

SECURING HEALTH AND MEDICAL CERTIFICATE

ABOUT THE SERVICES:

Any person/individual can request a Health and Medical Certificate for a certain legitimate purpose such as: employment, long absence from work due to illness, application for licenses among others. Health and Medical Certificate is issued by the Municipal Health Office.

B. REQUIREMENTS:

a. Written request for Medical Certificate

Test results:

- x-ray
- stool
- urine
- heap screening

FEES:

Based on Revenue & Market Code

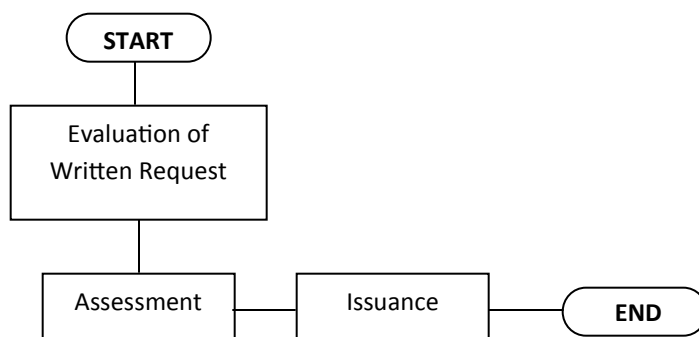
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AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

Procedures	Processing Time	Person Responsible
1. Receive written request from the client, check the submitted requirements	5 minutes	Mrs. Marites D. Estavillo
2. Assess the tests submitted by the client ---Monday to Wednesday ---Thursday to Friday	10 minutes	Dr. Roedel C. Dizon Dr. Liberty D. Domingo
3. Prepare & issue the certificate	10 minutes	Mrs. Marites D. Estavillo

E. HOW TO AVAIL OF THE SERVICE:



FLOWCHART:

SECURING POLICE CLEARANCE

A. ABOUT THE SERVICE:

The Philippine National Police is directly responsible for the issuance of Police Clearance for any person/ individual applying for local and overseas employment, scholarship, study grant and other legal purposes.

B. REQUIREMENTS:

- ✦ Barangay Clearance
- ✦ Community Tax Certificate (CEDULA)
- ✦ Request for Clearance

C. FEES BASED ON REVENUE AND MARKET CODE

- | | |
|--|--------|
| ✦ For employment, scholarship, study grant | 30.00 |
| ✦ For firearm permit application | 100.00 |
| ✦ For change of name | 100.00 |
| ✦ For passport or visa application | 100.00 |
| ✦ For application for Filipino Citizenship | 300.00 |
| ✦ For other purpose not herein specified | 50.00 |

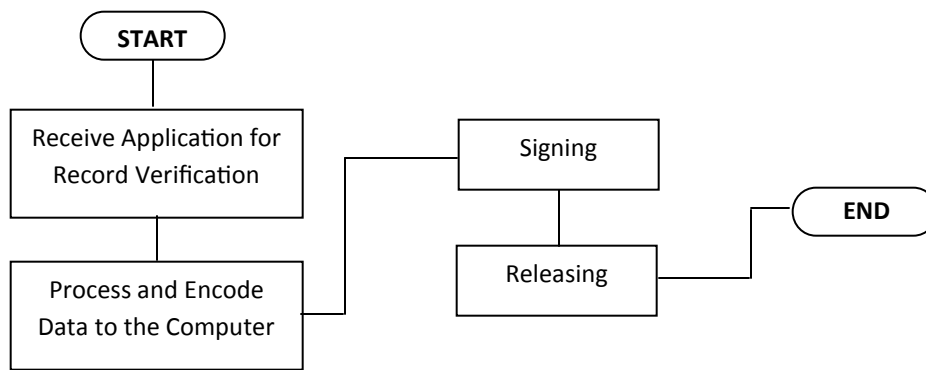
D. AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

E. HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Receive application for record verification	10 minutes	Crime Registrar
2. Process and encode data to the computer	5 minutes	Clearance Clerk
3. Sign Police Clearance	2 minutes	Crime Registrar/ Chief of Police
4. Release the Police Clearance	2 minutes	Clearance Clerk

FLOWCHART



PAYMENT OF REAL PROPERTY TAX (AMILYAR)

ABOUT THE SERVICE:

The Municipal Treasurer's Office is the one responsible in collecting taxes, fees and charges due to the Municipal Government. All persons, natural or juridical or their duly authorized representative who owns a real property such as land, building and machinery shall pay the imposed tax.

REQUIREMENTS:

Tax bill or statement of real property delinquency proof of last payment (previous tax receipt)

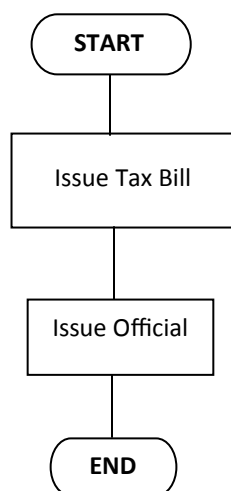
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing	Person Responsible
1. Issue tax bill or ask the client for the proof of last payment if available	10 minutes	Mr. Pedro Estanislao T. Cortes/ Mr. Michael C. Bautista
2. Accept payment of tax due. Prepare and issue the official receipt (form 56)	10 minutes	Mr. Pedro Estanislao T. Cortes/ Mr. Michael C. Bautista

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CANCELLATION OF ASSESSMENT OF BUILDINGS AND MACHINERY

ABOUT THE SERVICE:

This service is requested by any property owners when the real property tax assessment should be dropped from the role due to legal reason such as demolition of building.

