



**LOCAL GOVERNMENT UNIT
CONSOLACION, CEBU**

**CITIZEN'S CHARTER
2024, 2nd Edition**



I. Mandate:

The Municipal Government of Consolacion shall ensure and support the health and safety, economic prosperity and social justice, preservation and enrichment of culture and environment, improve public morals, and promote full employment among its constituents.

II. Vision:

Consolacion shall become a major center for new investments on trade and industry sustaining its economic growth and maintaining an improved quality of life for its citizens.

III. Mission:

Consolacion will attain a total sustainable development through adequate and sound planning for effective and efficient delivery of services anchored on God-centered, healthy, secured and empowered citizenry, honest, and dedicated public servants.

IV. Service Pledge:

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

- Deliver basic services with utmost civility, rational discharge of duties and functions desired in the government service, and strict adherence to service standards;
- Accommodate every client in a well-disposed and professional manner, sensitivity to clients' comfort with paramount consideration on the citizens' complaints with written explanation for any delays in frontline services;
- Serve every client promptly, efficiently, and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, 8:00 A.M. to 5:00 P.M., without noon break, subject to health and security measures adopted by the LGU for the containment of COVID-19 virus spread;



- Value every client's comment, suggestions, and needs including those with special needs such as the differently abled, senior citizens, and pregnant women; and
- Capacitating the public through unhindered access to information with regards to policies, programs, activities and services thru the LGU Consolacion's Official site and page.



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OFFICE OF THE MUNICIPAL MAYOR
Frontline Services
(External Services)



1. ISSUANCE OF BUSINESS PERMIT (NEW)

All businesses within Consolacion are required to get a business permit from the Local Government Unit (LGU). This is required as you will be setting up a business in the LGU's area of governance. Having a business permit proves that you have a legitimate business recognized by the Local Government.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity	
Who May Avail:	Any natural juridical person who intends to engage in any business within the jurisdiction of the Municipality of Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out Application Form (2 Original copies)		Business Permit and Licensing Office/ Business One Stop Shop
2. Certificate of Registration	Single Proprietorship -Department of Trade and Industry Office	
	Partnership/Corporation -Securities of Exchange and Commission Office	
	Cooperative - Cooperative Development Authority	
3. Current Barangay Business Clearance		Barangay Hall where the business is located
4. Police Certification		Police Station



5. Proof of Ownership: Title of the lot and/or current Tax Declaration of lot and building where the business is located	Municipal Assessor's Office / Registry of Deed / Owner's file
<p>6. For those who do not own the Lot and /building where the business is located, the following is required:</p> <p>(a) Notarized valid Lease contract, contract of Usufruct or any similar contract;</p> <p>(b) If the property is not under lease or rent agreement, usufructuary or any other similar contract, or if the property is under co-ownership, an Affidavit of Consent of all the owners of the said lot and /or building expressly allowing such use; and</p> <p>(c) In case the property or area is owned by the government (National or Local), must present a valid instrument or document issued by the appropriate government agency expressly allowing such use.</p>	From the legal owner of the property
7. Lessor's Permit of Building /Lot owner	Lessor
8. Building Permit / Certificate of Occupancy / OBO Certification for New Building/ Structure	Municipal Engineering Office / Office of the Building Official
9. Current Business Community Tax	Municipal Treasurer's Office
10. For Pawnshop and Money Services Business (MSB), license or authority to operate services	Bangko Sentral ng Pilipinas or from the Business Owners' File



11. For Butane / LPG Trader / Retailers/Sellers, License to Operate, certificate to distribute	Department of Energy
12. For facilities of breeding, treatment and sale / trading of animals, license to operate	Bureau of Animals and Industries
13. For Shipyards, ship building and repairs, and dry docking; License, valid and existing lease agreement from the NGA's concerned	MARINA and DENR / Owner's File
14. For Off-Cock Betting Station (OCBS) or any PAGCOR gaming operation., License and /or MOA for Principal Licensee	PAGCOR / Owner's File
15. Permit, license, grant or franchise from the appropriate government agency for businesses sanctioned and regulated by Law	from appropriate agency/franchise owner
16. Tax clearance showing that the applicant has paid tax obligations to the municipality on the previous year	Municipal Treasurer's Office
17. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager	Business Owner
18. Sanitary Permit	Municipal Health Office
19. Fire Safety Inspection Certificate	Bureau of Fire and Protection



20. Community Tax Certificate	Municipal Treasurer's Office
21. Fully accomplished Endorsing Office Clearance Form (MPDO, OBO, MENRO, PNP, BFP, MHO, MTO)	BPLO
22. Special Power of Attorney (SPA) , if the one who applied is other than the registered business owner or Secretary's Certification/ Board Resolution, if registered in the name of the corporation	Business Owner
23. Additional Requirements for Market Stall Holders: (a) Certification of Award (for NEW) (b) Certification from Market Supervisor (c) Lease Contract	Public Market Office
24. Proof of registration / certificates with AMLC for Designated Non-Financial Businesses and Professions (DNFBPs) such as Jewelry Dealer / Dealers in Precious Metals and Dealers in Precious Stones (DPMS), Company Service Providers (CSP), Professional Service Providers (PSP), Real Estate Brokers (REB), Real Estate Developers (RED), Offshore Gaming Operators (OGO), as well as their service providers (OGO-SPs) or covered persons / businesses under AMLA	Anti-Money Laundering Council



25. DOT Accreditation or Certification / Letter on Non-Coverage (LNC)	Department of Tourism
26. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)	Department of Environment and Natural Resources
<p>27. Installation of a Closed-Circuit Television (CCTV) system pursuant to Section 3, Ordinance No. 11, Series of 2022:</p> <p>(a) Business establishments with a CAPITALIZATION of not less than Two Million Pesos (P2,000,000.00) for NEW.</p> <p>(b) Any other places or areas within the territorial jurisdiction of the Municipality of Consolacion that are considered and identified as HIGH-RISK AREAS, as determined, and recommended by the TWG-PS.</p>	Business Owner
28. Vicinity / Locational Map or Sketch Plan	Business Owner
29. Such other documents as may be required by laws, rules and regulations, administrative order, and other issuances of government agencies.	Government Agencies



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure, fill up and submit application form with complete requirements and signatures on the office clearance form to the Business Permit and Licensing Office for assessment.	1.0. Receive and assess application	None	30 minutes	<p>Carolina V. Gabutan / Sharon Rose P. Gigremosa</p> <p><i>Municipal Mayor</i> Office of the Municipal Mayor</p>
2.0. Proceed to the Municipal Treasurer's Office for payment and recording/posting of Official Receipt.	2.0. Receive payment, issuance and posting of Official Receipt	Based on the assessed amount	8 minutes	<p>Jairus V. Gabutan / Marilou T. Perez</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
3.0. Submission of documents and issuance of business permit.	3.0. Prepare, sign and release the permit	None	1 day and 20 minutes	<p>Anna Marie M. Ferrer / Sharon Rose P. Gigremosa / Carolina V. Gabutan / Hon. Teresa P. Alegado</p> <p>Office of the Municipal Mayor</p>
TOTAL			1 day and 58 minutes	



2. ISSUANCE OF BUSINESS PERMIT (RENEWAL)

All businesses with existing business permits within LGU Consolacion, Cebu's area of governance is required to have their annual renewal. Having an annually renewed business permit proves that they have a legitimate business recognized by the Local Government.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity	
Who May Avail:	Any natural juridical person who intends to renew / continue to do business within the jurisdiction of the Municipality of Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled-out Application Form (2 Original copies)		Business Permit and Licensing Office
2. Previous year's Official Receipt of Business and Mayor's permit		Business Owner
3. Current Barangay Business Clearance		Barangay Hall where the business is located
4. Police Certification		Police Station
5. BIR Certificate of Registration		Bureau of Internal Revenue / Owner's File
6. Previous year's quarterly Income Tax Return for the 1st, 2nd, 3rd quarter, and October to December BIR monthly Tax Return.		Business Owner



7. Audited Financial Statement duly sworn by a Certified Public Accountant and stamped received by the Bureau of Internal Revenue and Income Tax Returns for the next preceding year	Business Owner
8. Duly notarized Affidavit indicating Actual Sale of the previous year executed by the owner, president, manager or any authorized representative	Business Owner
9. Proof of Ownership: Title of the lot and/or current Tax Declaration of lot and building where the business is located.	Municipal Assessor's Office
<p>10. For those who do not own the Lot and /building where the business is located, the following is required:</p> <p>(a) Notarized valid Lease Contract, Contract of Usufruct or any similar contract;</p> <p>(b) If the property is not under lease or rent agreement, usufructuary or any other similar contract, or if the property is under co-ownership, an Affidavit of Consent of all the owners of the said lot and /or building expressly allowing such use; and</p> <p>(c) In case the property or area is owned by the government (National or Local) , must present a valid instrument or document issued by the appropriate government agency expressly allowing such use</p>	From the legal owner of the property



11. Lessor's Permit of Building / Lot owner	Lessor
12. Valid Department of Trade and Industry (DTI) Registration	Department of Trade and Industry
13. Business Cedula / Current Community Tax	Municipal Treasurer's Office
14. For Pawnshop and Money Services Business (MSB), license or authority operate services	Bangko Sentral ng Pilipinas or from the Business Owners' File
15. For Butane/LPG Trader / Retailers / Sellers, License to Operate (LTO) certificate to distribute	Department of Energy
16. For facilities of breeding, treatment and sale / trading of animals, license to operate	Bureau of Animals and Industries
17. For Shipyards, ship building and repairs, and dry docking, License from the MARINA and valid and existing lease agreement	MARINA and DENR / Owner's File
18. For Off-Cock Betting Station (OCBS) or any PAGCOR gaming operation, License from PAGCOR and/or MOA Principal licensee	PAGCOR / Owner's File
19. Permit, license, grant or franchise from the appropriate government agency for businesses sanctioned and regulated by Law	From appropriate agency / franchise owner



20. Tax clearance showing that the applicant has paid tax obligations to the municipality on the previous year	Municipal Treasurer's Office
21. Sanitary Permit	Municipal Health Office
22. Fire Safety Inspection Certificate	Bureau of Fire and Protection
23. Community Tax Certificate	Municipal Treasurer's Office
24. Copies of all receipts showing payment of all regulatory fees as provided for in this code	Municipal Treasurer's Office
25. Special Power of Attorney (SPA) , if the one who applied is other than the registered business owner or Secretary's Certification/ Board Resolution, if registered in the name of the corporation	Business Owner
26. Additional Requirements for Market Stall Holders: (a) Certification from Market Supervisor	Public Market Office
27. Fully accomplished Endorsing Office Clearance Form (MPDO, OBO, MENRO, PNP, BFP, MHO, MTO)	Business Permit and Licensing Office



28. Proof of registration / certificates with AMLC for Designated Non-Financial Businesses and Professions (DNFBPs) such as Jewelry Dealer / Dealers in Precious Metals and Dealers in Precious Stones (DPMS), Company Service Providers (CSP), Professional Service Providers (PSP), Real Estate Brokers (REB), Real Estate Developers (RED), Offshore Gaming Operators (OGO), as well as their service providers (OGO-SPs) or covered persons / businesses under AMLA	Anti-Money Laundering Council
29. DOT Accreditation or Certification / Letter on Non-Coverage (LNC)	Department of Tourism
30. Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC)	Department of Environment and Natural Resources
31. Proof of compliance of the Certificate of Potability and Microbiological Analysis of Water issued by appropriate government agency for Water Refilling and Vending Station.	Department of Health
<p>32. Installation of a Closed-Circuit Television (CCTV) system pursuant to Section 3, Ordinance No. 11, Series of 2022:</p> <p>(c) Business establishments with a CAPITALIZATION of not less than Two Million Pesos (P2,000,000.00) for NEW.</p> <p>Any other places or areas within the territorial jurisdiction of the Municipality of Consolacion that are considered and identified as HIGH-RISK AREAS, as determined, and recommended by the TWG-PS.</p>	Business Owner



33. Such other documents as may be required by laws, rules and regulations, administrative order, and other issuances of government agencies.		Government Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure, fill up and submit application form with complete requirements and signatures on the Office clearance form to the Business Permit and Licensing Office for assessment.	1.0. Receive and assess application	None	20 minutes	<p>Carolina V. Gabutan / Sharon Rose P. Gigremosa</p> <p><i>Municipal Mayor</i> Office of the Municipal Mayor</p>
2.0. Proceed to the Municipal Treasurer's Office for payment and recording and posting of Official Receipt.	2.0. Receive payment, issuance and posting of Official Receipt	Based on the assessed amount	8 minutes	<p>Jairus V. Gabutan / Marilou T. Perez</p> <p><i>MGDH I</i> (Municipal Treasurer) Municipal Treasurer's Office</p>
3.0. Submission of documents and issuance of business permit.	3.0. Prepare, sign and release the permit	None	1 day and 30 minutes	<p>Anna Marie M. Ferrer Sharon Rose P. Gigremosa</p> <p>Hon. Teresa P. Alegado</p> <p>Carolina V. Gabutan</p> <p>Office of the Municipal Mayor</p>
TOTAL			1 day and 58 minutes	



3. ISSUANCE OF CERTIFIED TRUE COPY OF BUSINESS PERMIT

A Certified True Copy of Business Permit is a copy of a document issued by the Local Government of Consolacion, who originally issued the document to ensure proper, accurate and complete identification of records sustaining its safekeeping and proper storage for whatever the client's lawful purpose may be.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity			
Who May Avail:	All Business Permit Holder(s) who wants to secure a Certified True Copy of their Business Permits			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request stating the lawful purpose of the requestor		Business Owner		
2. Identification Card of the requestor / SPA if not the owner who requested		Business Owner		
3. Certification Fee receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure and fill out request form and pay to the Municipal Treasurer's Office for payment of the certification	1.0. Receive and issue Official Receipt	Php 150.00	5 minutes	Carolina V. Gabutan <i>Municipal Mayor</i> Office of the Municipal Mayor



				Jairus V. Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
2.0. Submit filled-out request form and other documents for certified true copy	2.0. Prepare and record business permit payments, sign and release Certified true copy of business permit	None	11 minutes	Anna Marie M. Ferrer / Sharon Rose P. Gigremosa <i>Municipal Mayor</i> Office of the Municipal Mayor
TOTAL		Php 150.00	16 minutes	



4. ISSUANCE OF PERMIT FOR DELIVERY RIDERS

All resident citizen of Consolacion conducting business as delivery rider, such as FoodPanda, Grab Food, Lalamove, Maxim, Move it or the like, are required to get a permit for delivery riders from the Local Government Unit (LGU). This is required as this will serve as a proof that at such is legitimate and recognized by the Local Government.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity	
Who May Avail:	All Delivery Rider(s) who wants to secure a Permit for their Business	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application Form		Business Permit and Licensing Office
2. Copy of the Driver's License		Business Owner
3. Copy of the Certificate of Registration (CR) of the vehicle		Business Owner
4. Updated Official Receipt of the vehicle		Business Owner
5. Certificate of Accreditation (FoodPanda, Grab Food, Lalamove, or the like)		Business Owner



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure and fill out application form and pay to the Municipal Treasurer's Office for payment of the certification	1.0. Receive and issue Official Receipt	Php 500.00 Two-wheeled vehicle	5 minutes	Carolina V. Gabutan <i>Municipal Mayor</i> Office of the Municipal Mayor
		Or Php 1,000.00 Four-wheeled vehicle		Jairus V. Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
2.0. Submit filled-out application form and other documents for issuance of permit	2.0. Prepare and issue permit and payments, sign and release Permit for Delivery Riders	None	11 minutes	Anna Marie M. Ferrer / Sharon Rose P. Gigremosa <i>Municipal Mayor</i> Office of the Municipal Mayor
TOTAL		Php 500.00 or Php 1,000.00	16 minutes	



5. RE-ISSUANCE OF BUSINESS PERMIT (TRANSFER OF OWNERSHIP / LOCATION)

All businesses with existing business permits within LGU Consolacion, Cebu's area of governance that is planning to transfer its ownership or business location within the municipal jurisdiction is required to inform the BPLO Office for any changes of their business. This is to coincide with the existing data that the office is currently holding and to re-issue an updated Business Permit.

Office or Division:	Office of the Municipal Mayor (Business Permit and Licensing Office)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity	
Who May Avail:	Any natural juridical person who intends to change or update their business information within the jurisdiction of the Municipality of Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplish amendment Form		Business Permit and Licensing Office
2. a. Change of Business Ownership: (Corporation / Partnership / Cooperative) i. Amended SEC / CDA Certificate ii. Notarized Board Resolution / Secretary's Certificate for the change of business name		Business Owner



<p>2. b. Change of Business Ownership: (Single Proprietorship)</p> <ul style="list-style-type: none"> i. New DTI Business Name Registration ii. Affidavit of Waiver / Deed of Assignment / Deed of Sale or any other modes of conveyance iii. PSA Marriage Certificate iv. Death Certificate v. Extra-Judicial Settlement of Estate with adjudication of ownership (Death of owner) 		Business Owner		
<p>2. c. Change of Business Address</p> <ul style="list-style-type: none"> i. Barangay Business Clearance ii. Sketch / Vicinity map of the location iii. Updated Tax Declaration of the Lot and Building iv. Building Permit, Certificate of Occupancy / OBO Certification v. Fire Safety Inspection Certificate (FSIC), for new location vi. Notarized Valid Lease Contract and Lessor Business Permit, if renting. 		<ul style="list-style-type: none"> i. Barangay Hall where the business is located ii – iv. Business Owner v. Bureau of Fire and Protection vi. From the legal owner of the property 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure, fill up and submit amendment form with complete requirements and signatures on the office clearance form to the Business Permit and Licensing Office for assessment.	1.0. Receive and assess application	None	5 minutes	<p>Carolina V. Gabutan / Sharon Rose P. Gigremosa</p> <p><i>Municipal Mayor</i> Office of the Municipal Mayor</p>



2.0. Proceed to the Municipal Treasurer's Office for payment and recording and posting of Official Receipt.	2.0. Receive payment, issuance and posting of Official Receipt	Php 200.00	5 minutes	Jairus V. Gabutan / Marilou T. Perez <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Submission of documents and issuance of business permit.	3.0. Prepare, sign and release the permit	None	1 day	Anna Marie M. Ferrer Sharon Rose P. Gigremosa Hon. Teresa P. Alegado Carolina V. Gabutan Office of the Municipal Mayor
TOTAL		Php 200.00	1 day and 10 minutes	



OFFICE OF THE MUNICIPAL VICE-MAYOR / OFFICE OF THE SANGGUNIANG BAYAN

**Frontline Services
(External Services)**



1. ACCREDITATION OF CIVIL SOCIETY ORGANIZATIONS (CSO'S): PEOPLE'S ORGANIZATION (PO), NON-GOVERNMENTAL ORGANIZATION (NGO), AND OTHER SIMILAR AGGRUPATION.

CSO serves as catalysts and a special agency for the promotion of the general welfare of the poor and disadvantageous individuals or different marginalized sectors within its territorial jurisdiction of the Municipality of Consolacion and considered active partners in the pursuit of local autonomy.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Application		CSO - Organization
2. Duly accomplished Application Form		CSO - Organization
3. Board Resolution / Secretary's certification signifying intention for accreditation for the purpose of representation in the Local Special Body – duly Notarized		CSO - Organization
4. Certificate of Registration or Certificate of Accreditation		SEC / CDA / DOLE / DSWD / DOH / DA / DAR / DILG / NCIP / NHA / PRC, ETC. whatever is applicable.
5. List of Current Officer and Members		CSO – Organization



<p>6. Original Sworn Statement – duly Notarized.</p> <p>7. For existing CSOs, Minutes of the Annual Meetings of the immediately preceding year as certified by the organizations’ board secretary.</p> <p>8. For existing CSOs, Annual Accomplishment Report for the immediately preceding year.</p> <p>9. For existing CSOs, Financial Statement at the minimum signed by the executive officers of the organization, also of the immediately preceding year, and indicating therein other information such as the sources of funds.</p> <p>10. For existing CSOs applying to be members of the Local School or Health Boards, photocopy of profiles of at least three (3) individuals in the organization that will verify their involvement in education or health services.</p>		<p>CSO – Organization</p> <p>CSO - Organization</p> <p>CSO - Organization</p> <p>CSO – Organization</p> <p>CSO - Organization</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1.0. Submit the application for CSO’s accreditation or re-accreditation with attached documents.</p>	<p>1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.</p>	<p>None</p>	<p>3 minutes</p>	<p>Marylou Maglasang</p> <p>Secretary to the Sanggunian Office of the Sangguniang Bayan</p>



	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.2. Referral and transmittal to the committee, for evaluation.	None	Session date: Every Thursday of the week at 2 pm	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat, Jr. Office of the Sangguniang Bayan
	1.3. Prepare a notice of meeting and invite all parties concerned.	None	1 day before the scheduled meeting	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



2.0. Attend the meeting called for the purpose.	2.0. Facilitate and assist the committee in the conduct of meeting.	None	As scheduled	<p>Hon. Wesley M. Alimoren</p> <p>Committee on Accreditation</p> <p>Pharham Damole / Chester M. Quiapo</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>
	<p>2.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Cut-off date:</p> <p>Every Tuesday of week at 12:00 NN.</p>	<p>Hon. Wesley M. Alimoren</p> <p>Committee on Accreditation</p> <p>Hon. Salome I. Palang</p> <p>Committee on Rules</p> <p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>



	<p>2.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2 pm</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Wesley M. Alimoren</p> <p>Committee on Accreditation</p> <p>Emilio R. Mangubat, Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>2.3. DENIAL:</p> <p>The application be RETURNED to the CSO concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2 pm</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Wesley M. Alimoren</p> <p>Committee on Accreditation</p> <p>Emilio R. Mangubat, Jr.</p> <p>Office of the Sangguniang Bayan</p>



3.0. Receive the RETURNED application, possible compliance.	3.0. Transmittal of the report to the concerned CSO.	None	2 working days after the last session (Thursday)	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	3.1. APPROVAL: Prepare the resolution into its final form, ready for signature.	None	2 working days after the scheduled session (Thursday)	Chester M. Quiapo / Emilio R. Mangubat, Jr. Office of the Sangguniang Bayan
	3.2. Transmit the Resolution to the SB Secretary and Vice Mayor, for their signatures.	None	1 day	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan



	3.3. Prepare a Certificate of Accreditation or Re-accreditation, for Vice Mayor's signature.	None	1 day	Hon. Aurelio A. Damole Rogelio Ermac Office of the Municipal Vice Mayor Secretary to the Sanggunian Office of the Sangguniang Bayan
	3.4. Prepare the resolution and Certificate, ready for transmittal to the CSO concerned.	None	3 minutes	Rogelio Ermac Office of the Municipal Vice Mayor Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
4.0 Receive the Certificate and SB Resolution.	4.0. Record and release the Certificate and SB Resolution to the CSO.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
TOTAL		None		



2. APPROVAL OF ALTERATION OF PLAN, VARIANCE, TRANSFER / CHANGE OF OWNERSHIP / DEVELOPER AND CHANGE CATEGORY

As mandated by Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall among others, process and approve subdivision plans. Such power includes approval for Alteration, Variances, Transfer / Change of Ownership / Developer and Change Category.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. <u>Alteration of Plan:</u>		
1.1. Duly accomplished Application Form signed by the applicant.		Client
1.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.		Notary Public / Embassy or Consulate where the owner presently resides.
1.3. Four (4) sets of Subdivision Scheme Plan showing the proposed alteration duly signed and sealed by a Licensed Architect / Engineer.		Licensed Architect / Engineer



1.4. Letter stating the proposed / reason for the proposed alteration / conversion.	Client
1.5. Sworn Statement that the affected lots / units for alteration have not been sold (Notarized).	Notary Public
1.6. Written conformity of the duly organized homeowner's association or in the absence thereof, majority of the lot / unit buyers (Notarized).	Client / Homeowners Association / Majority of the lot / unit Buyers
1.7. Certified True Copy of Title of the affected lots / units.	Registry of Deeds (RD)
1.8. Certified True Copy of Tax Declaration of the affected lots / units.	Municipal Assessor's Office
1.9. Latest Tax Clearance	Municipal Treasurer's Office
1.10. Barangay Endorsement (Resolution)	Barangay concerned where the property is located.
2. <u>Variance:</u>	
2.1. Letter stating the nature and reason of such request.	Client
2.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.	Notary Public / Embassy or Consulate where the owner presently resides.
2.3. Four (4) sets of Subdivision Scheme Plan	Licensed Architect / Engineer
2.4. Written conformity of the duly	Client / Homeowners Association / Majority of



organized homeowner's association or in the absence thereof, majority of the lot / unit buyers (Notarized).	the lot / unit Buyers
2.5. Certified True Copy of Title	Registry of Deeds (RD)
2.6. Certified True Copy of Tax Declaration	Municipal Assessor's Office
2.7. Latest Tax Clearance	Municipal Treasurer's Office
2.8. Barangay Endorsement (Resolution)	Barangay concerned where the property is located.
3. <u>Change of Ownership/Developer:</u>	
3.1. Letter stating the nature and reason of such request.	Client
3.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.	Notary Public / Embassy or Consulate where the owner presently resides.
3.3. Written conformity of the duly organized homeowner's association or in the absence thereof, majority of the lot / unit buyers (Notarized).	Client / Homeowners Association / Majority of the lot / unit Buyers
3.4. Deed of Absolute Sale over the subdivision project sought to be transferred or other mode of transfer of ownership / Agreement.	Client / Notary Public
3.5. Undertaking on the part of the Transferee to assume full responsibility for the completion of the development (Notarized).	Client / Notary Public



3.6. Proof of Publication in a newspaper of general circulation within the municipality where the project is located at least once a week for two (2) consecutive weeks. (1 copy)	Client / Publishing
3.7. Certified True Copy of Title	Registry of Deeds (RD)
3.8. Certified True Copy of Tax Declaration	Municipal Assessor's Office
3.9. Latest Tax Clearance	Municipal Treasurer's Office
3.10. Barangay Endorsement (Resolution)	Barangay concerned where the property is located.
4. <u>Change Category (BP 220 to PD 957 and vice versa) or (from Simple Subdivision to Complex):</u>	
4.1. Letter stating the nature and reason of such request.	Client
4.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.	Notary Public / Embassy or Consulate where the owner resides.
4.3. Written conformity of the duly organized homeowner's association or in the absence thereof, majority of the lot / unit buyers (Notarized).	Client / Homeowners Association / Majority of the lot / unit Buyers
4.4. Undertaking manifesting its intent to apply for Complex Subdivision (Notarized).	Client / Notary Public
4.5. Certified True Copy of Title	Registry of Deeds (RD)



4.6. Certified True Copy of Tax Declaration		Municipal Assessor		
4.7. Latest Tax Clearance		Municipal Treasurer's Office		
4.8. Barangay Endorsement (Resolution)		Barangay concerned where the property is situated		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client submits the application to the Office of the Mayor with attached supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan



	1.2. Referral and transmittal to the committee, for evaluation.	None	Session date: Every Thursday of the week at 2 pm	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat, Jr. Office of the Sangguniang Bayan
	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
2.0. Require the attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



3.0. Payment of application fee.	3.0. Issue an Order of Payment to be paid directly to the Treasury Office.	<p>Alteration of Plan:</p> <p>P 200.00 /affected lot</p> <p>Variance:</p> <p>P 200.00 /affected lot</p> <p>Transfer / Change of Ownership/ Developer</p> <p>P 5,000.00</p> <p>Change Category:</p> <p>P 5,000.00</p>	15 minutes	<p>Jairus Gabutan Grace Alin Joanne Padilla</p> <p>Municipal Treasurer</p> <p>Municipal Treasurer's Office</p>
	<p>3.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Cut-off date every Tuesday of week at 12:00 NN.</p> <p>Session date:</p> <p>Every Thursday of the week at 2 pm</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	<p>3.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2 pm</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2 pm</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



4.0. Receive the RETURNED application, possible compliance.	4.0. Transmittal of the report to the applicant, for compliance.	None	2 days after the last session (Thursday)	Chester M. Quiapo / Emilio R. Mangubat Jr. Office of the Sangguniang Bayan
	4.1. Prepare the resolution into its final form, ready for signature.	None	2 days after the scheduled session (Thursday)	Chester M. Quiapo / Emilio R. Mangubat Jr. Office of the Sangguniang Bayan
	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor, for their signatures.	None	1 day	Hon. Aurelio A. Damole Office of the Municipal Vice-Mayor Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	4.3. Forward to the Office of the Mayor, the Subdivision Approval and Plan, for signature.	None	1 day	Hon. Teresa P. Alegado Office of the Municipal Mayor



	4.4. Prepare the signed Resolution, Subdivision Approval and Plan, ready for transmittal to the applicant.	None	2 minutes	Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
5.0. Receive the signed Resolution and Subdivision Approval and Plan.	5.0. Records and releases the signed Resolution and Subdivision Approval and Plan.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
TOTAL				



3. APPROVAL OF PRELIMINARY SUBDIVISION DEVELOPMENT PLAN (PSDP) UNDER BP 220 OR PD 957

As mandated by Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall among others, process and approve subdivision plans.

Executive Order No. 71 devolves the power of the Housing and Land Use Regulatory Board now referred to Department of Human Settlements and Urban Development (DHSUD), to approve subdivision plans to cities and municipalities pursuant to R.A. 7160

Thus, a Registered Owner or Developer of a parcel of land wishes to convert the same into a Housing Subdivision Project shall apply with the Municipality of Consolacion according to the nature and type of application deemed appropriate.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. <u>PSDP (BP 220)</u> 1.1 Duly accomplished Application Form for approval of PSDP signed by the applicant. 1.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the owner.		Client Notary Public / Embassy or Consulate where the owner presently resides.



<p>1.3. Four (4) sets of the following documents duly signed by a licensed Architect / Engineer.</p> <ul style="list-style-type: none"> a. Site Development Plan (Schematic Plan) showing the proposed layout. b. Vicinity Map c. Survey Plans of lot(s) as described in TCT(s). 	<p>Licensed Geodetic Engineer / Architect</p>
<p>1.4. Certified True Copy of Title(s).</p>	<p>Registry of Deeds (RD)</p>
<p>1.5. Certified True Copy of Tax Declaration(s).</p>	<p>Municipal Assessor's Office</p>
<p>1.6. Certificate of Non-Tenancy from the Department of Agrarian Reform or an Affidavit of Waiver of Tenant, if the area is an Agricultural / Pasture land planted to rice and corn (Notarized).</p>	<p>Client</p>
<p>1.7. Sworn Statement as to nature, number and income level of beneficiaries – Notarized.</p>	<p>Client</p>
<p>1.8. Sworn Statement as to maximum selling price per unit – Notarized.</p>	<p>Client</p>
<p>1.9. Latest Tax Clearance.</p>	<p>Municipal Treasurer's Office</p>
<p>1.10. Barangay Endorsement (Resolution)</p>	<p>Barangay concerned where the property is situated.</p>
<p>1.11. Zoning Certification</p>	<p>Municipal Planning and Development Council</p>
<p>1.12. Mode of acquiring ownership: Deed of Sale, Donation, Waiver,</p>	<p>Client</p>



<p>Partition, Extrajudicial Settlement, MOA, etc.</p> <p><u>2. PSDP (PD 957)</u></p> <p>2.1. Duly accomplished Application Form for approval of PSDP signed by the applicant.</p> <p>2.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the owner.</p> <p>3. For Land Development:</p> <p>3.1. Four (4) sets of the following documents duly signed by a licensed Architect / Civil / Geodetic Engineer.</p> <ul style="list-style-type: none"> a. Subdivision Scheme Plan / Site Development Plan. b. Vicinity Map c. Survey Plans of lot(s) as described in TCT(s). <p>3.2. Certified True Copy of Title(s)</p> <p>3.3. Certified True Copy of Tax Declaration(s).</p> <p>3.4. Certificate of Non-Tenancy from the Department of Agrarian Reform or an Affidavit of Waiver of Tenant, if the area is an Agricultural / Pasture land planted to rice and corn (Notarized). (1 copy)</p>	<p>Client</p> <p>Notary Public / Embassy or Consulate where the owner presently resides.</p> <p>Architect / Civil / Geodetic Engineer</p> <p>Registry of Deeds</p> <p>Municipal Treasury</p> <p>Client / DAR</p>
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3.5. Sworn Statement as to nature, number and income level of beneficiaries – Notarized.	Client / Notary Public
3.6. Sworn Statement as to maximum selling price per unit (Notarized).	Client / Notary Public
3.7. Latest Tax Clearance.	Municipal Treasurer's Office
3.8. Barangay Endorsement (Resolution)	Barangay concerned where the property is situated
3.8. Zoning Certification	Municipal Planning and Development Officer
3.9. Mode of acquiring ownership: Deed of Sale, Donation, Waiver, Partition, Extrajudicial Settlement, MOA, etc.	Client
4. For Vertical Construction:	
4.1. Six (6) sets of building plans to include the following:	Architect / Civil / Geodetic Engineer
<ul style="list-style-type: none"> a. Site Development Plan b. Floor Plans c. Building Section (front, rear, right side and left side) d. Building Sections (longitudinal and transverse) e. Architectural / Structural Plan f. Sanitary / Plumbing Plan g. Electrical Plan 	
4.2. Bill of Materials, construction specification and cost estimates.	Architect / Civil / Geodetic Engineer



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client submits the PSDP application (BP 220 / PD 957) to the Office of the Mayor with the supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.2. Referral to the committee for evaluation and disposition.	None	Session date: Every Thursday of the week at 2 pm	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan



	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
2.0. To require attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	Hon. Salome I. Palang Committee on Land Use Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
3.0. Payment of application and inspection fee.	3.0. Issue an Order of Payment to be paid directly to the Treasury Office.	<u>PSDP:</u> P 2,000.00 <u>Inspection Fee:</u> P 1,000.00 / hectare or a fraction hereof	15 minutes	Jairus Gabutan / Grace Alin / Joanne Padilla <i>MGDH I (Municipal Treasurer) Municipal Treasurer's Office</i>



	<p>3.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Session date:</p> <p>Every Thursday of the week</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 PM</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
4.0. Receive the RETURNED application.	4.0. Transmittal of the report to the applicant, for compliance.	None	3 days after the last session (Thursday)	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>
	4.1. Prepare the resolution and minutes into its final form, ready for signature.	None	2 days after the scheduled session	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>



	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor for their signatures.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice-Mayor</p> <p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	4.3. Forward to the Office of the Mayor, the PSDP Subdivision Approval and its Plan, for signature.	None	1 day	<p>Hon. Teresa P. Alegado</p> <p>Office of the Municipal Mayor</p>
	4.4. Prepare the signed Resolution, PSDP Subdivision Approval and its Plan, ready for transmittal to the applicant.	None	3 minutes	<p>Pharham Damole</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>



5.0 Receive the signed Resolution, PSDP Subdivision Approval and its Plan.	5.0. Records and releases the signed Resolution, PSDP Subdivision Approval and its Plan.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
TOTAL				

Note: Approved Preliminary Subdivision Development Plan (PSDP) under BP 220 / PD 957 will be valid only for a period of 180 days from the date of approval.



