Who may avail:	Clustered 26 Barangays, Business Establishments, Local and National Government Institutions, Academes, Religious Community		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Tree Cutting			
Cedula (requestor)		MENRO	
Tax declaration (of the lot where the tree is planted)		MENRO	



Chainsaw permit		MENRO		
No. and species of the trees to be cut		MENRO		
5 pieces. replacement seedlings/ saplings per tree to be cut		MENRO		
Permit Fee		MENRO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to MENRO and inquire on the requirements in getting the permit (tree cutting/ Certificate of No Objection)	Provide the list of requirements in getting the permit (tree cutting/ Certificate of No Objection)	None	5 minutes	LE ANNE KRISTEL HAGOS <i>Office Staff</i> MENRO  EDGAR J. DELA PEÑA <i>O/C</i> MENRO
<b>TOTAL:</b>		None	5 minutes	



# **COOPERATIVE OFFICE**

## **Non-Frontline Services**



## 1. INQUIRY FOR NEW MEMBER

<b>Office or Division:</b>	Cooperative Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Applicants			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter – request		Cooperative Office		
At least 25 attendees		Cooperative Office		
Complete documentary requirements for approval by the CDA		Cooperative Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Visit Cooperative Office for inquiry; a. How to become a member b. Process/Procedure	1.1 Interview applicant and refer to the Cooperative Development Authority (CDA) for Pre-Membership Education seminar (PMES) schedule  1.2 Explain the rights and welfare of its members and benefits according to the rules given by CDA	None	15 minutes	NERISSA M. AMBION <i>Focal Person</i> COOPERATIVE OFFICE



	1.3 Giving sample flyers coming from different approved cooperative			
2. If endorsed by the CDA to Cooperative Office: then Submit letter-request for PMES	a. Receive letter – request / concern b. Schedule PMES on date requested	None	5 minutes	NERISSA M. AMBION <i>Focal Person</i> COOPERATIVE OFFICE
3. Provide Speakers / Venue for PMES	Conduct PMES	None	6-8 hours	NERISSA M. AMBION <i>Focal Person</i> COOPERATIVE OFFICE
4. Submit all documents required by the CDA for registration	a. Review/ evaluate/ assess documents submitted b. Submit documents to CDA for clients request	None	15 minutes	NERISSA M. AMBION <i>Focal Person</i> COOPERATIVE OFFICE
<b>TOTAL:</b>		None	Up to 1 day and 35 minutes	





# **MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (MDRRMO)**

## ***Frontline Services***



## 1. EARTHQUAKE AND EVACUATION DRILL & LECTURE

This service aims to equip the general public with knowledge, proper attitude and skills and know-how in case of natural and man-made disasters. Further, such drill and lecture enhance the adeptness of those who already have knowledge and skills. Moreover, this service intends to mitigate or prevent casualties in case said incident arises.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office (MDRRMO)			
<b>Classification:</b>	Complex and Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Public and Private Sectors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
2. Submit the required documents	2. Receive the required documents and check for accurateness	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.1. Validation and confirmation of Schedule	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.2. Conduct of	None	3 hours	SUSAN V. AMBAT,



	Earthquake Evacuation Drill and lecture			IRISH LEACHON & STAFFS MDRRMO Staff MDRRMO
	2.3. Evaluation	None	30 minutes	SUSAN V. AMBAT MDRRMO Staff MDRRMO
<b>TOTAL:</b>		None	3 hours and 33 minutes	

## 2. DISASTER PREPAREDNESS TRAINING

In this training, prevention and mitigation, preparedness, response and effective coping to disaster's impact and its consequences are significantly conferred and specified. Planning and measures are completed, set, and organized to prepare the public and reduce disaster's effect.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office (MDRRMO)			
<b>Classification:</b>	Complex and Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Government employees and private sectors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON MDRRMO Staff MDRRMO



2. Submit the required documents	2. Receive the required documents and check for accurateness	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.1. Validation and confirmation of Schedule	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.2. Conduct of Disaster Preparedness Training	None	4 hours	SUSAN V. AMBAT <i>MDRRMO Staff</i> MDRRMO
	2.3. Evaluation	None	1 hour	SUSAN V. AMBAT <i>MDRRMO Staff</i> MDRRMO
<b>TOTAL:</b>		None	5 hours and 3 minutes	

### 3. EMERGENCY RESPONSE TRAINING

This service aims to equip the public and private sectors with knowledge, proper attitude, skills and know-how on what to do in case of emergency incidents and natural or man-made disasters. Further, such training enhances the adeptness of those who already have knowledge and skills.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office (MDRRMO)
<b>Classification:</b>	Complex and Highly Technical
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency
<b>Who may avail:</b>	Public and Private Sectors



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request		From the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
2. Submit the required documents	2. Receive the required documents and check for accurateness	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.1. Validation and confirmation of Schedule	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.2. Conduct of Emergency Response Training	None	3 hours	SUSAN V. AMBAT & STAFFS <i>MDRRMO Staff</i> MDRRMO
	2.3. Evaluation	None	1 hour	SUSAN V. AMBAT & STAFFS <i>MDRRMO Staff</i> MDRRMO
<b>TOTAL:</b>		None	4 hours and 3 minutes	



## 4. PUBLIC SAFETY ASSISTANCE

This service aims to assist the public in their programs, projects or activities to ensure the safety and protection of the participants and the general public.

<b>Office or Division:</b>	Municipal Disaster Risk Reduction and Management Office (MDRRMO)			
<b>Classification:</b>	Complex and Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Public and Private Sectors			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter of request		From the requesting party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log Book to the client	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
2. Submit the required documents	2. Receive the required documents and check for accurateness	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.1. Validation and confirmation of Schedule	None	1 minute	SUSAN V. AMBAT & IRISH LEACHON <i>MDRRMO Staff</i> MDRRMO
	2.2. Conduct of Public Safety Assistance	None	Depends on the length of time the program or	SUSAN V. AMBAT & STAFFS <i>MDRRMO Staff</i> MDRRMO



			activity will last	
<b>TOTAL:</b>		None	Depends on the length of time the program or activity will last	

## 5. EMERGENCY RESPONSE/RESCUE OPERATIONS

This service is a responsive operation wherein, in an emergency situation the person must be removed from danger and returned to safety.

This aims to assist the public by means of saving their life, or prevent them from injury during an incident or dangerous situation thru assessment, application of first aid and thereafter bringing them to the nearest hospital.

Office or Division:	Municipal Disaster Risk Reduction and Management Office (MDRRMO)			
Classification:	Complex and Highly Technical			
Type of Transaction:	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
Who may avail:	The whole community of Amadeo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request		From the requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Report the incident by calling the emergency hotline	1. Receive the call from the client.	None	1 minute	SUSAN V. AMBAT & STAFFS MDRRMO Staff MDRRMO
	1.1. Verification of call by asking the details of the incident and its whereabouts	None	2 minutes	
	1.2 Respond to the incident	None	Depends on the severity of the incident	
TOTAL:		None	Depends on the severity of the incident	



# **MUNICIPAL TREASURER'S OFFICE**

## **Frontline Services**





## 1. PAYING REAL PROPERTY TAXES

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 instalments: the first instalment, on or before March 31; the second instalment, on or before June 30, the third instalment, on or before September 30; and the last instalment, 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 instalment basis. Provided, that such discounts shall only be granted to properties without any delinquencies.

<b>Office or Division:</b>	Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Real Property Tax Payer/s			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of Latest Real Property Tax Declaration.		Assessor's Office		
Original copy or photocopy of latest real property tax payment /official receipt.		RPT Payer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Computation of Real Property Tax	Taxpayer presents requirements at the RPT window. A tax bill or statement of account of Real Property	BASIC TAX / SEF TAX  Depending upon the Assessed value of	8 minutes per tax declaration	MAXIMA A. AMBAT LRCO / MTO  MA.MELNITA B.SALAZAR RCC II MTO



	Tax is then made and presented to the client	the property		CELINA S. BANTOG <i>Admin Aide II</i> MTO
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	Specific amount stated in the statement of account	10 minutes per receipt	MAXIMA A. AMBAT <i>LRCO I</i> MTO  MA.MELNITA B.SALAZAR <i>RCC II</i> MTO  CELINA S. BANTOG <i>Admin Aide II</i> MTO
<b>TOTAL:</b>		Varies	18 minutes	

## 2. SECURING CERTIFICATE OF NON TAX DELINQUENCY OF REAL PROPERTY TAX PAYMENTS

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.

<b>Office or Division:</b>	Treasurer's Office								
<b>Classification:</b>	Simple/Complex								
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public								
<b>Who may avail:</b>	Real Property Tax Payer/s								
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>Copy of Latest Real Property Tax Declaration</td><td>Assessor's Office</td></tr> <tr> <td>Original copy or photocopy of latest real property tax payment / official receipt</td><td>Treasurer's Office</td></tr> <tr> <td>Certificate Fee Payment - Official</td><td>Treasurer's Office</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	Copy of Latest Real Property Tax Declaration	Assessor's Office	Original copy or photocopy of latest real property tax payment / official receipt	Treasurer's Office	Certificate Fee Payment - Official	Treasurer's Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE								
Copy of Latest Real Property Tax Declaration	Assessor's Office								
Original copy or photocopy of latest real property tax payment / official receipt	Treasurer's Office								
Certificate Fee Payment - Official	Treasurer's Office								



Receipt				
Authorization letter from the owner of Tax Declaration ( if the person acquiring the tax clearance is not the owner)		Payor		
<b>OR Deed of Sale of the new owner of the property declared in the Tax Declaration</b>				
Xerox Copy of ID of the Owner of Tax Declaration		Payor		
Xerox Copy of ID of the authorized representative of the owner		Payor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Payment for Certification	Client presents requirements at the RPT window. Upon checking of complete requirements, clients proceeds to the Cashier, pays for the Certification Fee and get his/her Official Receipt	PHP 100.00  per Cert. Fee	5 minutes	                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  <



3. Approval and Issuance	The certificate is forwarded to the Municipal Treasurer for his/her signature and is released to the client upon signature	None	2 minutes	MARLITO G. ANICO <i>Municipal Treasurer</i> MTO
<b>TOTAL:</b>		PHP 100.00	22 minutes	

### 3. SECURING A COMMUNITY TAX CERTIFICATE

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.

<b>Office or Division:</b>	Treasurer's Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency
<b>Who may avail:</b>	Individual / Corporation
<div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div>	



Valid ID		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Personal Data Sheet Form	Client secures and fills up a copy of a Personal Data Sheet Form available at Window 2	None	2 minutes	MAXIMA A. AMBAT <i>LRCO I</i> MTO  REO A. BAYANI <i>Admin Aide II</i> MTO
2. Submission of Personal Sheet Form and Issuance of CTC	Client submits the accomplished form or previous CTC, pays to the cashier and waits for the issuance of the Community Tax Certificate (CTC)	For Individual s: Basic of PHP 5.00 plus PHP 1.00 for every PHP 1,000.00 of gross income  For corporation:  Basic Tax of PHP 500.00 plus PHP 2.00 for every PHP 5,000. Of gross	5 minutes	MAXIMA A. AMBAT <i>LRCO I</i> MTO  REO A. BAYANI <i>Admin Aide II</i> MTO



		income		
<b>TOTAL:</b>		Varies	7 minutes	

#### 4. PAYING BUSINESS TAXES, PERMIT FEES & CERTIFICATIONS

The Municipal Treasurer's Office issues business taxes permit fees and certifications to individuals conducting and operating business, pursues an occupation or calling, or undertake an activity within the municipality.

<b>Office or Division:</b>	Treasurer's Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Individual / Corporation			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Statement of Account (Fees)		Engineering Office / Assessor's Office/ Local Civil Registrar		
Application Form (Business)		Business Permit & Licensing Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submission of Application Form / Statement of Account	Client presents Statement of Account / Application Form to the Cashier	None	2 minutes	MAXIMA A. AMBAT LRCO / MTO  REO A. BAYANI Admin Aide II MTO
2. Payment of Taxes	Client pays the indicated	As indicated	4 minutes	MAXIMA A. AMBAT LRCO / MTO



	amount on the statement of account/applicati on form	in the statement account		REO A. BAYANI Admin Aide II MTO
<b>TOTAL:</b>		Varies	6 minutes	

### SCHEDULE OF FEES

	LOCAL	TRAVEL ABROAD
A.F. #51 (BRGY.)	PHP 110.25	-
Certification Fee	PHP 100	-
Mayor's Clearance	PHP 100	-
Medical Certificate	PHP 50	-
Police Clearance	PHP 100	PHP 110
<b>LOCAL CIVIL REGISTRAR FEES</b>		
	LOCAL	TRAVEL ABROAD
Advance Report Fee	PHP 200	-
Birth Certificate	PHP 100	-
Certification Of No Record	PHP 50	-
Certified True Copy	PHP 70	-
Death Certificate	PHP 100	-
Endorsement Fee	PHP 100	-
Marriage Certificate	PHP 100	-
Non-Appearance	PHP 50	-
<b>APPLICATION FOR LATE REGISTRATION</b>		
- 6 Months & Less	PHP 300	-
- 6 Months & Above	PHP 400	-
<b>MARRIAGE APPLICATION FEE</b>		
- Church	PHP 300	-
- Civil	PHP 500	-
- License Fee	PHP 100	-
- Solemnization Fee (Mayor)	PHP 500	-
<b>PETITION</b>		
- Change of Name	PHP 3750	-



- Correction of Clerical Error	PHP 1750	-
<b>ASSESSOR'S FEES</b>		
Certified True Copy (Tax Dec)	PHP 100	-
Certified Xerox Copy	PHP 70	-
Certified Xerox Copy - Cad Map	PHP 20	-
Ocular Inspection Fee	PHP 110	-
Processing Fee	PHP 100	-
Reclassification	PHP 300	-
Inspection Fee	PHP 150	-
<b>OTHER FEES</b>		
Tractora	PHP 700	-
S.B. Resolution (Per Sheet)	PHP 50	-
Certified Xerox Copy (O.R.)	PHP 70	-





# **ASSESSOR'S OFFICE**

## **Frontline Services**



## 1. SECURING XEROX COPY/S OF CADASTRAL MAPS

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Municipal Treasurer's Office – Window 1		
Authorization letter (if requesting party is not the registered owner)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification. <i>*Make sure to secure the Order of Payment that will be issued</i>	2. Receive the required documents and check for completeness  2.1 Issue the Order of Payment if all required documents were given.	Certified Xerox of Cad Map Fee – PHP 20.00	5 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE



	2.2 Start Processing			
3. Photo copying of Map/s.	3. Staff accompany the client for photo copying of the described Map/s.	None	15 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
4. Issuance of Map/s	4. Staff asks for the official receipt from the client.  4.1 Staff asks the client to sign the Log Book for acknowledgement purposes.	None	5 minutes	LERINA G. RAMOS <i>Assessment Clerk I</i> ASSESSOR'S OFFICE  TESSIE P. ANGCAO <i>Assessment Clerk III</i> ASSESSOR'S OFFICE
<b>TOTAL:</b>		PHP 20.00	27 minutes	

## 2. CANCELLING, REVISING, OR CORRECTING ASSESMENTS

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division
<b>Classification:</b>	Complex to Highly Technical
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity
<b>Who may avail:</b>	Lot owner or any authorized representative.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Letter request for Revision, Cancellation	Client



or Correction of Assessment				
Certificate of Real Property Tax Payment		Municipal Treasurer's Office Window 2		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification. <i>*Make sure to secure the Order of Payment that will be issued</i>	2. Receive the required documents and check for completeness  2.1 Issue the Order of Payment if all required documents were given.  2.2 Start Processing	Processing Fee – PHP 100.00	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
3. Site Inspection (Optional)	3. The staff along with client conducts an inspection of the property to check whether there is a basis for cancellation, revision of correction of assessment.	Ocular inspection Fee – PHP110	1 hour	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE



	3.1 Prepares an Ocular Inspection Report.			
4. Preparation of Notice or FAAS and Tax Declaration.	4. Prepares a Notice of Cancellation	None	20 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE
	4.1 Prepares a FAAS and corresponding Tax Declaration.		45 minutes	JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
	4.3 Reviews the Notice, FAAS and Tax Declaration		15 minutes	LERINA G. RAMOS <i>Assessment Clerk I</i> ASSESSOR'S OFFICE  TESSIE P. ANGCAO <i>Assessment Clerk III</i> ASSESSOR'S OFFICE
	4.4 Records the transaction in the Tax Mapping Control and Assessment Roll		20 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
	4.5 Municipal Assessor approves and signs Notice, FAAS and Tax Declaration		20 minutes	MARLON A. AMBAT <i>Municipal Assessor</i> ASSESSOR'S OFFICE
<b>TOTAL:</b>		PHP 210.00	3 hours and 12 minutes	



### 3. SECURING OWNER'S COPY OF UPDATED TAX DECLARATION

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Complex to Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Deed of Conveyance (Sale, Inheritance, donation, etc.)		Client		
Certificate of Real Property Tax Payment		Municipal Treasurer's Office Window 2		
Transfer Tax Receipt		Provincial Treasurer's Office		
Clearance from the Bureau of Internal Revenue regarding payment of Capital Gains Tax or whatever applicable.		Bureau of Internal Revenue		
Photocopy of Title (if titled)		Register of Deeds		
Clearance from Department of Agrarian Reform (if agricultural)		Department of Agrarian Reform		
Copy of Approved Plan(if applicable)		Bureau of Lands		
Processing fee		Municipal Treasurer's Office Window 1		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE



<p>2. Submit the required documents for initial assessment and verification.  <i>*Make sure to secure the Order of Payment that will be issued</i></p>	<p>2. Receive the required documents and check for completeness</p> <p>2.1 Issue the Order of Payment if all required documents were given.</p> <p>2.2 Start Processing</p>	<p>Processing Fee – PHP100</p>	<p>10 minutes</p>	<p>RUEL B. PANGANIBAN  <i>Senior Assessment Clerk</i>            ASSESSOR'S OFFICE</p> <p>JESSIE T. VILLANUEVA  <i>Administrative Aide II</i>            ASSESSOR'S OFFICE</p> <p>ISABELO TIBAYAN, JR.  <i>Administrative Aide I</i>            ASSESSOR'S OFFICE</p>
<p>3. Site Inspection (Optional)</p>	<p>3. The staff along with client conducts an inspection of the property to check whether there is a basis for cancellation, revision of correction of assessment.</p> <p>3.1 Prepares an Ocular Inspection Report.</p>	<p>Ocular inspection Fee – PHP110</p>	<p>1 hour</p>	<p>RUEL B. PANGANIBAN  <i>Senior Assessment Clerk</i>            ASSESSOR'S OFFICE</p> <p>JESSIE T. VILLANUEVA  <i>Administrative Aide II</i>            ASSESSOR'S OFFICE</p>
<p>4. Preparation of FAAS and Tax Declaration and Notice of Assessment</p>	<p>4 Prepares a FAAS and corresponding Tax Declaration and NOA.</p>	<p>None</p>	<p>1 hour</p>	<p>RUEL B. PANGANIBAN  <i>Senior Assessment Clerk</i>            ASSESSOR'S OFFICE</p> <p>JESSIE T. VILLANUEVA</p>



				<i>Administrative Aide II</i> <b>ASSESSOR'S OFFICE</b>
	4.1 Reviews the FAAS, Tax Declaration and NOA		20 minutes	<b>LERINA G. RAMOS</b> Assessment Clerk I <b>ASSESSOR'S OFFICE</b>
				<b>TESSIE P. ANGCAO</b> Assessment Clerk III <b>ASSESSOR'S OFFICE</b>
	4.3 Records the transaction in the Tax Mapping Control and Assessment Roll		20 minutes	<b>RUEL B. PANGANIBAN</b> <i>Senior Assessment Clerk</i> <b>ASSESSOR'S OFFICE</b>
				<b>JESSIE T. VILLANUEVA</b> <i>Administrative Aide II</i> <b>ASSESSOR'S OFFICE</b>
	4.4 Municipal Assessor approves and signs NOA, FAAS and Tax Declaration		20 minutes	<b>MARLON A. AMBAT</b> <i>Municipal Assessor</i> <b>ASSESSOR'S OFFICE</b>
5. Issuance of Tax Declarations and Notice of Assessment.	5. Staff asks for the official receipt from the client.  5.1 Staff asks the client to sign the Log Book for acknowledgement purposes.	None	5 minutes	<b>LERINA G. RAMOS</b> Assessment Clerk I <b>ASSESSOR'S OFFICE</b>
				<b>TESSIE P. ANGCAO</b> Assessment Clerk III <b>ASSESSOR'S OFFICE</b>
<b>TOTAL:</b>		PHP 210.00	3 hours and 17 minutes	





#### 4. ANNOTATING OR CANCELLING LOANS OR ANNOTATIONS ON TAX DECLARATION

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Copy of the Mortgage/Discharge of Mortgage or any documents for annotation.		Client		
Annotation fee		Municipal Treasurer's Office Window 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification. <i>*Make sure to secure the Order of Payment that will be issued</i>	. Receive the required documents and check for completeness  2.1 Issue the Order of Payment if all required documents were given.	Annotation Fee – PHP20	10 minutes	LERINA G. RAMOS Assessment Clerk I ASSESSOR'S OFFICE  TESSIE P. ANGCAO Assessment Clerk III ASSESSOR'S OFFICE



	2.2 Start Processing			
3. Annotation or Cancellation of Encumbrance on the Tax Declaration.	3. The staff then annotates or cancels an existing encumbrance on the Tax Declaration.	None	5 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE
<b>TOTAL:</b>		PHP 20.00	17 minutes	

## 5. SECURING ASSESSMENT FOR A NEW BUILDING

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Complex to Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Client		
Blue print of the Approved Building Plan		Municipal Engineering's Office		
Photocopy of Building Permit		Municipal Engineering's Office		
Photocopy of Occupancy Permit		Municipal Engineering's Office		
Processing fee		Municipal Treasurer's Office Window 1		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification. <i>*Make sure to secure the Order of Payment that will be issued</i>	2. Receive the required documents and check for completeness  2.1 Issue the Order of Payment if all required documents were given.  2.2 Start Processing	Processing Fee – PHP100	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
3. Building Inspection	3. The staff along with client conducts an inspection of the property to assess, verify and research the value of the new building.	None	1 hour	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
4. Preparation of FAAS and Tax Declaration and Notice of	4 Prepares a FAAS and corresponding Tax Declaration	None	1 hour	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i>



Assessment	and NOA.			ASSESSOR'S OFFICE
	4.1 Reviews the FAAS, Tax Declaration and NOA		20 minutes	<p>LERINA G. RAMOS Assessment Clerk I ASSESSOR'S OFFICE</p> <p>TESSIE P. ANGCAO Assessment Clerk III ASSESSOR'S OFFICE</p>
	4.3 Records the transaction in the Tax Mapping Control and Assessment Roll		20 minutes	<p>RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE</p> <p>JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE</p>
	4.4 Municipal Assessor approves and signs NOA, FAAS and Tax Declaration		20 minutes	<p>MARLON A. AMBAT <i>Municipal Assessor</i> ASSESSOR'S OFFICE</p>
5. Issuance of Tax Declarations and Notice of Assessment.	<p>5. Staff asks for the official receipt from the client.</p> <p>5.1 Staff asks the client to sign the Log Book for acknowledgement purposes.</p>	None	5 minutes	<p>LERINA G. RAMOS Assessment Clerk I ASSESSOR'S OFFICE</p> <p>TESSIE P. ANGCAO Assessment Clerk III ASSESSOR'S OFFICE</p>
<b>TOTAL:</b>		PHP 100.00	3 hours and 17 minutes	



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

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Client		
Official Receipt		Municipal Treasurer's Office Window 1		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification. <i>*Make sure to secure the Order of Payment that will be issued</i>	2. Receive the required documents and check for completeness  2.1 Issue the Order of Payment if all required documents were given.  2.2 Start	Processing Fee – PHP100	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE  MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE



	Processing			
3. Preparation of Tax Declaration or Certification.	3. The staff prepares the Tax Declaration or Certifications.	None	15 minutes	<p>RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE</p> <p>ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE</p> <p>MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE</p> <p>JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE</p>
	3.1 Reviews the Tax Declaration and the Certification		3 minutes	<p>LERINA G. RAMOS Assessment Clerk I ASSESSOR'S OFFICE</p> <p>TESSIE P. ANGCAO Assessment Clerk III ASSESSOR'S OFFICE</p>
	3.2 Municipal Assessor approves and signs TD and Certification.		2 minutes	<p>MARLON A. AMBAT <i>Municipal Assessor</i> ASSESSOR'S OFFICE</p>
4. Issuance of Tax Declarations or Certifications	4. Staff asks for the official receipt from the client.	None	5 minutes	<p>LERINA G. RAMOS Assessment Clerk I ASSESSOR'S OFFICE</p> <p>TESSIE P. ANGCAO Assessment Clerk III ASSESSOR'S OFFICE</p>
	4.1 Staff asks the client to sign the Log Book for acknowledgement purposes.			
<b>TOTAL:</b>		PHP 100.00	37 minutes	



## 7. VERIFYING HISTORY OF REAL PROPERTY TAX ASSESSMENT OR TAX DECLARATIONS

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Simple to complex			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Client		
Related Reference document		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for worthiness	None	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
3. Verification and research of history	3. The staff verifies and	None	30 minutes (may vary)	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE



of Real Property.	researches the history of the real property.		depending on the depth of the history to be traced or revision year.)	ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
4. Presentation of History of Real Property.	4. Staff presents the history of the real property.	None	5 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE
<b>TOTAL:</b>		None	47 minutes	

## 8. VERIFYING PROPERTY LOCATION AND VICINITY

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

<b>Office or Division:</b>	Assessor's Office/Tax Mapping Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2B – for government services whose client is a business entity			
<b>Who may avail:</b>	Lot owner or any authorized representative.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter request		Client		
Related Reference document		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book in the Office Lobby.	1. Give the Log Book to the client	None	2 minutes	MARITES B. DELA CRUZ <i>Administrative Aide I</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR.





				<i>Administrative Aide I</i> ASSESSOR'S OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for worthiness	None	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
3. Verification and research of location of Real Property.	3. The staff verifies and researches the location of the real property.	None	10 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE  ISABELO TIBAYAN, JR. <i>Administrative Aide I</i> ASSESSOR'S OFFICE  JESSIE T. VILLANUEVA <i>Administrative Aide II</i> ASSESSOR'S OFFICE
4. Presentation of Location of Real Property.	4. Staff presents the history of the real property.	None	5 minutes	RUEL B. PANGANIBAN <i>Senior Assessment Clerk</i> ASSESSOR'S OFFICE
<b>TOTAL:</b>		None	27 minutes	



## SCHEDULE OF FEES

ASSESSOR'S OFFICE	FEE
Certified True Copy of Tax Declaration	PHP 100.00
Certified Xerox Copy of Tax Declaration	PHP 70.00
Certified Xerox Copy of Cadastral Map	PHP 20.00
Processing Fee	PHP 100.00
Ocular Inspection Fee	PHP 110.00
Certification Fee	PHP 100.00
Annotation Fee	PHP 20.00



# **MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

## **Frontline Services**



## 1. EMERGENCY ASSISTANCE

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

Office or Division:	Municipal Social Welfare and Development Office		
Classification:	Simple		
Type of Transaction:	G2C-for government services whose client is the transacting public		
Who may avail:	Families or individuals who are extremely difficult situation and have inadequate resources		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Burial Assistance			
Certified Xerox copy of death		LCR	
Barangay Clearance of Claimant		Barangay Hall	
Certificate of Indigency		Barangay Hall	
Transportation and Food Assistance			
Barangay Clearance of Claimant		Barangay Hall	
Certificate of Indigency		Barangay Hall	
Medical Assistance			
Medical Certificate/Medical Abstract		RHU/Hospital/Clinic/Attending Physician/Hospital	
Barangay Clearance		Barangay Hall	
Certificate of Indigency		Barangay Hall	
Emergency / Disaster Relief			
Police Report/Blotter		Police	
Fire victims, Photo of Building razed by fire and typhoon		Bureau of Fire	
Barangay Clearance		Barangay Hall	
Certificate of Indigency		Barangay Hall	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client writes name in the Logbook and signs the name	1. Give the Logbook to the client	None	2 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO  TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
2. Client submit required documents	2. Personnel Interview the client and assess his /her needs and review documents submitted by client	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO  TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
	2.1 Personnel prepares Social Case Study Report; Certificate of Eligibility	None	40 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO



	2.2 Personnel financial assistance. Prepares vouchers & refers to the Budget Office for funding/OBR	None	5 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO  TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
<b>TOTAL:</b>		None	1 hour and 7 minutes	

## 2. DISADVANTAGED WOMEN

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

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public			
<b>Who may avail:</b>	Battered Women/ Maltreated woman, Rape Victims / Emotionally disturbed, Victims of Sexual Abuse and Victims of Involuntary Prostitution			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance/ Certificate		Barangay Hall		
Medical Certificate		RHU/Hospital/Clinic		
Police Report		PNP		
Sworn Statement		PNP		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Medical	1. Registration:	None	2 minutes	SHIRLEY G. HILARIO



Certificate and approach the Women's Desk/PNP	Name and signature of Client.			<b>PPW</b> <b>MSWDO</b>  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> <b>MSWDO</b>  TEODORA L. AMPARO <i>Admin. Aide II</i> <b>MSWDO</b>
2. Approach DSWD Office for assistance	2. MSWDO personnel/ staff conduct submitted by client  2.1 Personnel prepare necessary documents.	None	20 minutes   20 minutes	SHIRLEY G. HILARIO <b>PPW</b> <b>MSWDO</b>  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> <b>MSWDO</b>  TEODORA L. AMPARO <i>Admin. Aide II</i> <b>MSWDO</b>
3. Client gives statement to the Social Welfare Officer/ Social Worker with the assigned women's desk section officer from the PNP.	3. Personnel conducts home visit (if necessary).  3.2 For proper disposition with other agencies/ institution.	None	20 minutes   10 minutes	CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> <b>MSWDO</b>  MARIVIC B. BANABAN <i>Social Worker</i> <b>MSWDO</b>
<b>TOTAL:</b>		None	1 hour and 12 minutes	



### 3. AVAILING OF CARE AND PROTECTION OF CHILDREN /YOUTH

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).