REQUIREMENTS:

- Letter requesting the cancellation thereof
- Affidavit of cancellation or certificate of closure of business (for machinery only)
- Tax Clearance of Building/ Machinery

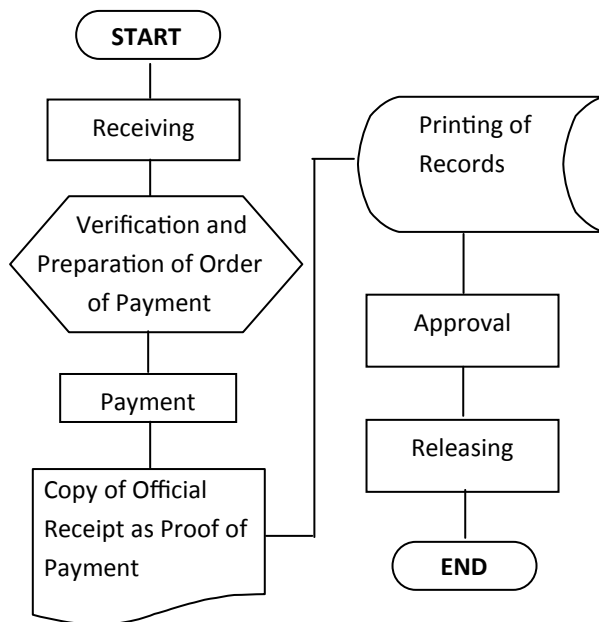
SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Processing Time
1. Receive requirements	3 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
2. Verify/Evaluate records	30 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
3. Conduct ocular inspection and prepare report findings	2 days upon receipt of request	Mrs. Zenaida Pulmano
4. Submit recommendation to the Prov'l Assessor for approval	1 day after inspection	Mrs. Zenaida Pulmano / Provincial Assessor
5. Assign Cancellation Number	1 day	Provincial Assessor
6. Cancel Assessment	1 day	Mrs. Zenaida Pulmano / Provincial Assessor
7. Furnish Notice of Cancellation to MTO	1 day upon approve notice of Cancellation	Mrs. Zenaida Pulmano / Mrs. Marina O. Salviejo
8. Issue documents	5 minutes	Mr. Diosdado B. Sone

FLOW CHART



REQUIREMENTS FOR TRANSFER OF OWNERSHIP

1. Owner's Copy of Title with Xerox copy.
2. Deed of Sale with Xerox copy.
3. BIR Certification if any.
4. Transfer Tax-Ordinance No. 2
5. Real Property Tax Payment
6. If subdivided/ consolidate copy of subdivision plan-2 copies, agreement of subdivision/ technical description.

IF ACQUIRED BY THE BANK

1. Owner's Copy of Title with Xerox copy.
2. Certificate of Sale
3. Affidavit of Consolidation of Ownership
4. BIR Certification, if any
5. Transfer Tax-Ordinance No. 2
6. Payment of Real Property Tax.

SECURING CERTIFIED TRUE COPY OF TAX DECLARATION

ABOUT THE SERVICE

Tax Declaration is the permanent record for every property owner (land, building, machinery). A certified true copy of Tax Declaration and other Certification of various property holdings or non-improvement are requested from the Municipal Treasurer's Office.

REQUIREMENTS:

1. Official Receipt – evidencing full payment of real property tax
2. Payment of a service charge or fee for the certification if representative, written authority of the owner is required and;
3. Valid ID owner and representative
4. Community tax certificate.

FEES: BASED ON REVENUE AND MARKET CODE

-Certified true copy of tax declaration	50.00
-Annotation of Bail and other certification	50.00
-Certificate of non-improvement	50.00
-Certificate of no & with land holding	50.00

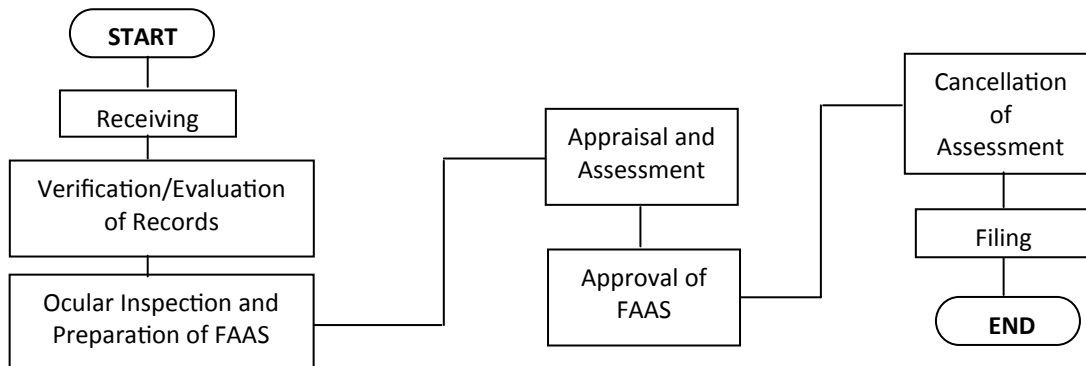
SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE

Procedure	Processing Time	Person Responsible
1. Receive and review requirements	3 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
2. Verify records and prepare order of payment.	5 minutes/ RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
3. Advise the taxpayer to pay the certification fee to the Municipal Treasury Office.	1 minute	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano ↓
4. Receive the OR as proof of payments.	1 minute	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
5. Print records	20 minutes/RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
6. Approve documents	5 minutes/RPU	Mrs. Zenaida Pulmano
7. Release documents	5 minutes/RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano

FLOWCHART



DECLARATION OF SUBDIVISION/ CONSOLIDATION OF LAND

ABOUT THE SERVICE

The Municipal Assessor’s Office prepares an assessment roll of all property, whether taxable or exempt, located within the municipality. It shall be the duty of all persons, natural or juridical, owning or administering real property or their authorized representative to prepare and file with the Municipal Assessor a sworn statement declaring the true property or properties for the updating of the assessment roll.