4. APPROVAL OF RECLASSIFICATION OF LAND

The Sanggunian Bayan has the power and authority to reclassify agricultural lands into non-agricultural uses within their respective jurisdictions pursuant to RA 7160 or otherwise known as the Local Government Code of 1991.

The same act provides for the manner of their utilization or disposition in the following cases: (1) when the land ceases to be economically feasible and sound for agricultural purposes or (2) **where the land shall have substantially greater economic value for residential, commercial, or industrial purposes, as determined by the sanggunian concerned.**

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request for reclassification of land from Agricultural to Non-Agricultural Uses signed by the owner-applicant.		Client
2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.		Notary Public / Embassy or Consulate where the owner presently resides.
3. Vicinity Map / Location Map / Subdivision Plan.		License Geodetic Engineer
4. Certified True Copy of Title		Registry of Deeds (RD)
5. Certified True Copy of Tax Declaration.		Municipal Assessor



6. Mode of acquiring ownership: Deed of Sale, Donation, Waiver, Partition, Extrajudicial Settlement, MOA, etc.	Client
7. Latest Tax Clearance	Municipal Treasurer's Office
8. Barangay Endorsement / Resolution	Barangay concerned where the property is located
9. Minutes of the Public Hearing	Barangay concerned where the property is located
10. Attendance of the Public Hearing	Barangay concerned where the property is located
11. Pictures taken during public hearing, if any.	Barangay concerned where the property is located
12. Certificate coming from the National Irrigation Administration (NIA) that the land is not irrigated or irrigable.	National Irrigation Administration (NIA)
13. Certification from the Department of Agriculture indicating that the land ceases to be economically feasible and sound for agricultural purposes.	Department of Agriculture
14. Certification from the Department of Agrarian Reform that such land is not distributed or not covered by a notice of coverage or not voluntarily offered under the CARP.	Department of Agrarian Reform
15. Certification from the Department of Environment and Natural Resources that the land is not environmentally critical, and that the proposed project or intended use is ecologically safe and sound.	Department of Environment and Natural Resources
16. Detailed feasibility plan of the proposed project or intended use of the plan.	Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client submits the application to the Office of the Mayor with the supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat Jr. Office of the Sangguniang Bayan
	1.2. Referral to the committee for evaluation and disposition.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan



	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
2.0. To require attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
3.0. Payment of application fee.	3.0. Issue an Order of Payment to be paid directly to the Treasury Office.	Zoning / Locational Clearance: P 3,000 / hectare or a fraction thereof Inspection fee: P 1,000.00 / hectare or a fraction thereof	15 minutes	Jairus Gabutan / Grace Alin / Joanne Padilla <i>MGDH I (Municipal Treasurer) Municipal Treasurer's Office</i>



	<p>3.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
<p>4.0. Receive the RETURNED application, possible compliance.</p>	<p>4.0. Transmittal of the report to the applicant, for compliance.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>4.1. Prepare the resolution and minutes into its final form, ready for signature.</p>	None	<p>3 days after the scheduled session</p>	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>



	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor, for signatures.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice-Mayor</p> <p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	4.3. Prepare the signed Resolution, ready for transmittal to the applicant.	None	3 minutes	<p>Pharham Damole</p> <p>Secretary to the Sanggunian Office of the Sangguniang Bayan</p>
5.0. Receive the signed Resolution as requested.	5.0. Records and releases the signed Resolution.	None	2 minutes	<p>Marylou Maglasang / Pharham Damole</p> <p>Secretary to the Sanggunian Office of the Sangguniang Bayan</p>
TOTAL				



5. APPROVAL OF SIMPLE SUBDIVISION APPLICATION

As mandated by Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall among others, process and approve subdivision plans.

Executive Order No. 71 devolves the power of the Housing and Land Use Regulatory Board now known as the Department of Human Settlements and Urban Development (DHSUD), to approve subdivision plans to cities and municipalities pursuant to R.A. 7160

That in the event of piece-meal or partial submission of the project plans are made, the same shall be considered in its entirety, considered a complex one.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Application Form for approval of Simple Subdivision signed by the applicant (owner of the subdivided lots.		Client
2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the registered owner.		Notary Public / Embassy or Consulate where the owner presently resides.
3. Four (4) sets of Subdivision Scheme plan showing the proposed subdivision layout, lot frontage dimension, aggregate lot areas, etc.		Licensed Geodetic Engineer



4. Four (4) sets of Vicinity Map / Location Map		Licensed Geodetic Engineer		
5. Certified True Copy of Title		Registry of Deeds (RD)		
6. Certified True Copy of Tax Declaration		Municipal Assessor’s Office		
7. Mode of acquiring ownership: Deed of Sale, Donation, Waiver, Partition, Extrajudicial Settlement, MOA, etc.		Client		
8. Latest Tax Clearance		Municipal Treasurer’s Office		
9. Barangay Endorsement (Resolution)		Barangay concerned where the property is located		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client submits the application to the Office of the Mayor with the supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan



	1.2. Referral to the committee for evaluation and disposition.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan
	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
2.0. To require attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	Hon. Salome I. Palang Committee on Land Use Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



3.0. Payment of application fee.	3.0. Issue an Order of Payment to be paid directly to the Treasury Office.	P 100.00 per lot	15 minutes	Jairus Gabutan Grace Alin Joanne Padilla <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	3.1. Upon the instruction of the committee, to include it in the agenda for the coming session. The committee submits its findings and recommendations, thru a Committee Report.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan
	3.2. APPROVAL: An appropriate legislative measure will be passed.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan



	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
<p>4.0. Receive the RETURNED application, possible compliance.</p>	<p>4.0. Transmittal of the report to the applicant, for compliance.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>4.1. Drafting the resolution into its final form, ready for signature.</p>	None	<p>3 days after the scheduled session</p>	<p>Chester M. Quiapo / Emilio R. Mangubat Jr.</p> <p>Office of the Sangguniang Bayan</p>



	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor for their signatures.	None	1 day	Hon. Aurelio A. Damole Office of the Municipal Vice-Mayor Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	4.3. Forward to the Office of the Mayor, the Subdivision Approval and its Plan, for signature.	None	1 day	Hon. Teresa P. Alegado Office of the Municipal Mayor
	4.4. Prepare the signed Resolution, Subdivision Approval and its Plan, ready for transmittal to the applicant.	None	3 minutes	Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
5.0. Receive the signed Resolution, Subdivision Approval and its Plan.	5.0. Records and releases the signed Resolution, Subdivision Approval and its Plan.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
TOTAL				



6. CERTIFICATE OF POSTING

The Sangguniang Bayan ensures that all Hearings, Orders or Decisions of some Government Agencies (e.g. National Water Resources (NWR), Energy Regulatory Commission (ERC), Land Titling, etc.) and some Private Entity like Visayan Electric Company (VECO), Water Concessionaire, etc. are posted on the Bulletin Board of the Office of the Sangguniang Bayan for Public Information along with a Certificate of Posting.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All Government agencies/offices and Business Entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice or Order, Hearing or Decision (1 copy)		Government Agency / Business Entity		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit a copy of Notice of Order, Hearing or Decision to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>



2.0. Wait for the Posting.	2.0. Post a copy of the Notice of Order, Hearing or Decision to the Bulletin Board of the Office of the Sangguniang Bayan with date of Posting and signed by the person who posted it.	None	3 minutes	Pharham Damole / Marylou Maglasang / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	2.1. Prepare a Certificate of Posting.	None	3 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
3.0. Payment of application fee.	3.0. Issue an Order of Payment to be paid directly to the Treasury Office.	Certification Fee: 100.00 plus 30.00 doc. Stamp Note: For Government Agency - FREE of CHARGE	15 minutes	Jairus Gabutan Grace Alin Joanne Padilla <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



4.0. Present the proof of payment (Official Receipt) of the Certification Fee.	4.0. Release the Certificate of Posting signed by the SB Secretary.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
5.0. Claim the Certificate of Posting	5.0. Stamp it with the Office of the Sangguniang Bayan Seal and release the same.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
TOTAL				



7. ENDORSEMENT FEE (For Sand and Gravel / Small Scale Quarry Operation / Waste Disposal / Site Development Permit, FLA or Other Tenurial Instrument, Poultry or Piggery Project, etc.)

The Sangguniang Bayan shall, among others, regulate activities relative to the use of land, building and structures within the Municipality of Consolacion, in order to promote the general welfare and for other purpose.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2B - Government to Business Entity G2G - Government to Government G2C - Government to Citizen	
Who may avail:	All Constituents in need of necessary documents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Sand and Gravel / Small Scale Quarry Operation / Waste Disposal / Site Development Permit / FLA or other Tenurial Instrument, Poultry or Piggery Project, others.		
1.1. Letter request duly signed by the requesting party.		Client
1.2. Proof of ownership		Client
a. Certified True Copy of Title		Registry of Deeds (RD)
b. Certificate True Copy of Tax Declaration		Municipal Assessor's Office
If applicable, proof of mode of acquisition and any other documents deemed necessary to support		Client / Notary Public



ownership or the right to develop the property.	
1.3. Barangay Endorsement (resolution)	Barangay where the property is located
1.4. Minutes of the Public Hearing	Barangay where the property is located
1.5. Attendance of the Public Hearing	Barangay where the property is located
1.6. Pictures taken during public hearing, if any.	Barangay where the property is located
1.7. Environmental Compliance Certificate (ECC) / Certificate of Non-Coverage (CNC)	DENR
1.8. Site Development Plan	Client / Geodetic / Mining Engineer
1.9. Topographic Map	Client / Geodetic / Mining Engineer
1.10. Vicinity Map	Client / Geodetic / Mining Engineer
1.11. Site Grading	Client / Geodetic / Mining Engineer
1.12. Excavation Plan	Client / Geodetic / Mining Engineer
1.13. Transverse Section Detail / Benching Detail / Profile Diagram Details	Client / Geodetic / Mining Engineer
1.14. Lot Plan showing the adjoining lot	Client / Geodetic / Mining Engineer
1.15. Affidavit as to the maximum volume of extraction (Notarized)	Client
1.16. Affidavit of Consent of Adjoining lot owners (Notarized)	Client / Notary Public
1.17. SPA / Authorization to represent in behalf of the applicant (Notarized).	Client / Notary Public



<p>1.18. Approved (PSDP, DP, Quarry, Site Development Permit) for Waste Disposal Permit application</p> <p>1.19. DENR Certification as to the Land Status (for FLA or other Tenurial Instrument)</p> <p>1.20. MPDO Certification as to land status</p> <p>1.21. Project Development Plan / Feasibility Study</p> <p>1.22. Sanitary Permit / Health Clearance for Poultry or Piggery Project</p> <p>1.23. Certificate of Exemption for Poultry or Piggery Project</p> <p>1.24. Previous Permit / Records</p>		<p>Client / SB</p> <p>DENR</p> <p>MPDO</p> <p>Client</p> <p>Municipal Health Office</p> <p>DENR</p> <p>Client</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the application to the Office of the Mayor with the supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	<p>Marylou Maglasang / Pharham Damole</p> <p>Secretary to the Sanggunian Office of the Sangguniang Bayan</p>



	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.2. Referral to the committee for evaluation and disposition.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat, Jr. Office of the Sangguniang Bayan
	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



2.0. To require attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	<p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Committee on Laws</p> <p>Hon. Marilou P. Casul</p> <p>Committee on Environment</p> <p>Pharham Damole / Chester M. Quiapo</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>
3.0. Payment of application and inspection fee.	3.0. Issue an Order of Payment to the Treasury Office.	<p>Sand and Gravel Extraction:</p> <p>P5,000.00 / hectares or a fraction thereof.</p> <p>Small Scale Quarry Operation:</p> <p>P5,000.00 / hectares or a fraction thereof.</p> <p>FLA / Other</p>	15 minutes	<p>Jairus Gabutan / Grace Alin / Joanne Padilla</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>



		<p>Tenurial Instrument:</p> <p>P2,000.00 / hectare or a fraction thereof.</p> <p>Site Development Permit</p> <p>P1,000.00</p> <p>Poultry or Piggery Project</p> <p>P1,000.00</p> <p>Others:</p> <p>P1,000.00</p> <p>Inspection Fee:</p> <p>P1,000.00 / hectare or a fraction thereof.</p>		
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	<p>3.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Committee on Laws</p> <p>Hon. Marilou P. Casul</p> <p>Committee on Environment</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Committee on Laws</p> <p>Hon. Marilou P. Casul</p> <p>Committee on</p>



				<p>Environment</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Committee on Laws</p> <p>Hon. Marilou P. Casul</p> <p>Committee on Environment</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
<p>4.0. Receive the RETURNED / DENIED application, for possible compliance or for perusal.</p>	<p>4.0. Transmittal of the report to the applicant, for compliance or for perusal.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>



	4.1. Prepare the resolution into its final form, ready for signature.	None	3 days after the last session (Thursday)	<p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor for their signatures.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice-Mayor</p> <p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	4.3. Prepare the signed Resolution, ready for transmittal to the applicant.	None	3 minutes	<p>Pharham Damole</p> <p>Secretary to the Sanggunian</p> <p>Office of the Sangguniang Bayan</p>



5.0. Receive the signed Resolution endorsing the project.	5.0. Records and release the signed Resolution endorsing the project.	None	2 minutes	<p>Marylou Maglasang / Pharham Damole</p> <p><i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i></p>
TOTAL				



8. FINAL APPROVAL AND DEVELOPMENT PERMIT (DP) UNDER BP 220 OR PD 957.

As mandated by Republic Act No. 7160, otherwise known as the Local Government Code of 1991, the Sangguniang Bayan shall among others, process and approve subdivision plans.

Executive Order No. 71 devolves the power of the Housing and Land Use Regulatory Board now referred to Department of Human Settlements and Urban Development (DHSUD), to approve subdivision plans to cities and municipalities pursuant to R.A. 7160

Thus, a Register Owner or Developer of a parcel of land wishes to convert the same into a Housing Subdivision Project shall apply with the Municipality of Consolacion according to the nature and type of application deemed appropriate.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. DP (BP 220)		
1.1. Duly accomplished Application Form for approval of Development Permit (DP) signed by the applicant.		Client
1.2. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the owner.		Notary Public / Embassy or Consulate where the owner presently resides.
1.3. All documents required in PSDP:		Client
1.3.1. Four (4) sets of the following documents duly signed by a licensed Architect / Engineer.		Licensed Geodetic Engineer / Architect / Sanitary



<p>a) Topographic Map with Vicinity Map</p> <p>b) Site Development Plan</p> <p>c) Road (Geometric and Structural Design) Plan:</p> <p>i. Profile showing the vertical control designed grade, curve elements and all information needed for construction.</p> <p>ii. Typical roadway sections showing relative dimensions and slope of pavements, gutters sidewalks shoulders, benching and others.</p> <p>iii. Detail of roadway showing the required thickness of pavement, sub grade treatment and sub base course on the design analysis.</p> <p>iv. Details of roadway miscellaneous structures such as curb as gutter (barrier, countable and drop) slope protection wall and retaining wall, if any.</p> <p>d) Storm Drainage and Sewer System.</p> <p>i. Profiles showing the hydraulic gradients and properties of the main lines including structures in relation with road grade line.</p> <p>ii. Details of drainage and miscellaneous structure such as various types of manholes catch basin inlets (curb gutter and drop), culvert and channel linings.</p> <p>e) Water System Layout and Details</p>	
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<p>f) Site Grading Plan</p> <p>1.4. Project Study for project having an area of one (1) hectare and above with the following financial attachment, to wit:</p> <ul style="list-style-type: none"> a) Audited assets and liabilities / income statement b) Income tax returns (for the last three (3) years c) Certificate of Registration with SEC d) Articles of Incorporation or Partnership e) Corporation By-Laws and all implementing amendments <p>1.5. Specification, Bill of Materials and Cost Estimate.</p>	<p>Licensed Geodetic Engineer / Architect / Sanitary</p>
<p>2. DP (PD 957)</p> <p>2.1. Duly accomplished Application Form for approval of PSDP signed by the applicant.</p> <p>2.2. All documents required in PSDP</p> <p>2.3. Special Power of Attorney (SPA) or SPA duly authenticated by the Embassy or Consulate, if the applicant is not the owner.</p>	<p>Licensed Geodetic Engineer / Architect / Sanitary</p> <p>Client</p> <p>Client</p> <p>Notary Public / Embassy or Consulate where the owner presently resides.</p>
<p>3. For Land Development:</p> <p>3.1. Four (4) sets of the following documents duly signed by a licensed Architect / Civil and Geodetic Engineer.</p>	<p>Licensed Geodetic Engineer / Architect / Sanitary</p>



<p>a. Topographic Map duly signed and sealed by a Licensed Geodetic Engineer.</p> <p>b. Subdivision Plan duly signed and sealed by a Licensed Civil Engineer / Geodetic Engineer.</p> <p>c. Engineering Plan duly signed and sealed by a License Civil Engineer:</p> <ol style="list-style-type: none"> 1. Site Grading Plan 2. Road System Layout <ol style="list-style-type: none"> 2.1. Road Plan Layout showing spot elevation, Road Station and Road Curvature. 2.2. Road Profile Plan showing the proposed finished grade lines in relation to the natural topography or the finished road lot grade lines. 2.2. Cross section of road showing dimensions, type and thickness of pavements, base course, sub-base course, carriage way, sidewalk, planning strip, curbs and gutters and intersection details. 2.3. Material specification and details. 3. Combined Storm Drainage and Sewer System. <ol style="list-style-type: none"> 3.1. Drainage system layout showing location of manholes / catch basins. Diameter of 	<p>Licensed Geodetic Engineer / Architect / Sanitary</p>
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<p>pipes, cross drain pipes, sewer pipe lines, sewer box, drainage outfall.</p> <p>3b. Details of manholes, catch basin, sewer box and wall, riprap and other details needed for construction.</p> <p>3c. Materials specifications and details.</p> <p>4. Water Distribution System</p> <p>4.1. Water system layout showing the source, location and capacity of water tank, diameter of pipes, gate valves, fire hydrants, household service connection, etc.</p> <p>5. Environmental Compliance Certificate (ECC).</p> <p>3.2. Protect Study with the following financial attachments.</p> <p>a. Audited assets and liabilities / income statement.</p> <p>b. Income tax returns (from the last three (3) years)</p> <p>c. Certificate of Registration with SEC</p> <p>d. Articles of Incorporation or Partnership</p> <p>e. Corporation By-Laws and all Implementing Amendments.</p> <p>3.3. Specification, Bill of Materials and Cost Estimates.</p>	<p>Client / DENR</p> <p>Client</p> <p>Licensed Geodetic Engineer / Architect / Sanitary</p>
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client submits the DP application (BP 220 / PD 957) to the Office of the Mayor with the supporting documents, for endorsement to the Sangguniang Bayan Secretariat.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
	1.1. To be calendared in the coming session.	None	Cut-off date: Every Tuesday of week at 12:00 NN.	Hon. Salome I. Palang Committee on Rules Emilio R. Mangubat Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.2. Referral to the committee for and disposition.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Salome I. Palang Committee on Land Use Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan



	1.3. Prepare a notice of meeting / hearing upon advice by the committee.	None	1 day before the scheduled meeting / hearing	Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
2.0. To require attendance of the applicant during the meeting / hearing.	2.0. Assist the committee in the conduct of the meeting / hearing.	None	As scheduled	Hon. Salome I. Palang Committee on Land Use Pharham Damole / Chester M. Quiapo <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
3.0. Payment of application and inspection fee.	3.0. Issue an Order of Payment to the Treasury Office.	<u>DP</u> P200.00 / lot <u>Inspection Fee:</u> P1,000 / hectare or a fraction hereof	15 minutes	Jairus Gabutan Grace Alin Joanne Padilla Municipal Treasurer Municipal Treasurer's Office



	<p>3.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	<p>3.3. DENIAL:</p> <p>The application be RETURNED to the applicant concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Salome I. Palang</p> <p>Committee on Land Use</p> <p>Emilio R. Mangubat, Jr.</p> <p>Office of the Sangguniang Bayan</p>
<p>4.0. Receive the RETURNED application, for possible compliance.</p>	<p>4.0. Transmittal of the report to the applicant, for compliance.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	<p>4.1. Prepare the resolution and minutes into its final form, ready for signature.</p>	None	<p>3 days after the scheduled session</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>



	4.2. Forward the final Resolution to the SB Secretary and Vice Mayor, for signatures.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice-Mayor</p> <p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	4.3. Forward to the Office of the Mayor, the DP Approval and its Plan, for signature.	None	1 day	<p>Hon. Teresa P. Alegado</p> <p>Office of the Municipal Mayor</p>
	4.4. Prepare the signed Resolution, DP Approval and its Plan, ready for transmittal to the applicant.	None	3 minutes	<p>Chester M. Quiapo / Pharham Damole</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>



5.0 Receive the signed Resolution, DP Approval and its Plan.	5.0. Records and releases the signed Resolution, DP Approval and its Plan.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>
TOTAL				

Note: Development Permit (DP) shall only be valid for a period of 3 years from date of issuance if no physical development is introduced. If project has been issue a development permit, a locational clearance is deemed incorporated therein.



9. ISSUANCE OF CERTIFIED TRUE COPY OR PLAIN COPY OF MUNICIPAL ORDINANCES, RESOLUTIONS AND OTHER LEGISLATIVE DOCUMENTS

To provide clients' needs of the Sangguniang Bayan documents for any legal purpose.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit a written request stating among others its purpose.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>



	1.1. Evaluate the request and verify the availability of such documents, and approve the same.	None	3 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo <i>Office of the Sangguniang Bayan</i>
	1.2. Prepare and produce a copy of such document as requested.	None	5 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo <i>Office of the Sangguniang Bayan</i>
	1.3. Instruct and issue an order of payment to the Client.	None	2 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo <i>Office of the Sangguniang Bayan</i>
2.0. Payment of the corresponding fees at the Treasury Office.		Certified True Copy: P100 / page + P30.00 doc. stamps Plain Copy: 2.00 / page	15 minutes	Jairus Gabutan Grace Alin Joanne Padilla <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Present the Official Receipt (OR) as proof of payment.	3.0. Records and Stamp it with the Office of the Sangguniang Bayan Seal and release the same.	None	2 minutes	<p>Marylou Maglasang / Pharham Damole</p> <p><i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i></p>
TOTAL				



10. ISSUANCE OF SECRETARY'S FEES

Imposition of the Secretary's Fees is collected per request for copies of Official Records and documents within the Office of the Sangguniang Bayan.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request specifying the type of documents and reason of such request.		Request signed by the proper authority, if working under the government or in a private company.		
2. Valid Identification Card (Presentation of the Original/Valid ID with attached photocopy for comparison)		Issued by government agencies or company / institution and school.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit a written request stating among others its purpose.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



	1.1. Forward the same to the SB Secretary for evaluation and verification on the availability of such documents, and approve the same.	None	3 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.2. Prepare the requested documents and instruct the client to pay the corresponding fees.	None	5 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
2.0. Payment of Secretary's Fee.	2.0. Issue an Order of Payment to the Treasury Office.	Secretary's Fee: 100.00 plus 30.00 doc. Stamp Note: For Government Agency - FREE of CHARGE	15 minutes	Jairus Gabutan / Grace Alin / Joanne Padilla <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Present the proof of payment (Official Receipt).	3.0. Prepare the requested documents signed by the SB Secretary.	None	3 minutes	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
4.0. Claim the documents as requested.	4.0. Stamp it with the Office of the Sangguniang Bayan Seal and release the same.	None	2 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
TOTAL				



11. ISSUANCE OF SPECIAL PERMIT FOR COCKFIGHTING

Imposition of fee for Special Permit for Cockfighting is hereby collected before the special cockfights and derbies can be lawfully held. Payment of per *sultada* must also be paid one day after holding regular or derby cockfights.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request for the holding of a Special Permit for Cockfighting		Client / Business Entity		
2. Barangay Resolution from the concerned barangay		Barangay concerned where the Special Permit for Cockfighting is being held.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit a written request stating among others its purpose.	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Jessie Semblante <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan



	1.1. Forward the same to the Gamefowl Committee for evaluation and approval.	None	10 minutes	Hon.Teresa P. Alegado Office of the Mayor Benjamin B. Tibon Municipal Administrator's Office
	1.2. Prepare the requested documents and instruct the client to pay the fees to the nature of their request.	None	5 minutes	Jessie Semblante <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
2.0. Payment of Special Permit.	2.0. Issue an Order of Payment to the Treasury Office.	Special Permit: Regular cockfight: P1,500 Special cockfight: P2,000 Special Derby: 2-cock: P4,000 3-cock: P5,000 4-cock:	15 minutes	Jairus Gabutan Grace Alin Joanne Padilla <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



		P6,000 5-cock: P8,000 International Derby P 20,000 Per sultada: Regular/ Special: P20.00 Derby: P50.00		
3.0. Present the proof of payment (Official Receipt).	3.0. Prepare the Special Permit and to be signed by the members of the Gamefowl Committee.	None	1 day	Jessie Semblante <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
4.0. Claim the Special Permit.	4.0. Records and stamps it with Municipal Seal and releases the same. Furnish a copy of said permit to the Consolacion PNP.	None	3 minutes 5 minutes	Jessie Semblante <i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan
TOTAL				



12. REVIEW ON BARANGAY ORDINANCES

As mandated under Republic Act No. 7160 or otherwise known as the Local Government Code of 1991, all ordinances enacted by the barangay are subject for review to the Sangguniang Bayan to determine if the same is within their prescribed powers or legal competence.

Office or Division:	Office of the Municipal Vice-Mayor Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2G – Government to Government	
Who may avail:	All Twenty-one (21) barangays of the Municipality of Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Barangay Annual Budget (5 copies) <ul style="list-style-type: none"> a. Appropriation Ordinance enacting the Annual Budget b. Budget of Expenditures and Sources of Financing c. Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results d. List of Projects Chargeable Against the 20% Development Fund e. Plantilla of Personnel f. Statement of Indebtedness g. AIP duly approved by the Sanggunian through a Resolution and supported by the following: 		Barangay concerned



<ul style="list-style-type: none"> - Indicative Annual Procurement Plan - DILG Certification for Gender and Development Plan and Budget - Barangay Disaster Risk Reduction and Management Plan - Barangay Nutrition Action Plan - Senior Citizens and Persons with Disabilities - Health and AIDS - Implementation of the programs of the Local Councils for the Protection of Children - Other documents/plans as may be required and/or deemed necessary in line with the full devolution of functions and services to the LGUs pursuant to EO No. 138. 	<p>DILG Consolacion</p>
<p>2. Supplemental Budget (5 copies)</p> <ul style="list-style-type: none"> a. Appropriation Ordinance enacting the Supplemental Budget b. Budget of Expenditures and Sources of Financing c. Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results 	<p>Barangay concerned</p>
<p>3. General and Tax Ordinance</p> <ul style="list-style-type: none"> a. Copy of the Ordinance b. Minutes of Public Hearing c. Attendance of the Public Hearing 	<p>Barangay concerned</p>



<p>d. Documentation or pictures taken as proof of public hearing</p> <p>e. Proof of Posting</p> <p>4. SK Annual & Supplemental Budget (5 copies)</p> <p>a. Appropriation Ordinance enacting the Annual Budget.</p> <p>b. Budget of Expenditures and Sources of Financing</p> <p>c. Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results</p> <p>d. Annual Barangay Youth Investment Program (ABYIP)</p> <p>e. Other documents/plans as may be required and/or deemed necessary in line with the full devolution of functions and services to the LGUs pursuant to EO No. 138.</p> <p>Sangguniang Kabataan (SK) concerned</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the Appropriation Ordinance supporting documents with	1.0. Received, record and assigned a tracking number in the SB Logbook, for reference.	None	3 minutes	Marylou Maglasang / Pharham Damole <i>Secretary to the Sanggunian Office of the Sangguniang Bayan</i>



	1.1. Forward the same to the SB Secretary.	None	3 minutes	<p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	1.2. To be calendared in the coming session.	None	<p>Cut-off date:</p> <p>Every Tuesday of week at 12:00 NN.</p>	<p>Hon. Salome I. Palang</p> <p>Committee on Rules</p> <p>Emilio R. Mangubat Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	<p>For Barangay and SK Annual & Supplemental Budgets:</p> <p>1.3. Refers the concerned Budget to the appropriate committee (Finance).</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p><i>Office of the Municipal Vice Mayor</i></p> <p>Hon. Bienvenido G. Ermac</p> <p><i>Committee On Finance</i></p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	1.4. The said Budget will be indorsed to the Local Finance Committee (LFC), for review.	None	5 minutes right after the session	Emilio R. Mangubat, Jr. / Chester M. Quiapo Office of the Sangguniang Bayan
	1.5. Upon receipt of the Endorsement from the LFC, the committee will instruct, to include it in the agenda for the coming session. The committee submits its findings and recommendations, thru a Committee Report.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Bienvenido G. Ermac Committee On Finance Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan
	1.6. APPROVAL: An appropriate legislative measure will be passed.	None	Session date: Every Thursday of the week at 2:00 P.M.	Hon. Aurelio A. Damole Office of the Municipal Vice Mayor Hon. Bienvenido G. Ermac Committee On Finance Emilio R. Mangubat. Jr. Office of the Sangguniang Bayan



	<p>1.7. DENIAL:</p> <p>The application be RETURNED to the barangay concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Bienvenido G. Ermac</p> <p>Committee On Finance</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>1.8. Prepare the resolution into its final form, ready for signature.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
<p>2.0. Receive the RETURNED the budget, for compliance and its proper modification.</p>	<p>2.0. Transmittal of the report to the concerned barangay, for compliance.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>



	2.1. Forward the Resolution to the SB Secretary and Vice Mayor for their signatures.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice-Mayor</p> <p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	2.2. Prepare the approved Budget, for transmittal to the barangay concerned.	None	3 minutes	<p>Chester M. Quiapo / Marylou Maglasang</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>
3.0. Claim the approved Budget (Annual /Supplemental) with attached SB Resolution.	3.0. Release the approved Budget to the concerned barangay with SB Resolution	None	2 minutes	<p>Marylou Maglasang</p> <p><i>Secretary to the Sanggunian</i> Office of the Sangguniang Bayan</p>



	<p>For General / Tax Ordinance, for review:</p> <p>3.1. Referral to the committee for perusal, evaluation and disposition.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Bienvenido G. Ermac</p> <p>Committee On Finance</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>3.2. Prepare a Notice of meeting / hearing and invite the concerned barangay.</p>	None	<p>1 day before the scheduled meeting / hearing</p>	<p>Chester M. Quiapo / Pharham Damole</p> <p><i>Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p>
<p>4.0. To require attendance of the barangay during the meeting / hearing.</p>	<p>4.0. Assist the committee in the conduct of the meeting / hearing.</p>	None	<p>As scheduled</p>	<p>Hon. Bienvenido G. Ermac</p> <p>Committee on Finance</p> <p>Pharham Damole / Chester M. Quiapo</p> <p><i>Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p>



	<p>4.1. Upon the instruction of the committee, to include it in the agenda for the coming session.</p> <p>The committee submits its findings and recommendations, thru a Committee Report.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Bienvenido G. Ermac</p> <p>Committee On Finance</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
	<p>4.2. APPROVAL:</p> <p>An appropriate legislative measure will be passed.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Bienvenido G. Ermac</p> <p>Committee On Finance</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>



	<p>4.3. DENIAL:</p> <p>The application be RETURNED to the barangay concerned.</p>	None	<p>Session date:</p> <p>Every Thursday of the week at 2:00 P.M.</p>	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Hon. Bienvenido G. Ermac</p> <p>Committee On Finance</p> <p>Emilio R. Mangubat. Jr.</p> <p>Office of the Sangguniang Bayan</p>
<p>5.0. Receive the ordinance attaching herewith the report, for compliance or revision, or amendment.</p>	<p>5.0. Transmittal of the committee report to the barangay.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	<p>5.1. Prepare the resolution into its final form, ready for signature.</p>	None	<p>3 days after the last session (Thursday)</p>	<p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>



	5.2. Forward the resolution to the SB Secretary and Vice Mayor, for signature.	None	1 day	<p>Hon. Aurelio A. Damole</p> <p>Office of the Municipal Vice Mayor</p> <p>Emilio R. Mangubat, Jr. / Chester M. Quiapo</p> <p>Office of the Sangguniang Bayan</p>
	5.3. Prepare the resolution, ready for transmittal to the barangay concerned.	None	3 minutes	<p>Chester M. Quiapo / Pharham Damole</p> <p><i>Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p>
6.0. Receive the SB resolution approving said Ordinance, after review.	6.0. Record and release the resolution approving the Ordinance to the barangay.	None	2 minutes	<p>Marylou Maglasang</p> <p><i>Secretary to the Sanggunian</i></p> <p>Office of the Sangguniang Bayan</p>
TOTAL		None		



MUNICIPAL ADMINISTRATOR'S OFFICE

Frontline Services

(External Services)



1. ISSUANCE OF TRICYCLE FRANCHISE PERMIT

The Issuance of Tricycle Franchise Permit issued by the Local Government Unit of Consolacion thru the Office of the Municipal Administrator is classified as simple division type of transaction for all Tricycle Operators and Drivers. It is issued to all qualified to use and operate a motorized tricycle for hire for any livelihood purposes.