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public			
<b>Who may avail:</b>	Abandoned and neglected , physically abused children, sexually abused children, victims of rape , incest and act of lasciviousness, emotionally abused children, and children in conflict with the law (CICL) /Children at Risk (CAR)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance/ Certificate		Barangay Hall		
Medical Certificate		RHU/Hospital/Clinic		
Police Report		PNP		
Sworn Statement		PNP		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Medical Certificate	-	Varies	Varies	RHU/Hospital/Clinic
2. Approach the Women's Desk/PNP	-	None	Varies	PNP
3. Approach DSWD Office for assistance	3.1 Registration	None	2 minutes	SHIRLEY G. HILARIO PPW MSWDO
	3.2 Interview with the Client	None	20 minutes	SHIRLEY G. HILARIO PPW MSWDO
	3.3 Possible Home visit	None	20 minutes	CHRISTINE A. ZEPEDA Social Welfare Aide MSWDO





	3.4 Personnel prepares necessary documents	None	30 minutes	TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
	3.5 Personnel conducts home visit(if necessary)	None	30 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
	3.6 For proper disposition with other agencies	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
<b>TOTAL:</b>		None	2 hours and 2 minutes	

#### 4. DAY CARE SERVICES AND SUPPLEMENTAL FEEDING

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

<b>Office or Division:</b>	Municipal Social Welfare and Development Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public
<b>Who may avail:</b>	Children ages 3-4.11 years old
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Birth Certificate	Day Care Parents/PSA
Immunization Record/ Health Record	Day Care Parents/RHU
Intake Form For Day Care Children	Child Development Worker/Day Care Center



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Upon completion of Requirements approach the Child Development Worker assigned within the area/barangay.	1. Registration	None	2 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO
	1.2 Child Development Worker refers the Child to the MSWD Officer for the disposition	None	2 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO
	1.3 MSWD Office /Staff interview the child together with the parents and guardian	None	15 minutes	CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO
	1.4 Personnel prepares necessary documents	None	30 minutes	TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
	1.5 Personnel conducts home visit (if necessary)	None	30 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
	1.6 For proper disposition with other agencies	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
<b>TOTAL:</b>		None	1 hour and 39 minutes	



## 5. PRACTICAL SKILLS TRAINING

This service has a provision of free trainings for skills for the youths, family heads and other needy adults, women and persons with disabilities, solo parents.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public			
<b>Who may avail:</b>	Youths, Family Heads and other needy adults, Women, and Persons With Disabilities, and Solo Parents.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration and submission of all the requirements	1. MSWD staff and staff will conduct interview /assessment for qualified trainee	None	15 minutes	TEODORA L. AMPARO <i>Admin. Aide II/</i> <i>LGU Link-Pantawid</i> MSWDO  MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
<b>TOTAL:</b>		None	15 minutes	



## 6. PROGRAM / SERVICES FOR THE ELDERLY

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

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	G2C-for government services whose client is the transacting public			
Who may avail:	Senior Citizens			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For OSCA ID				
Birth Certificate		PSA		
2 pcs. 1x1 pictures		Clients		
Intake Sheet		OSCA Office		
For Burial Assistance				
Certified Xerox copy of death certificate		PSA/Claimant		
Xerox OSCA ID and claimants ID		Claimant		
Barangay Clearance for Claimants		BRGY. Hall		
Certificate of Eligibility		MSWDO		
Recommendation		Mayor’s Office		
Social Pension				
Photocopy of Senior Citizens ID		Client		
Endorsement from the Barangay Federation of the Senior Citizens President.		Barangay Federation President		
Intake Sheet/Application		OSCA Office/MSWDD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration, Filling up the Intake	1. Get the	None	20 minutes	MARIVIC B. BANABAN Social Worker MSWDO



Sheet /Application Form	information			SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO
2. Assessment	2. Validation for Social Pension	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO
3. Availment of OSCA ID for Signature of OSCA Head	3. Inclusion for Social Pension / Issuance of OSCA ID	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  SHIRLEY G. HILARIO <i>PPW</i> MSWDO  CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO
<b>TOTAL:</b>		None	1 hour	



## 7. REFERRALS

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

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public			
<b>Who may avail:</b>	Senior Citizens			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay Hall		
Medical Abstract		RHU/Hospital		
Referrals for PCSO /Hospital Referrals		MSWDO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration Client writes his/her name and the purpose of visit on the Logbook and signs the name/Intake Sheet	1 Collects data	None	5 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO
				CHRISTINE A. ZEPEDA <i>Social Welfare Aide</i> MSWDO
				TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
	1.2 MSWDO personnel interview the client for pertinent information.	None	10 minutes	SHIRLEY G. HILARIO <i>PPW</i> MSWDO
				TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO
				MARIVIC B. BANABAN <i>Social Worker</i>



	1.3 Home visit (if necessary)	None	30 minutes	MSWDO SHIRLEY G. HILARIO <i>PPW</i> MSWDO  TEODORA L. AMPARO <i>Admin. Aide II</i> MSWDO  MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
	1.4 MSWDO personnel prepares Social Case Study Report , Certificate of Indigency and Certificate of Eligibility	None	45 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
	1.5 MSWDO Chief reviews /approves SCSR, and Certificates	None	10 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO
<b>TOTAL:</b>		None	1 hour and 40 minutes	



## 8. PROGRAM FOR PERSON WITH DISABILITY (PWD)

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

<b>Office or Division:</b>	Municipal Social Welfare and Development Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public	
<b>Who may avail:</b>	Persons With Disability	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>For PWD ID's</b>		
Filled up Registry Form		PWD Office
Barangay Clearance		Barangay Hall
Photocopy of Birth Certificate		PSA/LCR
3 pcs. 1x1 ID's		Client
Medical Certificate of Disability		RHU/Hospital
Medical Certificate of Disability (Visual)		Ophthalmologist/Optometrlist
<b>For Medical Assistance</b>		
Barangay Clearance/Indigency		Barangay Hall
Medical Certificate/Medical Abstract		RHU/Hospital
Photocopy of PWD ID's		PWD Office
Social Case Study Report		MSWDO
<b>For Burial Assistance</b>		
Barangay Clearance/Indigency		Barangay Hall
Photocopy of PWD ID		PWD Office
Certified Xerox(Death Certificate)		LCR/Client
Social Case Study		MSWDO
<b>For Educational Assistance</b>		
Registration of Enrolment/Proof of Enrolment		School Principal





Photocopy of PWD ID		PWD Office		
Barangay Clearance/ Indigency		Barangay Hall		
Social Case Study		MSWDO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application Form	1. Assessment, Validation	None	5 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  CHRISTINE A. ZEPEDA <i>PWD Focal</i> MSWDO
2. Provide the requirements	2. Checking of Requirements	None	10 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  CHRISTINE A. ZEPEDA <i>PWD Focal</i> MSWDO
3. Submit to the Focal Person of PWD	3.1 Issuance of ID, Medicine Booklets and Booklets for Medicines  3.2 Encoding for Membership	None	20 minutes	MARIVIC B. BANABAN <i>Social Worker</i> MSWDO  CHRISTINE A. ZEPEDA <i>PWD Focal</i> MSWDO
<b>TOTAL:</b>		None	35 minutes	



## 9. FOR SOLO PARENT (R.A. 8972)

Act providing Benefits and Privileges to solo Parents and their Children. A package services to address the needs of the solo parents and their children.

<b>Office or Division:</b>	Municipal Social Welfare and Development Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-for government services whose client is the transacting public			
<b>Who may avail:</b>	For Solo Parent			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Certification that he/she is a Solo Parent		Barangay Hall		
2 pcs. 1x1 ID		Client		
If married bring xerox of marriage contract: - If annulled bring xerox of annulment contract - If single bring xerox of birth certificate - If 1 yr. separated bring agreement from barangay		Client		
Birth Certificate of the child		LCR/PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit/Fill-up application form together with all the required documents	1. Validation /Assessment/ Issuance of ID	None	30 minutes	SHIRLEY G. HILARIO PPW MSWDO
<b>TOTAL:</b>		None	30 minutes	



# **HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SECTION**

## **Non-Frontline Service**



## 1. CERTIFICATE OF EMPLOYMENT

The Certificate of Employment is issued to individuals needing this document that states that he/she is presently or previously been employed in the Local Government Unit of Amadeo, Cavite. The issuance of this certificate verifies that a certain individual is and has been affiliated with the agency.

<b>Office or Division:</b>	Human Resource Management And Development Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client			
<b>Who may avail:</b>	Active and Separated employees of Local Government Unit of Amadeo, Cavite only;			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Form		HRMD Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA <i>Office Staff</i> HRMD SECTION
2. Fill up the request form	2. Give the request form	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
3. Submit the accomplished request form for assessment and verification	3. Check and ensure that the request form is properly filled up	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
	3.1 Start processing the request	None	3 minutes	AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION



4. Issuance of the Certificate of Employment	4. Issue the Certificate of Employment to the client	None	1 minute	BEA GELLEEN C. LEGASPI HRMO I HRMD SECTION
<b>TOTAL:</b>		None	7 minutes	

## 2. SERVICE RECORD

The Service Record is issued to individuals needing this document that states his/her employment data while being employed in the Local Government Unit of Amadeo, Cavite.

<b>Office or Division:</b>	Human Resource Management And Development Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client			
<b>Who may avail:</b>	Active and Separated employees of Local Government Unit of Amadeo, Cavite only;			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Form		HRMD Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA Office Staff HRMD SECTION
2. Fill up the request form	2. Give the request form	None	1 minute	BEA GELLEEN C. LEGASPI HRMO I HRMD SECTION



3. Submit the accomplished request form for assessment and verification	3. Check and ensure that the request form is properly filled up	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
	3.1 Start processing the request	None	3 minutes	AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION
4. Issuance of the Service Record	4. Issue the Service Record to the client	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
<b>TOTAL:</b>		None	7 minutes	

### 3. CERTIFICATE OF LEAVE CREDITS

The Certificate of Leave Credits is issued to individuals needing this document that states his/her outstanding leave credits as of the date of request.

<b>Office or Division:</b>	Human Resource Management And Development Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Client			
<b>Who may avail:</b>	Active and Separated employees of Local Government Unit of Amadeo, Cavite only;			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Form		HRMD Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA <i>Office Staff</i> HRMD SECTION



2. Fill up the request form	2. Give the request form	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
3. Submit the accomplished request form for assessment and verification	3. Check and ensure that the request form is properly filled up	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
	3.1 Start processing the request	None	3 minutes	AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION
4. Issuance of the Certificate of Leave Credits	4. Issue the Certificate of Leave Credits to the client	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
<b>TOTAL:</b>		None	7 minutes	

#### 4. CERTIFICATE OF COMPLETION (ON-THE-JOB TRAINING & WORK IMMERSION)

The Certificate of Completion is issued to individuals needing this document. This states that he/she has completed and rendered the required number of hours of the training in the Local Government Unit of Amadeo, Cavite.

<b>Office or Division:</b>	Human Resource Management And Development Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Client
<b>Who may avail:</b>	Students who have undergone on-the-job training and work immersion in the Local Government Unit of Amadeo;



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/curriculum vitae;		HRMD Section		
Evaluation sheet, signed by the head of office		HRMD Section		
Daily time record, signed and verified by the head of office		HRMD Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA <i>Office Staff</i> HRMD SECTION
2. Submit the necessary requirements	2. Check and ensure that the requirements are complete	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
	2.1 Start processing the request		3 minutes	AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION
3. Issuance of the Certificate of Completion	3. Issue the Certificate of Completion to the client	None	1 minute	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
<b>TOTAL:</b>		None	6 minutes	





## 5. APPLICATION FOR SICK LEAVE AND/OR VACATION LEAVE

The Application of Sick Leave and/or vacation leave is filed by an employee of the agency who wishes to officially leave from work.

<b>Office or Division:</b>	Human Resource Management And Development Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Active employees of the Local Government Unit of Amadeo only;			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished leave form (CSC Form No. 6) duly endorsed and signed by the recommending official or office/department head;		HRMD Section		
Medical certification, in case of sick leave of more than five days		HRMD Section		
Clearance for vacation leave in excess of 30 calendar days		HRMD Section		
Travel Authority, in case vacation leave will be spent overseas		HRMD Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA Office Staff HRMD SECTION
2. Submit the accomplished leave form (CSC Form No. 6) duly endorsed and signed by the recommending official	2. Check and ensure that the leave form is properly signed and accomplished	None	4 minutes	RYAN N. RAMOS Clerk III HRMD SECTION  BEA GELLEEN C. LEGASPI



or office/department head	2.1 Route to the leave specialist  2.2 Control leave credits  2.3 Certify the outstanding leave credits			<i>HRMO I</i> HRMD SECTION  AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION
None	3. Approve and sign processed application for leave	None	1 minute	ARVIN B. BELARDO <i>Municipal Administrator</i> MAYOR'S OFFICE
None	4. Log and release approved application for leave	None	2 minutes	RYAN N. RAMOS <i>Clerk III</i> HRMD SECTION
<b>TOTAL:</b>		None	8 minutes	

## 6. REQUEST FOR MONETIZATION OF LEAVE CREDITS

Monetization of leave credits is the payment of the money value of accumulated vacation and/or sick leave credits without actually going on leave of absence.