REQUIREMENTS:

1. Photocopy or certified true copy of TCT
2. Original copy of TCT for presentation
3. Tax clearance receipt
4. Photocopy of Deed of Sale
5. Photocopy of Transfer Tax
6. Original or Certified True Copy of Certificate Authorizing Registration (CAR)
7. Development Approval of Location Clearance (if applicable)
8. Photocopy of Approved Subdivision/ Consolidation Plan

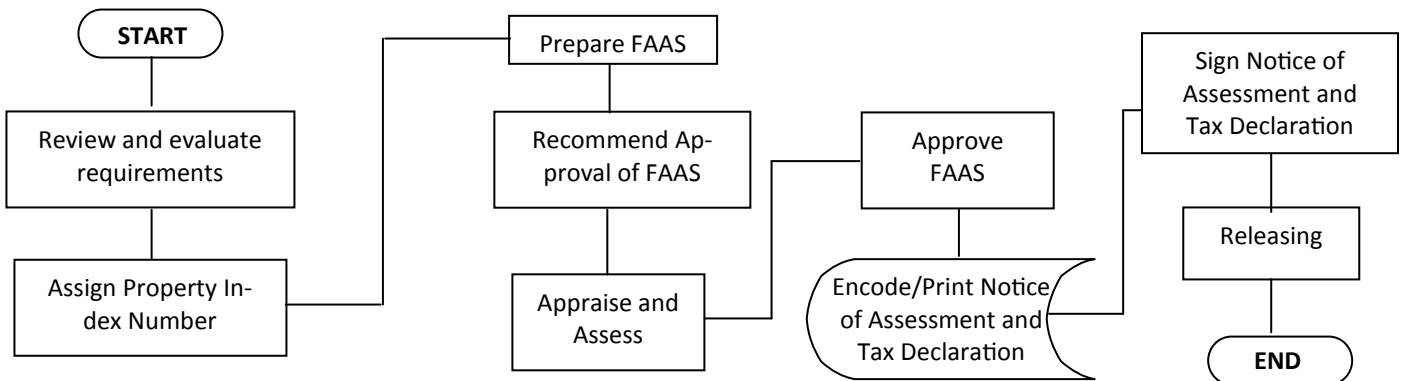
SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday 8:00 am to 5:00 pm

HOW TO AVAIL OF THE SERVICE

Procedures	Processing	Person Responsible
1. Receive requirements	3 minutes	Mrs. Zenaida Pulmano/ Mr. Diosdado B. Sone
2. Review and evaluate requirements	30 minutes	Mrs. Zenaida Pulmano
3. Assign Property Index Number	40 minutes	Mr. Diosdado B. Sone
4. Prepare FAAS	5 minutes	Mrs. Zenaida Pulmano
5. Recommend Approval of FAAS	5 minutes/RPU	Mrs. Zenaida Pulmano/ Mr. Diosdado B. Sone
6. Appraise and Assess	20 minutes	Mrs. Zenaida Pulmano
7. Approve FAAS	30 minutes	Mrs. Zenaida Pulmano
8. Encode/ Print Notice of Assessment and Tax	10 mins. Each	Mrs. Zenaida Pulmano/ Mr. Diosdado B. Sone
9. Sign Notice of Assessment and Tax Declaration	30 minutes	Mrs. Zenaida Pulmano
10. Release Documents	10 minutes	Mrs. Zenaida Pulmano/ Mr. Diosdado B. Sone
11. File Documents	5 minutes	Mr. Diosdado B. Sone

FLOWCHART:



ASSESSMENT FOR DECLARATION OF NEW BUILDING OR MACHINERY

ABOUT THE SERVICE:

The Municipal Assessor conducts ocular inspection to assess the value of the real property. The new tax declaration serves as the Municipal Government's permanent record on the property unit. It is also use for taxation purposes.

REQUIREMENTS:

--For Building

1. Building Plans
2. Photocopy of TCT where the property is situated
3. Vicinity Map

--For Machinery

1. Official Receipt on the sale of the Machinery (includes acquisition cost, installation cost, hauling cost)
2. Sworn Statement of Ownership.
3. Itemized list of machinery.

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday 8:00 am to 5 pm

D. HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Receive and review requirements	3 mins.	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
2. Verify/evaluate records	5 mins/RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
3. Conduct ocular inspection and prepare the Field Appraisal & Assessment Sheet (FAAS)	2 days upon receipt of request	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
4. Assess RPU	40 mins .each RPU	Mrs. Zenaida Pulmano
5. Assign PIN & ARP No.	5 minutes /RPU	Mr. Diosdado B. Sone
6. Receive/Approve FAAS	40 mins. each RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
7. Encode/Print documents	30 minutes/ RPU	Mrs. Zenaida Pulmano
8. Release documents	5 minutes/ RPU	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
9. File documents	5 minutes/ RPU	Mr. Diosdado B. Sone

SECURING CERTIFICATE OF NO IMPROVEMENT

A. ABOUT THE SERVICE:

The Municipal Assessor issues certificate to any property owner or his/ her duly representative as a proof that the property has no existing building / structure and machinery.

B. REQUIREMENTS:

- Photocopy of TCT
- Tax Receipt
- Location Plan

C. FEES: BASED ON REVENUE AND MARKET CODE

Certification: Php50.00

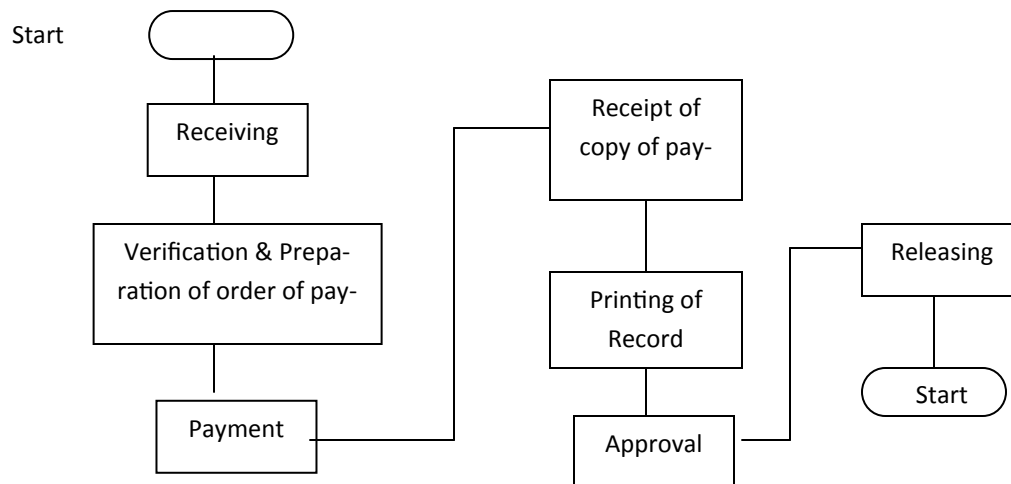
D. SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday 8:00 AM to 5:00 PM