Office or Division:	Municipal Administrator's Office
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Tricycle Operators and Drivers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Official Receipt (1 copy)	Municipal Treasurer's Office
2. Endorsement Letter from the Punong Barangay (1 copy)	Barangay Hall
3. Endorsement Letter from the President Tricycle Driver's Association (1 copy)	Tricycle Driver's Association President
4. Secure Franchise Permit Form (1 copy)	Municipal Administrator's Office
5. Driver's License (present Original, 1 photocopy)	Land Transportation Office
6. Certificate of Registration (CR) (1 copy)	Land Transportation Office
7. Official Receipt from Land Transportation Office (1 copy)	Land Transportation Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill up and submit Franchise Permit Application form	1.0. Receive and assess application	None	5 minutes	Windhel M. Sapio <i>Municipal Administrator</i> Municipal Administrator's Office
2.0. Pay the required fees to the Municipal Treasurer's Office	2.0. Receive payment and issue Official receipt	Php 450.00	15 minutes	Cashier <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Submit the Official receipt to the Admin Office together with other necessary requirements	3.0. Receive the Official receipt and other necessary requirements and prepare the permit	None	10 minutes	Windhel M. Sapio / Crispin M. Cañeda Municipal Administrator's Office
4.0. Receive the Tricycle Franchise Permit	4.0. Release the Permit	None	1 day	Windhel M. Sapio <i>Municipal Administrator</i> Municipal Administrator's Office
TOTAL		Php 450.00	1 day and 30 minutes	



MUNICIPAL LEGAL OFFICE

Frontline Services

(External Services)



1. ISSUANCE OF AUTHORITY FOR CCTV FOOTAGE REVIEWING

All letter requests for CCTV footage reviewing request from the LDRRM Office shall undergo legal discretion for approval.

Office or Division:	Municipal Legal Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request for CCTV Review, 1 Original (1 copy)		LDRRM Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Client shall fill out and submit the Letter Request for CCTV Review	1.0. The Legal Office Staff shall receive the letter request	None	5 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office



	1.1. Forward the Letter Request to the Municipal Legal Officer for approval	None	15 minutes	Atty. Paolo Crispino C. Sucalit Municipal Legal Office
	1.2. The legal office staff shall forward the approved letter request to the Office of the Municipal Mayor for signature	None	15 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
	1.3. The Legal Office Staff shall release the photocopied of the signed and approved to the client	None	5 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
2.0. The client shall log upon receipt of the approved letter request in the legal office log book	2.0. The Legal Office Staff shall file the original copy of the letter request	None	5 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
TOTAL:		None	45 mins.	



2. ISSUANCE OF CEASE AND DESIST ORDER

All Cease and Desist Order shall undergo thorough legal discretion for approval.

Office or Division:	Municipal Legal Office			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business Entity G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Receive the letter of cease & desist forwarded from the Office of the Municipal Mayor	None	5 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
	1.1. The Municipal Legal Officer shall review the letter of cease & desist	None	2 days	Atty. Paolo Crispino C. Sucalit Municipal Legal Office



	1.2. The Legal Officer, if found appropriate, shall create and print out a Cease and Desist Order	None	30 minutes	Atty. Paolo Crispino C. Socalit Municipal Legal Office
	1.3. The Legal Office Staff shall forward the Cease and Desist Order to the Office of the Municipal Mayor for approval and final action	None	15 minutes	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
TOTAL:		None	2 days, 50 minutes	



3. REVIEWING OF CONTRACTS/MEMORANDUM OF AGREEMENT FORWARDED FROM OFFICE OF THE MUNICIPAL MAYOR

All contracts/MOA's coming from the Office of the Municipal Mayor shall undergo thorough legal review.

Office or Division:	Municipal Legal Office			
Classification:	Complex			
Type of Transaction:	G2B - Government to Business Entity G2G - Government to Government			
Who may avail:	All Municipal Government Affiliated business entities and/or other government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum of Agreement/ Contracts (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit necessary requirements needed	1.0. Review the contracts and/or MOA	None	3 days	Atty. Paolo Crispino C. Sucalit Municipal Legal Office



	1.1. Forward the reviewed contracts/ MOA with recommendations for amendment, if there are any back to the client	None	1 hour	Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
	1.2. In case of amended Contracts/MOA's, the Legal Officer shall thoroughly review for finalization	None	1 day	Atty. Paolo Crispino C. Socalit Municipal Legal Office
	1.3. The Legal Officer shall create and print out a favourable endorsement to the Office of the Municipal Mayor	None	30 mins.	Atty. Paolo Crispino C. Socalit Municipal Legal Office
	1.4. The final Contract/ MOA with favourable endorsement shall be forwarded to the Office of the Municipal Mayor	None	15 mins.	Ms. Gissel Ann E. Caban/ Ms. Irish Rizza E. Caban <i>Municipal Legal Officer</i> Municipal Legal Office
TOTAL:		None	4 days, 1 hour and 45 minutes	



4. TRANSFER OF MARKET STALL AWARD

Transfer of rights to lease stall holder with a valid award to another person.

Office or Division:	Public Market Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request Letter addressed to the Municipal Mayor	Applicant	
2. Affidavit of Adjudication and/or Waiver of Rights (whichever is applicable)	Applicant	
3. Present Business Permit	Business Permit and Licensing Office	
4. Lease Contract	Applicant	
5. Market Certificate (No Delinquent)	Assignor	
6. Market Certificate (No Other Stall)	Assignee	
7. Barangay Residency Certificate	Assignee	
8. Death Certificate (if transfer is thru death)	Philippine Statistics Authority or Local Civil Registrar	
9. Birth Certificate of Heir Assignee / Marriage Certificate if Spouse is assignee	Philippine Statistics Authority or Local Civil Registrar	
10. Official Receipt of Payment	Municipal Treasurer's Office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the request with complete attachments to the Office of the Mayor	1.0. Receive the request with complete attachments	None	10 minutes	Ike Cañete <i>Municipal Mayor</i> Office of the Mayor
	1.1. The Municipal Mayor thru the Municipal Legal Officer shall evaluate the request with complete attachments	None	2 days	Atty. Paolo Crispino C. Sucalit Municipal Legal Office Hon. Teresa P. Alegado Office of the Mayor
	1.2. Inform the client to proceed to the payment thru text or call by the Municipal Legal Office Staff	Php 120,000.00 (per SB Ordinance No. 02, series of 2015 of the Market Code) Or Php 2,000.00 (per sec. 50 of SB Ordinance No. 01, series of 2002 of the Market Code)	5 minutes	John Ethelred Osabel <i>Municipal Legal Officer</i> Municipal Legal Office



2.0. Present the Official Receipt	2.0. Receive and verify the official receipt presented, prepare the Market Stall award, and forward the same to the Office of the Mayor for signature	None	30 minutes	Atty. Paolo Crispino C. Sucalit Municipal Legal Office
	2.1. The Mayor shall sign the Market Stall Award for final approval	None	1 day	Hon. Teresa P. Alegado Office of the Mayor
3.0 Receive the Market Stall Award and sign upon receipt the other copy with its attachments	3.0. File the receive copy with all other documentary attachments	None	15 minutes	John Ethelred Osabel <i>Municipal Legal Officer</i> Municipal Legal Office
TOTAL:		Php 120,000.00 or Php 2,000.00	3 days and 1 hour	



HUMAN RESOURCE MANAGEMENT OFFICE

**Frontline Services
(External Services)**



1. ISSUANCE OF APPOINTMENT

An Appointment is issued to an applicant whose merit and fitness is evaluated and determined to be the most qualified to fill in a vacant position following the Omnibus Rules on Appointment and Other Human Resource Actions.

Office or Division:	Human Resource Management Office	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	All Applicants for Permanent Positions in LGU Consolacion, Cebu	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), 1 original copy		Can be downloaded at www.csc.gov.ph
2. Performance rating in the last rating period (if applicable), 1 copy		Applicant
3. Certificate of eligibility/rating/license, 1 photocopy		Applicant
4. Transcript of Records, 1 photocopy		Applicant
5. Application Letter		Applicant



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Submit Request for Publication to the CSC North Field Office after the Municipal Mayor's instruction	None	Depending on the available appointment online (3 hours)	Misheen-Ann C. Herbieta / Philip Barnie B. Lampong Human Resource Management Office
2.0. Interested and qualified applicants shall submit their requirements to the Office of the Mayor or email the same to hr.lguconsolacion@gmail.com	2.0. The HRMO shall send acknowledgement to the applications sent thru email.	None	1 day	Misheen-Ann C. Herbieta / Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
	2.1. The HRMO shall print out the applications submitted thru email and create a summary of applicants' profiles after the fifteen (15) days of publication.	None	3 days	Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	2.2. The HRMO shall prepare the Notice of Pre-qualification of Applicants to be distributed to the HRMPSB members signed by the HRMPSB Chairman.	None	1 hour	Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office



	2.3. The HRMPSB Members shall convene for the Pre-qualification meeting.	None	1 day	HRMPSB Members
	2.4. The HRMO shall prepare the final list of applicants to proceed to the final screening and email pre-qualification results to applicants.	None	3 hours	Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	2.5. The HRMO shall prepare a Notice of Screening of Applicants to be distributed to the HRMPSB members signed by the HRMPSB Chairman.	None	1 hour	Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	2.6. The HRMPSB Members shall convene for the screening and interview of the qualified applicants.	None	1 day	HRMPSB Members
	2.7. The HRMO shall prepare and check the completeness of the requirements for the appointment of the chosen most qualified applicant and all other pertinent documents relative thereto.	None	1 day	Ailyn P. Gungob / Misheen-Ann C. Herbieta / Philip Barnie B. Lampong Human Resource Management Office



	(Please see Annex C for the complete list of requirements for regular appointments)			
	2.8. The HRMO shall submit the appointment with complete attachments to the Civil Service Commission.	None	Depending on the available appointment online (3 hours)	Misheen-Ann C. Herbieta / Philip Barnie B. Lampong Human Resource Management Office
	2.9. The HRMO shall claim the appointment once the Civil Service Commission has taken its action.	None	15 minutes	Misheen-Ann C. Herbieta / Philip Barnie B. Lampong Human Resource Management Office
3.0. If the appointment is approved, the employee shall sign upon receipt on the acknowledgement portion of the Appointment document	3.1. File the signed received copy of the Appointment documents to the employee's 201 File	None	5 minutes	Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	7 days, 11 hours and 20 minutes	



2. ISSUANCE OF CERTIFICATE OF EMPLOYMENT

A Certificate of Employment is an official document issued by the Human Resource Management Office certifying whether a former or a current employee's employment history.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All Employees (current and/or former) of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the document (1 original copy)		Requesting party concerned		
2. Accomplished Request Form (1 original copy)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the request form and all other necessary documents, if there are any	1.0. Receive documents and verify client's employment record.	None	30 minutes	Mary Kris M. Alivio / Ailyn P. Gungob / Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office



	1.1. After thorough verification, the HRMO shall prepare and print out the certificate of employment and forward it to the HRMO head for signature	None	15 minutes	Mary Kris M. Alivio / Ailyn P. Gungob / Misheen-Ann C. Herbieta Human Resource Management Office
	1.2. The HRMO head shall review and sign the certificate of employment for approval	None	10 minutes	Philip Barnie B. Lampong Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO	2.0. File the signed received copy of the certificate to the Certificate of Employment File or the 201 File for permanent/elected/coterminous employees	None	5 minutes	Mary Kris M. Alivio / Ailyn P. Gungob / Misheen-Ann C. Herbieta / Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	1 hour	



3. ISSUANCE OF CERTIFICATE OF SAME PERSON

A Certificate of Same Person is an official document issued to attest a current or former employee's identity and who have discrepancies on their names.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the document, 1 original copy		Requesting party concerned		
2. Accomplished Request Form, 1 original copy		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the request form and all other necessary documents, if there are any	1.0. Receive and Verify the requesting party's record	None	30 minutes	Mrs. Mary Kris M. Alivio / Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieto <i>MGDH I</i> Human Resource Management Office



	2.0. The HRMO shall prepare and print out the Certificate of Same Person and forward it to the HRMO head for signature	None	15 minutes	Mrs. Mary Kris M. Alivio / Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieto <i>MGDH I</i> Human Resource Management Office
	2.1. The HRMO head shall review and sign the Certificate of Same Person	None	10 minutes	Mr. Philip Barnie B. Lampong Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the certificate to the Certificate of Same Person File or the 201 File for permanent/elected/coterminous employees	None	5 minutes	Mrs. Mary Kris M. Alivio / Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieto <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	1 hour	



4. ISSUANCE OF MEMORANDUM UPON JOB ORDER EMPLOYMENT

A Memorandum of Employment is issued to an applicant for Job Order position whose qualification is evaluated and determined to be the most qualified to fill in a vacant position.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All aspiring applicants chosen for a specific job			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Drug Test Referral		Ms. Ailyn P. Gungob, HRMO Staff		
2. Drug Test Result		Any accredited laboratory clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. The HRMO shall receive and log all incoming curriculum vitae(s) of aspiring applicants with Mayor's router/note.	None	30 minutes	Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office



	1.1. After logging in the incoming documents, the HRMO shall forward applicants' CV to the HRMO head	None	1 day	Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
	1.2. The HRMO head will evaluate applicants for interview	None	1 day	Philip Barnie B. Lampong Human Resource Management Office
	1.3. The HRMO shall contact applicants for interview and inform them their schedule.	None	15 minutes	Ailyn P. Gungob / Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office
2.0. Acknowledge and confirm on his/her availability for the scheduled interview	2.0. The HRMO head shall conduct an interview and applicant assessment.	None	30 minutes	Philip Barnie B. Lampong Human Resource Management Office
	2.1. The HRMO shall forward the interview results to the Municipal Mayor for finalization	None	1 day	Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
	2.2. The HRMO shall provide a Drug Testing Referral to qualified applicant(s) to proceed to the employment process.	None	5 minutes	Ailyn P. Gungob / Maria Florepes V. Rentuma Human Resource Management Office



3.0. Submit Drug Test results to the HRMO Staff	3.0. The HRMO shall prepare and print out a Memorandum of Employment and forward it to the Office of the Mayor for signature and approval.	None	15 minutes	Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office Hon. Teresa P. Alegado Office of the Municipal Mayor
4.0. Sign upon receipt of the Memorandum of Employment on the logbook and retain a signed received copy to the HRMO Staff	4.0. File the signed received copy of the memorandum to the employee's 201 File	None	5 minutes	Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office
	4.1. The HRMO shall enrol the employee to the finger print scanner for daily time in and out.	None	20 minutes	Mary Kris M. Alivio / Leah L. Flores <i>MGDH I</i> Human Resource Management Office
	4.2. The HRMO shall introduce and turn-over the new employee to his/her respective department head for further instructions.	None	15 minutes	Maria Florepes V. Rentuma / Leah L. Flores <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	3 days, 2 hours and 15 minutes	



5. ISSUANCE OF SERVICE RECORD

A Service Record is an official record for an employee's actual services accumulated and rendered to any government institution.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the document, 1 original copy		Requesting party concerned		
2. Accomplished Request Form, 1 original copy		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the request form and all other necessary documents, if there are any	1.0. Receive and verify the requesting party's records	None	15 minutes	Ms. Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office



	1.1. The HRMO shall prepare and print out the updated Service Record of the concerned employee and sign the prepared portion	None	5 minutes	Ms. Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
	1.2. The HRMO head shall review and sign the Service record for approval	None	10 minutes	Mr. Philip Barnie B. Lampong Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the certificate to the Service Record File	None	5 minutes	Ms. Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	35 minutes	



6. PROVISION OF OFFICE CLEARANCE

An Office Clearance is required for all employees holding a permanent and/or coterminous position after resignation or retirement.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the document (1 original copy)		Requesting party concerned		
2. Approved notice of resignation or retirement (1 photocopy)		Requesting party concerned		
3. Accomplished Request Form (1 original copy)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit necessary requirements to the Human Resource Management Office	1.0. The HRMO shall receive and verify the submitted documents	None	15 minutes	Ms. Ailyn P. Gungob MGDH I Human Resource Management Office



	1.1. The HRMO shall hand out the Office Clearance Form and shall give out instructions to the requesting party	None	15 minutes	Ms. Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
2.0. Sign on the logbook upon receipt of the Office Clearance Form	2.0. The HRMO shall file the receive copy.	None	3 minutes	Ms. Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	33 minutes	



HUMAN RESOURCE MANAGEMENT OFFICE

Non-Frontline Services

(Internal Services)



1. CONFIRMATION OF GSIS LOAN

The Human Resource Management Office Head is currently the Agency Authorized Officer (AAO) of the Municipal Government of Consolacion, Cebu. The Agency Authorized Officer (AAO) is the official representative of a government agency who can approve loans of the employees.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Net Take Home Pay (1 original copy)		Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the certificate of Net Take Home Pay duly signed by the Municipal Accountant	1.0. Verify the GSIS website for any loan application	None	5 minutes	Ms. Misheen-Ann C. Herbierto / Mr. Philip Barnie B. Lampong Human Resource Management Office



	1.1. The AAO shall verify the requesting party's capacity for loan	None	10 minutes	Mr. Philip Barnie B. Lampong Human Resource Management Office
	1.2. Upon the eligibility of the requesting party for loan, the AAO shall approve the applied GSIS loan thru online	None	5 minutes	Mr. Philip Barnie B. Lampong Human Resource Management Office
TOTAL:		None	20 minutes	



2. FILING OF LEAVE OF ABSENCE

A Leave of absence is generally defined as the right granted to officials and employees not to report for work with or without pay as may be provided by law.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly filled out Leave of Absence Form(s) (2 original copies)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the leave form with complete attachments, if there are any	1.0. The HRMO shall receive and verify the documents submitted. (Please see Annex D for complete list of documentary requirements per type of leave of absence)	None	15 minutes	Ailyn P. Gungob MGDH I Human Resource Management Office



	1.1. The HRMO head shall review and sign the leave of absence form with other documentary requirements, if there are any, for approval	None	10 minutes	Philip Barnie B. Lampong Human Resource Management Office
	1.2. The leave of absence forms shall be forwarded to the Office of the Mayor for signature and approval	None	15 minutes	Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office Hon. Teresa P. Alegado Office of the Municipal Mayor
	1.3. Deliver the approved leave of absence form to the concerned employee	None	15 minutes	Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the leave of absence form to the employee's 201 File	None	5 minutes	Ailyn P. Gungob <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	1 hour	



3. ISSUANCE OF CERTIFICATE OF LOYALTY AWARD

A loyalty award shall be given to an employee of the government who has completed at least ten (10) years of continuous and satisfactory service to the particular Office granting the award. (CSC MC No. 4, s. 1992)

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Verify employee's eligibility for a loyalty award as predetermined on the previous year	None	5 minutes	Misheen-Ann C. Herbieto <i>MGDH I</i> Human Resource Management Office



	1.1. After thorough verification, the HRMO shall prepare and print out the certificate of loyalty award and forward it to the HRMO head for signature	None	15 minutes	Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	1.2. The HRMO head shall review and sign the certificate of loyalty award for approval	None	10 minutes	Philip Barnie B. Lampong Human Resource Management Office
	1.3. Deliver the certificate of loyalty award to the concerned employee	None	15 minutes	Misheen-Ann C. Herbieta / Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the certificate to the employee's 201 File	None	5 minutes	Misheen-Ann C. Herbieta / Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	50 minutes	



4. ISSUANCE OF NOTICE OF REMAINING LEAVE CREDITS (ANNUAL)

A Notice of Remaining Leave Credits issued annually is an official document stating the total remaining leave credits of an employee whether for commutation or cumulation.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. The HRMO shall verify the total remaining leave credits of all permanent / elected / coterminous employees every end of the year	None	1 day	Ailyn P. Gungob MGDH I Human Resource Management Office



	1.1. The HRMO shall prepare and print out the notices to be signed by the HRMO head	None	1 day	Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieta and Mr. Philip Barnie B. Lampong Human Resource Management Office
	1.2. The HRMO shall distribute the notices to all permanent / elected / coterminous employees every month of January	None	2 hours	Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieta / Mrs. Ma. Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed original received copy of the Notice of Remaining Leave Credits on the employee's 201 File	None	3 hours	Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieta / Mrs. Ma. Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	2 days and 5 hours	



5. ISSUANCE OF PAYSLIP

A Payslip is a vital employment document, as it contains important information about an employee's compensation and benefits for a given every payroll period.

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned if he/she is not personally requesting the document (1 original copy)		Requesting party concerned		
2. Accomplished Request Form, 1 original copy		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the request form and all other necessary documents, if there are any	1.0. Receive and verify employee's payroll record	None	10 minutes	Mary Kris M. Alivio MGDH I Human Resource Management Office



	1.1. Prepare and print out the payslip, and countersign on the document	None	10 minutes	Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office
	1.2. The HRMO shall forward the payslip to the disbursing officer, for approval and signature.	None	15 minutes	Mrs. Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office Mrs. Constanca H. Goc-ong <i>MGDH I (Mun. Treasurer)</i> Municipal Treasurer's Office
2.0. Sign upon receipt of the document on the logbook.	2.0. File the receive copy of the document	None	5 minutes	Mrs. Mary Kris M. Alivio <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	40 minutes	



6. ISSUANCE OF NOTICE OF SALARY ADJUSTMENT

A certificate issued to government employees including the elected and coterminous employees following the Salary Standardization Law of 2019 in Four (4) Tranches from FY 2020 to FY 2023, modifying the Salary Schedule for Civilian Personnel and authorizes the grant of additional benefits.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Verify employees' existing salary grade and step	None	4 hours	Ms. Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office



	1.1. After thorough verification, the HRMO shall prepare and print out the notice of salary adjustment and forward it to the Office of the Mayor	None	2 days	Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	1.2. The Local Chief Executive (Municipal Mayor) shall review and sign the notice of salary adjustment for approval	None	1 day	Hon. Teresa P. Alegado Office of the Municipal Mayor
	1.3. Deliver the notice of salary adjustment to the concerned employees	None	2 hours	Ms. Misheen-Ann C. Herbieta / Mrs. Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the certificate to the employee's 201 File	None	1 hour	Ms. Misheen-Ann C. Herbieta / Mrs. Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	3 days and 7 hours	



7. ISSUANCE OF NOTICE OF STEP INCREMENT

An employee may progress from Step 1 to Step 8 of the Salary Grade allocation of his/her position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service, in accordance with the rules and regulations to be promulgated jointly by the DBM and CSC. (CSC and DBM JC No. 1, series of 2012)

Office or Division:	Human Resource Management Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Verify employee's eligibility for a step increment as predetermined on the previous year	None	5 minutes	Ms. Misheen-Ann C. Herbieto <i>MGDH I</i> Human Resource Management Office



	1.1. After thorough verification, the HRMO shall prepare and print out the notice of step increment and forward it to the Office of the Mayor	None	15 minutes	Ms. Ailyn P. Gungob / Ms. Misheen-Ann C. Herbieta <i>MGDH I</i> Human Resource Management Office
	1.2. The Local Chief Executive (Municipal Mayor) shall review and sign the notice of step increment for approval	None	10 minutes	Hon. Teresa P. Alegado Office of the Municipal Mayor
	1.3. Deliver the notice of step increment to the concerned employee	None	15 minutes	Ms. Misheen-Ann C. Herbieta / Mrs. Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
2.0. Sign upon receipt of the document on the logbook and retain a signed received copy to the HRMO Staff	2.0. File the signed received copy of the certificate to the employee's 201 File	None	5 minutes	Ms. Misheen-Ann C. Herbieta / Mrs. Maria Florepes V. Rentuma <i>MGDH I</i> Human Resource Management Office
TOTAL:		None	50 minutes	



8. SUBMISSION OF GSIS REPORTS

The Human Resource Management Office Head is currently the Agency Authorized Officer (AAO) of the Municipal Government of Consolacion, Cebu. The Agency Authorized Officer (AAO) is the official representative of a government agency who not only approves loans, but also serves as a partner of the GSIS in the timely submission of updated information of his agency and its employees.

Office or Division:	Human Resource Management Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All Permanent/Elected/Coterminous Employees of LGU Consolacion, Cebu	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Notice of Salary Adjustment (NOSA)		Human Resource Management Office
2. Notice of Step Increment (NOSI)		Human Resource Management Office
3. Service Record		Human Resource Management Office
4. Birth Certificate and/or Marriage Certificate (for personal data correction/update)		Requesting party



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit all necessary documents to the AAO	<p>1.0. Receive and verify all the documents presented by the employee.</p> <p>For the NOSA and NOSI, the AAO shall automatically prepare the report for submission.</p>	None	1 day	<p>Ms. Misheen-Ann C. Herbieto / Mr. Philip Barnie B. Lampong</p> <p>Human Resource Management Office</p>
	<p>1.1. The AAO shall submit the duly filled out and appropriate GSIS form with attachments, if there are any and verify for its approval after some time</p>	None	1 day	<p>Ms. Misheen-Ann C. Herbieto / Mr. Philip Barnie B. Lampong</p> <p>Human Resource Management Office</p>
TOTAL:		None	2 days	



MUNICIPAL TREASURER'S OFFICE

Frontline Services

(External Services)



1. ACCEPTANCE OF REAL PROPERTY TAX PAYMENT

The Municipal Treasurer is deputized by Cebu Province to collect real property tax.

Office or Division	Municipal Treasurer's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail	All Real property owner or Authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A copy of any of the following:				
1.1. Previous Official Receipt (OR)		Requesting party concerned		
1.2. Order of Payment (OP)		Provincial Treasurer's Office		
1.3. Latest tax declaration		Municipal Assessor's Office		
2. Authorization Letter from the client concerned if he/she is not personally requesting the document (1 original copy)		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the necessary requirements	1.0. Verify the submitted documents and issue an Official Receipt <i>Note: This is for current year or non-delinquent transactions.</i>	Assessed value multiply 2% = total tax due	3 minutes for current year transactions	Joan Padilla / Grace Alin / Jovelyn H. Omega / Aylin C. Parado Municipal Treasurer's Office



	<p>1.1. If delinquent - Verify the submitted documents and assess the tax due plus penalty, then issue official receipt</p> <p><i>Note: This is for delinquent transactions.</i></p>	<p>Assessed value multiply 2% = total tax due plus penalty of 2% per month up to 36 months</p>	<p>15 minutes for current year transactions</p>	<p>Karen Martel / Grace Alin/ Jovelyn H. Omega / Oscar Pepito / Aylin C. Parado</p> <p>Municipal Treasurer's Office</p>
<p>TOTAL</p>			<p>3 minutes for current year transactions / 15 minutes for current year transactions</p>	



2. BUSINESS TAX PAYMENT (NEW AND RENEWAL)

A primary function of the municipal treasury office is to maintain an effective revenue generation program of the Municipality.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	All Permanent Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Assessment with Application of Business Permit (1 copy)		BPLO – Assessment Form and Computation Sheet for business tax and other regulatory fees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the notice of assessment or computation sheet	1.0. Verify the submitted documents and issue an Official Receipt <i>Note: This is for current or non-delinquent transactions.</i>	Please refer to Annex C	3 minutes for current year transactions	Jairus Gabutan / Eva Bihag / Jovelyn H. Omega / Aylin C. Parado Municipal Treasurer's Office



	<p>1.1. If delinquent - Verify the submitted documents and assess the tax due plus penalty, then issue official receipt</p> <p><i>Note: This is for delinquent transactions.</i></p>	<p>Please refer to Annex C (Plus 25% penalty)</p>	<p>15 minutes for delinquent taxpayers</p>	<p>Jairus Gabutan / Jovelyn H. Omega / Aylin Parado</p> <p>Municipal Treasurer's Office</p>
<p>TOTAL:</p>			<p>3 minutes for current year transactions / 15 minutes for delinquent taxpayers</p>	



3. ISSUANCE OF BARANGAY MICRO-BUSINESS ENTERPRISES CERTIFICATE

Every business entrepreneur with total assets of Three Million Pesos (Php 3, 000, 000.00) or below shall have a Barangay Micro-Business Enterprise Certificate.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	Every business entrepreneur with total assets of Three Million Pesos (3,000,000.00) or below			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sworn statements of Assets and Liabilities, Sworn statement that business is barangay based, Pictures of business establishments, Audited Financial Statements stamped receive by the BIR (1 copy)		Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the necessary requirements	1.0. Receive, review and approve all the requirements	None	1 day	Marilou Perez / Aylin C. Parado Municipal Treasurer's Office
2.0. Pay the necessary fees	2.0. Issue Official Receipt and print out BMBE Certificate	Registrati on fee of Php 1,000.00 per applicant	15 minutes	Jairus Gabutan / Eva Bihag / Jovelyn H. Omega MGDH I (Municipal Treasurer) Municipal Treasurer's Office



	2.1. Forward the BMBE certificate to the Municipal Treasurer for signature	None	5 minutes	Aylin C. Parado Municipal Treasurer's Office
	2.2. Release the signed BMBE Certificate to the requesting party concerned	None	5 minutes	Jairus Gabutan / Eva Bihag / Jovelyn H. Omega / Aylin C. Parado Municipal Treasurer's Office
3.0. Receive and sign upon receipt of the BMBE Certificate	3.0. Assist client upon receipt	None	5 minutes	Jairus Gabutan / Eva Bihag / Jovelyn H. Omega <i>MGDH I</i> <i>(Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		Php 1, 000.00 per applicant	1 day and 30 minutes	



4. ISSUANCE OF COMMUNITY TAX CERTIFICATE

The Municipal Treasurer has deputized the Barangay Treasurers of the 21 barangays to collect community tax aside the local revenue collector inside the premises of the Municipality.

Office or Division:	Municipal Treasurer's Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity	
Who may avail:	Every inhabitant of the Municipality of Consolacion, 18 years of age or over who has been regularly employed on a wage or salary basis for at least 30 consecutive working days during any calendar year, or who is engaged in business or occupation, or who owns a real property with an aggregate assessed value of P1,000 or more, or who is required by law to file an income tax return.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Must be imposed on persons, natural or juridical, residing in the Municipality Fill-out the forms intended for the application of community tax. (1 copy)		Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the filled out forms with annual gross income from the previous year. If no income just leave it blank.	1.0. Issue Cedula or Community tax Certificate	<p>Based on annual earnings For individuals: P5.00 + P1.00 for every P1,000 but not to exceed P5,000</p> <p>For Juridical Person : P500 +P2.00 for every P2,000 but not to exceed P10,000</p> <p>A sur-charge - interest of 2% per month after February 28</p>	5 minutes	<p>Jairus Gabutan / Eva Bihag / Jovelyn H. Omega / Aylin C. Parado</p> <p>Municipal Treasurer's Office</p>
TOTAL:			5 minutes	



5. ISSUANCE OF TAX CLEARANCE FOR NON-DELIQUENCY

Every real property taxpayer who is promptly paying his/her real property tax has the right to claimed real property tax clearance stating that he/she is no unpaid real property tax.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	Real property owner or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Real property tax official receipts for current year (1 copy)		Client / Business Owner		
2. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the document (1 original copy)		Client / Business Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the current year real property tax receipt	1.0. Issue official receipt	Tax Clearance fee – 100.00 per document plus 30 .00 document ary stamps	3 minutes	Jairus Gabutan / Eva Bihag / Aylin C. Parado Municipal Treasurer's Office



	1.1. Issue Tax Clearance Certificate	None	10 minutes	Genevieve Villamor / / Oscar Pepito <i>MGDH I</i> <i>(Municipal Treasurer)</i> Municipal Treasurer's Office
	1.2. Approve and Signed Tax Clearance Certificate	None	3 minutes	Aylin C. Parado Municipal Treasurer's Office
TOTAL:		Php 130.00	16 minutes	



6. RELEASING OF ACCOUNTABLE FORMS

Accountable forms should be monitored, handled and properly accounted for and to be released only to bonded public officials only.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All local revenue collectors with fidelity bond duly approved and issued by the Bureau of Treasury			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved fidelity bond issued and approved from Bureau of Treasury, Request and Issuance Slip, All request should be signed and accompanied with official logbook. Brgy Treasurers, SK chairman, Brgy Captain should present also their fidelity bond and official receipts. (1 copy)		Accountable forms officer/ administrative division		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the approved fidelity bond and request issue slip- Barangay transactions	1.0. Issue official receipt #51	Accountable Form #51 – P200.00	5 minutes	Eva Bihag / Mary Lina Quimay
	Community tax (CEDULA)	N.A.	5 minutes	MGDH I (Municipal Treasurer) Municipal Treasurer's Office



2.0. Tellers and other Field Collectors	2.0. Release Accountable Forms #51, #56, BIR 0016	None	10 minutes	Eva Bihag / Mary Lina Quimay <i>MGDH I</i> <i>(Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		Php 200.00	20 minutes	



7. RELEASING OF CHECKS

Accountable forms should be monitored, handled and properly accounted for and to be released only to bonded public officials only.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business Entity			
Who may avail:	All different suppliers of the Local Government Unit – Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved checks with complete signatories		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Checks for released	1.0. Receive, Record and log book	None	4 hours	Eva Bihag / Mary Lina Quimay <i>MGDH I</i> <i>(Municipal Treasurer)</i> Municipal Treasurer's Office



	1.1. Released the checks to the supplier	None	2 minutes	Constancia H. Goc-ong / Mary Lina Quimay <i>MGDH I</i> <i>(Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		None	4 hours and 2 minutes	



MUNICIPAL TREASURER'S OFFICE

Non-Frontline Services

(Internal Services)



1. AVAILABILITY OF FUNDS

This is to ensure that all government funds to be released has an availability of funds for every transactions that the Local Government Unit will incurred.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All different offices under the Local Government Unit – Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Funding sources of a particular activities		Every department has its own source of funds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the funding sources and funds available log in and issued from the budget office which includes (Purchase Request Form, Program of work, Activity Design, etc.)	1.0. Receive, Record, Review the pertinent documents	None	1 day	Jeramae Pitogo / Archillie Villacampa/ Cecilia Rondina <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	1.1. Signed the availability of funds	None	2 minutes	Aylin C. Parado Municipal Treasurer's Office
	1.2. Forward the documents to the requesting departments	None	10 minutes	Jeramae Pitogo / Archillie Villacampa/ Cecilia Rondina <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		None	1 day and 12 minutes	



2. CHECK PREPARATION AND SIGNED BY THE AUTHORIZED SIGNATORY

This is to ensure that the government transactions are properly authorized. The disbursement vouchers are duly approved by the local chief executive before the issuance of checks.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All different offices under the Local Government Unit – Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved disbursement vouchers with complete supporting documents and complete authorized signatories		Requesting office/department concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the approved disbursement vouchers	1.0. Receive, Record, and printing of checks	None	4 hours	Jeramae Pitogo / Archillie Villacampa/ Eva Bihag <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	1.1. Sign the checks	None	2 minutes	Aylin C. Parado Municipal Treasurer's Office
	1.2. Logbook the checks and forward to the office of the mayor	None	5 minutes	Jeramae Pitogo / Archillie Villacampa/ Eva Bihag <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		None	4 hours and 7 minutes	



3. DISBURSEMENT OF FUNDS

This is to provide a smooth transaction flow for every vouchers received from the accounting office for a certification of availability of funds to the office of the treasurer and approval to the office of the mayor.