<b>Office or Division:</b>	Human Resource Management And Development Section
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	Active employees of the Local Government Unit of Amadeo only;



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request for monetization (addressed to the Municipal Mayor through the Municipal Budget Officer)		HRMD Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the Client Log Book	1. Give the Log book to the Client	None	1 minute	JANICE ORAÑA <i>Office Staff</i> HRMD SECTION
2. Submit letter of request for monetization (addressed to the Municipal Mayor through the Municipal Budget Officer)	2. Evaluate, control, and endorse to the Municipal Budget Officer and Municipal Mayor, for approval  2.1 Prepare leave application  2.2 Control leave credits  2.3 Certify the outstanding leave credits  2.4 Route the leave application to the client	None	4 minutes	RYAN N. RAMOS <i>Clerk III</i> HRMD SECTION  BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION  AUVYRLIN D. ADIVA <i>HRMO III</i> HRMD SECTION
3. Submit signed leave application	3. Process the request	None	10 minutes	BEA GELLEEN C. LEGASPI <i>HRMO I</i> HRMD SECTION
<b>TOTAL:</b>		None	10 minutes	



# **OFFICE OF THE SANGGUNIANG BAYAN**

## **Frontline Services**



## 1. SECURING COPY OF RECORDS OF PUBLIC CHARACTER

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 the Secretary's fees.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Any Interested party ( individual or group )			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (Preferably written) - Stating the intent to be furnished certified copies of public character , specifying the subject matter , or the year or the nature of desired documents;		Client		
Official Receipt		Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up the request sheet to be provided by the office.	1. The office accepts the request and locates the desired documents and issues to the client a pre-assessment form indicating the number of pages of the desired documents.	None	15 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER Office Staff SB OFFICE
2. The client presents the pre-assessment form to the treasury's	2. Receive the required documents and	Secretary's Fee – PHP (*) 40.00	5 minutes	ARLENA TENORIA , JOEL ANGCAO



office and pays the corresponding Secretary's Fees. (treasurer's office, 1 <sup>st</sup> floor)	check for completeness  2.1 Issue the Order of Payment if all required documents were given.	per page		ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
3. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	3. Start Processing  3.1 The office furnishes the client certified true copy of documents.	None	10 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
<b>TOTAL:</b>		(*) x pages	30 minutes	

## 2. RECLASSIFICATION OF LAND

As for Provincial Resolution No.986 series of 2018:

Declaring a moratorium for a period of ten (10 years) on the conversion and reclassification of agricultural land in the Municipalities Of Alfonso, General Emilio Aguinaldo, Amadeo, Magallanes, Maragondon, Mendez- Nuñez And Indang in the Province Of Cavite.

Specifying how agricultural lands shall be utilized for non-agricultural uses such as residential, industrial, and commercial, as embodied in the land use plan, subject to the requirements and procedures for land use conversion.

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of</b>	G2C – for government services whose client is the transacting public



<b>Transaction:</b>	G2B – for government services whose client is a business entity G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Any Interested party ( individual or group )			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request by the applicant with the description of the land and purpose of reclassification.		Letter Request by the applicant		
Certified True Electronic		Registry of Deeds		
Certified True Copy of Tax Declaration		Municipal Assessor's Office/ City Assessor's Office/ Provincial Assessor's Office		
Certified True Copy of Deed of Sale if the applicant is other than original owner.		Certified True Copy of Deed of Sale from the applicant		
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		Municipal Assessor's Office/ City Assessor's Office/ Provincial Assessor's Office		
Tax Clearance Certificate		Treasurer's Office		
Affidavit of non-tenancy		Barangay Hall/ Notary Public		
Barangay Clearance		Barangay Hall		
Barangay Resolution		Barangay Hall		
Vicinity Map		Shall be provide by the applicant		
MPDC Zoning Clearance		Municipal Planning and Development Office		
SEC Registration , Articles of Incorporation, Secretary's Certificate (For Corporation)		Security of Exchange Commission		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.	1. Give the Log Book to the client.	None	5 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER



1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements	1.2 The office will accept the complete requirements.		15 minutes	Office Staff SB OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan SB OFFICE</i>
	2.1 If all the requirements are complied with, the application is to be calendared for the next session.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan SB OFFICE</i>
	2.2. Will undergo Three Reading Principle: <b>A.</b> First Reading-Committee Referral <b>B.</b> Committee Hearing/Meeting <b>C.</b> Public Hearing <b>D.</b> Committee Report <b>E.</b> Second Reading <b>F.</b> Third Reading.	None	More or less than two months	<i>Sangguniang Bayan Members</i>
	2.3 After			<i>Sangguniang</i>





	approval, the Secretary to the Sangguniang Bayan shall forward to the Sangguniang Panlalawigan for review.	None	One to two months	<i>Panlalawigan (SP)</i>
3. 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)	3. The Office will issue the Order of Payment.	PHP 3.00 per square meter.	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
4. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	4. The office furnishes the client certified true copy of documents.	Secretary's Fee – Php 40.00 per page	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
<b>TOTAL:</b>		Depending on total land area	Depends mainly on the sufficiency of the requirements determined in step 2.2 ( Agency action )	



### 3. APPLICATION TO OPERATE AND PUT UP PIGGERY/ POULTRY FARM

Operate business such as piggery and poultry farm within the municipality.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Any Interested party ( individual or group )			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request addressed to Municipal Mayor copy furnished the Office of the Sangguniang Bayan		Letter Request by the applicant		
Barangay Resolution endorsing the project		Barangay Hal		
Barangay Resolution endorsing the project		Barangay Hall		
Signed concurrence of residents in the area		Residence within the vicinity of the proposed business.		
Endorsement from Municipal Agriculture Office		Municipal Agriculture Office		
Plans specifying the waste disposal and sanitary system		Shall be provide by the applicant and approved by the Municipal Engineering Office		
Tax Clearance of the property		Municipal Treasurer Office		
Business Documents		SEC Registration, Articles of Incorporation, Secretary's Certificate (For Corporation) – Security of Exchanged and Commission. Department of Trade and Industry ( DTI )		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.	1. Give the Log Book to the client.	None	15 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER Office Staff
1.1 The client proceeds to the Office	1.2 The office			



of the Sangguniang Bayan and secure the requirements	will accept the complete requirements.			SB OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.1 If all the requirements are complied with, the application is to be calendared for the next session.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.2. Will undergo Three Reading Principle: <b>A.</b> First Reading-Committee Referral <b>B.</b> Committee Hearing/Meeting <b>C.</b> Public Hearing <b>D.</b> Committee Report <b>E.</b> Second Reading <b>F.</b> Third Reading	None	More or less than two months	<i>Sangguniang Bayan Members</i>
3. The client presents the pre-assessment	3. The Office will issue the	PHP 3.00 per square		ARLENA TENORIA , JOEL ANGCAO



form to the treasury's office and pays the corresponding Secretary's Fees. (treasurer's office, 1 <sup>st</sup> floor)	Order of Payment.	meter.	20 minutes	ALEJANDRO VILLABER Office Staff SB OFFICE
4. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	4. The office furnishes the client certified true copy of documents.	Secretary's Fee – PHP 40.00 per page	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER Office Staff SB OFFICE
<b>TOTAL:</b>		Depending on total land area	Depends mainly on the sufficiency of the requirements determined in step 2.2 ( Agency action )	

#### 4. APPLICATION TO OPERATE BUSINESS

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

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public
<b>Who may avail:</b>	Any Interested party ( individual or group )
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Letter Request defining the purpose of the establishment addressed to the Office of the Sangguniang Bayan	Letter Request by the applicant
Barangay Resolution endorsing the project.	Barangay Hall
Preliminary plan/development plan	Municipal Planning and Development Office



Certified Electronic Copy of Title of property		Register of Deeds		
Tax Clearance of the property		Municipal Treasurer Office		
Business Documents		Department of Trade and Industry (DTI)		
SEC Registration and Articles of Incorporation		Security of Exchanged and Commission		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.  1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements	1. Give the Log Book to the client.  1.2 The office will accept the complete requirements.	None	15 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.1 If all the requirements are complied with, the application is to be calendared for the next session.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.2. Will undergo Three Reading Principle: <b>A. First</b>	None	More or less than two months	<i>Sangguniang Bayan Members</i>



	Reading- Committee Referral <b>B.</b> Committee Hearing/Meeting <b>C.</b> Public Hearing <b>D.</b> Committee Report <b>E.</b> Second Reading <b>F.</b> Third Reading			
3. 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)	3. The Office will issue the Order of Payment.	Secretary's Fee – PHP 40.00 per page	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
4. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	4. The office furnishes the client certified true copy of documents.	None	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
<b>TOTAL:</b>		Depending on total land area	Depends mainly on the sufficiency of the requirements determined in step 2.2 ( Agency action )	



## 5. APPLICATION FOR THE ALTERATION OF SUBDIVISION PLAN

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.

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Any Interested party ( individual or group )			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request defining the purpose of the establishment addressed to the Office of the Sangguniang Bayan		Letter Request by the applicant		
Altered Plan		Department of Environment and Natural Resources (DENR)		
Sworn statements that the affected lots/units has not been sold		Notary Public		
Written Conformity of duly organized Homeowners association or majority of lot buyers		Housing and Land Use Regulatory Board ( HLURB)		
Certified true copy of titles of the affected lots/units if the said lots have been titled		Register of Deeds		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.  1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements	1. Give the Log Book to the client.  1.2 The office will accept the complete requirements.	None	15 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER Office Staff SB OFFICE



2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan SB OFFICE</i>
	2.1 If all the requirements are complied with, the application is to be calendared for the next session.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan SB OFFICE</i>
	2.2. Will undergo Three Reading Principle: <b>A.</b> First Reading-Committee Referral <b>B.</b> Committee Hearing/Meeting <b>C.</b> Public Hearing <b>D.</b> Committee Report <b>E.</b> Second Reading <b>F.</b> Third Reading	None	More or less than two months	<i>Sangguniang Bayan Members</i>
	2.3 After approval, the Secretary to the Sangguniang Bayan shall forward to the Sangguniang	None	One to two months	<i>Sangguniang Panlalawigan (SP)</i>





	Panlalawigan for review.			
3. 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)	3. The Office will issue the Order of Payment.	Secretary's Fee – PHP 40.00 per page Governor's Permit Fee PHP 5,000.00  PHP 1.00 per sq. meter of Altered land.	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
4. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	4. The office furnishes the client certified true copy of documents.	None	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
<b>TOTAL:</b>		Depending on total land area	Depends mainly on the sufficiency of the requirements determined in step 2.2 ( Agency action )	



## 6. APPLICATION OF SUBDIVISION DEVELOPMENT PERMIT

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.

<b>Office or Division:</b>	Office of the Sangguniang Bayan	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public	
<b>Who may avail:</b>	Any Interested party ( individual or group )	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Four (4) copies of Topographic Map of Site		Department of Environment and Natural Resources (DENR)
Six (6) copies of site Development Plan		Department of Environment and Natural Resources (DENR)
Four ( 4 ) copies of road (geometric and structural) Design/Plan <ul style="list-style-type: none"> <li>a. Profile showing the vertical control designed grade, curve elements and all information needed for construction.</li> <li>b. Typical roadway sections showing relative dimensions and slopes of pavement, gutters, sidewalks, shoulders, benching and others.</li> <li>c. Details of railway showing the required thickness of pavement, sub-grade treatment and sub-base course on the design analysis</li> <li>d. Details roadway miscellaneous structure such as curb and gutter (barrier, mountable and drop) slope protection wall and retaining wall if any.</li> </ul>		Department of Environment and Natural Resources (DENR)
Three ( 3 ) copies of Storm Drainage and Sewer System		Department of Environment and Natural Resources (DENR)



<p><b>a.</b> Profile showing the hydraulic gradients and properties of the main line including structures in relation with the road grade line.</p> <p><b>b.</b> Details of drainage and miscellaneous structures such as various types and manholes; catch basin inlets (curb, gutter and drop);</p>				
Three (3) copies of Water System Layout and Details		Department of Environment and Natural Resources (DENR)		
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.		Department of Environment and Natural Resources (DENR)		
<p>Two (2) copies of Project study for project having an area of one (1) hectare and above with the following financial attachments.</p> <p><b>a.</b> Audited Assets and Liabilities/Income Statement</p> <p><b>b.</b> Income Tax Return for the last three ( 3 ) years</p> <p><b>c.</b> Certificate of Registration with SEC</p> <p><b>d.</b> Articles of Incorporation of partnership</p> <p><b>e.</b> Corporation By-Laws and all Implementing Amendments specifications, Bill of Materials and Cost Estimates</p>		Department of Environment and Natural Resources (DENR)		
DAR, DENR, DOH, NPC, NWRB Clearance		Department of Environment and Natural Resources (DENR)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the log sheet to be provided	1. Give the Log Book to the	None		ARLENA TENORIA ,

by the Sangguniang Bayan Office.	client.		15 minutes	JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements	1.2 The office will accept the complete requirements.			
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for completeness.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.1 If all the requirements are complied with, the application is to be calendared for the next session.	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT <i>Secretary to the Sangguniang Bayan</i> SB OFFICE
	2.2. Will undergo Three Reading Principle: <b>A.</b> First Reading-Committee Referral <b>B.</b> Committee Hearing/Meeting <b>C.</b> Public Hearing <b>D.</b> Committee Report <b>E.</b> Second Reading	None	More or less than two months	<i>Sangguniang Bayan Members</i>



	<b>F.Third Reading</b>			
3. 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)	3. The Office will issue the Order of Payment.	Secretary's Fee – PHP 40.00 per page Governor's Permit Fee PHP 5,000.00  PHP 1.00 per sq. meter of Altered land.	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
4. The client returns to the Office of the Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	4. The office furnishes the client certified true copy of documents.	None	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff</i> SB OFFICE
<b>TOTAL:</b>		Depending on # of pages	Depends mainly on the sufficiency of the requirements determined n step 2.2 ( Agency action )	

## 7. APPLICATION FOR CIVIL SOCIETY ORGANIZATION (CSO) ACCREDITATION

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



<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Any Interested party ( individual or group )			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Duly accomplished Application Form for Accreditation		Shall be provided by the applicant		
Board resolution		Organization Resolution during their meeting		
Certificate of Registration		Security of Exchange Commission		
List of Current Members		Shall be provided by the applicant		
CY (Preceding Year) Annual Accomplishment Report		Shall be provided by the applicant		
CY (Preceding Year) Financial Statement		Shall be provided by the applicant		
Profile indicating the purposes and objectives of organization		Shall be provided by the applicant		
Copy of minutes of the CY (Preceding Year) meeting of the organization		Shall be provided by the applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.  1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements	1. Give the Log Book to the client.  1.2 The office will accept the complete requirements.	None	15 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER Office Staff SB OFFICE
2. Submit the required documents for initial assessment and verification.	2. Receive the required documents and check for	None	30 minutes	CHARLES EMMANUEL THOMAS YVES B. AMBAT