E. HOW TO AVAIL OF THE SERVICE

Procedures	Processing Time	Person Responsible
1. Receive and review requirements	5 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
2. Verification	10 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano
3. Advise the taxpayers to pay the certification fee to the Municipal Treasurer's Office	1 minute	Mr. Diosdado B. Sone
4. Print the certification	5 minutes	Mr. Diosdado B. Sone
5. Approve the documents	25 minutes	Mrs. Zenaida Pulmano
6. Release the documents		Mr. Diosdado B. Sone

F. FLOWCHART:



SECURING VARIOUS CERTIFICATIONS

(NO PROPERTY/ AS PER TAX MAPPING/ PROPERTY HOLDING)

ABOUT THE SERVICE:

The Municipal Assessor's Office issues certification/s to any property owner or his/her duly authorized representative such as certification of no property.

REQUIREMENTS (Any of the following)

- Photocopy of TCT
- Tax receipt
- Location plan
- Complete name and address of the interested party in case a certificate of no property is requested.

FEES: BASED ON REVENUE AND MARKET CODE

Certification Fee: Php50.00 per page basis

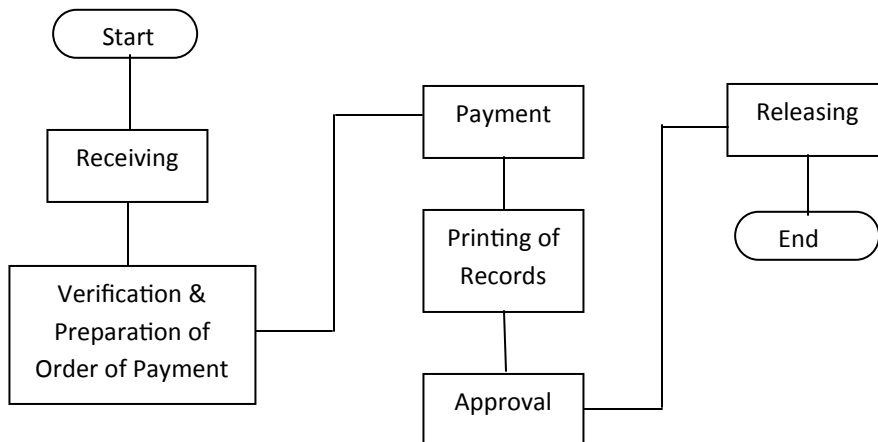
SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Receive and review requirements	3 minutes	Mr. Diosdado B. Sone
2. Verify records and prepare order of payment.	5 minutes	Mr. Diosdado B. Sone
3. Advise the taxpayer to pay the certification fee to the Municipal Treasurer's Office.	2 minutes	Mr. Diosdado B. Sone
4. Received the OR or proof of payment.	1 minute	Mr. Diosdado B. Sone
5. Print records	5 minutes	Mr. Diosdado B. Sone
6. Approve documents	25 minutes	Mrs. Zenaida Pulmano
7. Release documents	5 minutes	Mr. Diosdado B. Sone/ Mrs. Zenaida Pulmano

F. FLOWCHART



SECURING FRANCHISE AND OTHER FEES ON TRICYCLE OPERATION

ABOUT THE SERVICE

The Municipal Tricycle Franchising and Regulatory Board accept and process application for tricycle franchise, issue Motorcycle Tricycle Operator’s Permit to qualified applicant subject to the rules and regulations and existing ordinances.

REQUIREMENTS:

- Barangay Permit
- Residence Certificate
- Certification of TODA President
- Certificate of Registration/ Official Receipt
- Certificate of Cover/ Issuance
- Driver’s License
- 2” x 2” ID Picture

FEES:

Franchise (1 year)	100.00
Mayor’s Permit	100.00
Sticker	50.00
Service Fee	50.00
Confirmation Fee	10.00
ID Lamination	20.00

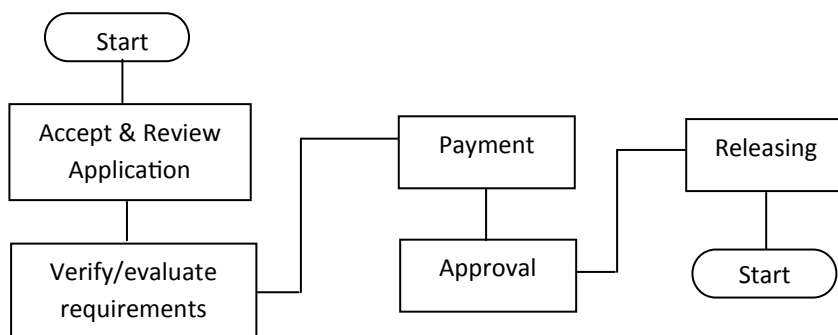
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedure	Processing Time	Person Responsible
1. Accept and review	5 minutes	Mr. Ernesto G. Benitez, Jr.
2. Verify/evaluate requirements	20 minutes	Mr. Ernesto G. Benitez, Jr.
3. Approval of applicant	10 minutes	Ho. Nenita M. Cabarios
4. Payment of obligation	5 minutes	Mr. Pedro Estanislao T. Cortes/Mr. Michael C. Bautista
5. Releasing	2 minutes	Mr. Ernesto G. Benitez, Jr.

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SECURING VARIOUS CERTIFICATES FROM THE MUNICIPAL TREASURER’S OFFICE (REAL PROPERTY TAX CLEARANCE, CERTIFICATE OF NO TAX LIABILITY, CERTIFICATE OF FULL PAYMENT AND CERTIFICATE OF BUSINESS TAX EXEMPT)

ABOUT THE SERVICE:

The Municipal Treasurer’s Office maintains a taxpayer’s record card system where taxpayer has record of their payments of taxes due to the municipality. Tax clearance or certification based on taxpayer record. Any person/ individual who has a real property such as land, building and machinery and establishments, operates, maintain a business within the municipality can avail of this service.