Office or Division:	Municipal Treasurer's Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All different offices under the Local Government Unit – Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Funding sources of a particular activities		Every department has its own source of funds		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present the disbursement vouchers	1.0. Receive, Record, Review the pertinent documents	None	4 hours	Jeramae Pitogo / Archillie Villacampa/ Cecilia Rondina / Aylin C. Parado Municipal Treasurer's Office



	1.1. Signed the box – certificate of availability of funds	None	2 minutes	Aylin C. Parado Municipal Treasurer's Office
	1.2. Logbook the disbursement vouchers and forward to the office of the mayor	None	2 minutes	Cecilia Rondina / Archillie Villacampa/ Eva Bihag <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
TOTAL:		None	4 hours and 4 minutes	



MUNICIPAL BUDGET OFFICE

Non-Frontline Services

(Internal Services)



1. CANCELLATION OF OBLIGATION

Cancellation of obligation recorded on Control Book as requested by the end user.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2G- Government to Client			
Who May Avail:	Agency Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 copy)		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Forward a written request for the cancellation of transaction obligation / charges	1.0. Review transaction request and cancel Obligation Request/charges recorded on Control Book and record the adjustment of cancelled transaction to its proper appropriation	None	10 minutes	Budget Staff <i>MGDH I (Municipal Budget Officer)</i> Municipal Budget Officer
TOTAL		None	10 minutes	



2. ISSUANCE OF CERTIFICATE OF APPROPRIATION BALANCES

Issuance of different certification and other related request concerning appropriation of offices.

Office or Division:	Municipal Budget Office			
Classification:	Simple			
Type of Transaction:	G2C- Government To Client			
Who May Avail:	Agency Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Forward a written request or Purchase Request/Program of Work (POW) for certification of appropriation balances	1.0. Review the book of accounts where the accounts will be charged and stamped the request certifying the availability of appropriation balances	None	15 minutes	Budget Staff <i>MGDH I (Municipal Budget Officer)</i> Municipal Budget Officer



2.0. Receive the documents	2.0. Signed, release the stamped request	None	5 minutes	Judith R. Pepito Municipal Budget Office
3.0. Forward Obligation Request of the transactions with certified appropriations	3.0. Review and assigned numbers to Obligation Requests and post it to registries	None	20 minutes	Ruby T. Manlucot <i>MGDH I (Municipal Budget Officer)</i> Municipal Budget Officer
TOTAL		None	40 minutes	



3. REVIEW OF BARANGAY AND SANGGUNIANG KABATAAN BUDGET

As mandated for by RA 7160 and other pertinent laws to review the Annual and Supplemental Budget of Barangays and Sangguniang Kabataan.

Office or Division:	Office of the Budget Officer			
Classification:	Highly Technical			
Type of Transaction:	G2C- Government To Client			
Who May Avail:	Agency Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Sangguniang Bayan forward the submitted budget of barangays	1.0. Review the submitted budget and indorsed back to the Sangguniang Bayan after barangays complied all the necessary attachments as mandated by laws / memorandum circulars	None	30 days with complete attachments	Judith R. Pepito, Budget Staff Municipal Budget Office



2.0. Sangguniang Bayan forward the submitted budget of Sangguniang Kabataan	2.0. Review the submitted budget and indorsed back to the Sangguniang Bayan after SK complied all the necessary attachments as mandated by laws / memorandum circulars	None	30 days with complete attachments	Judith R. Pepito, Budget Staff Municipal Budget Office
TOTAL		None	30 days for Barangay / 30 days for SK	



MUNICIPAL ACCOUNTING OFFICE

Frontline Services

(External Services)



1. ISSUANCE OF CERTIFICATE OF NET TAKE HOME PAY

A Net Take Home Pay Certificate is an official document stating the net amount of income received after the deduction of taxes, benefits, and voluntary contributions of a personnel's monthly salary. It is the difference between the gross income less all deductions.

Office or Division:	Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Employees of LGU Consolacion, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authorization Letter from the employee concerned if he/she is not personally requesting the document (1 original copy)		Requesting party concerned		
2. Accomplished Request Form, 1 original copy		Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Request for a Certificate of Net Take Home Pay	1.0. Verify employee's payroll record	None	15 minutes	Maricel Pitogo MGDH I (Municipal Accountant) Municipal Accounting Office



2.0. Wait for the Accounting to print out the Certificate of Net Take Home Pay	2.0. Prepare and print out computed and verified net take home pay	None	10 minutes	<p>Maricel Pitogo</p> <p><i>MGDH I</i> (Municipal Accountant) Municipal Accounting Office</p>
	2.1. Check , approve and sign the Certificate of Net Take Home Pay	None	5 minutes	<p>Chelo P. Lozada</p> <p>Municipal Accounting Office</p>
3.0. Sign upon receipt of the document on the logbook.	3.0. File the signed received copy of the certificate to the Net Take Home Pay File	None	5 minutes	<p>Maricel Pitogo</p> <p><i>MGDH I</i> (Municipal Accountant) Municipal Accounting Office</p>
TOTAL:		None	35 minutes	



MUNICIPAL ACCOUNTING OFFICE

Non-Frontline Services

(Internal Services)



1. PREPARATION OF DILG QUARTERLY REPORTS

Quarterly Reports such as Report on Unliquidated Cash Advances, Manpower Compliment, Cash Flows, Trust Fund Utilization, Utilization Report of 20% Economic Development Fund & 5% LDRRM Fund

Office/Division:	Municipal Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	DILG Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Subsidiary Ledger for Cash Advances		ECPAC / PPSAS Accounting System
2. Liquidation Report		
3. Salaries & Wages & Other Monetary Benefits		
4. Cash Inflows & Cash Outflows		
5. TF Monthly Reports		
6. 20% EDF & 5% LDRRM Fund Disbursement vouchers		Municipal Accounting Office



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. DILG Focal person will follow-up thru call or email	1.0. Review Subsidiary Ledger for Cash Advances and Liquidation Reports	None	20 minutes	Sarah Jane Pepito <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.1. Review Salaries & Wages & Other Monetary Benefits for Manpower Compliment and review Cash Inflows and Cash Outflows	None	20 minutes	Maricel Pitogo <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.2. Review TF Disbursement vouchers.	None	10 minutes	Charito Giltendez <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office



	1.3. Review 20% EDF and 5% LDRRM Fund Disbursement vouchers	None	20 minutes	Eleanor Muñez <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.4. Check & approve DILG Quarterly reports.	None	10 minutes	Chelo P. Lozada Municipal Accounting Office
	1.5. The approved Quarterly reports will be forwarded to Brindisi Tundag as DILG Focal Person to be sent thru email.	None	2 minutes	Sarah Jane Pepito / Maricel Pitogo / Charito Giltendez / Eleanor Muñez <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL		None	1 hour and 22 minutes	



2. PREPARATION OF MONTHLY REPORTS AND FINANCIAL STATEMENTS FOR THE MUNICIPALITY OF CONSOLACION

Monthly Reports and Financial Statements must be submitted to COA Regional Office.

Office or Division:	Municipal Accounting Office	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Commission on Audit (COA)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Check Disbursements		Municipal Treasurer’s Office
2. Cash Disbursements		
3. Collection (RCD)		
4. General Journal (Others)		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. COA will follow-up thru call or email.	1.0. Post Journal Entries of Check Disbursements, Cash Disbursements, Collection (RCD) & General Journals (Others) on PPSAS System.	None	7 days	Sarah Jane Pepito / Maricel Pitogo / Charito Giltendez / Marlene Alivio <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.1. Check & Approve JEV for Check Disbursements, Cash Disbursements, Collection (RCD) & General Journals (Others).	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	1.2. Check & Approve Trial Balance and supporting schedules.	None	10 minutes	Charito Giltendez / Chelo P. Lozada Municipal Accounting Office



	1.3. Forward Monthly Reports & Financial Statements to COA Office.	None	1 hour	Rubina Romero / Joren Quiño <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	7 days,1 hour and 15 minutes	



3. PREPARATION OF MONTHLY REPORTS AND FINANCIAL STATEMENTS FOR THE 21 BARANGAYS OF CONSOLACION

Monthly Reports and Financial Statements must be submitted to COA Regional Office.

Office or Division:	Municipal Accounting Office		
Classification:	Highly Technical		
Type of Transaction:	G2G - Government to Government		
Who may avail:	Commission on Audit (COA)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Barangay Check Disbursements		Municipal Treasurer’s Office	
2. Barangay Cash Disbursements			
3. Barangay Collection (RCD)			
4. Barangay General Journal (Others)			
5. Barangay Liquidation Reports			



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. COA will follow-up thru call or email.	1.0. Review Barangay Reports	None	7 days	Joseph Sordilla / Esther Mantuhac / Jovelyn Tik-ing/ Gloria Libaton <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.1. Prepare and encode Barangay JEV's for Check Disbursements Cash Disbursements, Collection (RCD) & General Journal (Others) on PPSAS System.	None	5 minutes	Joseph Sordilla / Esther Mantuhac / Jovelyn Tik-ing/ Gloria Libaton <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.2. Check & Approve Trial Balance and supporting schedules.	None	10 minutes	Chelo P. Lozada Municipal Accounting Office



	1.3. Forward Monthly Reports & Financial Statements to COA Office.	None	1 hour	Joseph Sordilla / Esther Mantuhac / Jovelyn Tik-ing/ Gloria Libaton <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	7 days,1 hour and 15 minutes	



4. PROCESS CASH ADVANCE OR LIQUIDATION REPORT

All liquidation report and cash advances must be presented to Accounting Office for recording and monitoring.

Office or Division:	Municipal Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Local Offices, National Offices & Elementary and Secondary Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Cash advance voucher for Travel:		
1.1. Voucher		Prepared by requesting Office
1.2. Obligation Request (OBR)		Must be obligated and signed by Municipal Budget Officer
1.3. Travel Order (TO)		Signed by Department Head & Municipal Mayor
1.4. Communication / Invitation Letter		Sent by Host Agency / Association
1.5. Appendix B of Travel Completed		Must be signed by the Municipal Mayor after travel was done



<p>2. For Cash advance voucher for Activity:</p> <p>2.1. Voucher</p> <p>2.2. Obligation Request (OBR)</p> <p>2.3. Activity Design or Program of Activity</p>	<p>Prepared by requesting Office</p> <p>Must be obligated and signed by Municipal Budget Officer</p> <p>Prepared by requesting Office</p>
<p>3. Liquidation of Travel Cash Advance:</p> <p>3.1. Liquidation Report</p> <p>3.2. Photocopy of cash advance voucher, OBR, Travel Order & Invitation/ Communication Letter</p> <p>3.3. Fully signed Appendix B of Travel Completed</p> <p>3.4. Official Receipt on expenses during Official Travel</p>	<p>Prepared by requesting Office</p> <p>Requesting Dep't must secure a copy from Accounting Office</p> <p>Must be signed by the Municipal Mayor after travel was done</p> <p>From Host Agency / Association/Transportation Company</p>
<p>4. Liquidation of Cash Advance for Activity:</p> <p>4.1. Liquidation Report</p> <p>4.2. Photocopy of cash advance voucher, Activity Design / Program of Activity</p> <p>4.3. Official Receipts on expenses incurred</p> <p>4.4. List of recipients (if applicable)</p>	<p>Prepared by requesting Office</p> <p>Requesting Dep't must secure a copy from Accounting Office</p> <p>From suppliers</p> <p>Prepared by requesting Office</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit CA voucher to Budget Office for obligation then Budget Office will forward it to Accounting Office.	1.0. Receive the required documents and check for completeness.	None	5 minutes	Lyn Banate <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
2.0. Liquidation Report will be submitted directly at Accounting Office.	2.0. Pre-audit of voucher – Review if documents /attachments were complete and signed by concerned authorities and allotment obligated for the purpose.	None	20 minutes	Eleanor M. Muñoz / Sarah Jane Pepito/ Marlene Alivio <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	2.1. Record Cash Advance and Liquidation Report for monitoring purposes.	None	5 minutes	Sarah Jane Pepito <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office



	2.2. Check mathematical computation - Review if computation is correct and consistently applied to all documents.	None	5 minutes	Charito Giltendez / Maricel Pitogo <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	2.3. Sign CA vouchers and Liquidation Report as to completeness of supporting documents.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	2.4. Forward complete & reviewed documents to Treasury Office for Municipal Treasurer's signature.	None	2 minutes	Lyn Banate/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	2.5. Prepare Advice of Checks issued - Approved vouchers fully signed by the approving authority & checks signed by all signatories.	None	2 minutes	Archilie Villacampa <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	2.6. Sign Advice of checks issued –Review advice against checks issued.	None	2 minutes	Chelo P. Lozada Municipal Accounting Office
	2.7. Forward fully signed check advice to Treasurer's Office.	None	2 minutes	Lyn Banate / Joren Quiño <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	48 minutes	



5. PROCESSING OF REGULAR VOUCHERS

Each voucher process must have complete attachment and fully signed by concerned authorities.

Office or Division:	Municipal Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Local Offices, National Offices, Barangays and Elementary & Secondary Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Voucher		Prepared by requesting Office
2. Purchase Request Form (PRF)		Must have appropriation balance from Budget office Signed by Municipal Treasurer for Availability of Fund Signed by the Municipal Mayor for approval Must have BAC action Must have DBM stamp
3. Canvass (3 sets)		Signed by the canvasser



4. Abstract	Fully signed by BAC committee & requesting office
5. Purchase Order (P.O.)	Signed by the Municipal Mayor & the supplier
6. Acceptance & Inspection	Signed by Inspector & requesting office
7. Delivery Receipt (if applicable)	Issued by supplier
8. Obligation Request (OBR)	Must be obligated and signed by Municipal Budget Officer
9. List Recipients (if applicable)	Prepared by requesting office
10. Program of Activity /Activity Design (if applicable)	Prepared by requesting office
11. Picture (if applicable)	Prepared by requesting office
12. If worth Php 50, 000.00 and above:	
12.1. PHILGEPS	BAC Office
12.2. Copy of BIR Registration 2303	Supplier
12.3. Copy of Business Permit	Supplier
12.4. Copy of DTI	Supplier
12.5. Omnibus (if applicable)	BAC Office
12.6. BAC Resolution	BAC Office
12.7. Warranty (if applicable)	Supplier
12.8. Notice of Award	BAC Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit voucher to Budget Office for obligation then Budget Office will forward it to Accounting Office.	1.0. Receive the required documents and check for completeness.	None	5 minutes	Lyn Banate <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.1. Pre-audit of voucher – Review if documents /attachments were complete and signed by concerned authorities and allotment obligated for the purpose.	None	20 minutes	Eleanor M. Muñoz / Marlene T. Alivio <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.2. Check mathematical computation - Review if computation is correct and consistently applied to all documents.	None	5 minutes	Charito Giltendez / Maricel Pitogo <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.3. Sign vouchers as to completeness of supporting documents.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office



	1.4. Forward complete & reviewed documents to Treasury Office for Municipal Treasurer's signature.	None	2 minutes	Lyn Banate/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.5. Prepare Advice of Checks issued - Approved vouchers fully signed by the approving authority & checks signed by all signatories.	None	15 minutes	Archilie Villacampa <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	1.6. Sign Advice of checks issued –Review advice against checks issued.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	1.7. Forward fully signed check advice to Treasury Office.	None	2 minutes	Lyn Banate / Joren Quiño/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	59 minutes	



6. PROCESS UTILITY BILLS VOUCHERS

Voucher process for utility bills must have complete attachment and fully signed by concerned authorities.

Office or Division:	Municipal Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	Local Offices, National Offices & Elementary and Secondary Schools	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Voucher		Prepared by requesting Office
2. Obligation Request (OBR)		Must be obligated and signed by Municipal Budget Officer
3. Purchase Request Form (PRF)		Must have appropriation balance from Budget Office Signed by Municipal Treasurer for Availability of Fund Signed by the Municipal Mayor for approval
4. Statement of Accounts (SOA)		Current billing from designated company



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit voucher to Budget Office for obligation then Budget Office will forward it to Accounting Office.	1.0. Receive the required documents and check for completeness.	None	5 minutes	Lyn Banate <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.1. Pre-audit of voucher – Review if documents/attachments were complete and signed by concerned authorities and allotment obligated for the purpose.	None	20 minutes	Eleanor M. Muñoz / Marlene T. Alivio <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.2. Check mathematical computation - Review if computation is correct and consistently applied to all documents.	None	5 minutes	Charito Giltendez / Maricel Pitogo <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office



	1.3. Sign vouchers as to completeness of supporting documents.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	1.4. Forward complete & reviewed documents to Treasury Office for Municipal Treasurer's signature.	None	2 minutes	Lyn Banate/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.5. Prepare Advice of Checks issued - Approved vouchers fully signed by the approving authority & checks signed by all signatories.	None	15 minutes	Archilie Villacampa <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	1.6. Sign Advice of checks issued –Review advice against checks issued.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office



	1.7. Forward fully signed check advice to Treasury Office.	None	2 minutes	Lyn Banate / Joren Quiño/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	59 minutes	



7. PROCESS VOUCHERS AS PAYMENT FOR THE CONSTRUCTION OF PROJECTS

Processing of voucher as payment for the Construction of Projects must have complete attachment and fully signed by concerned authorities.

Office or Division:	Municipal Accounting Office	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government G2C - Government to Government	
Who may avail:	Engineering Office / Construction Firm or Company	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Voucher		Prepared by requesting Office
2. Obligation Request (OBR)		Must be obligated and signed by Municipal Budget Officer
3. Purchase Request Form (PRF)		Must have appropriation balance from Budget Office Signed by Municipal Treasurer for Availability of Fund Signed by the Municipal Mayor for approval



4. BID Documents		Must have appropriation balance from Budget Office		
5. Certificate of Availability of Fund (CAF)		Signed by Municipal Treasurer for Availability of Fund		
6. COA Checklist		Engineering Office		
7. Drawing Plans		Engineering Office		
8. Program of Work (POW)		Engineering Office		
9. BAC Resolution		BAC Office		
10. Performance Bond		Requesting Office		
11. Contract		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit voucher to Budget Office for obligation then Budget Office will forward it to Accounting Office.	1.0. Receive the required documents and check for completeness.	None	5 minutes	Lyn Banate <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office



	1.1. Pre-audit of voucher – Review if documents /attachments were complete and signed by concerned authorities and allotment obligated for the purpose.	None	7 days	Eleanor M. Muñoz / Marlene T. Alivio <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.2. Check mathematical computation - Review if computation is correct and consistently applied to all documents.	None	5 minutes	Charito Giltendez / Maricel Pitogo <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
	1.3. Sign vouchers as to completeness of supporting documents.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	1.4. Forward complete & reviewed documents to Treasury Office for Municipal Treasurer's signature.	None	2 minutes	Lyn Banate/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office



	1.5. Prepare Advice of Checks issued - Approved vouchers fully signed by the approving authority & checks signed by all signatories.	None	15 minutes	Archilie Villacampa <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	1.6. Sign Advice of checks issued –Review advice against checks issued.	None	5 minutes	Chelo P. Lozada Municipal Accounting Office
	1.7. Forward fully signed check advice to Treasury Office.	None	2 minutes	Lyn Banate / Joren Quiño/ Eleazar A. Racal <i>MGDH I (Municipal Accountant)</i> Municipal Accounting Office
TOTAL:		None	7 days and 39 minutes	



MUNICIPAL ASSESSOR'S OFFICE

**Frontline Services
(External Services)**



1. ISSUANCE OF CERTIFIED TRUE / MACHINE COPY OF TAX DECLARATION, LANDHOLDINGS, CERTIFICATIONS, NO IMPROVEMENTS, CADASTRAL MAP, DEED OF CONVEYANCE, NOTICES AND OTHERS

The Municipal Assessor's Office issues certifications of landholdings, with/no improvements and certified true copies of tax declarations for BIR purposes.

Office or Division:	Municipal Assessor's Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
Who may avail:	Tax Declarants, Heirs, Concerned Parties	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certifications of No Improvements, landholdings, certified copy. Etc.		Client
2. Sworn Statement; (If applicable)		Client
3. Letter Request / Request Form		Client
4. Official Receipt (Processing Fee/Realty Tax)		Municipal Treasurer's Office
5. Special Power of Attorney / Authorization if the applicant is not the lot owner / buyer / seller or immediate family		Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Get and fill out request form	1.0. Provide the form	None	5 Minutes	Marie Katherine Lopez / Ricardo M. Bihag III / Rolando S. Mangubat,/ Marilou H. Herrera Municipal Assessor's Office
2.0. Pay corresponding fees	2.0. Receive payment and issue O.R.	Duly accomplished form PHP 150.00 - Certification Fee PHP 30.00 - Documentary Stamp	5 Minutes	Jairus Gabutan / Joanne C. Padilla / Grace Alin <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Submit the required documents	3.0. Receive and prepare the True Copy	Official Receipt and Request Form	5 Minutes	Marie Katherine Lopez / Ricardo M. Bihag III / Rolando Mangubat / Marilou H. Herrera Municipal Assessor's Office



4.0. Receive the Certified True Copy/ies of tax declaration	4.0. Release documents	None	5 Minutes	<p>Rolando S. Mangubat / Marie Katherine Lopez / Marilou H. Herrera</p> <p>Municipal Assessor's Office</p>
TOTAL:		PHP 180.00	20 Minutes	



2. ISSUANCE OF HISTORY TRACER OF CLAIM / OWNERSHIP OF REAL PROPERTY

The Office of the Municipal Assessor issues Tracer of claim of real property for personal reference or court purposes. It shall give the history of said lands 20 to 30 years back.

Office or Division:	Municipal Assessor's Office			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Research Fee/Tracer History		Office of the Municipal Treasurer - Window 1		
2. Previous Tax Declaration		Client / Office of the Municipal Assessor		
3. Approved Plan (if necessary)		Client / Surveyor		
4. Special Power of Attorney/ Authorization, if the applicant is not the lot owner / buyer /seller or immediate family		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Get and fill out request form	1.0. Provide the form	None	5 Minutes	Ricardo M. Bihag III MGDH I (Municipal Assessor) Municipal Assessor's Office



2.0. Pay corresponding fees to the Municipal Treasurer's Office	2.0. Receive payment and issue official receipt	History Tracer Fee - PHP 500.00	10 Minutes	Joanne C. Padilla / Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Receive Tracer	3.0. Release of History Tracer	None	7 Days	Ricardo M. Bihag III <i>MGDH I (Municipal Assessor)</i> Municipal Assessor's Office
TOTAL:		Php 500.00	7 Days and 15 Minutes	



3. ISSUANCE OF NEW TAX DECLARATION FOR NEWLY DECLARED BUILDINGS

The Office of the Municipal Assessor issues tax declaration of new buildings and machineries for real property taxation purposes.

Office or Division:	Municipal Assessor's Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Building Owner / Contractor Parties in interest	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Building Permit;(approved)		OBO (Office of the Building Official)
2. Building Plan;(blueprint)		Building Contractor
3. Consent or Authorization from lot owner (if the applicant is not the lot owner)		Citizen
4. Bill of Materials		Building Contractor
5. Certified True Copy of Tax Declaration		Office of the Municipal Assessor - Window 1
6. Official Receipts of Garbage Fee, Appraisal Fee and Current Realty Tax		Office of the Municipal Treasurer - Window 1



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out request slip	None	None	5 Minutes	<p>April Mae V. Gutierrez / Jumar M. Quiapo / Marilou H. Herrera</p> <p>Municipal Assessor's Office</p>
2.0. Pay corresponding fees to the Municipal Treasurer's Office	None	<p>PHP 250.00 – Residential, Agricultural</p> <p>PHP 350.00 – Commercial, Industrial (Exempt for Schools, Church & Charitable Institution)</p>	10 Minutes	<p>Joanne C. Padilla / Grace Alin</p> <p><i>MGDH I (Municipal Treasurer)</i></p> <p>Municipal Treasurer's Office</p>



3.0. Submit all documents	3.0. Receive and evaluate all documents and set appraisal schedule (for buildings) and claim date (land)	Building Permit; Building Plan; Consent or Authorization from lot owner (if the applicant is not the lot owner) Garbage Fee; Bill of Materials; Appraisal or Processing Fee; Certified True Copy of tax declaration (lot); tax clearance	15 Minutes	Jumar M. Quiapo / Marilou H. Herrera Municipal Assessor's Office
4.0. Accompany inspector/appraiser to site	4.0. Conduct inspection or appraisal at site	None	3 Days after compliance of all documents	John Jr. M. Galanida / Ma. Adelie H. Edaño / Renesita R. Igot / Kenneth T. Pepito / Jumar M. Quiapo / Marilou H. Herrera Municipal Assessor's Office



5.0. Receive Copy of Tax Declaration	5.0. Release of Documents	None	5 Minutes	April Mae V. Gutierrez / Marilou H. Herrera Municipal Assessor's Office
TOTAL:			3 Days and 35 Minutes	



4. ISSUANCE OF TAX DECLARATION FOR RE-ASSESSMENT OF BUILDING, RECLASSIFICATION OR REVALUATION

The Municipal Assessor's Office updates or re-assesses buildings, machineries, reclassify or revalue tax declarations of lands based on actual use, for purposes of real property taxation.

Office or Division:	Municipal Assessor's Office	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Tax Clearance;		Office of the Municipal Treasurer - Window 1
2. Certified True Copy of Tax Declaration		Office of the Municipal Assessor - Window 1
3. Letter request (form available at the office)		Office of the Municipal Assessor - Window 1
4. Zoning Certification		MPDO (Municipal Planning and Development Office)
5. DAR Clearance/MARO Certification (agri-non-agri)		DAR Provincial Office



6. Other Requirements: 6.1. Land: Approved Sketch Plan 6.2. Affidavit of Adjoining Lot Owners 6.3. Certified Technical Description if there is increase in land area 6.4. Building: Building Plans and Building Permit 6.5. Machineries: Installation Cost or Official Receipt of machinery installed or Sworn Statement of Acquisition Cost		Surveyor, Citizen, DENR, OBO, Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Make a written request (form available at the office)	1.0. Receive the request	Tax Declaration (building and lot), tax clearance, processing/ appraisal fee, SPA (if not a party to the transaction)	5 Minutes	April Mae V. G Gutierrez / Ma. Adelie H. Edaño / Marilou H. Herrera Municipal Assessor's Office
2.0. Pay corresponding fees to the Municipal Treasurer's Office	None	Processing Fee PHP250.00 - Residential, Agricultural PHP 350.00 - Commercial , Industrial	10 Minutes	Joanne C. Padilla / Grace Alin <i>MGDH I</i> (Municipal Treasurer) Municipal Treasurer's Office



<p>3.0. Submit all documents</p>	<p>3.0. Receive and evaluate all documents</p>	<p>Official Receipt (OR); Tax Clearance; Certified True Copy of Tax Declaration, letter Request LAND: Sketch Plan and Affidavit of Adjoining Lot Owners (if there is an increased land area) BUILDING: Building Plan and Building Permit MACHINERIES: Installation</p> <p>Cost or Official Receipt of machinery installed</p>	<p>10 Minutes</p>	<p>April Mae V. Gutierrez / Ma. Adelle H. Edaño / Marilou H. Herrera</p> <p>Municipal Assessor's Office</p>
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4. Accompany inspector / appraiser at site	4. conduct Inspection / Appraisal at site of real property	None	3 Days after compliance of all documents	<p>John Jr. M. Galanida / Renesita R.Igot / Ma. Adelle H. Edaño Jumar M. Quiapo / Kenneth T. Pepito / Marilou H. Herrera</p> <p>Municipal Assessor's Office</p>
5. Receive Copy of New Tax Declaration	5. Release of Documents	None	5 Minutes	<p>April Mae V. G Gutierrez</p> <p><i>MGDH I</i> (Municipal Assessor) Municipal Assessor's Office</p>
TOTAL:			3 days and 30 minutes	



5. ISSUANCE OF TAX DECLARATION FOR TRANSFER OF REAL PROPERTY

Office or Division:	Office of the Municipal Assessor	
Classification:	Complex	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Processing Fee, and Penalty for Late Transfers		Office of the Municipal Treasurer - Window 1
2. Tax Clearance; (current)		Office of the Municipal Treasurer - Window 1
3. Certification on Survey Cost of Lot (applies only to lot/s with approved Cadastral Survey);		DENR
4. Capital Gain Tax; Donor's Tax / Estate Tax (Certificate Authorizing Registration) (whichever if applicable)		BIR
5. Transaction Request Form; (available at the office)		Assessor's Office
6. Deed of Conveyance (Registered at Registry of Deeds)		Citizen or Client
7. Estate Tax Clearance (for Extra-Judicial Settlement of Estate)		BIR
8. Certificate of Title (if applicable)		Client / Registry of Deeds
9. Transfer Tax / Transfer Fee		Provincial Treasurer's Office



10. Sketch Plan (for subdivision of portion sold consolidation)		Surveyor		
11. Owner's Copy of Tax Declaration/Certified Photocopy		Assessor's Office		
12. Special Power of Attorney if the applicant is not the lot owner / buyer / seller or immediate family		Citizen or Client being represented		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Get and fill out Checklist and Transaction Form	1.0. Provide the form / Checklist	None	5 Minutes	Ma. Adelle H. Edaño / Marilou H. Herrera Municipal Assessor's Office
2.0. Pay corresponding fees to the Municipal Treasurer's Office	2.0. Receive payment and issue official receipt	Processing Fee PHP150.00/ year – plus penalty for late transfer	10 minutes	Joanne C. Padilla / Grace Alin <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Submit all documents	3.0. Receive and evaluate all documents	Official Receipt (OR); Tax Clearance; Capital Gains Tax / Donor / Estate Taxes; Deed of Conveyance (Registered with the Registry of Deeds) Transfer Tax; Sketch Plan (for subdivision portion sold); Owner's Copy of Tax Declaration; Certificate of Title (if applicable) SPA (if not a party to the transaction)	20 minutes	Ma. Adelle H. Edaño / Marilou H. Herrera Municipal Assessor's Office
4.0. Wait	4.0. Process documents	Compute Assessed Value	3 days	Jumar Quiapo / Marvin Magale / Marilou H. Herrera Municipal Assessor's Office



5.0. Receive Copy of New Tax Declaration and Notice of Assessment	5.0. Release of Documents	None	5 Minutes	April Mae V. Gutierrez <i>MGDH I</i> <i>(Municipal Assessor)</i> Municipal Assessor's Office
TOTAL:			3 days and 40 minutes	



6. PROCESS PATENT APPLICATIONS

The Municipal Assessor's Office shall initially process Free Patent Applications in relation to RA 10023 and shall endorse applications with the supporting documents to the CENRO for titling.

Office or Division:	Municipal Assessor's Office	
Classification:	Highly Technical	
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government	
Who may avail:	All qualified Tax Declarant	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Research Fee/Tracer History		Office of the Municipal Assessor
2. Tax Clearance		Office of the Municipal Treasurer - Window 1
3. Court Clearance		Regional Trial Court, Municipal Trial Court
4. Certified Technical Description		Department of Environment and Natural Resources
5. Zoning Certification		Municipal Planning and Development Coordinator
6. Affidavits		LGU
7. Punong Barangay Certification		Punong Barangay Concerned
8. Deed of Conveyance		Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Get and fill out request form	1.0. Provide forms	None	5 Minutes	Kenneth T. Pepito / Rogie P. Gerona/ Glenda C. Piañar / Marilou H. Herrera Municipal Assessor's Office
2.0. Secure Requirements like Zoning Certifications, Tax Clearance, Deed of Conveyance, and Court Clearance.	2.0. Receive supporting documents	None	10 days and 10 minutes	Kenneth T. Pepito / Rogie P. Gerona / Glenda C. Piañar / Marilou H. Herrera Municipal Assessor's Office
3.0. Submit Supporting documents (complete)	3.0. Receive Submitted Documents	None	15 minutes	Kenneth T. Pepito / Rogie P. Gerona / Glenda C. Piañar / Marilou H. Herrera Municipal Assessor's Office



4.0. Receive Notice of Endorsement Copy of CENRO	4.0. Release Notice of Endorsement of CENRO	None	15 minutes	Kenneth T. Pepito / Rogie P. Gerona / Glenda C. Piañar / Marilou H. Herrera Municipal Assessor's Office
TOTAL:		None	10 days and 45 minutes	



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

**Frontline Services
(External Services)**



1. ISSUANCE OF CERTIFICATION FOR ZONING CLASSIFICATION OF LAND

Office or Division:	Municipal Planning and Development Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All Real Property Owners in Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request stating the purpose		Property Owner
2. Tax Declaration/ Land Title - 1 original copy & 1 photocopy		Municipal Assessor's Office/ Registry of Deeds
3. Locational Map		Property Owner
4. Special Power of Attorney (SPA) (for non-Owner)		Lawyer
5. Official Receipt		Municipal Treasurer's Office
6. Land Classification Status (if necessary, upon conduct of inspection)		Community Environment of Natural Resources Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit letter request stating the purpose, and other necessary requirements	1.0. Receive and evaluate the letter request, and other documents	None	10 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
2.0. Wait	2.0. The inspector shall conduct site inspection, and may require additional requirements for compliance, i.e. Land Classification Status	None	within 7 days	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
3.0. Submit Land Classification Status	3.0. Receive and evaluate the documents	None	10 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
4.0. Pay the corresponding fee/s; issuance of Zoning Certification, and inspection fee	4.0. Receive and Issue Official Receipt	Php 150.00 (Zoning Certification) Php 30.00 (Doc stamp) Php 500.00 (Inspection fee)	10 minutes	Grace Alin / Joanne C. Padilla / Jairus Gabutan/ Jovelyn H. Omega MGDH I (Municipal Treasurer) Municipal Treasurer's Office



5.0. Present the Official Receipt to the MPDO staff	5.0. MPDO staff shall make and print out the Zoning Certification, and forward to MPDC for signature	None	15 minutes	Brindisi P. Tundag / Dahlia L. dela Fuente <i>Municipal Planning and Development Coordinator Designate</i> Municipal Planning and Development Office
6.0. Wait	6.0. MPDC shall sign the Zoning Certification	None	5 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
7.0. Sign upon receipt	7.0. Release the client's copy, and file the received copy	None	5 minutes	Brindisi P. Tundag / Dahlia L. Dela Fuente <i>Municipal Planning and Development Coordinator Designate</i> Municipal Planning and Development Office
TOTAL:		Php 680.00	7 days and 55 minutes	



2. ISSUANCE OF LOCATIONAL CLEARANCE

A Locational Clearance is one of the prerequisite documents before a person can get a Building Permit. This will further investigate if the infrastructure is zoning compliant and the plan is following the OBO standards, i.e. the Parking Space.