	<p>completeness.</p> <p>2.1 If all the requirements are complied with, the application is to be calendared for the next session.</p> <p>2.2. Will undergo Three Reading Principle:  <b>A.</b> First Reading-Committee Referral  <b>B.</b> Committee Hearing/Meeting  <b>C.</b> Public Hearing  <b>D.</b> Committee Report  <b>E.</b> Second Reading  <b>F.</b> Third Reading</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>More or less than two months</p>	<p><i>Secretary to the Sangguniang Bayan SB OFFICE</i></p> <p>CHARLES EMMANUEL THOMAS YVES B. AMBAT  <i>Secretary to the Sangguniang Bayan SB OFFICE</i></p> <p><i>Sangguniang Bayan Members</i></p>
3. 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)	3. The Office will issue the Order of Payment.	Secretary's Fee – Php 50.00 per page.	20 minutes	ARLENA TENORIA , JOEL ANGCAO ALEJANDRO VILLABER <i>Office Staff SB OFFICE</i>
4. The client returns to the Office of the	4. The office furnishes the	None	20 minutes	ARLENA TENORIA ,



Secretary to the Sangguniang Bayan and presents the official receipt issued by the treasurer's office.	client certified true copy of documents.			JOEL ANGCAO ALEJANDRO VILLABER Office Staff SB OFFICE
<b>TOTAL:</b>		Depending on # of pages	Depends mainly on the sufficiency of the requirements determined in step 2.2 ( Agency action )	

## 8. APPLICATION FOR MOTORIZED TRICYCLE FRANCHISE

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

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Tricycle Operator's and Tricycle Drivers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Driver's License ( Photocopy )		Land Transportation Office		
2 x 2 picture		Shall be provided by the applicant		
OR / CR		Land Transportation Office		
TODA Certification		Tricycle Operators and Driver's Association ( TODA )		
Certificate of Inspection Accomplishment Report		Amadeo Municipal Police Station		
Old Franchise		Franchising Office		
OR of Payment		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





<p>1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.</p> <p>1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements</p>	<p>1. Give the Log Book to the client.</p> <p>1.2 The office will accept the complete requirements.</p> <p>1.3 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 .</p>	None	15 minutes	<p>JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL <i>Office Staff</i> SB OFFICE</p>
<p>2. The client presents the pre-assessment form to the Treasurer's Office and pays the corresponding Fees.</p> <p>2.1 The client brings the application forms with complete requirements to the Amadeo Rural Health Unit for</p>	None	<p>PHP 436.00</p>	25 minutes	<p>Municipal Treasurer's Office</p>



medical and proceed to the Amadeo Municipal Police Station for unit / tricycle inspection.				
3. 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	<p>3. The office prepares the Motorized Tricycle Franchise and furnishes the client a copy of document and sticker.</p> <p>3.1 The client will return within 3 days to after issuance of Motorized Tricycle Franchise to claim the driver's ID.</p>	None	<p>20 minutes depending on the availability of signatory</p> <p>3 days</p>	<p>JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL Office Staff SB OFFICE</p>
<b>TOTAL:</b>		PHP 436.00	1 hour	

## 9. APPLICATION FOR CERTIFICATION OF DROPPING OF FRANCHISE

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.

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public
<b>Who may avail:</b>	Tricycle Operator's and Tricycle Drivers



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Driver's License ( Photocopy )		Land Transportation Office		
OR / CR		Land Transportation Office		
TODA Certification		Tricycle Operators and Driver's Association ( TODA )		
Old Franchise		Franchising Office		
OR of Payment		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.</p> <p>1.1 The client proceeds to the Office of the Sangguniang Bayan and secure the requirements</p>	<p>1. Give the Log Book to the client.</p> <p>1.2 The office will accept the complete requirements.</p> <p>1.3 The office issues to the client a pre – assessment form indicating the amount of fees to be paid.</p>	None	15 minutes	<p>JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL <i>Office Staff</i> SB OFFICE</p>
2. The client presents the pre-assessment form to the Treasurer's Office and pays the corresponding Fees.	None	PHP 100.00	10 minutes	Municipal Treasurer's Office
3. The client returns to the Office of the Sangguniang Bayan and presents the	3. The office prepares the Certificate of dropping of Franchise and	None	10 minutes depending on	<p>JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL <i>Office Staff</i></p>



official receipt issued by the Treasurer's Office.	furnishes the client a copy of document		the availability of signatory	SB OFFICE
<b>TOTAL:</b>		PHP 100.00	1 hour	

## 10. APPLICATION FOR CHANGE MOTORCYCLE/ UNIT

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

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public			
<b>Who may avail:</b>	Tricycle Operator's and Tricycle Drivers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Motorized tricycle Franchise (Original)		Franchising Office		
Driver's License ( Photocopy )		Land Transportation Office		
2 x 2 picture		Shall be provided by the applicant		
OR / CR		Land Transportation Office		
TODA Certification		Tricycle Operators and Driver's Association ( TODA )		
Certificate of Inspection		Municipal Treasurer's Office		
OR of Payment		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fills up the log sheet to be provided by the Sangguniang Bayan Office.  1.1 The client	1. Give the Log Book to the client.	None	15 minutes	JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL <i>Office Staff</i> SB OFFICE



proceeds to the Office of the Sangguniang Bayan/ Franchising Office and secure the requirements	<p>1.2 The office will accept the complete requirements.</p> <p>1.3 The office issues to the client a pre – assessment form indicating the amount of fees to be paid.</p>			
2. The client presents the pre-assessment form to the Treasurer's Office and pays the corresponding Fees.	None	PHP 100.00	10 minutes	Municipal Treasurer's Office
3. The client returns to the Office of the Sangguniang Bayan and presents the official receipt issued by the Treasurer's Office.	3. The office prepares the Certificate of dropping of Franchise and furnishes the client a copy of document	None	10 minutes depending on the availability of signatory	JOYCE ANN M. TIBAYAN, ANNA LAIKA T. RODIL Office Staff SB OFFICE
<b>TOTAL:</b>		PHP 100.00	1 hour	

## 11. USING AND BORROWING BOOKS (LIBRARY)

<b>Office or Division:</b>	Office of the Sangguniang Bayan
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public
<b>Who may avail:</b>	Any Interested party ( individual or group )



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
No specific Requirements		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up the request sheet to be provided by the office.	1 .The office will give application form to be filled up by the client.	None	5 minutes	CECILIA B. BELARDO <i>Librarian I</i> SB Office  ELMER BARRIENTOS <i>Office Staff</i> SB Office
2. Do research/Browse through Library Materials  He/she can use library materials.	2. The card catalogue and the Amadeo Public book guide/colour coding scheme may be used by the client in looking for books.	None	5 minutes	CECILIA B. BELARDO <i>Librarian I</i> SB Office  ELMER BARRIENTOS <i>Office Staff</i> SB Office
3. Borrowing Books/Non-Book References  3.1 Fill-up Book Card  Client present and leaves Library ID Card to librarian – charge before selecting any books to read or to borrow.  Client fills-up the book card.	3. The card catalogue and the Amadeo Public book guide/colour coding scheme may be used by the client in looking for books.  Checking of the references and release of borrowed book.	None	20 minutes	CECILIA B. BELARDO <i>Librarian I</i> SB Office  ELMER BARRIENTOS <i>Office Staff</i> SB Office



This is found at the back of the Book.	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			
<b>TOTAL:</b>		None	30 minutes	



# **MARKET OFFICE**

## **Frontline Services**





## 1. ASSISTANCE TO CLIENT/S SECURING MARKET CLEARANCE

Providing adequate assistance for clients securing Market Clearance

<b>Office or Division:</b>	Market Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Clients applying for business permit			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Business Permit		Amadeo Municipal Hall		
Official receipt of paid dues		Market Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to designated counter for market office	1. Get client information	None	1 minute	MARLON MONTOYA <i>Market Inspector II</i> MARKET OFFICE
2. Present latest proof of payment for goodwill fee and rental fee.	2. Validate  2.1 Issue corresponding market clearance	None	2 minutes	GUADALUPE ABALOS <i>Admin Aide I</i> MARKET OFFICE
<b>TOTAL:</b>		None	3 minutes	

## 2. ASSISTANCE TO CLIENTS APPLYING MARKET STALLS RIGHTS

Providing adequate assistance for clients securing Market Clearance

<b>Office or Division:</b>	Market Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Clients applying for market stall rights			



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Permit		Amadeo Municipal Hall - BPLO		
CTC (Cedula)		Office of the Municipal Treasurer		
Valid ID – 1 photo copy		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to designated counter for Market Office	1. Get client's information	None	1 minute	MARLON MONTOYA <i>Market Inspector II</i> MARKET OFFICE
2. Present required documents to personnel on duty and	2. Receive presented documents and check for completeness	None	2 minutes	MARLON MONTOYA <i>Market Inspector II</i> MARKET OFFICE
	2.1 Assess amount to be paid for Goodwill Fee and Rental Fee as prescribed by the Market Code of 2016	Refer to Sec. 2D. 04 and Sec. 4A. 03 of the Market Code	5 minutes	GUADALUPE ABALOS <i>Admin Aide I</i> MARKET OFFICE
3. Pay the assessed amount	3. Issue corresponding receipt of payment	None	2 minutes	MARLON MONTOYA <i>Market Inspector II</i> MARKET OFFICE
	3.1 Prepare corresponding Contract of Agreement	None	10 minutes	GUADALUPE ABALOS <i>Admin Aide I</i> MARKET OFFICE
<b>TOTAL:</b>		None	20 minutes	



### 3. ASSISTANCE TO CLIENTS FILLING COMPLAINT

Providing adequate assistance for filling complaint and taking immediate action upon it

<b>Office or Division:</b>	Market Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – for government services whose client is the transacting public G2G - Government to Government			
<b>Who may avail:</b>	Clients filing a complaint			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Proceed to the desk officer	1. Get client's information  1.2 Get details of the complaint  1.3 Immediately act on the complaint validating the information  1.4 Send the necessary summons or notification if necessary	None	10 minutes	MARLON MONTOYA <i>Market Inspector II</i> MARKET OFFICE
<b>TOTAL:</b>		None	10 minutes	



# **AGRICULTURE OFFICE**

## **Frontline Services**



## 1. AGRICULTURAL PERSONNEL

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

### LIST OF AGRICULTURAL SERVICES AND PERSONNEL:

BARANGAY	AGENCY ACTION	PERSON RESPONSIBLE
Pob. 1	<ol style="list-style-type: none"> <li>1. Monitor and signed monthly report;</li> <li>2. Attend and conduct training, seminars and meeting;</li> <li>3. Organizing and maintaining different organizations;</li> <li>4. Render technical assistance to the students from different schools;</li> <li>5. Conduct RSBSA application;</li> <li>6. Performed anti-rabies vaccination;</li> <li>7. Provision of technical assistance to the farmers;</li> <li>8. Techno-Gabay Program</li> <li>9. FITS Center</li> <li>10. Conduct Registry</li> </ol>	<p style="text-align: center;">LUCINDA L. AMPARO  <i>Agricultural Technologist</i>            AGRICULTURE OFFICE</p>
Pob. 2		
Pob. 3		
Pob. 4		
Pob. 5		
Pob. 6		
Pob. 7		
Pob. 8		
Pob. 9		
Pob. 10		
Pob. 11		
Pob. 12		
Banaybanay		
Bucal		
Buho		
Dagatan		
Halang		
Loma		
Maitim		
Maymangga		
Minantok East		
Minantok West		



Pangil	System for Basic Sectors in Agriculture (RSBSA) Application 11. Adopt-a-farm Program 12. Certification of Farms	
Salaban		
Talon		
Tamacan		

BARANGAY	AGENCY ACTION	PERSON RESPONSIBLE
Pob 1	<ol style="list-style-type: none"> <li>Monitoring of farm (Coffee, HVCDP, Cacao, Corn, Cassava farm)</li> <li>Conduct of Coffee Rehabilitation program</li> <li>Conduct of training, seminars and meeting;</li> <li>Organizing and maintaining different organizations;</li> <li>Submit monthly reports;</li> <li>Attended seminars;</li> <li>Render technical assistance to the students from different schools;</li> <li>Conduct RSBSA application;</li> <li>Provision of technical assistance to the farmers;</li> <li>Techno-Gabay Program FITS Center</li> </ol>	<p>CELSA B. HONRADA <i>Agricultural Technician</i> AGRICULTURE OFFICE</p>
Pob 2		
Pob 4		
Pob 8		
Pob 9		
Banaybanay		
Bucal		
Halang		
Minantok East		
Pangil		
Tamacan		
Pob 7		
Pob 10		



BARANGAY	AGENCY ACTION	PERSON RESPONSIBLE
Pob 3	<ol style="list-style-type: none"> <li>1. Monitoring of farm (Coffee, HVCDP, Cacao, Corn, Cassava farm)</li> <li>2. Conduct of Coffee Rehabilitation program</li> <li>3. Conduct of training, seminars and meeting;</li> <li>4. Organizing and maintaining different organizations;</li> <li>5. Submit monthly reports;</li> <li>6. Attended seminars;</li> <li>7. Render technical assistance to the students from different schools;</li> <li>8. Conduct RSBSA application;</li> <li>9. Provision of technical assistance to the farmers;</li> <li>10. Techno-Gabay Program</li> </ol>	<p>JOSE RENAR P. ROZUL  <i>Agricultural Technician</i>            AGRICULTURE OFFICE</p>
Pob 5		
Pob 6		
Pob 11		
Pob 12		
Buho		
Maitim		
Talon		
Dagatan		
Minantok West		
Maymangga		
Loma		
Salaban		



<b>Office or Division:</b>	Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to government			
<b>Who may avail:</b>	Clustered 26 Barangays			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Agricultural Technologist	1. Accommodate the client	None	1 minute	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE
2. Sign the client logbook: Farmer signs the client logbook, clearly printing his/her name and address	2. The AT or Officer of the day receives the inquiry  2.1 Provides the information and or technical assistance	None	20 minutes	
<b>TOTAL:</b>		None	21 minutes	

## 2. ACCESSING TECHNICAL ASSISTANCE ON SOIL ANALYSIS

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.