REQUIREMENTS:

For Real Property Tax Clearance

*Proof of payment or official receipt if available for the applicable year of clearance being requested.

Certificate of No Tax Liability

*Proof of exemption

Certificate of Full Payment

*Proof of payment or official receipt if available

Certificate of Business

*Proof of payment or official receipt if available

FEES: BASED ON REVENUE CODE & MARKET CODE

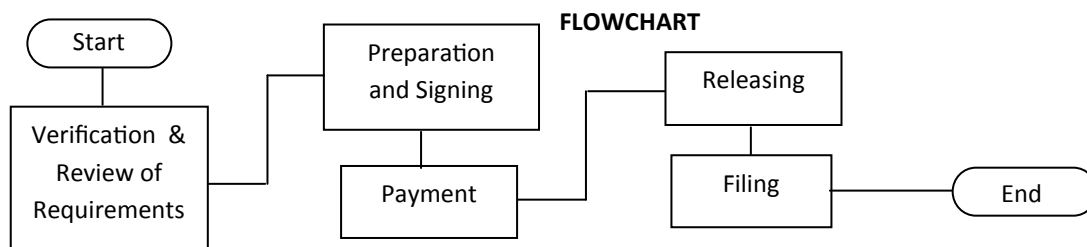
Real Property Tax Clearance	50.00
Certificate of Non Tax Delinquency	50.00
Certificate of Business Tax Payment	50.00

AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Verification	5 minutes	Mr. Pedro Estanislao T. Cortes/Mr. Michael C. Bautista
2. Prepared and approve the clearance certificate	2 minutes	Mr. Pedro Estanislao T. Cortes/Mr. Michael C. Bautista
3. Accept payment	1 minute	Mrs. Marina O. Salviejo
4. Release clearance/ certificate	1 minute	Mr. Pedro Estanislao T. Cortes/Mr. Michael C. Bautista
5. File the duplicate copy	1 minute	Mr. Pedro Estanislao T. Cortes/Mr. Michael C. Bautista



SECURING MAYOR'S CLEARANCE

ABOUT THE SERVICE

People seeking employment need to secure Mayor's Clearance as well as applicants for military or police service. This document can be secured from the Mayor's Office.

REQUIREMENTS:

- Barangay Clearance
- Police Clearance
- Community Tax Certificate (CEDULA)

FEES BASED ON MUNICIPAL TAX CODE

Certification Fee 50.00

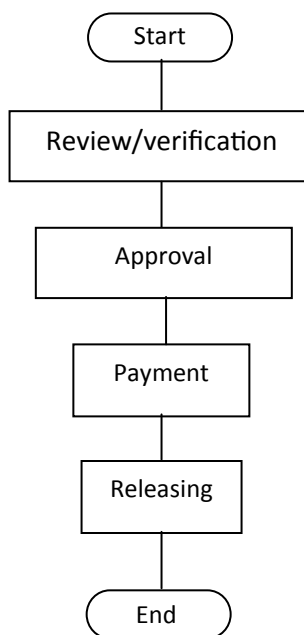
AVAILABILITY OF THE SERVICE

Monday to Friday, from 8:00 AM to 5:00 PM

HOW TO VAIL OF THE SERVICE

Procedures	Processing Time	Person Responsible
1. Review and verify documents then refer to the Private Secretary for initial interview.	10 minutes	Mrs. Fe C. Capinpin
2. Conduct final interview and approve the issuance of Mayor's Clearance.	5 minutes	Mrs. Fe C. Capinpin
3. Issue an order of payment	2 minutes	Mrs. Fe C. Capinpin
4. Pay at Municipal Treasurer's Office	5 minutes	Mrs. Fe C. Capinpin
5. Release the Mayor's Clearance	2 minutes	Mrs. Fe C. Capinpin

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FIRE SAFETY INSPECTION CERTIFICATE FOR BUSINESS

ABOUT THE SERVICE

The Chief of the Fire Station (BFP) or his duly authorized representative shall conduct on annual and periodic inspection of business establishments and building to determine propriety of existing fire safety and prevention devices or equipment as well as their compliance to fire safety rules and regulations.

REQUIREMENTS

- Notarized application form secured BLPD
- Location/ Sketch
- Photocopy of previous fire safety inspection certificate (if renewal)

FEES: BASED ON CHAPTER III ARTICLE D

On gasoline stations and similar establishments	50.00/ annum
On factories or warehouse of combustible flammable or explosive minerals	50.00/ annum
On sari-sari store and other similar establishments strong combustible, flammable or explosive materials	25.00/ annum
All other establishment not storing combustible, flammable or explosive materials	15.00/ annum

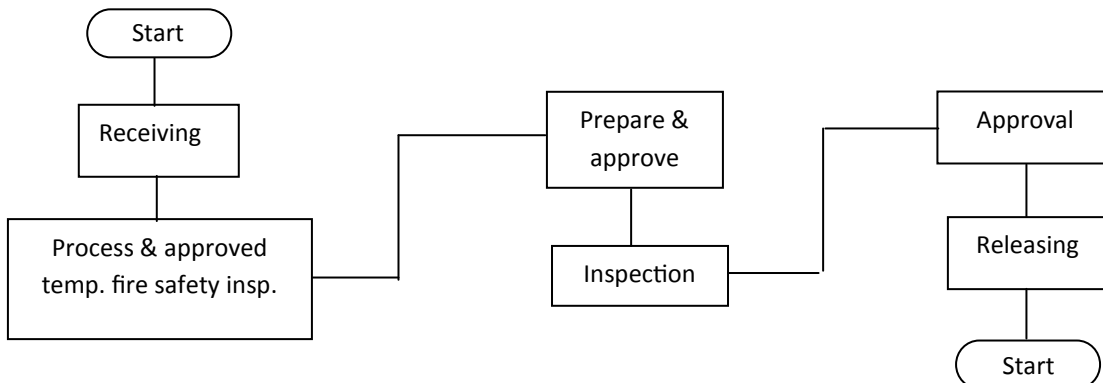
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE

Procedure	Processing Time	Person Responsible
1. Receive, record and verify requirements	5 minutes	Mr. Rodrigo T. dela Cruz
2. Process and approve temporary fire safety inspection certificate	5 minutes	Mr. Rodrigo T. dela Cruz/ Engr. Marvin V. Bañaga
3. Prepare and approve the mission order	2 minutes	Mr. Rodrigo T. dela Cruz/ Engr. Marvin V. Bañaga
4. Conduct of ocular inspection	within 24 working days	Mr. Rodrigo T. dela Cruz
5. Print and approve the permanent fire safety certificate	15 minutes	Mr. Rodrigo T. dela Cruz
6. Release the certificate	5 minutes	Mr. Rodrigo T. dela Cruz

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SANITARY PERMIT

ABOUT THE SERVICE

The Municipal Health Officer or his duly authorized representative shall conduct the annual sanitary inspection of all business establishments and buildings to determine their adequacy of ventilation, general sanitary conditions and propriety for habitation.

REQUIREMENTS:

- Barangay Clearance
- Sketch of Location of Business

FEES: BASED ON CHAPTER III ARTICLE F REVENUE CODE & MARKET CODE

- | | |
|---|-------|
| a. On establishments engaged in the manufacture of foods and essential commodities. | 50.00 |
| b. On establishments rendering or offering to render services | 50.00 |
| c. On banks and financial institutions | 50.00 |
| d. On retailers | 50.00 |
| e. On all other establishments whose operation requiring a Mayor's Permit | 30.00 |

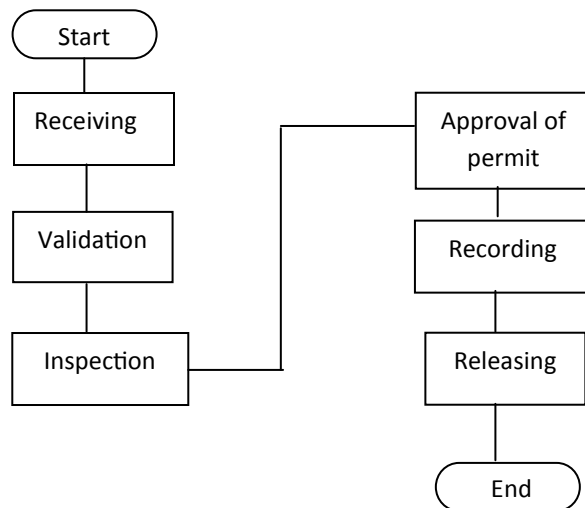
AVAILABILITY OF THE SERVICE

Monday to Friday 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE

Procedure	Processing Time	Person Responsible
1. Issue application fee		Mrs. Estelita B. Marullo
2. Check the filled-up form and validate the requirements	10-15 minutes	Mrs. Estelita B. Marullo
3. Schedule the inspection on a year record basis. If with	2 hours	Mrs. Estelita B. Marullo
4. Prepare the sanitary permit. Approve the sanitary permit by the Municipal Health Officer	10-15 minutes	Mrs. Estelita B. Marullo
5. Log and release the permit		Mrs. Estelita B. Marullo

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APPLYING FOR MARRIAGE LICENSE

ABOUT THE SERVICE:

Before getting married the contracting must file sworn applications for marriage with the Local Civil Registrar of the place where either or both of the contracting parties reside.

Marriage Licenses are valid in any part of the Philippines for a period of 120 days from the date of issue. They are be deemed automatically cancelled if the contractive parties have not yet gotten married within this period.

REQUIREMENTS

- Personal appearance of applicants.
- Certified true/photocopy of birth certificate of applicants.
- Pre-marriage counseling certificate.
- Parent’s advice for applicants who are 21 and under 25 years old.
- Parent’s consent for applicants who are 18 and under 21 years old.
- Certificate of No Marriage (CENOMAR) for applicants 25 years old and above.
- Death Certificate of the deceased spouse if applicant’s status is widow or widower.
- Court decision and Certificate of Finality if former marriage was annulled or declared null and void.
- Copy of the Decree of Divorce or Divorce Certificate if divorced.
- For foreign applicants:

Legal capacity to contract marriage or affidavit of no legal impediment to contract marriage issued and sworn from the embassy of the foreign applicant.

Valid passport – photocopy of the page where the picture of the applicant and the page where the date of arrival of the same appear (2 copies)

FEES: BASED ON REVENUE & MARKET CODE

Application for Marriage License

-Civil Wedding	400.00
-Church Wedding	200.00
-Marriage License	50.00

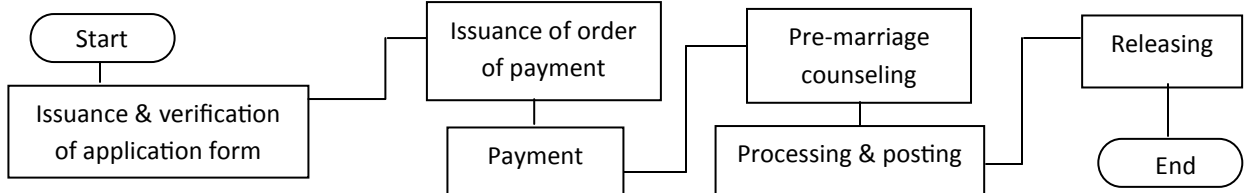
AVAILABILITY OF THE SERVICE

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE

Procedures	Processing Time	Person Responsible
1. Issue the required form. Check the accuracy of the accomplished application form.	5 mins.	Mrs. Imelda C. Pinca
2. Issue order of payment to applicant.	5 mins.	Mrs. Imelda C. Pinca
3. Pay the required fees by the applicant	10 mins.	Mr. Pedro Estanislao T. Cortes/ Mr. Michael C. Bautista
4. Secure pre-marriage counseling certificate	3 hrs.	Mrs. Analiza A. Campo/ Mrs. Rene M. Gomez
5. Process and post for ten (10) days	10 days	Mrs. Imelda C. Pinca
6. Release processed Marriage License to applicants after the required posting.	10 mins.	Mrs. Imelda C. Pinca/Mr. Gil N. Pascua

FLOWCHART



REQUESTING CERTIFIED COPY OF BIRTH MARRIAGE DEATH AND OTHER CIVIL REGISTRY DOCUMENTS

ABOUT THE SERVICE

Civil Registry documents such as birth, marriage and death certificates maybe availed of by securing a certified transcript or photocopy from the Municipal Civil Registry Office. Any person concerned or his/ her duly authorized representative can secure a copy of registered civil registry documents.