Office or Division:	Municipal Planning and Development Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All Real Property Owners in Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Filled out HLURB Form		Office of the Zoning Administrator
2. Perspective Plan of the Proposed Infrastructure		Licensed Architect/ Engineer
3. Zoning Clearance		Municipal Planning and Development Office
4. Tax Declaration/ Land Title - 1 original copy & 1 photocopy		Municipal Assessor's Office/ Registry of Deeds
5. Affidavit of Consent (for non-Owner)		Property Owner
6. Sketch Plan		Licensed Geodetic Engineer



7. Official Receipt		Municipal Treasurer's Office		
8. Provision of Parking Space in the Plan (if necessary upon conduct of inspection)		Licensed Architect/ Engineer		
9. Notarized Special Power of Attorney (SPA) if not owner		Owner		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Get and fill up form	1.0. Provide the form	None	5 minutes	Sharmaine F Perez Zoning Administrator / LDRRMO
2.0. Submit filled up notarized form and all requirements	2.0. Receive and evaluate the documents	None	10 minutes	Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
3.0. Wait	3.0. The inspector shall conduct site inspection, and may require additional requirements for compliance, i.e. Provision of Parking Space in the Plan	None	within 7 days	Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office



4.0. Submit the new Plan with provision of the Parking Space	4.0. Receive and evaluate the documents	None	10 minutes	Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
5.0. Pay the corresponding fee/s; issuance of Locational Clearance for Building permit, and inspection fee	5.0. Receive and issue Official Receipt	Assessment Fee is based on the cost of structure	10 minutes	Grace Alin / Joanne C. Padilla / Jairus Gabutan/ Jovelyn H. Omega <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
6.0. Present the Official Receipt to the MPDO staff	6.0. MPDO staff shall make and print out the Locational Clearance, and forward to Zooning Coordinator for signature	None	15 minutes	Brindisi P. Tundag / Dahlia L. dela Fuente <i>Municipal Planning and Development Coordinator Designate</i> Municipal Planning and Development Office



7.0. Wait	7.0. Zoning Administrator shall sign the Locational Clearance	None	5 minutes	Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
8.0. Sign upon receipt	8.0. Release the client's copy, and file the received copy	None	5 minutes	Sharmaine F Perez Municipal Zoning Administrator / LDRRMO
TOTAL:			7 days and 1 hour	



3. ISSUANCE OF ZONING CLEARANCE FOR BUILDING AND ELECTRICAL PERMIT

A Zoning Clearance is the procedure used to verify that a proposed land use or structure is allowed in the applicable zoning district, and that the project complies with the development standards of this Zoning Ordinances that apply to the use, consistent with the Comprehensive Land Use Plan.

Office or Division:	Municipal Planning and Development Office	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All Real Property Owners in Consolacion	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Tax Declaration/ Land Title - 1 original copy & 1 photocopy		Municipal Assessor's Office/ Registry of Deeds
2. Vicinity Map		Property Owner
3. Locational Map		Property Owner
4. Affidavit of Consent (for non-Owner)		Property Owner
5. Official Receipt		Municipal Treasurer's Office
6. Land Classification Status (if necessary upon conduct of inspection)		Community Environment of Natural Resources Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit all the necessary requirements	1.0. Receive and evaluate the documents	None	10 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
2.0. Wait	2.0. The inspector shall conduct site inspection, and may require additional requirements for compliance, i.e. Land Classification Status	None	within 7 days	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
3.0. Submit Land Classification Status with notarized Special Power of Attorney if not owner	3.0. Receive and evaluate the documents	None	10 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
4.0. Pay the corresponding fee/s; issuance of Zoning Clearance for Building and Electrical Permit, and inspection fee	4.0. Receive and Issue Official Receipt	Php 300.00 (Zoning Clearance) Php 30.00 (doc stamp) Php 500.00 (inspection fee)	10 minutes	Grace Alin / Joanne C. Padilla / Jairus Gabutan/ Jovelyn H. Omega <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



5.0. Present the Official Receipt to the MPDO staff	5.0. MPDO staff shall make and print out the Zoning Clearance, and forward to MPDC for signature	None	15 minutes	Brindisi P. Tundag / Dahlia L. dela Fuente <i>Municipal Planning and Development Coordinator Designate</i> Municipal Planning and Development Office
6.0. Wait	6.0. MPDC shall sign the Zoning Clearance	None	5 minutes	Engr. Danilo A. Capangpangan Municipal Planning and Development Office
7.0. Sign upon receipt	7.0. Release the client's copy, and file the received copy	None	5 minutes	Brindisi P. Tundag / Dahlia L. Dela Fuente <i>Municipal Planning and Development Coordinator Designate</i> Municipal Planning and Development Office
TOTAL:		Php 830.00	7 days and 55 minutes	



MUNICIPAL ENGINEERING OFFICE

Frontline Services

(External Services)



1. ISSUANCE OF BUILDING AND/OR FENCING PERMIT

It is declared under Presidential Decree 1096 (PD 1096) that it is the policy of the State to safeguard life, health, property and public welfare, consistent with the principles of sound environmental management and control; and to this end, make it the purpose of this Code to provide for all buildings and structures, a framework of minimum standards and requirements to regulate and control their location, site, design, quality of materials, construction, use, occupancy, and maintenance. All buildings or structures as well as accessory facilities thereto shall conform in all respects to the principles of safe construction and must be suited to the purpose for which they are designed. Buildings or structures intended to be used for the manufacture and/or production of any kind of article or product shall observe adequate environmental safeguards. Buildings or structures and all parts thereof as well as all facilities found therein shall be maintained in safe, sanitary and good working condition.

Office or Division:	Municipal Engineering Office	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All person, firm or corporation including any agency or instrumentally of the government who shall erect, construct, repair, move, convert or demolish any building or structure or cause the same to be done.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.1. Duly accomplished Building/Fencing Permit forms, etc.		Engineering Office, 2/F Consolacion Govt. Center Extension



1.2. Zoning Certification, original copy	Planning Office, 2/F Consolacion Govt. Center Extension
1.3. Locational Clearance, original copy	LDRRM Office, 2/F Consolacion Govt. Center Extension
1.4. Fire Safety Clearance, original copy	Fire Department, Near Consolacion Govt. Center Extension
1.5. Tax Declaration of Lot, certified true copy, three (3) months old	Assessor's Office, G/F Consolacion Govt. Center Extension
1.6. Current Tax Clearance or Tax Receipt	Treasurer's Office, G/F Consolacion Govt. Center Extension
1.7. Cadastral Survey Plan of Lot, signed by a registered Geodetic Engineer, One (1) blue print-can be secured from applicants Geodetic Engineer/surveyor or from the Bureau of Lands	Bureau of Lands, Practicing Geodetic Engineer / Surveyor
1.8. Barangay Construction Clearance, original copy	Office of the Brgy. Captain where the Project is to be constructed
1.9. Highway Clearance for Buildings to be constructed Along National Highway	
1.10. Complete Building Plans, six (6) sets, blue print or white print copy, signed and sealed by the following professionals:	Applicants should hire the services of a draftsmen, or an Architect or an Engineer to prepare the complete set of plans, specifications, Bill of Materials and Cost Estimates



a. A registered Civil Of Structural Engineer-for Structural Plans	
b. A registered Architect-for Architectural Plans	
c. A registered Sanitary Engineer/Master Plumber-for Sanitary/Plumbing Plans	
d. A registered Professional Electrical Engineer- for Electrical Plans	
e. A registered Professional Mechanical Engineer-for Mechanical Plans	
1.11. Bill of Materials and Cost Estimates, three (3) sets-signed and seal by a Registered Civil Engineer or Architect	
1.12. General Specifications, three (3) sets-signed and sealed by a registered Civil Engineer or Architect	
1.13. Structural Analysis and Design, three (3) sets-signed and sealed by a registered Civil/Structural Engineer	Applicant should hire the services of a Structural Engineer or a Civil Engineer to prepare the Structural Analysis and Design
1.14. Height Clearance - for Buildings above 3-Storey High and for Communication Towers	Civil Aviation Authority of the Philippines (CAAP)
1.15. Certificate of Safety Evaluation - for Communication Towers	Food and Drug Administration, Department of Health, Cebu City



1.16. Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC) - for Industrial/Manufacturing Buildings	Department of Environment and Natural Resources, Cebu City
1.17. DENR Clearance - for Projects to be constructed on Timberland/Protected Areas	Department of Environment and Natural Resources, Cebu City
1.18. Affidavit of Consent of lot owner, duly notarized - in case the applicants is not the registered owner of the land, one (1) copy	Secure Form from Engineering Office
1.19. Special Power of Attorney (SPA), one (1) original copy-in behalf of the applicant in case he is not available to sign the documents	Hire the services of a Lawyer
1.20. SEC Registration, Constitution and By-Laws, Articles of Incorporation - in case the applicant is a corporation, one (1) machine copy	Applicants file
1.21. Authority of the signing official (Board Resolution) or Secretary's Certificate-in case the applicant is signing for the Company	Excerpts from the minutes of the Board of Director of the Corporation
1.22. Original Certificate of Title (OCT) or Transfer Certificate of Title (TCT), one (1) carbon copy-if available	Applicants file
1.23. Current Residence Certificate of Applicant, one (1) carbon copy	Treasurer's Office, G/F Consolacion Govt. Center Extension



1.24. Official Receipts, original: Building Permit fee, Garbage fee		Treasurer's Office, G/F Consolacion Govt. Center Extension		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure list of requirements	1.0. Provide the list of requirements and necessary forms	None	15 minutes	Engr. Carlito H. Maglasang / Marichu B. Dungog Municipal Engineering Office
2.0. Submit duly accomplished form with the necessary documents	2.0. Receive the form and other documents	None	10 minutes	Marichu B. Dungog <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
	2.1. Technical review and evaluation of plan and assessment of fees	None	3 days	Marichu B. Dungog <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
3.0. Pay appropriate fees	3.0. Receive payment and issue official receipt	Per Actual Computation / Assessment of Fees by OBO Staff	5 minutes	Chona V. Maglasang / Veda M. Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	3.1. Approve Plans and Permits	None	1 hour	Engr. Carlito H. Maglasang Municipal Engineering Office
	3.2. Record and number permits	None	10 minutes	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
	3.3. Endorse duly signed permit and other documents to the Municipal Mayor for notation	None	1 hour	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
4.0. Receive approved permit	4.0. Record and Release permit	None	10 minutes	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
TOTAL			3 days, 2 hours and 50 minutes	



2. ISSUANCE OF CERTIFICATE OF OCCUPANCY

Issued and approved first by the respective Office of the Building Official before using the structure.

Office or Division:	Municipal Engineering Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity G2G – Government to Government	
Who may avail:	All person, firm or corporation including any agency or instrumentally of the government who shall erect, construct, repair, move, convert or demolish any building or structure or cause the same to be done.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Application for Certificate of Occupancy, duly notarized, three (3) copies		Engineering Office, 2/F, Consolacion Govt.Center Extension
2. Certificates of Completion: three (3) copies each form: 2.1. Certificate of Completion for Building-signed and sealed by a registered Civil Engineer/Architect in-charge of construction		Engineering Office, 2/F, Consolacion Govt.Center Extension



2.2. Certificate of Completion for Sanitary/Plumbing-signed and sealed by a registered Sanitary Engineer/Master Plumber in-charge of installation	
2.3. Certificate of Completion for Electrical-signed and sealed by a registered Professional Engineer/Master Electrician in-charge if installation	
2.4. Certificate of Completion for Mechanical-signed and sealed by a Professional Mechanical Engineer in-charge of installation	
2.5. Certificate of Completion for Electronics - signed and sealed by a Professional Electronics and Communication Engineer	
3. As built building plans-two (3) sets, signed and sealed by the professionals-in-charge of construction/installation	Hire the services of a draftsman, architect or engineer
4. Fire Safety Inspection Certificate, original copy	Fire Department near Consolacion Government Center Extension - after securing an endorsement from OBO
5. Log book of Construction-duly signed and sealed by a Registered Civil Engineer/architect in-charge of Construction	Engineer/Architect-in-charge of Construction/Installation



6. Tax Declaration of the newly constructed Building		Assessor's Office, G/F Consolacion Govt. Center Extension- after securing an endorsement from OBO		
7. Official Receipts: Certificate of Occupancy Permit Fee, Garbage Fee, Fire Safety Inspection Fee		Municipal Treasurer's Office, G/F Consolacion Government Center Extension		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure list of requirements and necessary forms	1.0. Provide list of requirements and necessary forms	None	10 minutes	Marichu B. Dungog <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
2.0. Client submit duly accomplished form and other documents	2.0. Receive and review duly accomplished form and other documents.	None	15 minutes	Engr. Carlito H. Maglasang / Marichu B. Dungog Municipal Engineering Office
	2.1. Conduct site inspection	None	3 hours	Engr. Carlito H. Maglasang Municipal Engineering Office



	2.2. Assessment of Fees	None	15 minutes	Marichu B. Dungog <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
3.0. Pay appropriate fees	3.0. Receive payment and issue official receipt	None	5 minutes	Chona V. Maglasang / Veda M. Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	3.1. Sign / Approve Certificate of Occupancy	None	1 day	Engr. Carlito H. Maglasang Municipal Engineering Office
	3.2. Record and number Certificate of Occupancy	None	15 minutes	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
	3.3. Endorse documents to the Municipal Mayor for notation	None	1 hour	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office



4.0. Receive Certificate of Occupancy	4.0. Release Certificate of Occupancy	None	5 minutes	Henry Pepito <i>MGDH I (Municipal Engineer)</i> Municipal Engineering Office
TOTAL			1 day, 5 hours and 5 minutes	



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

**Frontline Services
(External Services)**



1. CERTIFICATION OF INDIGENCY

A certificate of Indigency is issued to avail of the service of charitable institutions, government and non-government organizations and institutions and for legal assistance.

Office or Division:	Municipal Social Welfare and Development Office	
Classification:	G2C-Government to Citizen	
Type of Transaction:	Simple	
Who may avail:	All Indigent individuals/families	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Barangay Certificate of Residency and Indigency	Barangay Hall	
2. Certificate of No Real property	Municipal Assessor Office	
3. Certificate of No Existing Business	Business Permit and Licensing Division	
4. Certificate of Tax Exemption	Bureau of Internal Revenue	
5. CEDULA	Municipal Treasurer's Office	



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of Client Served" Form in the office lobby	1.0. Give the form to the Client; assist if necessary	None	1 minute	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
2.0. Submit the required documents	2.0. Receive the required documents and check for completeness	None	15 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



	2.1. Conduct interview	None	1 hour	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	2.2. Prepares Certificate of Indigency	None	Depending on the availability of the Social worker and the bulk of the request	<p>Lyra JeenArenilla / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	2.3. Approval and signature of the Department Head	None	Depending on the availability of the Department's Head	<p>May Silva</p> <p>Municipal Social Welfare and Development Office</p>



3.0. Secure Certificate of Indigency	3.0. Releasing of the Certificate of Indigency	None	1 minute	<p>Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
TOTAL		None	<p>1 hour and 17 minutes</p> <p>(Depending on the availability of the Workers especially that workers are multi tasked)</p>	



2. CERTIFICATION FOR MINOR / CHILD LOCAL TRAVEL

Proper assessment and interview is done prior to issuance of travel permit to determine the purpose of travel and vulnerability/risk to child investigation.

Office or Division:	Municipal Social Welfare and Development Office	
Classification:	G2C- Government to Citizen	
Type of Transaction	Simple	
Who may avail:	Guardian of minors/child on local/ domestic travel	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. For minor traveling to Davao unaccompanied by parents:		
1.1. Photocopy of the PSA Authenticated Birth Certificate with OR	PSA	
1.2. A written consent of both parents permitting the minor to travel indicating the purpose and destination, duly notarized.	Lawyer	
1.3. As appropriate, a photocopy of the marriage certificate of the minor's parents.	PSA/LCR	
1.4. Two coloured passport size or 2x2 photos of the minor taken within the last six (6) months.	Client	
1.5. Barangay Residency of the parents/Guardian.	Barangay Hall	
1.6. Any other documents that may be asked depending on the purpose of the travel.	Applicant	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of clients served" Form in the office lobby	1.0. Give form to the client; assist if necessary	None	1 minute	Lucita Aquino / Lyra JeenArenilla / Nochole Lucero / Janet Matos / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
	1.1. Refer to Social Worker	None		Lucita Aquino / Lyra JeenArenilla / Nochole Lucero / Janet Matos / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
2.0. Submit the Required documents to Social Worker for initial screening and verification	2.0. Receive the required documents and authenticity	None	10 minutes	Lyra JeenArenilla / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office



	2.1. Interview/assessment	None	10 minutes	Lyra Jeen Arenilla / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
3.0. Receive certification	3.0. Approval of the issuance of certification	None	Depending on the availability of the DH	May Silva Municipal Social Welfare and Development Office
	3.2 Release of the Document	None	1 Minute	Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
TOTAL		None		



3. ISSUANCE OF IDENTIFICATION CARDS FOR SOLO PARENTS

A Solo Parent Identification Card is issued to qualified Solo Parents, Pursuant to RA 9872, s. 2000, which entitles him/her with the benefits and privileges for the solo parent and their children. The validity of the ID is one (1) year renewable.

Office or Division:	Municipal Social Welfare and Development Office	
Classifications:	G2C – Government to Citizen	
Type of Transaction:	Highly Technical	
Who may avail:	<p>Any individual who falls under any of the following circumstances/category:</p> <p>(A) A Woman who gives birth of a child/children <u>consequence of rape</u></p> <p>(B) Death of his/her spouse</p> <p>(C) Detention of his/her spouse</p> <p>(D) Physical or mental incapacity of his/her spouse</p> <p>(E) Separation of his/her spouse</p> <p>(F) Abandonment by his/her spouse</p> <p>(G) Unmarried mother or father</p> <p>(H) Any Legal guardian, adoptive or foster parent</p> <p>(I) Any relative within the fourth (4th) civil degree</p> <p>(J) For the Solo Parent who is a <u>Pregnant Woman</u></p>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly Accomplished Registration Form		MSWDO Office
2. Notarized Sworn Affidavit of a Solo Parent - 1 copy		Any Legal Office/Law Firm



3. Birth Certificate of Child/ren below 22 years old (or over 22 years old with certificate of incapacity from a public medical practitioner)	Civil Registrar's Office/Applicant
4. Latest 2x2 ID picture- 2 pcs	Applicant
5. Voter's ID/Certification	COMELEC/Applicant
6. Additional Requirements if applicable based on category:	
(A) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Complaint Affidavit	Barangay Hall/Police Station
6.4. Medical Record	Medical Practitioner/Hospital
6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(B) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar



6.4. Death Certificate	Local Civil Registrar
6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(C) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar
6.4. Certificate of Detention	Bureau of Jail Management and Penology
6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(D) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar
6.4. Medical Records or valid Person With Disability ID	Medical Practitioner/Hospital/PDAO



6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(E) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar
6.4. Judicial Decree of legal separation of the spouses	Any Legal Office/Law Firm
6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(F) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar
6.4. Affidavit of two (2) disinterested persons attesting to the fact of abandonment of the spouse.	Any Legal Office/Law Firm



6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(G)6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Marriage Certificate	Local Civil Registrar
6.4. Certificate of No Marriage	Local Civil Registrar
6.5. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.6. Certificate of Residency	Barangay Hall
6.7. Voter's Certificate	COMELEC
6.8. 2x2 Picture	Applicant
6.9. CEDULA	Barangay Hall
6.10. Signature (in pentel pen)	Applicant
(H)6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Proof of guardianship , such as the decision granting legal guardianship issued by a court ; proof of adoption , such as the decree of adoption issued by a court.	Any Legal Office/Law Firm/Court



6.4. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall
6.5. Certificate of Residency	Barangay Hall
6.6. Voter's Certificate	COMELEC
6.7. 2x2 Picture	Applicant
6.8. CEDULA	Barangay Hall
6.9. Signature (in pentel pen)	Applicant
(I) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Birth Certificate of Child/Children	Local Civil Registrar
6.3. Death certificate, certificate of incapacity or judicial declaration of absence or presumptive death of the parents or legal guardian	Any Legal Office/Law Firm/Court/ Local Civil Registrar/Applicant
6.4. Proof of relationship of the relative to the parent or legal guardian, such as birth certificate, marriage certificate, family records	Local Civil Registrar/Applicant
6.5. Certificate of Residency	Barangay Hall
6.6. Voter's Certificate	COMELEC
6.7. 2x2 Picture	Applicant
6.8. CEDULA	Barangay Hall
6.9. Signature (in pentel pen)	Applicant
(J) 6.1. BIR Form 2316	Bureau of Internal Revenue
6.2. Medical Record of her pregnancy	Local Civil Registrar
6.3. Notarized Affidavit of a Barangay Official attesting that the solo parent	Barangay Hall



<p>6.4. Certificate of Residency</p> <p>6.5. Voter's Certificate</p> <p>6.6. 2x2 Picture</p> <p>6.7. CEDULA</p> <p>6.8. Signature (in pentel pen)</p>	<p>Barangay Hall</p> <p>COMELEC</p> <p>Applicant</p> <p>Barangay Hall</p> <p>Applicant</p>
<p>7. Requirements for Renewal of ID's":</p> <p>7.1. Notarized Sworn Affidavit</p> <p>7.2. Notarized Affidavit of a Barangay Official</p> <p>7.3. Voter's Certification</p> <p>7.4. Latest 2x2 picture- 1 pc</p> <p><i>*** Please note that Documentary Requirements may differ based on the category.</i></p>	<p>Requesting party concerned</p>
<p>8. Requirements for Lost ID's:</p> <p>8.1. Affidavit of Loss</p> <p>8.2. Barangay Certificate of Solo Parent</p> <p>8.3. Voters Certification</p> <p>8.4. Latest 2x2 ID picture- 1 pcs</p>	<p>Requesting party concerned</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of Client Served." Form in the office lobby	1.0. Give the form to the client; assist if necessary	None	1 minute	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
	1.1. Conduct Interview and revise on what requirements to be submitted	None	5 minutes	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
2.0. Submit the required documents for initial assessment and verification	2.0. Receive the required documents and check for completeness	None	15 minutes	Lyra Jeen Arenilla / Louella Dayday / Focal Person / Other staff may assist: Emerenciana Auxilio / Lucita Aquino <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office



3.0. Fill-up Registration Form	3.0. Assist the Client in filling up the Registration Form	None	15 minutes	Lyra Jeen Arenilla / Louella Dayday / Focal Person / Other staff may assist: Emerenciana Auxilio / Lucita Aquino <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
	3.1. Ensure completeness and correctness of data	None	5 minutes	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
	3.2. Encode client data and Home Visitation & Assessment	None	7 Working days	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office



	3.3. Prepare ID	None	5 minutes	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
4.0. Receive identification Card and affix signature	4.0. Issue ID Card	None	1 minute	Lyra Jeen Arenilla / Louella Dayday / Focal Person <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
TOTAL		None	10 days and 49 minutes	

Note: Home Visitation and Assessment will be undertaken per applicant and applicant is required to attend an Orientation prior to submission of documents. Orientation will be do



4. ISSUANCE OF SOCIAL CASE STUDY REPORT

A social Case Study Report is issued required to avail of the service of charitable institutions, government and non-government organizations and institutions.

Office or Division:	Municipal Social Welfare and Development Office
Classification:	G2C- Government to Citizen
Type of Transaction	Simple
Who may avail:	All indigent constituents of the Municipality of Consolacion in need of social welfare development assistance
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For Hospitalization/Medical Assistance:	
1.1. Certificate of Indigency (1 original and 2 photocopy)	Attending Physician
1.2. Medical Abstract/Certificate with license number of the Physician (1 original and 1 photocopy)	Attending Physician
1.3. Quotation of Medicine/Medical Procedure (1 original and 1 photocopy)	Identified Service Provider
1.4. Latest Hospital Bill	Hospital
1.5. Voter's Certification (both)	COMELEC
1.6. Proof of Relationship (like Marriage Contract, birth certificate etc.	Applicant



1.7. Valid ID who will process	Applicant
1.8. Other documents that may be needed depending on the case	Applicant
2. For Burial Assistance:	
2.1. Certificate of Indigency	Barangay Hall
2.2. Death Certificate (Certified true-copy)	Local Civil Registrar
2.3. Statement of Account or Funeral Bill	Funeral Service Provider
2.4. Funeral Contract	Funeral Service Provider
2.5. Voter's Certification (who will process)	Applicant
2.6. Voter's Certification (of the deceased)	Applicant
2.7. Authorization of (brother/sister) w/photocopy w/ valid ID	Applicant
2.8. Proof of relationship (Birth Certificate, Marriage Contract etc.)	Applicant
2.9. Valid ID who will process	Applicant
2.10. Other documents that maybe needed as the case maybe	Applicant



CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of Client Served Form in the office lobby	1.0. Give the form to the Clients; assist if necessary	None	1 minute	<p>Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	1.1. Refer to Social Worker	None	1 minute	<p>Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



2.0. Submit the required Documents to Social Worker	2.0. Receive the required Documents and verify for completeness	None	15 Minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
3.0. Fill-out Client Intake Sheet	3.0. Assist client in filling-out Intake Sheet	None	5 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
4.0. Affirm/verify details Encoded	4.0. Interview and evaluate Pertinent information/s Gathered from the client	None	30 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



5.0. Wait for the processing of Social Case Study Report	5.0. Prepare Social Case Study	None	30 Minutes	Janet Matos / Lyra Jeen Arenilla / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
	5.1. Submit for approval and Signature of the department head	None	10 minutes	May Silva Municipal Social Welfare and Development Office
6.0. Secure Social Case Study Report	6.0. Release Social Case Study Report	None	1 minute	Janet Matos / Lyra Jeen Arenilla / Emerenciana Auxilio <i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office
TOTAL		None	1 hours and 33 minutes	



5. PROVISION OF FINANCIAL ASSISTANCE AS AID TO INDIVIDUAL IN CRISIS SITUATION (AICS)

The Assistance to individuals in Crisis Situation is a protective service provided for the **poor**, marginalized and vulnerable/disadvantaged individuals who are residents of Consolacion, Cebu. The Office provides financial assistance to individuals as families in extremely difficult situations and have inadequate for medical emergencies.

Office or Division:	Municipal Social Welfare and Development Office	
Classifications:	G2C – Government to Citizen	
Type of Transaction:	Simple	
Who may avail:	All indigent constituents of Consolacion in need social welfare development office: <ul style="list-style-type: none"> • Individuals/families in crisis situation • Who have not yet availed of CIU assistance during the year • Who are indigent 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Barangay Certificate of indigency		Barangay Hall



<p>2. For Hospitalization/Medical Assistance:</p> <p>2.1. Certificate of Indigency (1 original and 2 photocopy)</p> <p>2.2. Medical Abstract/Certificate with license number of the Physician (1 original and 1 photocopy)</p> <p>2.3. Quotation of Medicine/Medical Procedure (1 original and 1 photocopy)</p> <p>2.4. Latest Hospital Bill</p> <p>2.5. Voter's Certification (both)</p> <p>2.6. Proof of Relationship (like Marriage Contract, birth certificate etc.</p> <p>2.7. Valid ID who will process</p> <p>2.8. Other documents that may be needed depending on the case</p>	<p>Attending Physician</p> <p>Attending Physician</p> <p>Identified Service Provider</p> <p>Hospital</p> <p>COMELEC</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
<p>3. For Burial Assistance:</p> <p>3.1. Certificate of Indigency</p> <p>3.2. Death Certificate (Certified true-copy)</p> <p>3.3. Statement of Account or Funeral Bill</p> <p>3.4. Funeral Contract</p> <p>3.5. Voter's Certification (who will process)</p>	<p>Barangay Hall</p> <p>Local Civil Registrar</p> <p>Funeral Service Provider</p> <p>Funeral Service Provider</p> <p>COMELEC</p>



<p>3.6. Voter's Certification (of the deceased)</p> <p>3.7. Authorization of (brother/sister) photocopy with valid ID</p> <p>3.8. Proof of relationship (Birth Certificate, Marriage Contract etc.)</p> <p>3.9. Valid ID of the processor</p> <p>3.10. Other documents that maybe needed as the case maybe</p>	<p>COMELEC</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p> <p>Applicant</p>
<p>4. For Fire/Shelter Assistance:</p> <p>4.1. Police Blotter</p> <p>4.2. Fire Inspection Report & LDRRM Report Photo of damage property</p> <p>4.3. Brgy. Certificate & Indigency</p>	<p>PNP Police</p> <p>Bureau of Fire & LDRRMO Claimant</p> <p>Barangay Hall</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of Client Served" form in the office lobby	1.0. Give the form to the client; assist if necessary	None	1 minute	<p>Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	1.1. Orient Client on the list of documents requirements	None	3 minutes	<p>Lucita Aquino / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



2.0. Submit the required documents for initial assessment and verification	2.0. Receive the required documents and check for completeness	None	10 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	2.1. Conduct interview	None	30 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



	2.2. If documents are in order & complete, prepare BA and have it signed by the Client	None	2 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
	2.3. Explain to the client the Duration of Processing of the Documents	None	5 minutes	<p>Lucita Aquino / Lyra JeenArenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>



	2.4. Prepare Certificate of Eligibility DV & OBR	None	2 minutes	<p>Janet Matos / Lyra Jeen Arenilla / Emerenciana Auxilio / Juliet Villegas / Vivian Ambatal</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i></p> <p>Municipal Social Welfare and Development Office</p>
	2.5. Have the BA signed by the Department Head	None	10 minutes (depending on the bulk of papers and the availability of the Department Head)	<p>Vivian Ambatal / Alicia P. Arriesgado / May Silva</p> <p>Municipal Social Welfare and Development Office</p>
	2.6. Have the BA approved by the Mayor	None	1 day or Depending on the Availability of the Mayor	<p>Vivian Ambatal / Alicia P. Arriesgado / May Silva</p> <p>Municipal Social Welfare and Development Office</p>
	2.7. Forward the DV to Budget Office	None	5 minutes	<p>Vivian Ambatal / Alicia P. Arriesgado</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i></p> <p>Municipal Social Welfare and Development Office</p>



3.0. Claim the assistance	3.0. Notify client of availability of check	None	5 minutes	<p>Julie Barro / Lyra Jeen Arenilla / Nichole Lucero / Janet Matos / Emerenciana Auxilio / Juliet Villegas</p> <p><i>MGDH I (Municipal Social Welfare and Development Officer)</i> Municipal Social Welfare and Development Office</p>
TOTAL		None		



MUNICIPAL HEALTH OFFICE

Frontline Services

(External Services)



1. ADMISSION PROCEDURE FOR PREGNANT WOMEN FOR CHILD BIRTH

This is for the pregnant women with signs of active labor provided the pregnancy is low risk and without complications.

Office or Division:	Municipal Health Office - Dra. Veronica N. Alvio's Lying-in Clinic			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	All pregnant women 18 years old and above with signs of active labor and without complications.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Prenatal Record		Any medical facilities and/or any physicians		
2. Laboratory Results (as applicable)		Any medical facilities and/or any physicians		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present prenatal records and laboratory results.	1.0. Receive and review prenatal record and laboratory results.	None	5 minutes	Eva Medrano/ Rosaline Tomungha/ Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



2.0. Accomplish Admission Form and Consent to Care.	2.0. Obtain patient details and obtain signed consent form.	None	5 minutes	Eva Medrano/ Rosaline Tomungha/ Nurse/Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	2.1. Conduct thorough assessment on pregnant women.	None	25 minutes	Eva Medrano/ Rosaline Tomungha/ Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3.0. Transfer client to the labor room.	3.0. Facilitate transfer of client to labor room	None	5 minutes	Eva Medrano/ Rosaline Tomungha/ Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:		None	40 minutes	



2. AVAILMENT OF FAMILY PLANNING SERVICES

All male and female who wished to use modern family planning method as a means of contraceptives.