<b>Office or Division:</b>	Agriculture Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to client





<b>Who may avail:</b>		Farmers or anyone in the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Soil samples		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Agricultural Technologist	1. Accommodate the client	None	1minute	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
2. Give the soil sample to the officer of the day.	2. Collect Soil Samples  2.1 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)	None	30 minutes	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
3. Client labels the soil sample indicating the name, farm location, crops planted and the	3. Get the information needed	None	15 minutes	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE



area of the farm.				
4. Wait and return to the office once the results are released	4. The AT brings the sample to the Office of the Provincial Agriculturist (OPA) samples are analyzed and the results are released after a given time.	None	10 days	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	10 days and 46 minutes	

### 3. ACCESSING TECHNICAL ASSISTANCE ON SEED AVAILABILITY

The Agricultural Office provides information on the availability and prices of vegetables seeds, coffee seedlings and High Value Commercial Crops. The information may be provided by Agricultural Technologist / Technician (AT) assigned to a particular barangay.

<b>Office or Division:</b>	Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to client			
<b>Who may avail:</b>	Farmers or anyone in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Agricultural Technologist. The farmer signs the client logbook, clearly printing	1. Accommodate the client and get their information	None	10 minute	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE



his/her name and address.				
2. Asks for the availability of the seed needed	2. Provide the information of seeds availability and the prices of specific commodity	Depends of the price of the commodity	15 minutes	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
3. Sign the master list to be given by the Agricultural Technician	3. Get the signatory and keep the AT master list	None	15 minutes	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		Depends of the price of the commodity	40 minutes	

#### 4. AVAILING OF FARM INPUT ASSISTANCE

The Municipal Agriculture Office provides farm input assistance.

Assistance comes 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.

<b>Office or Division:</b>	Agriculture Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to client



<b>Who may avail:</b>	Farmers or anyone in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Community Tax Certificate (CTC)		Provided by client from Barangay Treasurer or Municipal Treasurer's Office		
Residence Certificate		Barangay Hall		
Letter requesting the Assistance required		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Approach Agricultural Technologist about input assistance requested. The farmer signs the client logbook, clearly printing his/her name and address.	1. Accommodate the client and get their information	None	10 minute	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
2. Pass the requirements needed and wait until request have been approved.	2. AT submits his/her recommendation to the Agricultural Officer (MAO).  2,1 The request is processed at the office of the Provincial Agriculturist and will be given to the client if available	None	10 days	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	10 days and 10 minutes	



## 5. ACCESSING TECHNICAL ASSISTANCE ON ORGANIZATION SET-UP

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, Fishery Council (MAFC) Acts as advisory council and Amadeo Livestock and Poultry. Client / approach the Agricultural Technologist/Technician (AT) assigned to their barangay.

<b>Office or Division:</b>	Agriculture Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to client			
<b>Who may avail:</b>	Any qualified party that is interested in the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
FA		Client (farmers whose major income come from the farm)		
RICC		Client (wife of famer)		
RIC-CC		Client (4 years old, son or daughter of farmers and RIC)		
ALPGA		Client (Poultry and Piggery owners)		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Attend general assembly conducted by AT assigned in the barangay	1. Host the general assembly and explain the assistance to be provided	None	4 hours	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE



2. Pass the requirements needed	2. Register his/her name as member of the organization	None	5 minutes	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE
3. Attend the training	Attended training on Income Generating Project (IGP) conducted by Municipal Agriculture Office to member of organization	None	3 days	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	3 days and 4 hours	

## 6. AVAILING OF ANIMAL DISPERSAL PROGRAM

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.

<b>Office or Division:</b>	Agriculture Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C – Government to client



<b>Who may avail:</b>	Any qualified party that is interested in the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Community Tax Certificate (CTC)		Provided by client from Barangay Treasurer or Municipal Treasurer's Office		
Residence Certificate		Barangay Hall		
Certification from the Barangay Captain that the beneficiary is a resident of the barangay		Barangay Hall		
ID picture		Client		
Certificate of Training		DA		
Sanitary Clearance		Municipality Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client approaches an Agricultural Technologist (AT) or goes to the MAO and submits the requirements. AT checks the requirement and does initial assessment.	1. Process the request and initial assessment	None	45 minutes	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
2. Wait for the approval of request	2. AT validates whether the client can provide:  a. An adequate budget for feeds. Potable water supply suitable for housing  <b>(Field Validation)</b>	None	1 day	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE



	2.1 AT submits a “ <i>Request for Dispersal</i> ” report to MAO  <b>(Final Assessment)</b>	None	30 minutes	LUCINDA I. AMPARO <i>Agricultural Technician</i>  AGRICULTURE OFFICE
3. Sign the contract after the approval of the Provincial Veterinarian	3. A contract between the DA and the client is prepared; and is signed by the Provincial Veterinarian.  <b>(Contract approval)</b>	None	1 day	DRA. MAY MAGNO <i>Provincial Veterinarian</i>
4. Get the schedule of livestock	4. Release the schedule for the client. Piglets are released at the Swine Breeder. Swine is released upon presentation of the contract.	None	3 days	VER GARCIA <i>Provincial Swine Breeder</i>
5. Pay the necessary bills	5. Assess the payment	Payment terms are specified in the contract	15 minutes	AINA MAY V. MADLANSACAY <i>Farm Worker II</i>  AGRICULTURE OFFICE
<b>TOTAL:</b>		specified in the contract	5 days, 1 hour and 30 minutes	





## 7. ACCESSING VETERINARY SERVICES

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

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

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

<b>Office or Division:</b>	Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to client			
<b>Who may avail:</b>	Any qualified party that is interested in the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client approaches the AT and request that services be scheduled for his/her area.	1. Process the request and initial assessment. Give a scheduled day.	None	15 minutes	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
2. Proceed with the process the next day or the given scheduled day.	<b>2. Interview/ Assessment:</b> Veterinarian takes the animal's medical history, conducts medical examination, does tentative diagnosis, and request for owner information	None	Scheduled services: Next day  Walk-in clients: 30 minutes  Urgent request,	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE



			Immediate response	
3. Proceed with the process the next day or the given scheduled day.	<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	None	4 hours	CELSA B. HONRADA, JOSE RENAR P. ROZUL <i>Agricultural Technician</i> AGRICULTURE OFFICE  AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	4 hours and 45 minutes	

## 8. SECURING LIVESTOCK SHIPPING PERMIT, HEALTH AND DEATH CERTIFICATES

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 require for pet and cats before they can be shipped t 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 gets approve" Written Request" from the DA office in the municipality.



Office or Division:	Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to client			
Who may avail:	Any qualified party that is interested in the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Health Certificates and Livestock Shipping Permit				
Barangay Clearance		Barangay Hall		
License as shipper (for livestock)		Client		
Certification of ownership or transfer (cattle and carabao)		Client		
Vaccination records		Client		
Written request for DA office in the Municipality		Client		
Death Certificate				
Barangay Certification or Affidavit of 2 disinterested Persons attesting to the death		Barangay Hall		
Certificate of Ownership of Transfer (cattle and carabao)		Client		
Community Tax Certificate (CTC)		Provided by client from Barangay Treasurer or Municipal Treasurer’s Office		
Written request from DA office in the Municipality		DA Office		
	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client brings the written request to the AT assigned in the barangay for inspection of the animal	1. Process the request and initial assessment together with the Provincial Veterinarian for the issuance of	None	Within the day	MAY MAGNO Provincial Veterinarian AGRICULTURE OFFICE  GLORIA DIGMA Vet II AGRICULTURE



	the permit/ certificate			OFFICE LUCINDA L. AMPARO, MAO AGRICULTURE OFFICE
2. Wait for the office to finish inspection	<p>2. Veterinarian inspects the animals and ensures that they do not have any communicable disease</p> <p>2.1 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>	None	2 hour	<i>Veterinarian Assigned</i>
3. For Death Certificate, Client reports to the MAO the death of the livestock and request for the issuance of the death certificate	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.	None	15 minutes or may vary depending on travel time	<p>GLORIA DIGMA Vet II AGRICULTURE OFFICE</p> <p>LUCINDA L. AMPARO, MAO AGRICULTURE OFFICE</p>
4. The client then takes photographs of the dead animal. (the photos must be	4. Assess the pictures submitted	None	30 minutes	LUCINDA L. AMPARO, MAO AGRICULTURE OFFICE



taken from at least 3 positions)				
5. Wait for the certificate	5. Livestock Officer prepares a Necropsy Report. This is certified by the Provincial Veterinarian	None	2 hours	MAY MAGNO <i>Provincial Veterinarian</i> AGRICULTURE OFFICE  GLORIA DIGMA <i>Vet II</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	VARIES	

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

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

<b>Office or Division:</b>	Agriculture Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to client			
<b>Who may avail:</b>	Any qualified party that is interested in the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client brings the written request to the AT for the service	1. The Information Service Specialist receives the inquiry and provides IEC materials requested by the farmers/students	None	25 minutes	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE  <i>Information Service Specialist assigned at Fits Center</i>



	and visitors.			
2. Clients are requested to sign the ISS master list	2. Gets the information and assists for the signing process.	None	5 minutes	AINA MAY V. MADLANSACAY <i>Farm Worker II</i> AGRICULTURE OFFICE
<b>TOTAL:</b>		None	30 minutes	



# **GENERAL SERVICES OFFICE**

## **Non-frontline Services**



## 1. PROCURING GOODS QUALITY SUPPLIES AND EQUIPMENT

Cater the entire LGU of Amadeo and serve the different offices of this municipality.

<b>Office or Division:</b>	General Services Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	The different Offices of the entire LGU			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Monitoring the cleanliness of the entire LGU- Amadeo a. Building – Different Offices, including Comfort rooms, lobby b. Grounds, Covered court and nearby areas	The Admin Aide must check the areas assigned to them	None	No time limit, as needs arises	FELICIDAD GALERA, LEVINA BELINA, ANABELLE GALERA, BENEDICTO AMBAT <i>Administrative Aide</i> GSO
2. Numbering of Purchase Request and Purchase Order	Each Office may bring their Prepared Purchase Request and Purchase Ordered to be numbered.	None	5 minutes	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
3. Inspection of Items Delivered procured by different offices	Purchase Order must present for inspection of items purchased	None	Depends upon the no. of items delivered.	SUSANA E. FERRERA <i>Officer in Charge</i> GSO ANGELITA MAGSINO <i>Administrative Aide</i> GSO





4. Picturing the Items delivered	Purchase Order to identify the items delivered.	None	10 minutes	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
5. Putting of Inventory /Government Property Tag	Inventory Tag and list of items with their amount and date of Purchase	None	3 minutes per item	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
6. Indexing of Items Procured	Delivery Receipt  Index Card needed per Items	None	5 minutes per item	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
7. Issued certification if items are delivered or not	Purchase Order	None	5 minutes per P.O	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
8. Issuance of Acknowledgement receipt to the end user. For the safekeeping of Furniture and Equipments purchase	Purchase Order to determine the actual price	None	No specific time depends upon the number of items to be ARE to the end user	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO



9. Conduct Physical Count of Property Plant and Equipment before the end of the year, of all items own/procured, donations, etc. Land, Building, Vehicles, heavy Equipments.	List of items per Office must shown to identity if it is serviceable or unserviceable	None	It last for a moth for recording, compilation and submitted to the offices concerned.	SUSANA E. FERRERA <i>Officer in Charge</i> GSO  ANGELITA MAGSINO <i>Administrative Aide</i> GSO
10. Does other related works	As needs arises	None	As needs arises	FELICIDAD GALERA, LEVINA BELINA, ANABELLE GALERA, BENEDICTO AMBAT <i>Administrative Aide</i> GSO
<b>TOTAL:</b>		None	varies	

## 2. COMMUNITY AFFAIRS OFFICE

Community Affairs Office, wherein in this Office kept of all the records of the deceased person even it is not from the entire Amadeo as long as they buried in the Municipal Cemetery.

<b>Office or Division:</b>	General Services Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens
<b>Who may avail:</b>	People of the entire Amadeo and nearby areas that they buried their relative at the municipal cemetery. All people that cannot avail to purchased lot to private cemetery or memorial garden.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Death certificate	Amadeo Rural Health Unit or Place where died: Municipality or Hospital



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Death Certificate to the office.	Assess the payment if they have paid the lot or not.	Tax Lot Burial fee Tomb building Transfer of Cadaver  Depends upon the no. of years of buried person, if they have paid yearly or not. Yearly since year 2000, we have to pay <b>PHP400</b> per tomb.	5 minutes for assessment	RIZALDY AMBAGAN <i>Community Affairs Assistant</i> COMMUNITY AFFAIRS OFFICE
2. Clients may present the computed amount to be paid at the Treas. Office	Transfer the client to the Treasury Office	Tax Lot <b>PHP 400/yr.</b> Burial fee: <b>PHP100</b> Tomb Bldg. <b>PHP 200</b> Transfer of Cadaver: <b>PHP150</b> /deceased	10 minutes	Municipal Treasurer's Office



		person		
3. Clients may presents their receipt to the Office for recording	Check the receipt and record	None	10 minutes	RIZALDY AMBAGAN <i>Community Affairs Assistant</i> COMMUNITY AFFAIRS OFFICE
<b>TOTAL:</b>		Varies	25 minutes	



# **MUNICIPAL ACCOUNTING OFFICE**

## **Non-Frontline Services**



# 1. PROCESSING OF DISBURSEMENTS, RECEIPTS AND OTHER FINANCIAL TRANSACTIONS

Transaction processing and financial statements preparation services

<b>Office or Division:</b>	Municipal Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Amadeo Municipal Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See: COA Circular No. 2012-001 Revised Documentary Requirements for Common Government Transaction.		Municipality of Amadeo		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Record to Log Book in the Receiving Area.	1. Give the logbook and receive their documents.	None	2 minutes	MR. MARIO BADEO <i>Bookbinder III</i> MAO
2. Give the necessary documents for accounting purposes.	2. Prepare Journal Entry Voucher	None	10 minutes	MS. VERONICA CANDARE <i>Admin Assistant V</i> MAO
	2.1 Review Documentary Requirements	None	20 minutes	MR. MARTINCIANO MECUA <i>Senior Admin Assistant I</i> MAO
	2.2 Signature of the Municipal Accountant	None	5 minutes	<i>Municipal Accountant</i>
	2.3 Transmit Voucher to Treasurer's Office	None	2 minutes	MR. MARIO BADEO <i>Bookbinder III</i> MAO
<b>TOTAL:</b>		None	39 minutes	



## 2. ISSUANCE OF WITHHOLDING TAX CERTIFICATES

Under Section 2.58B of Revenue Regulation No. 2-1998, as amended (RR 2-98), every payor required to deduct and withhold taxes under the regulations shall furnish each payee with withholding tax statement using BIR Forms 2307 and 2306 showing the income payments made and the amount of taxes withheld there from, for every month of the quarter.