FEES: BASED ON REVENUE & MARKET CODE

Certified True Copy (Birth/Marriage)	50.00
Late Registration (Birth/Marriage)	10.00/year
Certified True Copy of Birth/Marriage	
-Local	50.00
-Abroad	100.00
AUSF (RA 9255)	200.00
Legitimation	100.00
With Supplemental Report	100.00
Subscription fee	50.00
Affidavit (Birth, Marriage, Death)	50.00

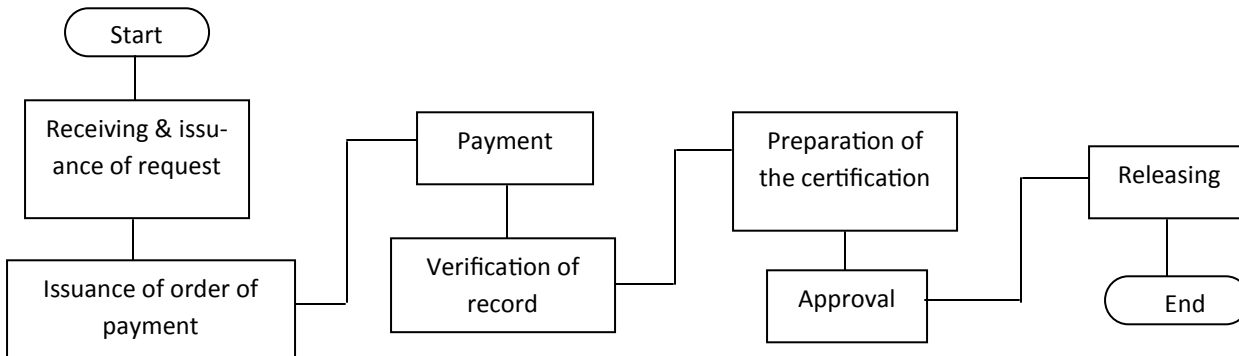
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing time	Person Responsible
1. Issue the request slip to the client. Receive and examine the request slip.	5 mins.	Mrs. Imelda C. Pinca
2. Issue order of Payment to the Client	2 mins.	Mrs. Imelda C. Pinca
3. Pay required fee at the M. T. O.	10 mins.	Mr. Pedro Estanislao T. Cortes/ Mr. Michael C. Bautista
4. Verify the record	20 mins.	Mrs. Imelda C. Pinca
5. Prepare the certification	5 mins.	Mrs. Imelda C. Pinca
6. Sign the process document	15 mins.	Mr. Gil N. Pascua
7. Release the document	5 mins.	Mrs. Imelda C. Pinca

FLOWCHART



REGISTRATION OF DEATH

ABOUT THE SERVICE:

The nearest relative who has the knowledge of the death of a person who died without medical assistance must report the same within 48 hours.

The Municipal Health Officer examines the cause of death, signs the death certificate and directs the registration of the death certificate and directs the registration of the death certificate at the Municipal Civil Registry within the reglamentary period of 30 days.

REQUIREMENTS:

1. Four (4) copies of certificate of Death duly accomplished correctly, completely and signed by proper parties (Data supplied in the certificates must have no erasures)

2. Delayed Registration of Death

-Affidavit of Delayed Registration (at the back of the Certificate of Death) which shall be executed by the hospital, clinic or similar institution or if the person died elsewhere, by the attendant-at-death. In the default of the hospital or clinic administrator or attendant-at-birth, the affidavit shall be executed by any person having legal charge of the deceased when he was still alive.

-Authenticated copy of the certificate of Burial, Cremation or any other means of corpse disposal and

-Certificate of no record from National Statistics Office (NSO).

FEES: BASED ON REVENUE AND MARKET CODE.

Death -	Burial Permit	50.00
	Transfer	100.00

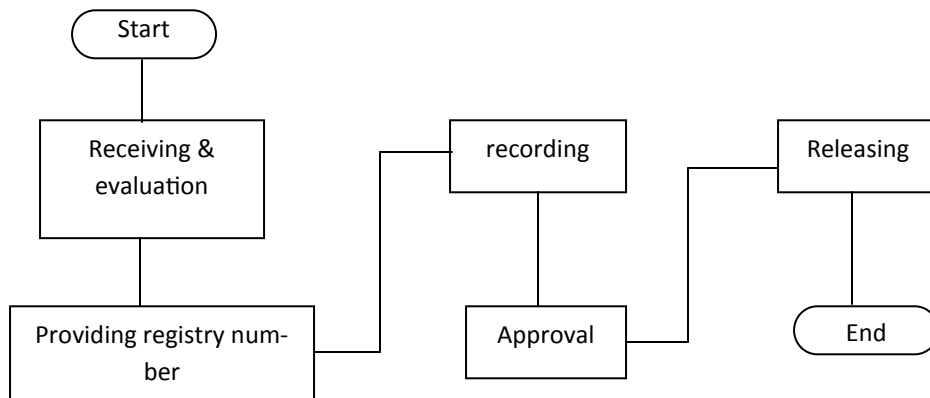
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE:

Procedures	Processing Time	Person Responsible
1. Receive and examine submitted documents	15 mins.	Mrs. Imelda C. Pinca
2. Provide Registry Number on the registrable documents	5 mins.	Mrs. Imelda C. Pinca
3. Log registered documents in the logbook	5 mins.	Mrs. Imelda C. Pinca
4. Approve the document	5 mins.	Mr. Gil N. Pascua
5. Release copy to the registrant	5 mins.	Mrs. Imelda C. Pinca

FLOWCHART



REGISTRATION OF BIRTH AND MARRIAGE

ABOUT THE SERVICE:

The Birth of a child, being a vital event for a person, must be registered within 30 days from the time of birth at the office of the Civil Registrar of the municipality where the birth occurred.