Office or Division:	Municipal Health Office - Dra. Veronica N. Alvio's Lying-in Clinic			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	All male and female clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Family Planning Form 1		Dra. Veronica N. Alvio's Lying-in Clinic		
2. Parent's Consent for Minors		Dra. Veronica N. Alvio's Lying-in Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Inform nurse / midwife on duty on the desire to use family planning methods.	1.0. Greet, obtain vital signs, and accomplish FP Form 1.	None	10 minutes	Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Counsel client on the different modern contraceptive methods.	None	20 minutes	Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Determine the method of choice and inform the nurse/midwife.	2.0. Accept the client's decision and provide instructions on how to use the method or refer client to facilities if method of choice is unavailable.	None	10 minutes	Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:		None	40 minutes	



3. AVAILMENT OF LABORATORY SERVICES

This service is open to the constituents of the municipality. This aims to provide affordable laboratory services.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	All medico-legal incidents that occurred within the municipality All patients within the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's Order/Request		- Any Physician		
2. Patient Identification Card (for employment)		Company ID or Government-issued ID (BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG)		
3. Official Receipt		Municipal Treasurer's Office (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Proceed to the laboratory reception area and present doctor's request.	1.0. Assess laboratory procedure and provide preparation instructions, as applicable.	None	5 minutes	Laboratory Aide on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Obtain client demographic data.	None	5 minutes	Laboratory Aide on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.2. Issue priority number and provide necessary specimen containers.	None	5 minutes	Laboratory Aide on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Proceed to Specimen Collection area.	2.0. Perform specimen collection.	None	20 minutes	Queenie C. Arcelo, RMT <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	2.2 Provide payment order form for laboratory test done.	None	2 minutes	Queenie C. Arcelo, RMT <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	2.3 Process specimen collected.	None	6 hours	Queenie C. Arcelo, RMT <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.1 Accept the payment based on the Order of Payment	<ul style="list-style-type: none"> •Urinalysis – Php 50.00 •Stool Exam – Php 50.00 •Platelet Count – Php 50.00 •Sputum Exam (Pregnant) – Php 50.00 •Blood Typing – Php 50.00 •CBC – Php 50.00 •Microscopic Exam / Hygiene / Gram Staining – Php 100.00 •Pregnancy Test – Php 150.00 	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



		<p>•FBS- Php 80.00 (resident); Php 100.00 (non- resident)</p> <p>•Creatinine - Php 80.00 (resident); Php 100.00 (non- resident)</p> <p>•Uric acid – Php 96.00 (resident); Php 120.00 (non- resident)</p> <p>•Total Cholesterol – Php 88.00 (resident); Php 110.00 (non- resident)</p> <p>•Triglyceride – Php 120.00 (resident); Php 150.00 (non- resident)</p> <p>•HDL Cholesterol – Php</p>		
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		<p>120.00 (resident); Php 150.00 (non- resident)</p> <p>•SGPT – Php 84.00 (resident); Php 105.00 (non- resident)</p> <p>•Alkaline Phosphatase – Php 84.00 (resident); Php 105.00 (non- resident)</p> <p>•Albumin – Php 72.00 (resident); Php 90.00 (non- resident)</p> <p>•Total Protein – Php 111.00 (resident); Php 145.00 (non- resident)</p> <p>Syphillis Test – 200.00 (resident); 220.00(non- resident)</p>		
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	3.2 Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella / Joan Padilla / Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
4. Return to laboratory section and present Official Receipt.	4.1 Release laboratory result.	None	5 minutes	<p>Fe Eleanor F. Pardillo, M.D. / Dr. Marie Angelique B. Cuizon / Medical Consultants</p> <p>Municipal Health Office</p>
TOTAL:			6 hours and 57 minutes	



4. CERTIFICATION FOR THE CAUSE OF DEATH AND EMBALMING PERMIT

This service is open to the death incidence that occurred within the jurisdiction of the municipal government.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Relative of the Deceased Person			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate Form		Local Civil Registrar's Office		
2. Official Receipt		Municipal Treasurer's Office (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Proceed to the reception area and present death certificate form.	1.0. Received documents and check for completeness.	None	3 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



2.0. Proceed to Doctor's room for consultation.	2.0. Perform verbal autopsy to determine cause of death.	None	30 minutes	<p>Fe Eleanor F. Pardillo, M.D. / Medical Consultants</p> <p>Municipal Health Office</p>
3.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.0. Accept the payment based on the Order of Payment	<p>Certification Fee – Php 100.00</p> <p>Doc Stamp – Php 30.00</p>	10 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i></p> <p>Municipal Health Office</p> <p>Vida Visabella / Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i></p> <p>Municipal Treasurer's Office</p>
	3.1. Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i></p> <p>Municipal Health Office</p> <p>Vida Visabella / Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i></p> <p>Municipal Treasurer's Office</p>



4.0. Return to doctor and present Official Receipt.	4.0. Release death certificate.	None	5 minutes	<p>Fe Eleanor F. Pardillo, M.D/ Medical Consultants</p> <p>Municipal Health Office</p>
TOTAL:		Php 130.00	53 minutes	



5. DENTAL SERVICES AND ISSUANCE OF DENTAL CERTIFICATE

Dental or oral health is concerned with your teeth, gums and mouth. The goal is to prevent complications such as tooth decay (cavities) and gum disease and to maintain the overall health of your mouth.

Office or Division:	Municipal Health Office			
Classification:	G2C – for government services whose client is the transacting public			
Type of Transaction:	Simple			
Who may avail:	Clients bitten by animals (dog or cat)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dental patient's record		Municipal Health Office (Dental Section)		
2. Parent's consent for below 21 years old		Municipal Health Office (Dental Section)		
3. Official Receipt		Office of the Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Secure a priority number and fill – up Dental Record Form.	1.0. Issue priority number.	None	2 minutes	Marmidel Densing <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Retrieve or create a Family Record of patient. Obtain parental consent for minor client.	None	10 minutes	Marmidel Densing <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.2. Obtain vital signs of client.	None	10 minutes	Marmidel Densing <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Proceed to Dentist's room for consultation.	2.0. Provide dental consultation and procedures as applicable	None	45 minutes	Dr. Ivy P. Fernandez <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	2.2 Issue payment order form for Dental Certificate and/or dental procedures done, as applicable.	None	3 minutes	Dr. Ivy P. Fernandez <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.0. Accept the payment based on the Order of Payment	Certification Fee – Php 100.00 Doc Stamp – Php30.00 Dental Prophylaxis -	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan



		Php 150.00 Dental Filling - Php 200.00 Tooth Extraction - Php 100.00		<i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	3.1. Issue the Official Receipt	None	5 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
4.0. Return to dental section and present Official Receipt. May go home.	4.0. Give certification to client and provide home care instructions.	None	5 minutes	Marmidel Densing <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:			1 hour and 30 minutes	



6. DISCHARGE PROCEDURE FOR WOMEN AND NEWBORN

This is for the women who gave birth in the facility and availed of the maternal and new born package offered by the facility.

Office or Division:	Municipal Health Office - Dra. Veronica N. Alvio's Lying-in Clinic			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Pregnant women who have given birth at the facility and are advised to go home			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Discharge Instructions and/or Child's Immunization Record		Dra. Veronica N. Alvio's Lying-in Clinic		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Obtain advise from nurse/midwife on duty to go home	1.0. Inform client on discharge process.	None	10 minutes	Eva Medrano / Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Issue payment order form for the delivery fee and other procedures performed during admission.	None	5 minutes	Eva Medrano / Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.0. Accept the payment based on the Order of Payment	OB Fee (resident) - Php 1,500.00 OB Fee (non-resident) - Php 3,600.00 Newborn Screening - Php 1,750.00	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	2.1. Issue the Official Receipt	None	5 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella / Joan Padilla / Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Return to lying-in clinic and present official receipt. May go home.	3.0. Provide home care instructions and follow-up schedules as applicable.	None	15 minutes	Eva Medrano / Rosaline Tomungha / Nurse / Midwife on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:		None	45 minutes	



7. DISPENSING OF PRESCRIBED MEDICATIONS

Good dispensing practice refers to the delivery of the correct drug and medical supply to the right patient in the required dosage and quantities in the package that potency and quality for a specified period and clear drug information.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	All patients with prescribed medications			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Doctor's Order/ Discharged Instructions/ Doctor's Prescription (Recent with quantity indicated not yet consumed/procured)		Any medical facilities and/or any physicians		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Present Doctor's Order / Discharged Instructions/ Doctor's Prescription (Recent with quantity indicated not yet consumed / procured).	1.0. Receive and review availability of medications.	None	5 minutes	Ella M. Pitogo, RPh <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Prepare medications to be dispensed.	None	5 minutes	Ella M. Pitogo, RPh <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Sign medicines dispensing record.	2.0. Indicate the medications in the medicines dispensing logbook.	None	5 minutes	Ella M. Pitogo, RPh <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3.0. Listen to the instructions and then may go home.	3.0. Provide instructions on how to take medications as prescribed.	None	10 minutes	Ella M. Pitogo, RPh <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:		None	25 minutes	



8. ISSUANCE OF ANIMAL BITE REFERRAL

This is for the anti-rabies vaccine referral for the clients bitten by cats or dogs.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Clients bitten by animals (dog or cat)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Proceed to the reception area and inform them of the situation.	1.0. Fill-out Animal Bite Treatment Center (ABTC) Form.	None	5 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.1. Obtain weight of client.	None	3 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.2. Facilitate client to doctor's room.	None	2 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Proceed to Doctor's room for consultation.	2.0. Provide medical consultation and procedures as applicable	None	20 minutes	Fe Eleanor F. Pardillo, MD / Marie Angelique B. Cuizon, MD / Medical Consultants Municipal Health Office
3.0. Return to reception desk and listen for further instructions.	3.0. Give referral form and provide instructions to client.	None	5 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:		None	35 minutes	



9. ISSUANCE OF CADAVER / HUMAN REMAINS TRANSFER PERMIT AND / OR EXHUMATION PERMIT

This certificate is a requirement for every entombment within the municipality that the permit will be issued as required by law under PD 856 specifically the disposal of cadaver. It will be given to the relative of the deceased individuals.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Nearest kin of the deceased individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Registered Death Certificate or Certification of Death		Local Civil Registrar (According to the Place of Death) or Philippine Statistics Authority (PSA)		
2. Official Receipt		Municipal Treasurer's Office (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit required documents at the Sanitation Section.	1.0. Received documents and check for completeness.	None	5 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk MGDH I (Municipal Health Officer) Municipal Health Office



	1.1. Issue the Order of Payment if all required documents were given.	None	3 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.2. Start processing the request	None	12 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.0. Accept the payment based on the Order of Payment	Cadaver Transfer Permit – Php 200.00 Exhumation Permit – Php 200.00 Doc Stamp (per permit) – Php 30.00	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	2.2 Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella/ Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
3. Return to the Sanitary Section for the release of Sanitary Permit	3.1 Issue permit to Client	None	5 minutes	<p>Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk</p> <p><i>MGDH (Municipal Health Officer)</i> Municipal Health Office</p>
TOTAL:			40 minutes	



10. ISSUANCE OF CERTIFICATE OF WATER POTABILITY

This certificate is issued to water-refilling businesses and water-works systems operators within the jurisdiction of the municipality of Consolacion.

Office or Division:	Municipal Health Office			
Classification:	G2B – Government to Business Entity			
Type of Transaction:	Complex			
Who may avail:	New applicant for water-refilling businesses and water-works systems operators within the jurisdiction of the municipality of Consolacion.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Water Analysis Result: 1.1. Bacteriological (Valid for 28 days from examination date) 1.2. Physico-chemical (Valid for 5 months from examination date)		Any DOH Accredited Water Laboratory facilities		
2. Official Receipt		Municipal Treasurer's Office (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit required documents at the Sanitation Section	1.0. Received documents and check for completeness.	None	7 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Issue the Order of Payment if all required documents were given	None	3 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.2. Start processing the request	None	25 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.0. Accept the payment based on the Order of Payment	Certification Fee – Php 100.00 Doc Stamp – Php 30.00	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	2.2 Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella/ Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
3. Return to the Sanitary Section for the processing and release of Health Certification	3.1 Issue certificate to Client	None	5 minutes	<p>Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p>
TOTAL:		Php 130.00	55 minutes	



11. ISSUANCE OF DRINKING WATER SITE CLEARANCE

This clearance is issued to new applicants of water-refilling business that uses deep wells as primary water source and water systems businesses operating within the municipality of Consolacion.

Office or Division:	Municipal Health Office			
Classification:	G2B – Government to Business Entity			
Type of Transaction:	Highly Technical			
Who may avail:	New applicant for water-refilling businesses and water-works systems operators with deep well sources within the jurisdiction of the municipality of Consolacion.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. For Application: 1.1. Application for Drinking Water Site Clearance 1.2. Sketch Map of the Establishment and/or Water Source		Municipal Health Office (Sanitation Section) Client		
2. For Releasing: 2.1. Site Inspection Report 2.2. Official Receipt		Municipal Health Office (Sanitation Section) Office of the Treasurer (Cashier)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill-out Application for Drinking Water Water Site Clearance.	1.0. Provide Application for Drinking Water Water Site Clearance Form.	None	7 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.1. Provide a schedule for the Sanitary Survey of Water Source.	None	3 minutes	Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Prepare the site for the scheduled Sanitary Survey of Water Source.	2.0. If site is approved, issue payment order form and date of release of certification	None	10 days	Estrella Ramilo/ Conan Gigremosa/ Gretchen Aligway <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.0. Accept the payment based on the Order of Payment	Certification Fee – Php 100.00 Doc Stamp – Php 30.00	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	3.2 Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella/ Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
4. Return to the Sanitary Section for the processing and release of Health Certification	4.1 Issue certificate to Client	None	5 minutes	<p>Estrella Ramilo / Conan Gigremosa /Gretchen Aligway Sanitary Section Clerk</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p>
TOTAL:		Php 130.00	10 days and 30 minutes	



12. ISSUANCE OF HEALTH CERTIFICATE

The health certificate is issued to individuals working in the business establishments operating within the jurisdiction of the municipal government of Consolacion.

Office or Division:	Municipal Health Office	
Classification:	G2C – Government to Citizen	
Type of Transaction:	Simple	
Who may avail:	All employees working in the food and non-food business establishments within the municipality.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Non-Food Establishment Workers:		
1.1. Chest X-Ray Result with Official Reading (Valid for 11 months from Date of Examination)		Any diagnostics facilities
1.2. Recent 1x1 ID Picture		Any Photo Shops
1.3. Official Receipt		Municipal Treasurer's Office (Cashier)
2. For Food Establishment Workers:		
2.1. Chest X-Ray Result with Official Reading (Valid for 11 months from Date of Examination)		Any diagnostics facilities
2.2. Stool Exam Result		Any diagnostics facilities
2.3. Recent 1x1 ID Picture		Any Photo Shops
2.4. Official Receipt		Municipal Treasurer's Office (Cashier)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit required documents at the Sanitation Section	1.0. Received documents and check for completeness.	None	7 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.1. Issue the Order of Payment if all required documents were given	None	3 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.2. Start processing the request	None	25 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



2.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	2.0. Accept the payment based on the Order of Payment and issue Official Receipt	Health Certificate - Php 50.00	10 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella/ Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
3.0. Return to the Sanitary Section for the processing and release of Health Certification	3.0. Issue Health Certificate to Client	None	5 minutes	<p>Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p>
TOTAL:		Php 50.00	50 minutes	



13. ISSUANCE OF SANITARY PERMIT

This certificate is issued to all business establishments operating within the Municipality of Consolacion.

Office or Division:	Municipal Health Office	
Classification:	G2B – Government to Business Entity	
Type of Transaction:	Highly Technical	
Who may avail:	All business operators and representatives within the municipality of Consolacion.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Application (all businesses): 1.1. Business Permit and Licensing Office (BPLO) Application Form 1.2. Health Certificates of all employees 1.3. Sketch Map of the Establishment		Business Permit and Licensing Office (BPLO) Municipal Health Office (Sanitation Section) Client – Made
2. Additional requirements for Food Establishments: 2.1. Water Analysis Result: - Bacteriological (Valid for 28 days from examination date)		Any DOH Accredited Water Laboratory facilities



<p>3. Additional Requirements for Water Refilling and Water Systems (RENEWAL):</p> <p>3.1. Water Analysis Result:</p> <ul style="list-style-type: none"> - Bacteriological (All monthly results for the previous year) - Physico-chemical (Recent result within the last 6 months) 	<p>Any DOH Accredited Water Laboratory facilities</p>
<p>4. Additional Requirements for Water Refilling and Water Systems (NEW APPLICANTS):</p> <p>4.1. Operational Permit / Endorsement of Compliance for Water-Refilling Stations/Water Supply (for deep-well water source)</p> <p>4.2. Certification Course Training for Operators</p> <p>4.3. Drinking Water Site Clearance (for deep-well water source)</p>	<p>Department of Health Regional Office 7 (Licensing Office)</p> <p>Department of Health Regional Office 7</p> <p>Municipal Health Office (Sanitation Section)</p>
<p>5. Additional Requirements for Piggery:</p> <p>5.1. Water Discharge Permit and Water Analysis Result</p>	<p>Department of Environment and Natural Resources (DENR) Regional Office 7</p>



6. For Releasing:				
6.1. Ocular Inspection Report		Municipal Health Office (Sanitation Section)		
6.2. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit required documents at the Sanitation Section.	1.0. Received documents and check for completeness. If complete requirements, affix signature on the BPLO Application Form.	None	10 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.1. Provide a schedule for the Ocular Inspection.	None	5 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Prepare the site for the scheduled ocular inspection and comply necessary recommendations.	2.0. For compliant business, provide the date of release and issue payment order form.	None	3 days from inspection date	Estrella Ramilo / Conan Gigremosa/ Gretchen Aligway <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	2.1. If for re-inspection, supply the date of visit.	None	10 working days or depends upon the nature of the recommendation as agreed with client	Estrella Ramilo / Conan Gigremosa/ Gretchen Aligway <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
3.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.0. Accept the payment based on the Order of Payment	Sanitary Permit Fee (depends upon the assessment of BPLO)	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
	3.2 Issue the Official Receipt	None	5 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella/ Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



4. Return to the Sanitary Section for the release of Sanitary Permit	4.1 Issue permit to Client	None	5 minutes	Estrella Ramilo / Conan Gigremosa / Gretchen Aligway Sanitary Section Clerk <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
TOTAL:			13 days and 35 minutes	



14. MEDICAL / SURGICAL CONSULTATION SERVICESS AND ISSUANCE OF MEDICAL CERTIFICATION OR MEDICO-LEGAL CERTIFICATION

This service caters to the primary health needs of our constituents. It includes consultation, diagnosis and giving of appropriate medical services.

Office or Division:	Municipal Health Office			
Classification:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Medico-legal incidents that occurred within the municipality All patients within the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Laboratory Results (if applicable)		Any diagnostics facilities		
2. Official Receipt		Municipality of Consoalcion		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Proceed to the reception desk to secure a priority number.	1.0. Issue priority number.	None	3 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
	1.1. Retrieve or create a Family Record of patient.	None	10 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office



	1.2. Obtain vital signs of client.	None	15 minutes	Volunteer Health Worker on Duty <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office
2.0. Proceed to Doctor's room for consultation.	2.0. Provide medical consultation and procedures as applicable	None	20 minutes	Fe Eleanor F. Pardillo, M.D. / Marie Angelique B. Cuizon, MD / Medical Consultants Municipal Health Office
	2.1. Provide payment order form for Medical Certificate or Medico-legal Certification, as applicable.	None	2 minutes	Fe Eleanor F. Pardillo, M.D. / Marie Angelique B. Cuizon, MD / Medical Consultants Municipal Health Office
3.0. Pay the required fees at the Treasury Office by showing the Order of Payment. *Make sure to secure Official Receipt that will be issued upon payment.	3.0. Accept the payment based on the Order of Payment	Cadaver Transfer Permit – Php 200.00 Exhumation Permit – Php 200.00 Doc Stamp (per permit) – Php 30.00	10 minutes	Sherry Osua <i>MGDH I (Municipal Health Officer)</i> Municipal Health Office Vida Visabella / Joan Padilla/ Jairus Gabutan <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



	3.1. Issue the Official Receipt	None	5 minutes	<p>Sherry Osua</p> <p><i>MGDH I (Municipal Health Officer)</i> Municipal Health Office</p> <p>Vida Visabella / Joan Padilla/ Jairus Gabutan</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
4.0. Return to doctor and present Official Receipt. May go home.	4.0. Issue certification to client	None	2 minutes	<p>Fe Eleanor F. Pardillo, M.D. / Marie Angelique B. Cuizon, MD / Medical Consultants</p> <p>Municipal Treasurer's Office</p>
TOTAL:			1 hour and 7 minutes	



LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

**Frontline Services
(External Services)**



1. EMERGENCY RESPONSE (24/7): ANSWERING DISTRESSED CALLS

Provision of immediate response to any untoward incident reported or monitored and providing first aid if necessary, transfer to the appropriate and nearest health facility

Office or Division:	Local Disaster Risk Reduction and Management Office			
Classification:	G2C – Government to Citizen G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Report to LDRRMO any untoward incident, vehicular accident or request for Medical Assistance	1.0. Gather the vital information like exact place, specific location or landmark the kind of accident, number of victim identified on the scene, extent of injury, name and	None	2 minutes	Bouviere Ferrer / Emmanuel Guinto Jr. / Joseph Abucay <i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office



	address of the caller, advice the caller afterwards not the leave the victim until the team arrives			
	1.1. With regards to request for medical assistance, gather the vital information like exact place of the patient, present health condition of the patient, name and relation of the caller to the patient then advice the caller afterwards to monitor the patient while waiting for the team to arrive	None	2 minutes	<p>Bouviere Ferrer / Emmanuel Guinto Jr. / Joseph Abucay</p> <p><i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office</p>
	1.2. Alert the team on duty about the situation from the call and dispatch the team	None	3 minutes	<p>Dispatcher / Nurse on DUTY / Driver / First Aider / Responder</p> <p><i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office</p>



	1.3. Inform the BRGY/relative of the patient regarding the present condition; Inform the PNP if the responding team needs assistance; inform other concerned agencies if necessary	None	3 minutes	<p>Bouviere Ferrer / Emmanuel Guinto Jr. / Joseph Abucay</p> <p><i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office</p>
	1.4. Upon arrival in the scene, the team leader act as the Incident Commander doing the following tasks like surveying the scene, identification of the victims for tagging, updates the dispatcher of the responding team, maintains communication with the dispatcher, endorse the case to other sectors if necessary	None	As soon as possible	<p>Team Leader/ Incident Commander / Engr, Danilo A. Capangpangan</p> <p>Local Disaster Risk Reduction and Management Office</p>



	1.5. Provide necessary care from the site to the hospital. Identifies key action to maintain or preserve life of the victim, conduct thorough assessment of the victim, endorse the victim to the physician or nurse on duty	None	As soon as possible	First Aider / Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
	1.6. Drives the ambulance safety, inform the dispatcher on the same of arrival to the scene, parks ambulance safe, disinfects the ambulance after the operation and serve as crown controller of necessary	None	As soon as possible	Driver / Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office



	1.7. Dispenses medical supplies and equipment needed or requested by the team, responsible with the needed supplies on site, make sure that the equipment and supplies are complete before and after the operation	None	5 minutes	Wayne Soledad / Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
TOTAL:		None		



2. FLOOD CONTROL MITIGATION SERVICES AND PRUNING OF TREE BRANCHES ALONG PUBLIC ROADS

Provision of aid and assistance to clients in minimizing risks and hazards.

Office or Division:	Local Disaster Risk Reduction and Management Office			
Classification:	G2C – Government to Citizen G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Make a letter request addressed to the LDRRM Head of Office and have its hard copy received.	1.0. LDRRMO head acts on the request upon availability of schedule by referring the request to the Team Leader	None	3 minutes	Engr. Danilo A. Capangpangan / Edgar Ferrer Jr. Local Disaster Risk Reduction and Management Office



	1.1. Team Leader fills out Dispatch Order conducts ocular inspection and makes recommendations to the DRRMO Head Office.	None	4 hours	Edgar Ferrer Jr. <i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office
2.0. Client follows up the request	2.0. Upon the receipt of the Team Leader's recommendation, the DRRMO Head instruct to act on the request in coordination with the requesting party with notification to the Barangay Officials concerned	None	2 days	Engr. Danilo A. Capangpangan Local Disaster Risk Reduction and Management Office
TOTAL:		None	2 days, 4 hours and 3 minutes	



LOCAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE

**Non-Frontline Services
(Internal Services)**



1. PROVISION OF CAPACITY DEVELOPMENT (TRAININGS, SEMINARS, SYMPOSIUM)

Provision of needed capacitation to the requesting person, organizational group or entity.

Office or Division:	Local Disaster Risk Reduction and Management Office			
Classification:	G2C – Government to Citizen G2G – Government to Government			
Type of Transaction:	Simple			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit request letter for the required training, seminars or drills	1.0. Study the request as to what kind of training, the date, time and possible venue	None	3 minutes	Engr. Danilo A. Capangpangan / Edgar Ferrer Jr. Local Disaster Risk Reduction and Management Office



	1.1. Coordinate with the other partner agencies for the resource speakers or trainers	None	2 days	Edgar Ferrer Jr. <i>MGDH I Designate</i> Local Disaster Risk Reduction and Management Office
2.0. Client follows up the request	2.0. Discusses the confirmation / finalization of the training or seminar to be conducted	None	30 minutes	Engr. Danilo A. Capangpangan / Edgar Ferrer Jr. Local Disaster Risk Reduction and Management Office
TOTAL:		None	2 days and 33 minutes	



GENERAL SERVICES OFFICE

**Frontline Services
(External Services)**



1. PROVISION OF SERVICE VEHICLES AND EQUIPMENT FOR COMMUNITY SERVICE

The General Services office (GSO) provides service vehicles for religious activity, Department of Education activities, funeral services and other activities.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G / G2C			
Who may avail:	Citizen / Government employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Forward Letter request for provision of service vehicle for Barangay, Individuals and religious group	1.0. Approved Letter request from the Mayor's office	None	5 minutes	Edwin H. Osabel <i>GSO Designate</i> General Services Office
	1.1. Schedule Activity and notify for confirmation of available vehicles	None	5 minutes	Edwin H. Osabel <i>GSO Designate</i> General Services Office



2.0. Approved Letter Request	2.0. Deliver Services on the use of available vehicles	None	1 day	Helen A. Capangpangan General Services Office
TOTAL:		None	1 day and 10 minutes	



GENERAL SERVICES OFFICE

Non-Frontline Services

(Internal Services)



1. RELEASE OF OFFICE SUPPLIES AND EQUIPMENT

The General Services Office (GSO) issues Requisition Issuance Slip (RIS), Inventory Custodian Slip (ICS), and Property Acknowledgement Receipt (PAR) for record keeping.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Regular/Permanent Municipal employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Requisition Issuance Slip (RIS)		General Services Office		
2. Inventory Custodian Slip (ICS)		General Services Office		
3. Property Acknowledgement Receipt (PAR)		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the duly accomplished Request and Issue Slip (RIS) to Frontline Clerk	1.0. Received RIS for approval	None	5 minutes	Ruselle Anne C. Casul <i>GSO Designate</i> General Services Office
2.0. If the supply/equipment is available, the RIS/ICS/PAR will be endorsed to GSO officer for signature	2.0. Approved RIS/ICS/PAR	None	2 minutes	Ruselle Anne C. Casul <i>GSO Designate</i> General Services Office
TOTAL:		None	7 minutes	



2. RENEWAL OF REGISTRATION / INSURANCE OF MUNICIPAL VEHICLES

The General Services Office (GSO) is responsible for the renewal of registration / insurance of all government owned vehicles.

Office or Division:	General Services Office			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Municipal Service vehicle/ heavy equipment			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. O.R. and C.R. (original)		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the original copy of O.R and C.R	1.0. File for LTO and GSIS	Depends on the type of vehicles	20 days	Dahlia Dela Fuente <i>GSO Designate</i> General Services Office
TOTAL:			20 days	



3. REPAIR AND MAINTENANCE REQUEST

The General Services Office (GSO) is responsible for the repair and maintenance of all Municipal Service Vehicles and Heavy Equipment.

Office or Division:		General Services Office		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		All Municipal Service vehicle / heavy equipment drivers/operator		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for repair		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Request for repair works	1.0. Check Letter request	None	10 minutes	Dolores Villaruel <i>GSO Designate</i> General Services Office
2.0. Approval of Request Letter	2.0. Approval of request letter to be signed by the GSO officer	None	5 minutes	Helen A. Capangpangan General Services Office
	2.1. Scheduling for repair	None	1 day	Helen A. Capangpangan / Elmer Laurito General Services Office
TOTAL:		None	1 day and 15 minutes	



4. REQUEST FOR GASOLINE / DIESEL P.O. SLIP AND TRIP TICKETS

The General Services Office (GSO) provides the P.O. / Request Slip for Diesel / Gasoline to all Government Service vehicles.

Office or Division:	General Services Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All Municipal Service vehicle drivers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. P.O. slip for Gasoline / Diesel		General Services Office		
2. Previous Trip Ticket Issued				
3. Travel Order		Mayor's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Request for P.O slip	1.0. Requisition letter signed by the GSO officer	None	2 minutes	Edwin H. Osabel <i>GSO Designate</i> General Services Office
2.0. Issuance of P.O slip and Trip ticket	2.0. Requisition Slip, trip ticket and travel order signed by the GSO officer	None	3 minutes	Helen A. Capangpangan General Services Office
TOTAL:		None	5 minutes	



PUBLIC MARKET OFFICE

**Frontline Services
(External Services)**



1. CONSUMER COMPLAINTS ASSISTANCE

To assist the consumers with their complaints and to take action for the problem occurring within Consolacion Public Market.

Office or Division:	Public Market Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written Complaint		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. File a written complaint	1.0. Received the written complaint from the client	None	10 minutes	Renante Ylaya <i>Market Supervisor II</i> Public Market Office
	2.0. Forward the complaint to the grievance committee.	None	1 day	Renante Ylaya <i>Market Supervisor II</i> Public Market Office



	3.0. The grievance committee schedules a formal hearing to determine the probable cause of whether the complaint is meritorious or not.	None	7 days	Renante Ylaya <i>Market Supervisor II</i> Public Market Office
	4.0. Erring personnel shall be required to submit a written answer to the complaint.	None	2 days	Renante Ylaya <i>Market Supervisor II</i> Public Market Office
	5.0. If found to be meritorious, the grievance committee shall make a recommendation to decide the complaint and then inform the complainant of the action taken.	None	3 days	Renante Ylaya <i>Market Supervisor II</i> Public Market Office
TOTAL:		None	13 days & 10 minutes	



2. ISSUANCE OF CASH TICKETS

Cash tickets are issued to ambulant vendors, stallholders, motorcycles, private vehicles, and delivery trucks occupying a portion of market premises.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2C – G2B			
Who may avail:	Stallholders, ambulant vendors, vehicle private owners, and delivery trucks			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. The Market Collectors will issue amount of cash tickets to ambulant vendors, motor vehicle owners, stallholders, and delivery trucks in the public market	1.0. Cash tickets will be given to the customer.	As per ordinance	2 minutes	Market Collectors <i>Market Supervisor II</i> Public Market Office
TOTAL:			2 minutes	



3. ISSUANCE OF CERTIFICATION FOR STALL HOLDER(S)

To certify if he/she is a registered stallholder/vendor of Consolacion Public Market and had no delinquency or penalty in previous months.

Office or Division:	Public Market Office	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All Public Market Stallholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. No delinquent: No delinquent record & Official Receipt		Public Market Office
2. No existing stall: No existing stall record & Official Receipt		Public Market Office
3. Renewal of Business permit: No delinquent & Official Receipt		Public Market Office
4. Transfer request (death of lessee): No delinquent record, Official receipt, death certificate of the lessee		Public Market Office
5. Barangay residency certificate of the Chosen heir		Office of the Punong Barangay
5. Transfer request (relinquishing): No delinquent record, Official receipt		Public Market Office
6. Barangay residency certificate of the transferee		Office of the Punong Barangay
Note: If no stallholder is available to process, you must submit and/or present the SPA.		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Request for Certification	1.0 Receives the request	None	3 minutes	Charline Bihag <i>Market Supervisor II</i> Public Market Office
	1.1. Check and verify if there are no delinquent or no existing stall based on the record	None	3 minutes	Lorna P. Pepito <i>Market Supervisor II</i> Public Market Office
	1.2. Present all other documents needed			
2.0. Proceed for payment of necessary fees	2.0. Assess / Receive payment and issue official receipt 2.1 Print Certification 2.2 Market Supervisor check & sign the certification	Php 150.00 - certification fee Php 30.00 - doc. Stamp	10 minutes	Janet Malagar / Engr. Richly Marie D. Sygaco Public Market Office
3. Proceed with the release of the Certification	3.0 Release the Certification to the client with OR	None	3 minutes	Lorna P. Pepito <i>Market Supervisor II</i> Public Market Office



4. The client receives the documents & Signs the Logbook	4. Give the logbook to the client	none	1 minute	Lorna P. Pepito <i>Market Supervisor</i> // Public Market Office
TOTAL:		Php 180.00	20 minutes	



4. ISSUANCE OF DEMAND LETTER FOR DELINQUENT STALL HOLDER(S)

To demand the stallholders to pay their respective delinquency.

Office or Division:	Public Market Office			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Market Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Collection		Public Market Office		
2. Demand Letter		Municipal Treasurer's Office		
3. Notice of Closure		Municipal Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Prepare notice for delinquent Stallholders	None	10 minutes	Susana Corias / Engr. Richly Marie D. Sygaco Public Market Office
	1.1. Prepare computation for delinquency	None	3 days	<i>Municipal Treasurer</i> Municipal Treasurer's Office



2.0. Receive the Notice from Market Supervisors office	2.0. Give a copy of the notice to the clients	None	3 days	Susana Corias / Engr. Richly Marie D. Sygaco Public Market Office
	2.1. Send Notice through Registered Mail / Home Address for ignored notices	None	45 days	Susana Corias / Engr. Richly Marie D. Sygaco Public Market Office
	2.2. Forward at least three (3) consecutive notice letters to the Stallholder for ignored notices	None		Susana Corias / Engr. Richly Marie D. Sygaco Public Market Office
3.0. Receive Notice of Closure	3.0. Memorandum / Orders	None	3 days after receipt	Atty. Paolo Crispino C. Socalit Municipal Legal Office
TOTAL:		None	1 month, 24 days and 10 minutes	



5. PAYMENT OF STALL RENTAL

Rental fee are paid and collected for the privilege of using personal and real properties owned by the municipality.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2C – G2B			
Who may avail:	Stallholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. None		None		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Request to pay the monthly Stall rental	1.0 Receive the request	None	5 minutes	Janet Malagar <i>Market Supervisor II</i> Public Market Office
	1.1 Check and verify on the system/ ledger			



2.0. Proceed for payment of necessary fees	2.0 Assess/Receive payment	Php 98.00- Php 1,935.00 per month	10 minutes	Janet Malagar <i>Market Supervisor II</i> Public Market Office
	2.1 Issue an Official Receipt and record payment in the system/ ledger			
TOTAL:		Php 98.00- Php 1,935.00 per month	15 minutes	



6. PUBLIC MARKET SAMPLING PLACE

The sampling place is where the company will rent the space to promote its product.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2C – G2B			
Who may avail:	Any person, Business entities, consumers or government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of client addressed to Public Market Administrators Office		Public Market Office		
2. Provide a detailed date and time of the activity.		Public Market Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit a letter of intent to the Market Administrator	1.0. Provide a marginal note to the public market office for the availability of the sampling area	As per ordinance	5 minutes	Jella Marie Yaun <i>Market Supervisor II</i> Public Market Office
2.0. Wait for the confirmation of the availability of sampling area	2.0. Inform the person of the status of the area's availability and schedule.	None	5 minutes	Jella Marie Yaun <i>Market Supervisor II</i> Public Market Office
TOTAL:			10 minutes	



7. SEALING OF METRIC INSTRUMENT OF WEIGHTS

To ensure that the weighing scale is not out of order.