<b>Office or Division:</b>	Municipal Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Amadeo Municipal Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Client		
Photocopy of withholding tax		Barangay Hall – Window 1		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the office.	1. Receive Request from client	None	1 minute	MS. RACIEL JAVIER <i>Bookbinder II</i> MAO MS. MADEL GABO <i>Office Staff</i> MAO
	1.2. Prepare Certificate of Creditable Tax Withheld at Source	None	5 minutes	MS. RACIEL JAVIER <i>Bookbinder II</i> MAO MS. MADEL GABO <i>Office Staff</i> MAO
	1.3 Signature of the Municipal Accountant	None	1 minute	<i>Municipal Accountant</i>



2. Receive the Certificate of Creditable Withheld at Source	2. Transmittal of Certificate of Creditable Withheld at Source to client	None	1 minute	MS. RACIEL JAVIER <i>Bookbinder II</i> MAO MS. MADEL GABO <i>Office Staff</i> MAO
<b>TOTAL:</b>		None	8 minutes	

### 3. RECORDING AND REPORTING OF FINANCIAL TRANSACTIONS

Pursuant to Local Government Code of the Philippines 1991, it is responsibility of the Accountant to prepare and submit financial statements to the governor or mayor, as the case may be, and to the sanggunian concerned.

Financial report includes Statement of Financial Position, Statement of Financial Performance, Statement of Net Changes in Equity, and Statement of Cash Flows. This is used by management, investors and creditors to evaluate agency's financial health and earnings potential.

<b>Office or Division:</b>	Municipal Accounting Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – for government services whose client is a government employee or another government agency			
<b>Who may avail:</b>	Amadeo Municipal Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Vouchers, collections, payroll and other financial transactions		Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit paid vouchers, collections, payroll and other financial transactions to the office	1. Receive paid vouchers, collections, payroll and other financial transactions	None	1 minute	MS. VERONICA CANDARE <i>Admin Assistant V</i> MAO





	1.2 Encode transactions to ECPAC System	None	5-10 minutes (per voucher)	MS. RACIEL JAVIER <i>Bookbinder II</i> MAO
	1.3 Generate reports to ECPAC	None	5 minutes	MS. LIZA AMBAT <i>Admin Assistant II</i> MAO
	1.4 Review generated reports	None	1-2 days	MR. MARTINCIANO MECUA <i>Senior Admin Assistant I</i> MAO
	1.5 Submit report	None	1 minute	MR. MARIO BADEO <i>Bookbinder III</i> MAO
<b>TOTAL:</b>		None	Depends on the number of vouchers ( <i>Must be submitted on or before COA Deadline</i> )	



# **MUNICIPAL HEALTH OFFICE**

## **Frontline Services**



## 1. CONSULTATION AT RURAL HEALTH UNIT

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

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses			
<b>Who may avail:</b>	Any person or individual who needs medical assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Admit for OPD: Client directly goes to OPD for registration	Medical secretary asks the client the purpose of consultation and writes the client's data in individual treatment record	None	2 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
2. Assessment of Patient	Medical secretary takes history of present illness, get vital signs and records in Individual treatment record form. Then refers the patient to MHO	None	2 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
3. Examination of patient: Patient tells his/her	A. Examination of patient B. Prescribes	None	15 minutes	MELINDA A. VILLANUEVA, M.D. <i>Municipal Doctor</i>



past and present medical condition to MHO	appropriate medicines and gives medical advice C. Refers patient to assigned personnel for assurance of medicine D. REFER if advanced medical care is required			MHO
4. Dispersing of prescribed medicine: Patient carefully listens to the instructions on proper dosage of his/her prescribed medicine	Medical secretary gives the appropriate medicine and explaining proper dosaging	None	2 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
<b>TOTAL:</b>		None	21 minutes	

## 2. AVAILING OF IMMUNIZATION SERVICES

The purpose of this service is to immunize children 0-11 months old from 7 communicable diseases. The RHU immunizes pregnant mothers to prevent the occurrence of Tetanus Neonatorum in infants.

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses
<b>Who may avail:</b>	Pregnant women and children from 0-11 months who needs medical assistance



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registration: Pregnant mother/child's mother gives his/her data to be recorded in the Growth Chart for infants and Home Based Mother's Record for pregnant women	Midwives/NDPS get their complete data and assessed according to their needs and give appropriate vaccine after thorough interview	None	3 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
2. Immunization	Nurses/midwives give immunization as scheduled	None	5 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
3. Post-Immunization Instruction: Pregnant mother /Child's mother attentively listens to his/her next visit	Nurses/midwives instruct pregnant mother/child's mother on their next visit	None	8 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
	3.1 Requesting of vaccine for immunization purposes NIP coordinator is responsible for	None	15 minutes	JONA A. BAYOT, R.N. <i>NIP Coordinator</i> MHO



	requesting the needed vaccine every quarter			
4. Target children on Supplemental Immunization  Children will receive supplemental immunization according to the DOH Program	Facilitates Supplementation Immunization Activity	None	*1 month	PAULINE LAYSA, R.N/ JONA A. BAYOT, R.N. <i>NIP Coordinator</i> MHO
<b>TOTAL:</b>		None	31 minutes and *	

### 3. AVAILING OF MATERNAL CARE SERVICES

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

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses			
<b>Who may avail:</b>	Pregnant women and lactating mothers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Registration: Patient gives her information, past and present medical history	Nurses/midwives accomplish the Home Based Mother's Record of mother	None	5 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M.



				<i>RHMPP/NDP on duty</i> MHO
2. Rendering pre-natal care	A. Weighing of patient B. Taking vital signs C. Checks client's abdominal palpitation D. Immunize client as scheduled	None	8 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
3. Health Education: Patient carefully listens to the health education given to them	A. Nurses/ midwives on duty give mother instructions on proper nutrition and maternity care. B. Emphasize the importance of follow-up visit and seeking more advanced maternity care.	None	10 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
<b>TOTAL:</b>		None	23 minutes	

#### 4. AVAILING OF FAMILY PLANNING SERVICES/ SECURITY FAMILY PLANNING SUPPLIES FOR WALK-IN CLIENTS

The RHU manage a family planning. 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



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

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Client gives her personal information including her LMP	The family planning coordinator assess the client for appropriate family planning method to be used	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
2. Issuance of Supplies: After the patient received the supplies, she is obliged to return for her next visit for the effectivity of family planning method	RHU staff issue supplies of pills or insert intra-uterine device and discuss with the client the advantages and disadvantages of the method chosen	None	30 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
3. Registration in logbook: Client register her name in the logbook	Nurses/midwives on duty is responsible for letting the clients sign on their	None	1 minute	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M.





for documentation	logbook			ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
<b>TOTAL:</b>		None	23 minutes	

## 5. ARRANGING ADMINISTRATION OF DMPA INJECTIONS

Depo- Medroxy Progesterone Acetate (DMPA) is a temporary and long acting family planning method given via injection. DMPA must be administered every three months.

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for DMPA Injection: Client goes to nurse/midwife on duty and request for DMPA injection	Nurse/midwife on duty gives DMPA injection to client	None	30 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
2. Present DMPA card: Client presented DMPA card to the nurse	For new acceptor, nurse/midwife conducts OB history to	None	30 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE



	<p>evaluate the client if DMPA injection is not contra-indicated.</p> <p>Gives information about advantages and disadvantages of the injection.</p>			<p>MALABANAN, R.M.</p> <p><i>RHMPP/NDP on duty</i></p> <p>MHO</p>
3. Taking of blood pressure	Nurse validates record and appointment date and takes client's blood pressure	None	30 minutes	<p>CRISTINA B. MARINDUQUE, R.M.</p> <p>PRESCILA BAYBAY, R.M.</p> <p>KAREN ANGELA MOSQUETES, R.M.</p> <p>ANJANETTE MALABANAN, R.M.</p> <p><i>RHMPP/NDP on duty</i></p> <p>MHO</p>
4. Administration of DMPA: Patient receives DMPA injection	Nurse/midwife injects DMPA	None	30 minutes	<p>CRISTINA B. MARINDUQUE, R.M.</p> <p>PRESCILA BAYBAY, R.M.</p> <p>KAREN ANGELA MOSQUETES, R.M.</p> <p>ANJANETTE MALABANAN, R.M.</p> <p><i>RHMPP/NDP on duty</i></p> <p>MHO</p>
5. Next Appointment: Patient is responsible to return on her next schedule	Nurse/midwife gives the client her next appointment	None	30 minutes	<p>CRISTINA B. MARINDUQUE, R.M.</p> <p>PRESCILA BAYBAY, R.M.</p> <p>KAREN ANGELA MOSQUETES, R.M.</p> <p>ANJANETTE MALABANAN, R.M.</p> <p><i>RHMPP/NDP on duty</i></p> <p>MHO</p>
6. Register in the logbook: Client register her name for documentation	The nurse/midwife gives the logbook for the client's signage	None	5 minutes	<p>CRISTINA B. MARINDUQUE, R.M.</p> <p>PRESCILA BAYBAY, R.M.</p> <p>KAREN ANGELA MOSQUETES, R.M.</p> <p>ANJANETTE</p>



				MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
<b>TOTAL:</b>		None	2 hours and 35 minutes	

## 6. AVAILING OF NUTRITION SERVICES

The Municipal Health Office also caters nutrition services for children ages 0-59 months old. This includes Operation Timbang Plus, Vitamin A Supplementation and Deworming (including children 5-12 years old, and 13- 18 years old)

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Operation Timbang Plus: Every child ages 0-59 months is weighed annually.	Nurses/midwives and BHW under the supervision of MNAO conducts the OPT plus every January- March. This includes all children on the bracket age in their respective barangays.	None	3 months	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO



2. Vitamin A supplementation: Children ages 6-59 months received Vitamin A supplementation(100,000 units and 200,000 units)	Nurses/midwives and BHW under the supervision of MNAO conducts Vitamin A supplementation every 6 months	None	1 month	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
3. Deworming: Children ages 1-18 years old are given deworming tablet	Nurses/midwives ,BHWs and BNSs under the supervision of MNAO give deworming tablet to target children every 6 months	None	1 month	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
4. Data Consolidation: Nurses/midwives give deworming report OPT plus and Vitamin A supplementation	MNAO is responsible for consolidating OPT Plus report, Vitamin A and Deworming	None	2 months	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
<b>TOTAL:</b>		None	7 months	

## 7. AVAILING OF ANTI- TUBERCULOSIS DRUGS AND PROVIDER INITIATED COUNSELLING AND TESTING

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

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses

Who may avail:	Any person, 10 years old and above, who displays the following symptoms: <ul style="list-style-type: none"><li>- Persistent coughing for two weeks or more</li><li>- Fever</li><li>- Progressive weight loss</li><li>- chest or backpain</li><li>- hemoptysis</li><li>- loss of appetite</li><li>- tiredness</li><li>- Night sweating</li></ul>			
	CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tb symptomatic client seeks medical advise	MHO assesses the medical condition of patients and refer to other TB Core Team members	None	1 hour	CRISTINA B. MARINDUQUE, R.M. PRESCILA BAYBAY, R.M. KAREN ANGELA MOSQUETES, R.M. ANJANETTE MALABANAN, R.M. <i>RHMPP/NDP on duty</i> MHO
2. Receive instruction for proper sputum collection	TB Core Team members instruct patient on proper collection of sputum	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PAULINE LAYSA, R.N GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
3. Collection and submission of sputum specimen.	Collection	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PAULINE LAYSA, R.N GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
4. Client receives information as to date of release of result	TB Core Team members release the result of client's sputum	None	2 minutes	CRISTINA B. MARINDUQUE, R.M. PAULINE LAYSA, R.N GINA BAUTISTA, RMT <i>NDP on duty</i>



				MHO
5. Enrolment of patient to TB DOTS Program: Patient will carefully listens to the Patient will carefully listens to the counselling and will undergo PICT	TB Core Team members will facilitate counselling and testing to patient who will enrol in TB DOTS program	None	1 hour	CRISTINA B. MARINDUQUE, R.M. PAULINE LAYSAN, R.N GINA BAUTISTA, RMT <i>NDP on duty</i> MHO  MELINDA A. VILLANUEVA, M.D <i>Municipal Doctor</i> MHO
<b>TOTAL:</b>		None	2 hours and 32 minutes	

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

Amadeo RHU is funded and operated by the local government. Minor surgery and medical cases can be attended by RHU.

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Outpatient Department consultation, Emergency	Nurse on duty, MHO provides emergency treatment care to	None	20 minutes	MELINDA A. VILLANUEVA, M.D <i>Municipal Doctor</i> MHO



Treatment, Patient registration	patients			PAULINE LAYSA, R.N/ JONA A. BAYOT, R.N. <i>NIP Coordinator</i> MHO
2. Diagnostic Test Patient will proceed to laboratory after medical assessment	Medical technologists will perform CBC, urinalysis or fecalysis according to doctor's assessment	None	30 minutes	GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
3. Performance of Minor surgery patient with minor injury will undergo suturing.	MHO will perform suturing to patients with minor injury	None	20 minutes	MELINDA A. VILLANUEVA, M.D <i>Municipal Doctor</i> MHO
4. If needed referral to a hospital for further management. Patient will receive referral slip	Medical secretary will issue referral slip for patient that needs further management	None	5 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
<b>TOTAL:</b>		None	1 hour and 15 minutes	

## 9. SECURING HEALTH/ MEDICAL CERTIFICATE

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

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of</b>	G2C - Government to Citizens



<b>Transaction:</b>				
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Result of laboratory examinations		Client		
Result of Chest X-ray		Client		
Result of Drug Test		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to RHU	Personnel instruct client to pay required certification fee and present official receipt	PHP 50.00	10 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
2. Register Client	Personnel accomplishes Certificate form and refer Client to the MHO	None	10 minutes	ANALYN DELA CRUZ <i>Medical Secretary</i> MHO
3. Issuance of Certificate	MHO assesses and examines the client before signing the certificate form. Health certificate is issued to client.	None	10 minutes	MELINDA A. VILLANUEVA, M.D <i>Municipal Doctor</i> MHO
<b>TOTAL:</b>		PHP 50.00	30 minutes	





## 10. SECURING DEATH CERTIFICATE

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

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Go to RHU. Client will give the data of death incident	1. Personnel will get the data to the Death Certificate incident	PHP 50.00	20 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
	1.1 Accomplish death certificate form		10 minutes	
2. Issuance of Death Certificate: Client will get the death certificate	Personnel will give the accomplished Death certificate	None	10 minutes	MELINDA A. VILLANUEVA, M.D. <i>Municipal Doctor</i> MHO
<b>TOTAL:</b>		PHP 50.00	30 minutes	



## 11. SECURING SANITATION CLEARANCE FOR BUSINESS

### PERMIT

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.