For ordinary marriages, the time for submission of the certificate of marriage is 15 days following the solemnization of marriage. For marriages exempt from the license requirement, prescribed period is 30 days.

REQUIREMENTS:

For Birth:

Four (4) copies of Certificate of Live Birth duly accomplished correctly, completely and signed by the proper parties (data supplied in the certificates must have no erasures)

For illegitimate but acknowledged child

1. Affidavit of acknowledgement/admission of paternity.

For Delayed Registration of Birth

1. For person less than eighteen (18) years old.

-Affidavit of Delayed Registration (at the back of the Certificate of Live Birth) signed by the father, mother, or guardian or the child himself, if he is of understanding capacity.

-Any two (2) of the following documentary evidence which may show the name of the child date and place of birth and the name of the parents:

-Affidavit of two (2) Disinterested Person who might have witnessed or have known about the birth of the child, and;

-A sworn statement of the present whereabouts of the mother if the person seeking delayed or late registration of an illegitimate child is not the mother.

2. For the persons whose parents are not married at the time of the child's birth

-Joint affidavit of parents

-Sworn Statement of mother

-Affidavit of acknowledgement/admission of paternity.

-Affidavit to use the surname of the Father (RA 9255)

3. Certificate of no record of Birth from the National Statistics Office (NSO)

4. For persons eighteen (18) years old and above.

-All requirements for a child who is less than eighteen (18) years old and;

-Certificate of Marriage, if married

For Marriage:

(A) Four (4) copies of Certificate of Marriage duly accomplished correctly, completely and signed by proper parties (data supplied in the certificate must have no erasures and must be typewritten on line)

(B) Delayed Registration of Marriage

-Affidavit of Delayed Registration which shall be executed by the solemnizing officer or the person reporting or presenting the certificate of marriage stating therein the exact place and date of marriage and the reason or cause of the delay.

-A certified copy of the application for marriage license bearing the date when the marriage license was issued whenever applicable and ;

-Certificate of No Record from National Statistics Office (NSO)

FEES:

For Registration of Births:

- Timely 50.00
- Late 10.00/year
- AUSF (RA9255) 200.00

For Registration of Marriage:

- Late Registration 10.00/year

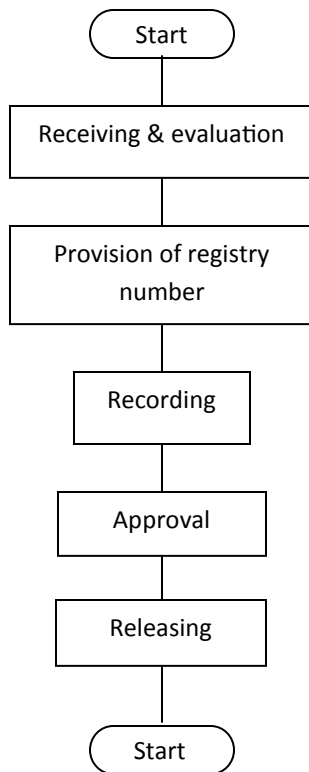
AVAILABILITY OF THE SERVICE:

Monday to Friday from 8:00 AM to 5:00 PM

HOW TO AVAIL OF THE SERVICE

Procedure	Processing Time	Person Responsible
1. Receive and examine submitted documents	15 mins.	Mrs. Imelda C. Pinca
2. Provide Registry Number on the registrable document	5 mins.	Mrs. Imelda C. Pinca
3. Log registered documents in the logbook	5 mins.	Mrs. Imelda C. Pinca
4. Approve the documents	5 mins.	Mr. Gil N. Pascua
5. Release copy to the registrant	5 mins.	Mrs. Imelda C. Pinca

FLOWCHART



SECURING BUSINESS PERMIT

ABOUT THE SERVICE

The Business License and Permit Division are directly responsible for the issuance of Mayor's/ Business Permit and for regulating the operation of business within the jurisdiction of the Municipality. It ensures that every business shall serve Mayor's/ Business Permit before operation.

REQUIREMENTS FOR NEW BUSINESS

- Application Form
- DTI BN Certificate
- Barangay Certification
- Articles of Incorporation (is Corporation)
- Community Tax Certificate
- Sworn Statement of Capital Investments
- Sanitary Permit
- Fire Certificate

FOR RENEWAL OF BUSINESS

- Application Form
- DTI BN Certificate
- Barangay Certification
- Articles of Incorporation (if Corporation)
- Community Tax Certificate
- Sworn Statement of Capital Investment
- Sanitary Permit
- Fire Certificate

OTHER SUPPORTING DOCUMENTS

- Gross Sales (Previous Calendar Year)
- Audited Financial Statements
- BIR Registration Certificate

FEES: Based on Revenue Code and Market Code

- For Business Tax – Chapter II Article B
- For Mayor's Permit – Chapter III Article A
- For Sanitary Permit – Chapter IV Article E
- For Health Fee – Chapter IV Article D
- For Garbage Fee – Chapter V Article C
- For Fire Safety Inspection Fee – Chapter III Article D

SCHEDULE OF AVAILABILITY OF SERVICE:

Monday to Friday from 8:00 am to 5:00 pm

HOW TO AVAIL OF THE SERVICE

For new and renewal of business

PROCEDURES	PROCESSING TIME	FORM	PERSON RESPONSIBLE
1. Issues application form with checklist of requirements/interviews applicant	15 mins.	Application	Mrs. Alma V. Tabago
2. Assessment	5 mins.	Assessment Slip	Mr. Ernesto G. Benitez, Jr.
3. Clearances	1 day	Application	Dr. Roedel C. Dizon/ Dr. Liberty D. Domingo
4. Approval of Assessed Fees	20 mins.		BIR, Fire Marshall
5. Payment of Fees	15 mins.		Mr. Pedro Estanislao T. Cortes/ Mr. Michael C. Bautista
6. Preparation and release of Mayor's Permit	20 mins.	Mayor's Permit	Mr. Ernesto G. Benitez, Jr.