Office or Division:	Public Market Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Vendors within the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Weighing scale		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Show the Weighing Scale for calibration	1.0. Inspect and Calibrate the Weighing Scale	None	30 minutes	Charline Bihag <i>Market Supervisor II</i> Public Market Office
	1.1. Put a Sticker for the Calibrated Weighing Scale	None	5 minutes	Charline Bihag <i>Market Supervisor II</i> Public Market Office



2.0. Proceed for the payment of the necessary fees	2.0. Issue Official Receipt	<p>With a capacity of not more than 30kg.: Php 300.00</p> <p>With a capacity of more than 30kg but not more than 300kg.: Php 400.00</p> <p>With a capacity of more than 300kg but not more than 3000kg, Php 500.00</p> <p>With a capacity of more than 3000kg.: Php 600.00</p>	10 minutes	<p>Charline Bihag</p> <p><i>Market Supervisor</i> <i>II</i></p> <p>Public Market Office</p>
TOTAL:			45 minutes	



MUNICIPAL AGRICULTURE OFFICE

Frontline Services

(External Services)



1. ADMINISTRATION OF VACCINES (ANTI-RABIES) TO PETS

Anti-rabies vaccination program of the Municipal Agriculture Office intends to achieve zero-rabies incidence within the Municipality. The office frontlines in the administration of anti-rabies vaccines to pets such as dogs and cats.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Call or visit the Municipal Agriculture Office to request for vaccination	1.0. Technician received the request and get the pet's information and recommend to: a. Bring the dog to the Municipal Agriculture	None	5 minutes	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



	Office when the number of dog is 3 heads below b. Schedule home visitation when the number of dogs to be vaccinated is 5 above.			
2.0. Pay dog registration fee	2.0. Receive the OR and record OR number at the dog vaccination card	Php 100.00	5 minutes	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
	2.1. Administer anti-rabies vaccination	None	within 24 hours from the time of payment of the dog registration fee	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:		Php 100.00		



2. ADMINISTRATION OF VETIRINARY MEDICINE AND BIOLOGICS

The Municipal Agriculture Office extends technical services to the livestock growers in a form of medicine and biologic administration upon verification by the technical staff under the livestock section that there is a dire need to administer medicines or biologics. In cases where biologics or medicine needed by the animal is not available at the office, the farmer shoulders the responsibility of buying the medicines but the Agriculture technician will assist in the administration of such -free of charge.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Farmer-client approach the Agricultural Technicians concerned and present the case which needs assistance immediate technical attention from technical staff	1.0. Attend the client and get the details of the case reported	None	5 minutes	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



	1.1. Prescribe appropriate veterinary medicines and biologic	None	5 minutes	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
2.0. Secure the prescribed veterinary medicines and biologic and guide the technician to the animal location	2.0. Check the animal and administer the medicines	None	within 24 hours	Pompio Sanchez / Nonalyn Sasan <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:		None		



3. ARTIFICIAL INSEMINATION OF LARGE ANIMALS (CATTLE AND CARABAO)

The Municipal Agriculture Office through the livestock section offers technical assistance to livestock raisers of the Municipality particularly those engaged in large animals productions (cattle and carabao).

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Call or visit the Municipal Agriculture Office to report an in-heat animal	1.0. Receive the report and conduct field visit to the in heat animal within 8 hours from the time the report received	Php 500.00 for the semen	within 8 hours	Pompio Sanchez / Nonalyn Sasan / Jayruvic Vicoy <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Guide the AI technician to the animal's location	2.0. Check the animal and perform artificial insemination	None	within 9 hours	Pompio Sanchez / Nonalyn Sasan /Jayruvic Vicoy <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
3.0. Monitor the animal and inform the AI technician when animal shows signs of heat which means failed AI attempt	3.0. Perform another AI until successful gestation is assured	None	within 10 hours	Pompio Sanchez / Nonalyn Sasan /Jayruvic Vicoy <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:		Php 500.00		



4. IMPOUNDING OF STRAY DOGS

The Municipal Agriculture Office through its dog impounding team offers free impounding of stray dogs roaming around public places which pose risk to the public especially the children. The service can be availed through sending letter request to the Municipal Mayor.

Office or Division:	Municipal Agriculture Office			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All crop producing farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request - 1 copy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Send Letter request to the Municipal Agriculture Office	1.0. Submit the letter request to the Mayor's office for Mayor's approval	None	15 minutes	Pompio Sanchez / Nonalyn Sasan / Jayruvic Vicoy / Alladin Modena <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Wait for the schedule of dog impounding operation	2.0. Wait for the approved notice from the Mayor to proceed in the collection of stray dogs	None	3 days	Pompio Sanchez / Nonalyn Sasan / Jayruvic Vicoy / Alladin Modena <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
	2.1. Notify the requesting party of the schedule of dog impounding operation	None	5 minutes	Pompio Sanchez / Nonalyn Sasan / Jayruvic Vicoy / Alladin Modena <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
3.0. Provide at least 2 personnel during the conduct of dog impounding operation	3.0. Conduct dog impounding	None	1 day	Pompio Sanchez / Nonalyn Sasan / Jayruvic Vicoy / Alladin Modena <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:		None	4 days and 20 minutes	



5. ISSUANCE OF MEAT INSPECTION CERTIFICATE

Meat inspection certificates are issued to hog raisers whose hogs are slaughtered and have undergone ante-mortem and post-mortem inspections at the Municipal Slaughterhouse and whose animals are found to be free of animal diseases and whose carcasses are safe for human consumption.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All livestock farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of ownership or certificate of transfer for cattle/ carabao - 1 copy		Client		
2. Veterinary Health certificate per animal - 1 copy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit animals for ante-mortem inspection within the prescribed time of animal entry	1.0. Receive the animal and conduct ante-mortem inspection	None	5 minutes	Nerissa Barazon / Frank Villareal / Donald Miñoza / Isabelo Perez / Teodoro Hatamosa <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Submit the veterinary health certificate , animal registration documents , certificate of ownership and other documents/ credentials as proof of ownership in case of large animal	2.0. Keep the animal credentials for record/ documentary purposes.	None	2 minutes	Nerissa Barazon / Frank Villareal / Donald Miñoza / Isabelo Perez / Teodoro Hatamosa <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
	2.1. Allow entry of animals for slaughter and supervise the entire slaughtering procedure	None	1 hour	Nerissa Barazon / Frank Villareal / Donald Miñoza / Isabelo Perez / Teodoro Hatamosa <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
	2.2. Conduct post-mortem meat inspection and have the carcass weighed	None	10 minutes	Nerissa Barazon / Frank Villareal / Donald Miñoza / Isabelo Perez / Teodoro Hatamosa <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



3.0. Ask for meat Inspection certificate and pay corresponding slaughter fee	3.0. Issue meat inspection certificate	Registration Fee (Cattle): Php 100.00 Transfer fee for cattle: Php 50.00 / head Slaughter fee : Php 44.00 per head (hog) Php 60.00 per head (cattle)	3 minutes	Nerissa Barazon / Frank Villareal / Donald Miñoza / Isabelo Perez / Teodoro Hatamosa <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:			1 hour and 20 minutes	



6. ISSUANCE OF PLANT SHIPPING PERMIT

Plant Shipping permit is issued to clients who wish to send planting materials through courier services. The Municipal Agriculture Office personally inspects the planting materials intended to be sent and make sure that the said plants are free of insect pests and diseases.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All crop producing farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Approach the technical personnel of the Municipal Agriculture Office and submit the planting materials for shipping	1.0. Thoroughly Inspect the health condition of the plants. Plants should be free from diseases to secure shipping from the office.	None	5 minutes	Cornelia Valle / Melanie Antecristo / Maria Theresa Ermac / Virginia Rojas / Marjun Vitor Municipal Agriculture Office



2.0. Pay the certification to the Treasurers office and submit the OR to the Municipal Agriculture Office	2.0. Prepare the shipping permit for signature by the Municipal Agriculturist	Php 130.00	3 minutes	Cornelia Valle / Melanie Antecristo / Maria Theresa Ermac / Virginia Rojas / Marjun Vitor Municipal Agriculture Office
	2.1. Release the shipping permit	None	5 minutes	Cornelia Valle / Melanie Antecristo / Maria Theresa Ermac / Virginia Rojas / Marjun Vitor Municipal Agriculture Office
TOTAL:		Php 130.00	13 minutes	



7. PROVISION OF PLANTING MATERIALS AND ORGANIC FERTILIZERS

The Municipal Agriculture Office provides free planting materials and fertilizers to farmers in a first come first serve basis based on the received letter of intent from the farmers.

Office or Division:		Municipal Agriculture Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All crop producing farmers in the Municipality of Consolacion		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter of intent - 1 copy			Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit letter of Intent to avail planting materials and fertilizers	1.0. Receive letter of intent and check availability of farm inputs	None	5 minutes	Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables) <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Wait for the Feedback of Agricultural Technologist concerned regarding availability of farm inputs	2.0. Prepare and release issuance slip	None	3 minutes	Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables) <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
3.0. Pick-up farm inputs at the designated storage area	3.0. Release the requested farm input(s)	None	30 minutes	Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables) <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:		None	38 minutes	



8. PROVISION OF TECHNICAL ASSISTANCE AND INTERVENTION TO CORN AND VEGETABLE FARMERS

The Municipal Agriculture Office through the crop section offers free technical services and farm inputs to corn farmers to help improve farmers' profitability and increase corn production of the Municipality.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All crop producing farmers in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Farmer-client approach the incharge of the crop production program to request technical assistance	1.0. Technical staff conduct preliminary interview and get the necessary information regarding his/her crops and schedule farm inspection	None	5 minutes	Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables) <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Wait for the AT's farm/home visit	2.0. Visit and inspect crop production and provide appropriate recommendation to improve crop status	None	Within 24 hours	<p>Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables)</p> <p><i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office</p>
TOTAL:		None		



9. REGISTRATION OF FARMERS AND FISHERFOLK

Farmers and fisherfolks registration are conducted to profile the active farmers and fisherfolks of the Municipality of Consolacion and submit such record to the Department of Agriculture and its attached agencies for possible availment to agriculture programs and projects.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All farmers and fisherfolks in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Copy of tax dec for farmers/ lease agreement/ contract of tenancy - 1 copy		Client		
2. 2X2 ID -1 piece		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Farmer-client visit and approach the Municipal Agriculture staff to register	1.0. Attend to the Farmers and assist them in the signing of the Registration form	None	15 minutes	Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables) <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Submit Required Documents	2.0. Submit the Registration Form to DA-RFO 7	None	1 day	<p>Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables)</p> <p><i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office</p>
	2.1. Secure the approved registration from DA-RFO 7 and release to farmers the registration form copy	None	1 day	<p>Melanie Antecristo (Corn) / Virginia Rojas (Mango) / Maria Theresa Ermac (Vegetables)</p> <p><i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office</p>
TOTAL:		None	2 days and 15 minutes	



10. REGISTRATION OF FISHING GEAR (FISH CORRAL AND MIRACLE HOLE)

The Municipal Agriculture Office spearheads in the registration of fishing gear (motorized or non-motorized) annually. The office also takes charge in the approval of the location of installing the fishing gear based on the approved / designated area.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All fisherfolks in the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance - 1 copy		Barangay concerned		
2. Picture of fishing boat (with measurement)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Owner of Fishing gear visits the Municipal Agriculture Office and approach the fishery technician to submit the requirement for fishing gear registration	1.0. Fishery technician check the completeness of the documents and prepare the registration documents	None	15 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Pay the Required fee at the treasury office and submit the official receipt to the Municipal Agriculture Office	2.0. Prepare Fishing gear registration documents and Certificates and submit the same together with the required documents to Mayor's Office for Mayor's Signature	Fish corral: Php 250.00 Miracle hole: Php 125.00	5 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
3.0. Wait for the approved registration form approved by the mayor	3.0. Retrieve the registration form from the Mayor's office and release the certificate of registration to the boat owner	None	5 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:			25 minutes	



11. REGISTRATION OF MOTORIZED AND NON-MOTORIZED FISHING BOAT

The Municipal Agriculture Office spearheads in the registration of fishing boat (motorized or non-motorized) annually.

Office or Division:	Municipal Agriculture Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All fisherfolks of the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance - 1 copy		Barangay concerned		
2. Picture of fishing boat (with measurement) - 1 copy		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Owner of Fishing boat approach fishery technician and submit the requirement for boat registration	1.0. Fishery technician check the completeness of the documents and prepare the registration documents	None	15 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office



2.0. Pay the Required fee at the treasury office and submit the official receipt to the Municipal Agriculture Office	2.0. Prepare boat Registration documents and Certificates and submit the same together with the required documents to Mayor's Office for Mayor's Signature	Php 200.00 - motorized Php 175.00 - Non-motorized	5 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
3.0. Wait for the approved registration form approved by the mayor	3.0. Retrieve the registration form from the Mayor's office and release the certificate of registration to the boat owner	None	5 minutes	Rodrigo Soco <i>MGDH I (Municipal Agriculturist)</i> Municipal Agriculture Office
TOTAL:			25 minutes	



MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

**Frontline Services
(External Services)**



1. ADDRESS POLLUTION-RELATED COMPLAINTS

The Municipal Environment and Natural Resources Offices responds to pollution complains, conducts verification of the complaints through actula field inspection and issue notice of violations, pollution citation tickets or recommends closure depending on the degree of the environmental violations committed.

Office or Division:		Municipal Environment and Natural Resources Office		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All constituents/residents within the Municipality of Consolacion		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request (1 copy)		Clients		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Send complain letter or notify the office through call or text	1.0. Talk to the complainant and get details of the complaints, location, person/p arties involved, etc.	None	5 minutes	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Envionment and Natural Resources Office



	1.1. Conduct Inspection and draft inspection Report	None	1 day	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
	1.2. Serve the notice of violation committed by the concerned person or company and recommend the necessary action to e taken to resolve the environmental problems	None	1 day	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
	1.3. Notify the complainant of the development of her/his complaint and the actions taken by the office	None	1 day	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
TOTAL:		None	3 days and 5 minutes	



2. ISSUANCE OF ENDORSEMENT FOR TREE-CUTTING PERMIT

The Municipal Environment and Natural Resources Offices issues endorsement for the application of tree-cutting permit to CENRO upon client's submission of complete sets of documents required, and after inspection and evaluation of the purpose of cutting the trees.

Office or Division:	Municipal Environment and Natural Resources Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All constituents/residents within the Municipality of Consolacion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Tax dec of the lot where the tree is growing (1 photocopy)		Client		
2. Picture of the tree/s to be cut (1 copy)		Client		
3. Letter Request (1 copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit letter requesting for endorsement to application of tree cutting permit attached with the necessary documents	1.0. Evaluate the Documents and schedule site inspection	None	15 minutes	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office



2.0. Guide the inspection team	2.0. Conduct inspection and issue endorsement	None	2 hours	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
	2.1. Prepare the endorsement for tree cutting permit	None	2 minutes	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
	2.2. Realease the endorsement and advise applicant to process the application to CENRO Cebu City	Php 130.00	2 minutes	Cornelia Valle / Marjun Vitor / Evelyn Corbo Municipal Environment and Natural Resources Office
TOTAL		Php 130.00	2 hours and 19 minutes	



CONSOLACION TRAFFIC ENFORCEMENT AND SPECIAL SERVICES OFFICE

**Frontline Services
(External Services)**



1. RELEASING OF IMPOUNDED VEHICLE UNIT(S)

The Fines and Forfeitures collected upon conviction or upon the forfeiture of bail of any charged with a violation of the section or provision of this ordinance shall be paid to the Municipality through the Municipal Treasurer and deposited in the General Funds of the Municipality. (Ordinance No. 17, series of 2018)

Office or Division:	Consolacion Traffic Enforcement and Special Services Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Ticket Citation stamped as "PAID" by the CTESS Office Staff		Client		
2. Official Receipt as proof of payment		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Bring all requirements to CTESS Impounding Area-Satellite Office.	1.0. The CTESS Impounding Area-Satellite Office Staff shall verify the completeness of the documents presented	None	5 minutes	Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office



	1.1. Release the vehicle unit(s)	None	10 minutes	Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office
2.0. Sign on the logbook upon receipt of the vehicle unit	2.0. Sign the logged transaction as completed and released	None	2 minutes	Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office
TOTAL:		None	17 minutes	



2. SETTLING OF TRAFFIC VIOLATION CITATION TICKET(S)

The Fines and Forfeitures collected upon conviction or upon the forfeiture of bail of any charged with a violation of the section or provision of this ordinance shall be paid to the Municipality through the Municipal Treasurer and deposited in the General Funds of the Municipality. (Ordinance No. 17, series of 2018)

Office or Division:	Consolacion Traffic Enforcement and Special Services Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Ticket Citation		Client
2. Clearance from Philippine National Police (for violations with criminal case)		Police Station
3. Quotation (for vehicular accident resulting to damage of Public/Government Property)		Mrs. Helen A. Capangpangan (GSO Designate) / Engr. Carlito Maglasang (Municipal Engineer)
4. Official Receipt		Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Bring all requirements to CTESS Office.	1.0. The CTESS Office Staff shall verify the completeness of the documents presented	None	5 minutes	Ms. Janeth Soreño / Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office
	1.1. Instruct the client to proceed to the Municipal Treasurer's Office for the payment	None	2 minutes	Ms. Janeth Soreño / Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office
2.0. Proceed to the Municipal Treasurer's Office and pay for the incurred charges	2.0. Wait	Please see Annex D for each citation ticket penalty charges as per Ordinance No. 17, Series of 2018.	10 minutes	Mrs. Chona Maglasang / Mrs. Veda Visabella <i>Municipal Treasurer</i> Municipal Treasurer's Office
3.0. Submit the Official Receipt to the CTESS Office Staff	3.0. Record the Official Receipt Number on the logbook and database, and stamp as "PAID UNDER O.R. NO.____" the Citation Ticket	None	5 minutes	Ms. Janeth Soreño / Mr. Dominador Pitogo Jr. <i>CTESS Consultant</i> CTESS Office
TOTAL:			22 minutes	



LOCAL CIVIL REGISTRAR

Frontline Services

(External Services)



1. APPLICATION FOR DELAYED REGISTRATION OF BIRTH

Issued to individuals who wish to register the delayed record of live birth not registered within the 30 days period of regular registration.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative Result		Philippine Statistics Authority		
2. Bapstimal Certificate		Client		
3. Marriage Certificate (if married)		Client		
4. Marriage Certificate of Parents (if single)		Client		
5. MDR (issued by PhilHealth) / NBI Clearance		PhilHealth / NBI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	15 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay Late Registration fee	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait for 10 days for the posting of your application	3.0. Process application for posting	None	10 days (posting)	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
4.0. Receive the registered Birth Certificate from the person/s in-charge	4.0. Release the registered Birth Certificate to the client	None	5 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 300.00	10 days and 25 minutes	



2. APPLICATION FOR DELAYED REGISTRATION OF DEATH

Issued to individuals who wish to register the delayed record of death.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative Result		Philippine Statistics Authority		
2. Affidavit of Delayed Registration		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	15 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
2.0. Pay Late Registration fee	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Wait for 10 days for the posting of your application	3.0. Process application for posting	None	10 days (posting)	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
4.0. Receive the registered Death Certificate from the person/s in-charge	4.0. Release the registered Death Certificate to the client	None	5 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 300.00	10 days and 25 minutes	



3. APPLICATION FOR DELAYED REGISTRATION OF MARRIAGE

Issued to individuals who wish to register the delayed record of marriage.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA Negative Result		Philippine Statistics Authority		
2. Affidavit of Delayed Registration		Client		
3. Marriage Certificate (Church Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	15 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay Late Registration fee	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait for 10 days for the posting of your application	3.0. Process application for posting	None	10 days (posting)	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
4.0. Receive the registered Marriage Certificate from the person/s in-charge	4.0. Release the registered Marriage Certificate to the client	None	5 minutes	Lory B. Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 300.00	10 days and 25 minutes	



4. CHANGE OF FIRST NAME (R.A. 9048)

Issued to clients who wish to have his/her first name changed

Office or Division:	Local Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Verified Petition Supporting Documents	Client	
2. NBI Clearance	NBI	
3. Police Clearance	Police Station	
4. Certificate of Employment (if employed)	Client	
5. Affidavit of Non-employment (if not employed)	Client	
6. Other documents required by MCR	Client	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	30 minutes	Eloise Q. Cuyos Local Civil Registrar
2.0. Pay the necessary fees	2.0. Receive payment and issue Official Receipt	Php. 3,000.00 (R.A 9048) Migrant Petition Php. 500.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Present OR and while the petition for the petitioner/client to sign	3.0. Validate / Verify records and prepare the Petition	None	2 hours	Eloise Q. Cuyos Local Civil Registrar
	3.1. FOR MIGRANT PETITIONER, prepared petition and the documents is to be sent thru LBC going through the petitioner's place of Birth	None	Depends on the concerned LCRO/CCRO	Eloise Q. Cuyos Local Civil Registrar



4.0. Wait while the petition/application is affirmed by the OCRG-PSA	4.0. Process Application to be sent to PSA Central Office (Manila)	None	3 months	PSA Legal Service Q.C.
5.0. Pay the necessary fees if the application is approved	5.0. Receive payment and issue Official Receipt	Php. 100.00 (Processing fee for 2nd endorsement)	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
6.0. Wait for the endorsement of the finality of the approved petition	6.0. Prepare the endorsement of the finality of the approved petition	None	1 hour	Eloise Q. Cuyos Local Civil Registrar
7.0. Receive the endorsement of the finality of the approved petition	7.0. Release the approved petition (1st Endorsement) to the client, Advice client to follow-up after 2-3 months for the approval of the 2nd Endorsement to be sent at PSA Provincial and Regional Offices	None	5 minutes ----- 2-3 months (2nd endorsement approval)	Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 1,100.00 / Php 500.00 (MIGRANT)	5-6 months, 3 hours and 30 minutes	



5. CHANGE OF SEX / MONTH AND DAY IN THE DATE OF BIRTH (R.A. 10172)

Issued to clients who wish to have his/her sex / month and day in the date of birth changed.

Office or Division:	Local Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Verified Petition Supporting Documents		Client
2. NBI Clearance		NBI
3. Police Clearance		Police Station
4. Certificate of Employment (if employed)		Client
5. Affidavit of Non-employment (if not employed)		Client
6. Certificate of Authenticity (Gender)		Client



7. Medical Certificate (Gender)		Licensed Physicians		
8. Ultrasound Report (Gender)		Client		
9. Immunization Record/Previous Medical Record		Client		
10. Other documents required by MCR		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	30 minutes	Eloise Q. Cuyos Local Civil Registrar
2.0. Pay the necessary fees	2.0. Receive payment and issue Official Receipt	Php. 3,000.00 (R.A 10172)	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Present OR and while the petitioner/client to sign	3.0. Validate / Verify records and prepare the Petition	None	2 hours	Eloise Q. Cuyos Local Civil Registrar



4.0. Wait while the petition/application is affirmed by the OCRG-PSA	4.0. Process Application to be sent to PSA Central Office (Manila)	None	3 months	PSA Legal Service Q.C.
5.0. Pay the necessary fees if the application is approved	5.0. Receive payment and issue Official Receipt	Php. 100.00 (Processing fee for 2nd endorsement)	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
6.0. Wait for the endorsement of the finality of the approved petition	6.0. Prepare the endorsement of the finality of the approved petition	None	1 hour	Eloise Q. Cuyos Local Civil Registrar
7.0. Receive the endorsement of the finality of the approved petition	7.0. Release the approved petition (1st Endorsement) to the client, Advice client to follow-up after 2-3 months for the approval of the 2nd Endorsement to be sent at PSA Provincial and Regional Offices	None	5 minutes ----- 2-3 months (2nd endorsement approval)	Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 3,100.00	5-6 months, 3 hours and 30 minutes	



6. CORRECTION OF CLERICAL ERROR (R.A. 9048)

Issued to clients who requests to have corrections.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Verified Petition Supporting Documents		Client		
2. Other documents required by the MCR		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the required documents for the evaluation	None	15 minutes	Eloise Q. Cuyos Local Civil Registrar
2.0. Pay the necessary fees	2.0. Receive payment and issue OR	Php 1,000.00 (R.A 9048) Migrant Petition Php 500.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Present OR and while the petitioner/client to sign	3.0. Validate / Verify records and prepare the Petition	None	2 hours	Eloise Q. Cuyos Local Civil Registrar
	3.1. FOR MIGRANT PETITIONER, prepared petition and the documents is to be sent thru LBC going through the petitioner's place of Birth	None	Depends on the concerned LCRO/CCRO	Eloise Q. Cuyos Local Civil Registrar
4.0. Wait while the petition/application is affirmed by the OCRG-PSA	4.0. Process Application to be sent to PSA Central Office (Manila)	None	3 months	PSA Legal Service Q.C.
5.0. Pay the necessary fees if the application is approved	5.0. Receive payment and issue Official Receipt	Php. 100.00 (Processing fee for 2nd endorsement)	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



6.0. Wait for the endorsement of the finality of the approved petition	6.0. Prepare the endorsement of the finality of the approved petition	None	1 hour	Eloise Q. Cuyos Local Civil Registrar
7.0. Receive the endorsement of the finality of the approved petition	7.0. Release the approved petition (1st Endorsement) to the client, Advice client to follow-up after 2-3 months for the approval of the 2nd Endorsement to be sent at PSA Provincial and Regional Offices	None	5 minutes ----- 2-3 months (2nd endorsement approval)	Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 1,100.00 / Php 500.00 (MIGRANT)	5-6 months, 3 hours and 30 minutes	



7. ISSUANCE OF LOCAL CERTIFICATIONS AND CERTIFIED TRUE COPY

Issued to all who requests for a local certificate and/or certified true copy.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt		Client		
2. Valid I.D of the Document Owner		Client		
3. Authorization letter if the requesting party is not the owner and valid I.D		Client		
4. Request form		Local Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out the Request form and present documents needed to secure documents	1.0. Receive the required documents for the evaluation	None	3 minutes	Cresencia Semblante / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay the necessary fees	2.0. Receive payment and issue OR	Php 130.00	10 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Present OR and wait while the document is verified, typed, processed by the person in-charge	3.0. Validate / Verify records and prepare the Petition	None	25 minutes	Cresencia Semblante / Eloise Q. Cuyos Local Civil Registrar
	3.1. Sign the certificate	None	5 minutes	Eloise Q. Cuyos Local Civil Registrar
4.0. Receive the certificate from the person in-charge	4.0. Release the certificate to the client	None	3 minutes	Cresencia Semblante / Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 130.00	46 minutes	



8. ISSUANCE FOR PSA SECURITY PAPERS: BIRTH / MARRIAGE / DEATH / CENOMAR / CEMAR

Issued to all who requests for a PSA Security Papers whether for Birth, Marriage, Death, CENOMAR, and/or CEMAR.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. If owner Present Valid I.D		Client		
2. If not the owner, Authorization Letter from the owner, if minor authorization letter from parent/s and/or Affidavit of Guardianship or Special Power of Attorney (SPA)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Make a request	1.0. Provide a request form for PSA Birth Certificate, Marriage Certificate, Death	None	15 minutes	Raquel M. Brigoli <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar



	Certificate, and Cenomar /Advisory on Marriages and receive request			
2.0. Pay the necessary fees	2.0. Receive payment and issue OR	<p>PSA Birth Certificate, Marriage Certificate & Death Certificate: P 60.00 (Mun. Charge Fee)</p> <p>CENOMAR/ Advisory on Marriages: P 65.00 (Mun. Charge Fee)</p>	10 minutes	<p>Chona V. Maglasang / Veda Visabella</p> <p><i>MGDH I (Municipal Treasurer)</i></p> <p>Municipal Treasurer's Office</p>
3.0. Present OR	3.0. Receive O.R. and Evaluate and Review the submitted form and issue Acknowledgement Slip	<p>PSA Birth Certificate, Marriage Certificate & Death Certificate: Php 155.00</p> <p>CENOMAR/ Advisory on Marriages: Php 210.00</p>	10 minutes	<p>Raquel M. Brigoli</p> <p><i>MGDH I (Municipal Civil Registrar)</i></p> <p>Local Civil Registrar</p>



4.0. Wait and Receive Acknowledgement Slip	4.0. Releasing of PSA Request	None	2-3 weeks	Raquel M. Brigoli <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
5.0. Present Acknowledgement Slip and Valid I.D	5.0. Receive and verify if the claimant is the document owner	None	5 minutes	Raquel M. Brigoli <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		BIRTH / MARRIAGE / DEATH: Php 215.00 CENOMAR / CEMAR: Php 275.00	10-15 working days and 30 minutes	



9. ISSUANCE OF REGISTERED MARRIAGE LICENSE

Issued to all who requests for a marriage license.

Office or Division:	Local Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. CENOMAR of both applicants	Client	
2. Birth Certificate of both applicants	Client	
3. Barangay Certificate (atleast one of the applicant must be a resident of Consolacion, Cebu)	Barangay Concerned	
4. Valid I.D of the applicants	Client	
5. Parents Consent (for applucants 18-20 yrs. Old , for the deceased parent/s provide death certificate with regisrty number)	Client	
6. Parent's Advice (for applicants 21-24 yrs. Old, for deceased parent/s provide death certificate with registry number)	Client	
7. Certificate of Pre-marriage Counseling Seminar (PMC) @ MSWDO (Seminar must be done before the application of marriage license)	Municipal Social Welfare and Development Office	



8. Death Certificate for Widow/Widower		Client		
9. For Annuled Marriages: PSA/NSO Marriage Contract with annotation		Client		
10. For Foreigner: Legal Capacity, Passport, Date of arrival, Order of dissolution (Divorced/annuled) & CENOMAR		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Attend Pre-marriage Counseling Seminar @ MSWDO	1.0. Conduct a one-day Pre-marriage counseling Seminar	Php 200.00	For scheduling proceed to MSWDO @2nd floor	MGDH I (Municipal Social Welfare and Development Officer) Municipal Social Welfare and Development Office
2.0. Submit the required documents for evalutaion to the person in-charge and fill out the AML	2.0. Receive the documents for evalution	None	20 minutes	Geraldine Apatan / Eloise Cuyos Local Civil Registrar



3.0. Pay the necessary fees	3.0. Receive payment and issue O.R.	<p>Php 52.00- license fee</p> <p>Php 500.00- application fee</p>	5 minutes	<p>Chona V. Maglasang / Veda Visabella</p> <p><i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office</p>
4.0. Present OR	4.0. Receive O.R and issue a claim slip for the releasing of marriage license	None	5 minutes	<p>Geraldine Apatan / Eloise Cuyos</p> <p>Local Civil Registrar</p>
5.0. Wait for 10 days posting of your application	5.0. Process the application for posting and register the AML in the Registry book	None	10 calendar days (posting)	<p>Geraldine Apatan / Eloise Cuyos</p> <p>Local Civil Registrar</p>
6.0. Receive the Registered Marriage License	6.0. Release the registered Marriage License to the client	None	10 minutes	<p>Eloise Cuyos</p> <p>Local Civil Registrar</p>
TOTAL:		Php 552.00	10 days and 40 minutes	



10. JUDICIAL DECREES

An order handed down by a judge that resolves the issues in a court case.

Office or Division:	Local Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Court Decision		Client		
2. Certificate of Finality		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person in-charge	1.0. Receive documents for evaluation	None	15 minutes	Eloise Cuyos Local Civil Registrar



2.0. Pay the necessary fees	2.0. Receive payment and issue O.R.	Adoption: Php 1,000.00 Annulment: Php 500.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Submit O.R and wait while the endorsement of the Court Decree is processed	3.0. Receive and review documents and prepare the endorsement of Court Decree and Register Court Order and/or Legal Instruments	None	1 hour	Eloise Cuyos Local Civil Registrar
4.0. Receive the endorsement of the Court Decree by the person in-charge	4.0. Release the prepared endorsement of the Court Decree to the client	None	5 minutes	Eloise Cuyos Local Civil Registrar
TOTAL:		Adoption: Php 1,000.00 Annulment: Php 500.00	1 hour and 25 minutes	



11. LEGITIMATION

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.

Office or Division:	Local Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Child's Certificate of Live Birth		PSA
2. Marriage Certificate of Parents		PSA
3. Affidavit of Legitimation (Parents)		Client
4. Certificate of No Marriage (CENOMAR) (Parents)		Local Civil Registrar
5. Affidavit of Admission of Paternity		Client
6. Affidavit of Acknowledgement		Client
7. Valid I.D of Parents (license)		Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for the evaluation	None	15 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait while the application is being processed by the person in-charge	3.0. Process the application and registre the Affidavit of Legitimation/Affidavit of Admission of Paternity/Affidavit of Acknowledgement in the Legal Instrument registry book (FOR OUT OF TOWN LEGITIMATION the said Affidavit would be registered at the place where the child was born)	None	5 days (posting)	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar



4.0. Receive the registered Birth Certificate from the person/s in-charge	4.0. Release the registered Birth Certificate to the client (FOR OUT OF TOWN LEGITIMATION FOLLOW UP AFTER 3-4 MONTHS)	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 300.00	5 days and 40 minutes	



12. OUT OF TOWN OF LATE REGISTRATION OF BIRTH

Issued to all who requests out of town of late register birth.