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Any party in need of the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Printed application form for business license/Mayor's permit - 2 copies		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go to RHU: Look for Sanitation Personnel and state your purpose	1. Document review and Assessment	None	10 minutes	MARICEL D. ELON OLIVIA B. AMBON <i>Office Personnel</i>
	1.1 The RSI will get the documents together with a copy of Mayor's permit.	None	10 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
	1.2 Determines how many workers are employed by the business and uses it as basis	None	10 minutes	MELINDA A. VILLANUEVA, M.D. <i>Municipal Doctor</i> MHO



	for computing health card fee.			
2. Proceed to Municipal Treasurer's Office and pay appropriate health card	Wait for the client	Varies *	5 minutes	Municipal Treasurer's Office
3. Processing	After checking OR for health card payment RSI will process and record the documents	None	10 minutes	MARICEL D. ELON OLIVIA B. AMBON <i>Office Personnel</i>
4. Approval	Frontline personnel submit the documents for signature by MHO	None	2 minutes	MARICEL D. ELON OLIVIA B. AMBON <i>Office Personnel</i>
5 Site Inspection		None	Varies *	MARICEL D. ELON <i>Office Personnel</i>
<b>TOTAL:</b>		Varies	47 minutes and *	

## 12. PURSUING SANITATION-RELATED COMPLAINTS

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

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail:</b>	Any party in need of the service



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the office and report your concern.	1. Receive complaints: The RSI interview the client and records the nature of complain	None	20 minutes	MARICEL D. ELON <i>Office Personnel</i>
	2. Field investigation: RSI conducts field investigation. Investigate the sanitary problem and determine the present involve.	None	Depends upon the situation	
	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.	None	Depends upon the situation	
	4. Follow - up compliance and Issuance to Sanitary Order.  A citation ticket is issued for non-	None	Depends upon the situation	



	compliance			
	5. Referral to the Provincial technique: If the concerned persons/establishment still does not comply with the sanitary order the case is send to PHO technical officer for appropriate action.	None	Depends upon the situation	PHO
	6. Site Inspection: A site inspection visit to the business address as scheduled to confirm the sanitation certificate	None	Depends upon the situation	
<b>TOTAL:</b>		None	Depends upon the situation	

### 13. AVAILING DENTAL SERVICES

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.

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizens
<b>Who may avail:</b>	Any party in need of the service
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>



None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tooth Extraction:	1. Registering name on dental logbook	None	1 minute	
	2. Taking post Medical history and vital signs	None	1 minute	
	3. Application of sealant through field visit	None	20 minutes	
	3.1 Registering patients name to dental logbook		20 minutes	
	3.2 Travelling to day care centre		30 minutes	
2. Sealant Application		None	20 minutes	
<b>TOTAL:</b>		None	1 hour and 32 minutes	

## 14. ASSISTING IN NORMAL SPONTANEOUS DELIVERY

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

<b>Office or Division:</b>	Amadeo Municipal Health Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizens



<b>Who may avail:</b>		Any party in need of the service		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Admission of patient filling-up patients chart	Case to case basis	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
2. Assessment of patient - Taking vital signs - Internal examination - Abdominal examination - Assessment of laboratory test	Case to case basis	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
3. Constant monitoring of patient	Case to case basis	None	Case to case basis	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
4. N Insertion ( if needed)	Case to case basis	-	Case to case basis	
5. Assisting in the 2nd stage of labor	Case to case basis	None	5 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
6. Administering oxytocin of vital signs monitoring	Case to case basis	-	5 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO



7. Assisting 3rd stage of labor	Case to case basis	None	20 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
8. Cleaning patient	Case to case basis	None	15 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
9. Performing newborn screening	Case to case basis	-	20 minutes	CRISTINA B. MARINDUQUE, R.M. PRESCILA A. BAYBAY, R.M. <i>NDP on duty</i> MHO
<b>TOTAL:</b>		Case to case basis	Case to case basis	

## 15. AVAILING LABORATORY SERVICES

Laboratory services include complete blood count, urinalysis and fecalysis.

<b>Office or Division:</b>	Amadeo Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Any party in need of the service			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Admission of patient assessment and	1. Assist the patient and get their details	None	5 minutes	GINA BAUTISTA, RMT <i>NDP on duty</i> MHO





verifying				
2. Collection of specimen	2. Collection of specimen	None	5 minutes	GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
3. Processing of specimen	3. Processing of specimen	None	10 minutes	GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
4. Releasing of result	4. Released the patients results	None	3 minutes	GINA BAUTISTA, RMT <i>NDP on duty</i> MHO
<b>TOTAL:</b>		None	23 minutes	



# **OFFICE OF THE MAYOR**

## **Frontline Services**



## 1. ISSUANCE OF MAYOR'S CLEARANCE

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.

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	All bonafide residents of the Municipality of Amadeo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay Hall		
Curriculum Vitae		Client		
Police Clearance/NBI Clearance		PNP/NBI		
Official Receipt from the Treasurer's Office		Municipal Treasurer's Office		
Community Tax Certificate		Provided by client from Barangay Treasurer or Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients' log book	1. Interviews the client and issues the clearance slip/order of payment. Endorses the client to the Office of the Municipal Treasurer for payment	PHP 100.00	10 minutes	Mayor's Office Staff



2. Present the requirements to Mayor's Office Staff	2. Evaluates and verifies the submitted requirements *If complete, the staff prepares the clearance	None	15 minutes	Mayor's Office Staff
3. Proceed to the waiting area	3. Forwards the document to the Municipal Administrator or Executive Assistant for review and affixing of initials	None	10 minutes	Mayor's Office Staff  Municipal Administrator/ Executive Assistant
	3.1 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	None	5 minutes	Mayor's Office Staff  Municipal Administrator/ Executive Assistant
	3.2 Signs the document and seals the document	None	5 minutes	ENGR. REDEL JOHN B. DIONISIO Municipal Mayor
4. Sign in the log book and receive the Mayor's Clearance	4. Records and releases the document	None	5 minutes	Mayor's Office Staff
<b>TOTAL:</b>		None	50 minutes	



## 2. ISSUANCE OF MAYOR'S PERMIT

### **BUILDING PERMIT**

Required prior to the construction, erection, major alteration and renovation or conversion of any building/structure owned by the government or private entities

### **FENCING PERMIT**

Secured prior to actual construction of fences

### **SIGNAGE PERMIT**

Secured prior to the installation, erection, attachment and painting of any form of signage

### **TEMPORARY ELECTRICAL PERMIT**

required for the temporary service connection to a power utility for lighting and power construction of Christmas decorative lightings, lighting of cemeteries, temporary lighting for carnivals/fiestas, etc.

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government G2C - Government to Citizens			
Who may avail:	Concerned applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
c/o Municipal Engineering Office and Municipal Planning and Development Office				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients' log book and present the requirements to Mayor's Office Staff	1. Evaluates the submitted documents and prepares the permit *If complete, the staff prepares the letter	None	15 minutes	Mayor's Office Staff
2. Proceed to the waiting area	2. Forwards the document to the Municipal	None	5 minutes	Mayor's Office Staff  Municipal



	<p>Administrator or Executive Assistant for review and affixing of initials</p> <p>2.1 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 permit</p> <p>2.2 Signs the document and Seals the document</p>	<p>None</p> <p>None</p>	<p>10 minutes</p> <p>5 minutes</p>	<p><i>Administrator/ Executive Assistant</i></p> <p><i>Mayor's Office Staff</i></p> <p>ENGR. REDEL JOHN B. DIONISIO <i>Municipal Mayor</i></p>
3. Sign in the log book and receive the Mayor's Clearance	3. Records and releases the document	None	5 minutes	<i>Mayor's Office Staff</i>
<b>TOTAL:</b>		None	40 minutes	



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

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

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens			
<b>Who may avail:</b>	Indigent individuals and families of the Municipality of Amadeo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Letter addressed to the Municipal Mayor		Client		
Original Certificate of Indigency and Barangay Clearance		Barangay Hall		
Photocopy of valid IDs (claimant and beneficiary)		Client		
Social Case Study and Certificate of Eligibility		MSWDO		
Supporting Documents: <ul style="list-style-type: none"> <li>- Hospital Bill (for unpaid hospital bills)</li> <li>- Doctor's Prescription (for medicines)</li> <li>- Laboratory Request (for medical procedures)</li> <li>- Clinical Abstract/Medical Certificate with signature of the attending Physician (issued within 3 months)</li> </ul>		Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Mayor's Office, sign in the clients' log	1. Gives the list of requirements, interviews the	None	5 minutes	Mayor's Office Staff



book and inquire for the necessary requirements	client and evaluates the requirements *If complete, advises the client to proceed to Municipal Social Welfare and Development Office for the request for Social Case Study and Certificate of Eligibility			
2. Go back to the Mayor's Office to submit all the necessary requirements	2. Verifies the submitted documents	None	5 minutes	<i>Mayor's Office Staff</i>
3. Notification through call or text message for the scheduled date and time of release	3. Informs the client of the scheduled date and time of release	None	A week before the releasing date	<i>Mayor's Office Staff</i>
4. Sign in the log book and receive the Financial Assistance	4. Records and releases the financial assistance	None	5 minutes	<i>Disbursing Officer</i>
<b>TOTAL:</b>		None	15 minutes	





## 4. ISSUANCE OF RECOMMENDATION/ENDORSEMENT LETTER

### **RECOMMENDATION LETTER**

This service is intended for applicants seeking employment.

### **ENDORSEMENT LETTER**

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

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G - Government to Government G2C - Government to Citizens			
<b>Who may avail:</b>	All bonafide residents of the Municipality of Amadeo			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal Letter addressed to the Municipal Mayor		Client		
Barangay Clearance		Barangay Hall		
Photocopy of valid IDs		Client		
Supporting Documents: <ul style="list-style-type: none"> <li>- Latest School Registration Form (for scholarship grants)</li> <li>- Police Clearance/NBI Clearance (for job and passport applications)</li> <li>- Clinical Abstract/Medical Certificate (for financial and medical assistance)</li> <li>- Death Certificate (for burial assistance)</li> </ul>		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the clients' log book and present the requirements to Mayor's Office Staff	1. Interviews the client and evaluates the submitted requirements *If complete, the	None	20 minutes	Mayor's Office Staff



	staff prepares the letter			
2. Proceed to the waiting area	2. Forwards the document to the Municipal Administrator or Executive Assistant for review and affixing of initials	None	5 minutes	<i>Mayor's Office Staff</i>
	2.1 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	None	10 minutes	<i>Mayor's Office Staff</i>
	2.3 Signs the document and seals the document	None	5 minutes	ENGR. REDEL JOHN B. DIONISIO <i>Municipal Mayor</i>
3. Sign in the log book and receive the Recommendation/ Endorsement Letter	3. Records and releases the document	None	5 minutes	<i>Mayor's Office Staff</i>
<b>TOTAL:</b>		None	45 minutes	



## Feedback and Complaints Mechanism

FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback?	Accomplish the <b>Feedback Form</b> available at the <i>Public Assistance and Complaints Desk</i> (PACD) and drop it at the designated drop box located at PACD in the entrance of the Municipal Building or e-mail the form at the given e-mail address.
How feedback is processed?	<p>Every Friday, the Officer of the Day endorsed the sealed drop box to the HRMD Section.</p> <p>The HRMO or the authorized person will open the box and collects the forms for the week. He/She will submit initial report to the Office of the Mayor, for information.</p> <p>For feedback requiring answers are forwarded to the respective offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>The HRMO or the authorized person will submit a report to the Head of the Agency.</p>
How to file complaints?	Accomplish the <b>Complaint Form</b> available at the <i>Public Assistance and Complaints Desk</i> (PACD) and drop it at the designated drop box located at PACD in the entrance of the Municipal Building, or e-mail the form at the given



	e-mail address with complete information: Name of person being complained, Incident and Evidence.
How complaints are processed?	<p>The HRMO or the authorized person will open the box on daily basis and collects the forms for evaluation.</p> <p>Upon evaluation, he/she will submit initial report to the Office of the Mayor, for information. The complaints will duly endorsed to the concerned committee for further investigation.</p> <p>The concerned committee will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</p> <p>The HRMO or the authorized person will give the feedback to the client.</p> <p>For inquiries and follow-ups, clients may contact the following telephone numbers: (046) 413-2705</p>
Contact Information	<p>E-mail your <i>feedback or complaint</i> to: <a href="mailto:hrmd.lguamadeo@gmail.com">hrmd.lguamadeo@gmail.com</a></p> <p>For inquiries, clients may contact us through this number: (046) 413-2705</p> <p>For ARTA: <a href="mailto:complaints@arta.com.ph">complaints@arta.com.ph</a> or you can call them thru 8478 – 5093</p> <p>For PCC/CCB: 8888/+63 908 881 6565</p>



## List of Offices

Office	Address	Contact Information
Office of the Municipal Engineer	2 <sup>nd</sup> Floor MDRRMO Operation Center Building	(046) 413 - 2309
The Office of Municipal Civil Registrar	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 404 - 2011
Municipal Planning and Development Office	2 <sup>nd</sup> Floor MDRRMO Operation Center Building	(046) 413 - 2611
Office of the Municipal Budget Officer	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 404 - 2002
Public Employment Service Office	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 863 - 0966
Amadeo Municipal Tourism Office	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 483 - 3010
Amadeo Public Information Office	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 483 - 3010
Business Permit & Licensing Office	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 404 - 2007
Municipal Environment And Natural Resources Office	3 <sup>rd</sup> Floor Amadeo Municipal Building	(046) 840 - 3772
Cooperative Office	3 <sup>rd</sup> Floor Amadeo Municipal Building	(046) 840 - 3772
Municipal Disaster Risk Reduction And Management Office	MDRRMO Operation Center Building	+63 917 504 7419
Municipal Treasurer's Office	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 483 - 5038
Assessor's Office	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 413 - 2534
Municipal Social Welfare And Development Office	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 430 - 9841
Human Resource Management and Development Section	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 413 - 2705



Office of the Sangguniang Bayan	2 <sup>nd</sup> Floor Amadeo Municipal Building	(046) 483 - 3012
Market Office	Barangay Bucal, Amadeo, Cavite	+63 917 804 2227
Agriculture Office	Barangay Banaybanay, Amadeo, Cavite	+63 917 102 5912
General Services Office	2 <sup>nd</sup> Floor Amadeo Municipal Building	+63 915 443 2112
Municipal Accounting Office	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 413 - 0619
Municipal Health Office	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 413 - 2316
Office of the Mayor	1 <sup>st</sup> Floor Amadeo Municipal Building	(046) 483 - 3613