Office or Division:	Local Civil Registrar	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. PSA NEGATIVE RESULT	Client	
2. Affidavit of Late Registration Out of Town with Corroboration	Client	
3. Affidavit of Two Disinterested Persons	Client	
4. Baptismal Certificate	Client	
5. Voter's Certificate	COMELEC	
6. School Records (Form 137)	Client	
7. Marriage Certificate (If married)	PSA	



8. Parent's Marriage Certificate (If Single)		PSA		
9. MDR issued by Philhealth		PhilHealth		
10. NBI Clearance		NBI		
11. Valid I.D (applicant)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for the evaluation	None	15 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Wait while the document is being processed and 5 days posting	3.0. Receive the documents for and Prepare the Necessary documents needed for the application	None	30 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
4.0. Receive the copy of the application for Out of town Registration of Birth Certificate	4.0. Release the application for Out of town birth registration to the client	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
5.0. Send the Received documents to the concerned LCRO for registration of Birth Certificate	5.0. Advice the client to Follow up after 3 months for the Out of Town late registration	None	Depends on the concern LCRO/CCRO	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 300.00		



13. OUT OF TOWN OF LATE REGISTRATION OF DEATH

Issued to all who requests out of town of late register death.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA NEGATIVE RESULT (Death)		Client		
2. Affidavit of Late Registration		Client		
3. Death Certificate (Church Copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for the evaluation	None	15 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait while the document is being processed and 5 days posting	3.0. Receive the documents for and Prepare the Necessary documents needed for the application	None	30 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
4.0. Receive the copy of the application for Out of town Registration of Death Certificate	4.0. Release the application for Out of town death registration to the client	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
5.0. Send the Received documents to the concerned LCRO for registration of Death Certificate	5.0. Advice the client to Follow up after 3 months for the Out of Town late registration	None	Depends on the concern LCRO/CCRO	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 300.00		



14. OUT OF TOWN OF LATE REGISTRATION OF MARRIAGE

Issued to all who requests out of town of late register marriage.

Office or Division:	Local Civil Registrar			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA NEGATIVE RESULT (Marriage)		Client		
2. Affidavit of Late Registration		Client		
3. Marriage Certificate (Church copy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for the evaluation	None	15 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait while the document is being processed and 5 days posting	3.0. Receive the documents for and Prepare the Necessary documents needed for the application	None	30 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
4.0. Receive the copy of the application for Out of town Registration of Marriage Certificate	4.0. Release the application for Out of town marriage registration to the client	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
5.0. Send the Received documents to the concerned LCRO for registration of Marriage Certificate	5.0. Advice the client to Follow up after 3 months for the Out of Town late registration	None	Depends on the concern LCRO/CCRO	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 300.00		



15. REGISTRATION OF BIRTH

A child who was born within the territorial jurisdiction of Consolacion is eligible for birth registration.

Office or Division:	Local Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Attendant's report		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out the requisition slip	1.0. Receive the requisition slip	None	10 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
2.0. Wait for the posting of registration in the registry book	2.0. Post the registration in the registry book	None	5 days	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



3.0. Receive the registered Birth Certificate from the person/s in-charge	3.0. Release the registered Birth Certificate to the client	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
4.0. Receive vital events	4.0. Sign and release vital events	None	5 minutes	Eloise Q. Cuyos Local Civil Registrar
TOTAL:		None	5 days and 20 minutes	



16. REGISTRATION OF DEATH

A person who died within the territorial jurisdiction of the Municipality of Consolacion is eligible for death registration.

Office or Division:	Local Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Death Certificate duly signed by the embalmer and the MHO		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out the requisition slip	1.0. Receive the requisition slip	None	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
2.0. Bring the Certificate of Death to the attendant of death/RHU/Physician/Embalmer	2.0. Advise the client to bring the Certificate of Death to the attendant of Death/RHU/Physician/Embalmer	None	Depends on the time consumed by the client/s	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar



3.0. Pay cemetery rental if the place of burial is at Pulpogan Cemetery	3.0. Validate the Certificate of Death about the place of Burial and pay the cemetery rental if Pulpogan Cemetery	Php 1,000.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
4.0. Submit photocopy of the O.R for Cemetery Rental and the Death Certificate	4.0. Receive the O.R and Death Certificate. Post the registration in the registry book	None	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
5.0. Present a copy of death certificate for the issuance of Burial permit	5.0. Receive a copy of Death Certificate and receive payment and issue a Burial permit	Php 2.00	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
6.0. Receive the registered Certificate of Death from the person in-charge	6.0. Release the registered Death Certificate to the client	None	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 1,002.00		



17. REGISTRATION OF MARRIAGE

Individuals who wish to register of solemnized marriage within the jurisdiction of the Municipality.

Office or Division:	Local Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Contract duly signed by authorized solemnizing officer		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the Marriage Certificate duly signed by the authorized solemnizing officer to the person/s in charge	1.0. Receive the Marriage Certificate	None	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar



2.0. Wait for the posting of registration in the registry book	2.0. Post the registration in the registry book	None	5 days	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
3.0. Receive the registered Marriage Certificate from the person/s in-charge	3.0. Release the registered Marriage Certificate to the client	None	5 minutes	Geraldine R. Apatan <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		None	5 days and 10 minutes	



18. REPUBLIC ACT 9255 (AFFIDAVIT TO USE THE SURNAME OF THE FATHER) AND ACKNOWLEDGEMENT / ADMISSION OF PATERNITY

Illegitimate children shall use the surname and shall be under the parental authority of their mother, and shall be entitled to support in conformity with this Code. However, illegitimate children may use the surname of their father if their filiation has been expressly recognized by the father through the record of birth appearing in the civil register, or when an admission in a public document or private handwritten instrument is made by the father. Provided, the father has the right to institute an action before the regular courts to prove non-filiation during his lifetime. The legitime of each illegitimate child shall consist of one-half of the legitime of a legitimate child.

Office or Division:	Local Civil Registrar	
Classification:	Complex	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Child's Certificate of Live Birth		Client
2. Affidavit to Use the Surname of the Father		Client
3. For child who is 0-6 yrs. old the mother is the one who executes the AUSF		Client
4. For ages 7-17 yrs. old, the child will execute the AUSF with the Attestation of the mother.		Client



5. For the child who is of age, he himself will execute the AUSF without the need of Attestation of the mother.		Client		
6. Affidavit of Acknowledgement / Admission of Paternity		Client		
7. Valid I.D of Parents		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for the evaluation	None	15 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 300.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office



3.0. Wait while the application is being processed by the person in-charge	3.0. Process the application and register the Affidavit to us the Surname of the Father/Acknowledgement/admission of Paternity in the Legal Instrument registry book.	None	5 days (posting)	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
4.0. Receive the application of R.A 9255/Acknowledgement/Adminissio n of Paternity from the person/s in-charge	4.0. Release the registered Birth Certificate to the client	None	5 minutes	Lory Agbay <i>MGDH I (Municipal Civil Registrar)</i> Local Civil Registrar
TOTAL:		Php 300.00	5 days and 25 minutes	



19. SUPPLEMENTAL REPORT

Supplemental Report is used to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death which are inadvertently omitted when the document was registered.

Office or Division:	Local Civil Registrar			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PSA BIRTH/MARRIAGE/DEATH		Client		
2. Affidavit of Supplemental Report		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit the required documents for evaluation to the person/s in-charge	1.0. Receive the documents for evaluation	None	15 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar



2.0. Pay the assessed fee to the person in-charge	2.0. Receive payment and issue OR	Php 100.00	5 minutes	Chona V. Maglasang / Veda Visabella <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Wait while the application is being processed by the person in-charge	3.0. Process the application for Supplemental Report	None	1 hour	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
4.0. Receive the application for Supplemental Report	4.0. Release the application for Supplemental Report to the client, and follow up after 2- 3 months for the approval of the application to be forwarded to PSA Regional Office (FOR OUT OF TOWN SUPPLEMENTA L REPORT FOLLOW UP AFTER 3-4 MONTHS)	None	5 minutes	Lory Agbay / Geraldine R. Apatan / Eloise Q. Cuyos Local Civil Registrar
TOTAL:		Php 100.00	1 hour and 25 minutes	



BIDS AND AWARDS COMMITTEE

Frontline Services

(External Services)



1. BIDDING PROPER

The procedure below defines the steps to be undertaken in carrying out the procurement system thru public bidding for goods and services needed by the Municipality of Consolacion.

Office or Division:	Bids and Awards Committee			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All bidders and suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out the visitor's logbook and present its bid offer.	1.0. Accept the bid offer and record the same in the bidder's logbook.	None	3 minutes	BAC Secretariat
2.0. Sign the bidder's logbook manifesting its submission of their bid offer.	2.0. Assist bidder(s)	None	3 minutes	BAC Secretariat



3.0. Wait for the findings and recommendation of the BAC members.	3.0. Prepare for the BAC conference	None	15 minutes	BAC Secretariat
	3.1. Opening of Bids of the bid offer/s from the participating bidders	None	1 hour	BAC Secretariat / BAC Members / BAC TWG
	3.2. Pronouncement of the winning bidder	None	3 minutes	BAC Secretariat / BAC Members / BAC TWG
	3.3. Conduct Post-Qualification on the winning bidder	None	1 day	BAC TWG
	3.4. Issuance of Notice of PostQualification to the winning bidder	None	1 day	BAC Secretariat / BAC Chairman



4.0. Received the Notice of Post Qualification from the BAC and signed the same.	4.0. Prepare the Notice of Award and the Contract Agreement to be signed by the Head of the Procuring Entity	None	5 days	BAC Secretariat / HOPE
5.0. Received the "signed" Notice of Award and Contract Agreement and furnished the BAC with the Performance Security.	5.0. Received the Performance Security and Prepare the corresponding Notice to Proceed	None	5 days	BAC Secretariat / HOPE
TOTAL:		None	12 days, 1 hour and 24 minutes	



2. CLARIFICATIONS OF TECHNICAL SPECIFICATIONS UPON PRE-BID CONFERENCE AND POSTING OF BID BULLETINS AT PHILGEPS WEBSITE

Office or Division:	Bids and Awards Committee			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All bidders and suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.0. Scans the Pre-bid minutes and Bid Bulletin	None	8 minutes	BAC Secretariat
	1.1. Posts at the PhilGEPS and BAC websites the approved Pre-bid Minutes and Bid Bulletin	None	8 minutes	BAC Secretariat



	1.2. Facilitates inquiries within the allowed period by the IRR of the prospective bidders after Pre-bid until opening of bids by forwarding the inquiries to the BAC	None	15 minutes	BAC secretariat / End-user
	1.3. Follows up with the end-users all clarifications that were discussed during the pre-bid conference	None	15 minutes	BAC Secretariat / End-user
	1.4. Prepares the revised Technical Specifications, if any, within the IRR allowed period.	None	30 minutes	BAC Secretariat / BAC TWG
	1.5. Prepares another Bid Bulletin/s for final instructions to the bidders, if needed	None	15 minutes	BAC secretariat



	1.6. Approves and signs the Bid Bulletin	None	5 minutes	BAC Secretariat / BAC TWG
	1.7. Scans the Bid Bulletin/s	None	5 minutes	BAC Secretariat / BAC TWG
	1.8. Posts the Bid bulletin and Technical specifications (either the original or revised whichever is applicable) at the PhilGEPS and BAC websites	None	5 minutes	BAC Secretariat / BAC TWG
	1.9. Files the Pre-bid minutes, Bid Bulletin and other revised documents to the corresponding bidding folder	None	10 minutes	BAC Secretariat / BAC TWG
TOTAL:		None	1 hour and 56 minutes	



3. SALE OF BIDDING DOCUMENTS TO SUPPLIER / BIDDER

Office or Division:	Bids and Awards Committee			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All bidders and suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out the visitor's logbook and present the requirements.	1.0. Check the requirements submitted if those are appropriate and in order.	None	3 minutes	BAC Secretariat
2.0. Wait for the issuance of invitation to bid (ITB) for the payment of bid documents.	2.0. Issue an ITB to the participating bidder/supplier and give the bidding documents.	None	3 minutes	BAC Secretariat



3.0. Receive the note from the BAC and pay the bid documents at the MTO	3.0. Prepare the bidding documents while waiting for the official receipt from the MTO.	Rates prescribed by GPPB	10 minutes	BAC Secretariat
4.0. Present the OR to BAC secretariat	4.0. Photocopy the OR and give the bidding documents to the participating bidder/supplier.	None	3 minutes	BAC Secretariat
5.0. Received the Bidding Documents	5.0. Record the sale of bidding documents.	None	3 minutes	BAC Secretariat
TOTAL:			22 minutes	



**OFFICE FOR SENIOR CITIZEN AFFAIRS
(OSCA)
Frontline Services
(External Services)**



1. ISSUANCE OF IDENTIFICATION CARD FOR SENIOR CITIZENS

Senior Citizen Identification Cards are issued to any citizen of Consolacion, Cebu who are at least sixty (60) years old. Pursuant to RA 9994, Senior Citizen with valid IDs shall be entitled to the grant of twenty percent (20%) discount and exemption from the value-added tax, on the sale of goods and service from all establishments.

Office or Division:	Office for Senior Citizen Affairs	
Classifications:	G2C – Government to Citizen	
Type of Transaction:	Simple	
Who may avail:	Must be 60 years old, a Filipino citizen and a resident of Consolacion, Cebu	
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE
1. Duly accomplished Registration Form		OSCA OFFICE/ Senior Citizen's Center
2. Proof of Age: Birth Certificate, passport or any valid ID indicating one's birth date/ Joint Affidavit/Baptismal Certificate		Applicant
3. Endorsement from chapter president		Chapter President
4. Latest 2x2 ID picture- 2 pcs		Applicant
5. Negative Certification of Birth Certificate must be supported with joint affidavit		Applicant
6. Certification of Residency from Brgy. Captain		Barangay Hall



7. Voter's Certificate		COMELEC		
8. Residence Certification (CEDULA)		Barangay Hall		
9. Requirements for Lost ID's 9.1. Affidavit of Loss 9.2. Police or Barangay Report 9.3. Proof of Age (Birth Certificate, Passport, or any valid ID indicating one's birth date) 9.4. Latest 2x2 ID picture-2 pcs 9.5. Duly accomplished Registration Form 9.6. Receipt of payment for replacement.		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of clients Served" Form in the OSCA office	1.0. Give Form to the client; assist if necessary. Refer the Table 1 or 2	None	1 minute	Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante Office for Senior Citizen Affairs
2.0. Proceed to Table 4	2.0. Conduct interview and advise on what requirements to be submitted	None	5 minutes	Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante Office for Senior Citizen Affairs



3.0. Submit the required documents for initial assessment and verification	3.0. Receive the required documents and check for completeness	None	15 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
4.0. Fill out Registration Form	4.0. Assist client in filling-out Registration	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	4.1. Ensure completeness and correctness of data	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	4.2. Encode client data	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>



	4.3. Submit documents to OSCA/ Focal Person for review and approval. Focal person will then be had it control and turn it over to ID maker for encoding and printing.	None	30 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
5.0. Printing of ID	5.0. Encoding of name of SC in the data base	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	5.1. Printing of ID	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	5.2. Turnover of ID to OSCA Office	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>



6.0. Receive Identification Card	6.0. Released ID CARD and issue purchase slip and booklet.	None	5 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	6.1. Assist client affix his/her signature on the purchase slip/booklet	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
TOTAL		None	1 hour and 10 minutes	



2. ISSUANCE OF PURCHASE BOOKLET / PURCHASE SLIP FOR SENIOR CITIZENS

Purchase Booklet / Slip shall be presented to the drug stores, grocery stores or department stores to avail privilege discounts for Senior Citizens.

Office or Division:	OFFICE OF SENIOR CITIZEN'S AFFAIRS OFFICE - OSCA			
Classifications:	G2C – Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	Must be 60 years old, a Filipino citizen and a resident of Consolacion, Cebu			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Duly accomplished Registration Form		OSCA Office/ Senior Citizen's Center		
2. Valid Senior Citizen's ID		Applicant		
3. Latest 2x2 ID picture- 2 pcs		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of clients Served" Form in the OSCA office	1.0. Give the form to the client; assist if necessary	None	1 minute	Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante Office for Senior Citizen Affairs



	1.1. Refer to the Table 1 or 2 for the Senior Citizen Booklet	None	2 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
2.0. Present Valid Identification cards	2.0. Receive ID	None	5 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	2.1. Encode client information on the system	None	5 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
	2.2. Fill-out needed information on the booklet, with the control number	None	5 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>



	2.3. Submit the booklet for approval and signature of the Mayor	None	15 minutes	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
3.0. Receive ID card and booklet	3.0. Issue ID card and booklet	None	1 minute	<p>Julie Barro / Cheryl Moana Marie Hermosilla / Juliet Villegas / Adelina P. Semblante</p> <p>Office for Senior Citizen Affairs</p>
TOTAL		None	34 Minutes	



**PERSONS WITH DISABILITIES AFFAIRS
OFFICE
(PDAO)
Frontline Services
(External Services)**



1. ISSUANCE OF IDENTIFICATION CARD FOR PERSONS WITH DISABILITIES

Persons with Disabilities (PWD) Identification Cards, which serves as a basis for the provision of certain special privileges and discounts in accordance with RA 9442, are issued to any bonafide PWD with long-term physical, mental, intellectual, or sensory impairment which may hinder their full and effective participation in the society. The validity of the ID is three (3) years and renewable.

Office or Division:	PERSONS WITH DISABILITIES AFFAIRS OFFICE (PDAO)	
Classifications:	G2C - Government to Citizen	
Type of Transaction:	Simple	
Who may avail:	A Filipino citizen and a resident of Consolacion, Cebu who may fall to any of the following types of disabilities; communication disability (hearing impairment, and speech and language impairment), learning disability, intellectual disability, orthopaedic disability, mental/psychosocial disability, visual disability, and disability due to chronic illness	
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE
1. Duly accomplished Registration Form		PDAO office
2. Latest 1x1 and 2x2 ID pictures (2 pcs.)		Applicant
3. Voters Certification - (1 photocopy)		COMELEC
4. Proof of Disability - Medical Certification and/or Certificate of Disability stating ones' Disability		Applicant/Medical/Medical Doctor or Practitioner
5. Barangay Indigency		Barangay Hall
6. Endorsement of the PWD Chapter President		Chapter President



<p>7. Requirements for Lost ID's:</p> <ul style="list-style-type: none"> a. Affidavit of Loss b. Police or Barangay Report c. Proof of Age (Birth Certificate, Passport, or any valid ID indicating one's birth date) d. Latest 2x2 ID picture-2 pcs e. Duly accomplished Registration Form f. Receipt of payment for replacement. 		Requesting party concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of clients Served" Form in the PDAO office	1.0. Give Form to the client; assist if necessary. Refer the Table 1 or 2	None	1 minute	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	1.1. Conduct interview and advise on what requirements to be submitted	None	15 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office



2.0. Submit the required documents for initial assessment and verification	2.0. Receive the required documents and check for completeness	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
4.0. Fill out Registration Form	4.0. Assist client in filling-out Registration	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	4.1. Attach / paste photo	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	4.2. Prepare ID, and submit for approval and signature of the Mayor **Note: Approval & signature of Mayor will depend on the Mayor's Availability	None	15 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office



5.0. Receive Identification Card and Affix signature	5.0. Release ID card	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	5.1. Assist client affix his/her signature on ID	None	2 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
TOTAL		None	58 minutes	

Note: Home Visitation and Assessment will be undertaken per applicant.



2. ISSUANCE OF PURCHASE BOOKLET / PURCHASE SLIP FOR PERSONS WITH DISABILITIES

Purchase Booklet / Slip shall be presented to the drug stores, grocery stores or department stores to avail privilege discounts for Persons with Disabilities.

Office or Division:	Municipal Social Welfare and Development-PDAO			
Classifications:	G2C-Government to Citizen			
Type of Transaction:	Simple			
Who may avail:	A Filipino citizen and a resident of Consolacion, Cebu who may fall to any of the following types of disabilities; communication disability (hearing impairment, and speech and language impairment), learning disability, intellectual disability, orthopaedic disability, mental/psychosocial disability, visual disability, and disability due to chronic illness			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Duly accomplished Registration Form		PDAO office		
2. Latest 1x1 and 2x2 ID pictures- 2 pcs		Applicant		
3. Valid PWD ID		COMELEC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Register at the "Master list of clients Served" Form in the PDAO office	1.0. Give the form to the client; assist if necessary	None	1 minute	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office



	1.1. Provide Application Form and the list of documentary requirements and explain to the client as needed	None	5 minutes	Maria Teresa P. Capangpangan / Juliet T. Suson-Villegas Persons with Disabilities Affairs Office
2.0. Present Valid Identification cards and supporting documents needed for the issuance of the PWD ID	2.0. Receive Valid Identification cards and supporting documents needed for the issuance of the PWD ID and	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	2.1. Encode client information on the system	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
	2.2. Fill-out needed information on the booklet, with the control number	None	5 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office



	2.3. Submit the booklet for approval and signature of the Mayor	None	15 minutes	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
3.0. Receive ID card and booklet	3.0. Issue ID card and booklet	None	1 minute	Nilda Marabi / Mark Lee Dela Rama / Juliet Villegas / Maria Theresa Capangpangan Persons with Disabilities Affairs Office
TOTAL		None	37 minutes	



PUBLIC EMPLOYMENT SERVICE OFFICE

**Frontline Services
(External Services)**



1. AVAILMENT OF GOVERNMENT INTERNSHIP PROGRAM

The Government Internship Program (GIP) is a youth employability program which aims to provide 3-6 months internship opportunity for those who want to pursue a career in public service in either local or national government. GIP serves as a training ground for future government employees. It also aims to create a competitive and experienced workforce.

Office or Division:	Public Employment Service Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who May Avail:	All young workers, particularly poor / indigent	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Resume	Applicant	
2. Application Form – A (with attached photo taken within the last 3 months)	Applicant	
3. Diploma (for those who graduated in High School with old curriculum); or Documents justifying that the said individual graduated in High School	Applicant	
4. Diploma (for those who graduated in Senior High School; or Documents justifying that the said individual graduated in Senior High School Transcript of Records (TOR), Diploma or any Certification justifying that the said individual graduated in COLLEGE National Certificate (for Technical-Vocational Graduate)	Applicant	



Certificate for ALS Graduate				
5. Birth Certificate (Live Birth of PSA)		Local Civil Registrar / Philippines Statistics Authority		
6. Certificate of Indigency (Optional)		Barangay		
7. Certification from the Barangay (individual only requires to submit this if the said individuals aged 31 years old and above)		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit necessary requirements	1.0. Receive the required documents and give instructions to aspiring GIP beneficiaries for the next step	None	5 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
	1.2. Forward applications to DOLE for screening	None	30 minutes	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office



	1.3. DOLE shall inform the PESO Manager and/or Staff for the deployment of Applicants	None	10 minutes	Department of Labor and Employment <i>PESO Manager Designate</i> Public Employment Service Office
2.0. Report back to PESO	2.0. Orient the GIP worker regarding the duties and functions that he/she needs to perform	None	20 minutes	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office
	2.1. After the required duration of employment, the PESO Manager shall prepare a completion report and submit the same to the DOLE	None	1 hour	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office
TOTAL		None	2 hours and 5 minutes	



2. AVAILMENT OF SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

Special Program for Employment of Students aims to develop the intellectual capacities of children of poor families and harness their potentials for the country's well-being. It aims to help the poor but deserving students to pursue their education by providing income or augment their income through employment during summer break and or Christmas break.

Office or Division:	Public Employment Service Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who May Avail:	All students presently enrolled and/or out of school youth who intend to continue schooling within the age range of 15-25 years old	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly filled out Registration Form 01 with ID picture attached and attested by the school registrar, (3) copies		PESO Office
2. Attestation that Client's age is within the required range, in any of the following: a. Authenticated Birth Certificate / Baptismal Certificate b. Form 138 c. Joint affidavit of two disinterested parties in age of students		Phippine Statistics Authority / Client School last attended Notary Public



<p>3. Attestation that Client's School Grade/Rating is within the passing rate, in any of the following:</p> <p>a. Certification from the School Registrar stating that the student attained a passing rate from the previous school year/semester attended</p> <p>b. Form 138 and/or Certified True Copy of the student's class card</p>		<p>School Registrar</p> <p>School Registrar</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit necessary requirements	1.0. Receive the required documents	None	5 minutes	<p>Elizabeth M. Pepito / Luz Quiño</p> <p><i>PESO Manager Designate</i> Public Employment Service Office</p>
	1.1. Facilitate and give instructions to aspiring SPES beneficiaries for the next step	None	20 minutes	<p>Elizabeth M. Pepito</p> <p><i>PESO Manager Designate</i> Public Employment Service Office</p>



	1.2. Forward applications to selected employers for further screening	None	30 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
	1.3. Inform applicants with the screening results (thru text, email, and/or call)	None	10 minutes	Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
2.0. Report back to PESO Office	2.0. Endorse the SPES beneficiaries to their respective employers and proceed with the contract signing	None	20 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
TOTAL		None	1 hour and 25 minutes	



3. ISSUANCE OF MAYOR'S CLEARANCE

The Mayor's Clearance is issued to all for various purposes like employment.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance		Barangay Hall		
2. Police Clearance		Local Philippine Police Station		
3. NBI Clearance		NBI Main / Satellite Offices		
4. PSA Birth Certificate		Philippine Statistics Authority / Client		
5. Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Make verbal request	1.0. Instruct the client and provide list of requirements	None	5 minutes	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office



2.0. Proceed to the Municipal Treasurer's Office for payment	2.0. Receive payment and issue Official Receipt	Php 130.00	10 minutes	Cashier <i>MGDH I (Municipal Treasurer)</i> Municipal Treasurer's Office
3.0. Submit all requirements to the PESO Office	3.0. Receive, evaluate and prepare the documents	None	10 minutes	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office
4.0. Receive the Mayor's Clearance	4.0. Prepare, sign and release the Clearance	None	10 minutes	Merla M. Benitez <i>PESO Manager Designate</i> Public Employment Service Office
TOTAL:		Php 130.00	35 minutes	



4. JOB FAIR / LOCAL AND OVERSEAS RECRUITMENT ACTIVITY

Job fair/ Local Recruitment Activity is an employment fascination strategy by the LGU of Consolacion, Cebu aiming to fast-track the meeting of job seekers and local employers / overseas recruitment agencies in one venue at a specific date to reduce cost, time and effort particularly on the part of the jobseekers.

Office or Division:	Public Employment Service Office	
Classification:	Simple	
Type of Transaction:	G2C - Government to Citizen	
Who May Avail:	All jobseekers, Local / Overseas recruitment agencies and companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Jobseeker(s): a. Biodata / Resume b. 2x2 ID Picture c. Certificate of Employment (from previous employer) d. Diploma / Transcript of Records e. Authenticated Birth Certificate		Jobseekers / Client
2. NSRP 1 Form		PESO Staff
3. Registration Slip		PESO Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Fill out and submit NSRP 1 form and get the Registration Slip	1.0. Receive the filled out forms	None	5 minutes	Merla M. Benitez <i>PESO Manager Designate</i> Public Employment Service Office
2.0. Wait to be called out for the interview <i>Note: A jobseeker may look for another employer and be interviewed if not pre-selected by the previous employer</i>	2.0. Facilitate and give instructions to the jobseekers upon the conduct of job interview of their preferred position and employer	None	30 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
	2.1. Inform jobseekers that if they are pre-selected to fill up vacant positions, a notice will be sent either thru email, text or call with instructions for the next step from the employer	None	5 minutes	Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
TOTAL		None	40 minutes	



5. JOB GENERATION AND LIVELIHOOD PROGRAM (HI-SPEED SEWING)

The Local Government Unit of Consolacion, in partnership with METRO WEAR INC., has always been supportive to the youth sector, out of school youth, jobseekers and free-lancers in promoting job generation and livelihood program.

Office or Division:	Public Employment Service Office			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Biodata / Resume		Client		
2. 1 x 1 ID Picture		Client		
3. Authenticated Birth Certificate		Phippine Statistics Authority / Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0. Submit necessary requirements	1.0. Receive the required documents	None	5 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office



	1.1. Facilitate and give instructions to aspiring trainees for the next step	None	30 minutes	Elizabeth M. Pepito <i>PESO Manager Designate</i> Public Employment Service Office
	1.2. Forward documents to METRO WEAR Incorporated's training team.	None	5 minutes	Elizabeth M. Pepito / Luz Quiño <i>PESO Manager Designate</i> Public Employment Service Office
TOTAL		None	40 minutes	



FEEDBACK AND COMPLAINTS MECHANISM

CONTACT CENTER NG BAYAN (CCB)	
How to send a feedback?	<p>Answer the Client Feedback Form and drop it at the designated drop box located at the Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu or at every offices.</p> <p>Contact Information:</p> <p>Landline Number: 239-2908 Email Address: lgulegaloffice@gmail.com or hr.lguconsolacion@gmail.com</p>
How feedbacks are processed?	<p>Every Friday, the Public Information Officer / Bilis Aksyon Partner open the drop box, and compiles and records all feedbacks submitted.</p> <p>Feedback requiring write-backs are forwarded to the relevant offices and they are required to answer within three (3) working days from receipt of the feedback.</p> <p>The official response of the office/department concerned is then relayed to the client/citizen concerned copy furnished the Committee on Anti-Red Tape (CART). The CART shall convene for any unresolved matters.</p> <p>For inquiries and follow-ups, clients may contact the following information:</p> <p>Landline Number: 239-2908 Email Address: lgulegaloffice@gmail.com or hr.lguconsolacion@gmail.com</p>



<p>How to file a complaint?</p>	<p>Answer the Client Complaint Form and drop it at the designated drop box located at the Ground Floor, New Municipal Building, Consolacion, Cebu or at every offices.</p> <p>Complaints can also be filed via telephone call or email. Clients must provide the following information:</p> <ul style="list-style-type: none"> • Name of Person being complained • Incident • Evidence <p>For inquiries and follow-ups, clients may contact the following information:</p> <p>Landline Number: 239-2908 Email Address: lgulegaloffice@gmail.com or hr.lguconsolacion@gmail.com</p>
<p>How complaints are processed?</p>	<p>The Public Information Officer / Bilis Aksyon Partner opens the drop box and compiles and records all complaints submitted and forward the same to the Municipal Legal Office and copy furnish the Human Resource Management Office.</p> <p>Upon thorough evaluation, the Municipal Legal Officer shall start the investigation and forward a copy of the complaint to the relevant office/department concerned for their explanation.</p> <p>The Municipal Legal Officer shall make a report after the investigation and submit it to the Head of the Agency for appropriate action.</p> <p>For inquiries and follow-ups, clients may contact the following information:</p> <p>Landline Number: 239-2908 Email Address: lgulegaloffice@gmail.com or hr.lguconsolacion@gmail.com</p>



Contact Information	<p>ANTI-RED TAPE AUTHORITY (ARTA): Email Address: complaints@arta.gov.ph Contact Number: 8478 5093</p> <p>PRESIDENTIAL COMPLAINTS CENTER (PCC): Contact Number: 8888</p> <p>CONTACT CENTER NG BAYAN (CCB): Contact Number: 0908-881-6565 (SMS)</p>
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CLIENT SATISFACTION MEASUREMENT FORM

Control No. _____



Republic of the Philippines
Province of Cebu
Municipality of Consolacion
(Office Name)



HELP US SERVE YOU BETTER!

This Client Satisfaction Measurement (CSM) tracks the customer experience of government offices. Your feedback on your recently concluded transaction will help this office provide a better service. Personal Information shared will be kept confidential and you always have the option to not answer this form.

Client type: ☐ Citizen ☐ Business ☐ Government (Employee or another agency)

Date: _____ Sex: ☐ Male ☐ Female Age: _____

Service Availed: _____

INSTRUCTION: Check mark (✓) your answer to the Citizen's Charter (CC) questions. The Citizen's Charter is an official document that reflects the services of a government agency/office including its requirements, fees, and processing times among others.

CC1 Which of the following best describes your awareness of a CC?

- ☐ 1. I know what a CC is and I saw this office's CC.
- ☐ 2. I know what a CC is but did NOT see this office's CC.
- ☐ 3. I learned of the cc only when I saw this office's CC.
- ☐ 4. I do not know what a CC is and I did not see one in this office.

CC2 If aware of CC (answered 1-3 in CC1), would you say that the CC in this office was ...?

- | | |
|--|--|
| <input type="checkbox"/> 1. Easy to see | <input type="checkbox"/> 4. Not visible at all |
| <input type="checkbox"/> 2. Somewhat easy to see | <input type="checkbox"/> 5. Not Applicable |
| <input type="checkbox"/> 3. Difficult to see | |



CC3 If aware of CC (answered codes 1-3 in CC1), how much did the CC helped you in your transaction?

☐ 1. Helped very much






☐ 3. Did not help

☐ 2. Somewhat helped

☐ 4. Not Applicable

INSTRUCTIONS:

For SQD 0-8, please put a **check mark (✓)** on the column that best corresponds to your answer.

SERVICE QUALITY DIMENSIONS					
	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree
SQD0. I am satisfied with the service that I availed.					
SQD1. I spent a reasonable amount of time for my transaction.					
SQD2. The office followed the transaction's requirements and steps based on the information provided.					
SQD3. The steps (including payment) I needed to do for my transaction were easy and simple.					
SQD4. I easily found information about my transaction from the office or its website.					



SQD5. I paid a reasonable amount of fees for my transaction.					
SQD6. I feel the office was fair to everyone, or “ <i>walang palakasan</i> ”, during my transaction.					
SQD7. I was treated courteously by the staff, and (if asked for help) the staff was helpful.					
SQD8. I got what I needed from the government office, or (if denied) denial of request was sufficiently explained to me.					

Suggestions on how we can further improve our services (optional):

Email address (optional):

THANK YOU!



LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Office of the Municipal Mayor	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: lguconsolacion@gmail.com
Office of the Municipal Vice-Mayor	3 rd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: lguconsolacion@gmail.com
Office of the Sangguniang Bayan	3 rd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 344-1245 Email Address: sbofficeerm@gmail.com
Municipal Administrator's Office	Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: lguconsolacion@gmail.com
Municipal Legal Office	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: lgulegaloffice@gmail.com
Human Resource Management Office	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: hr.lguconsolacion@gmail.com
Municipal Treasurer's Office	Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 520-7054 Email Address: acp_mto2008@yahoo.com



Municipal Budget Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 345-6230 Email Address: pepitojudithr@gmail.com
Municipal Accounting Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 268-8477 Email Address: accounting_consolacion@yahoo.com
Municipal Assessor's Office	Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 520-7027 Email Address: assessorsoffice.consolacion@gmail.com
Municipal Planning and Development Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: bhongpilapz30@gmail.com
Municipal Engineering Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 564-2609 Email Address: consolacion_engineering@yahoo.com.ph
Municipal Social Welfare and Development Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: silvamay372@yahoo.com
Municipal Health Office	South Bound, Poblacion Occidental, Consolacion Cebu (Beside Consolacion National High School)	Landline Number: 231-7105 / 345-9032 Email Address: mho.consolacion@gmail.com
Local Disaster Risk Reduction and Management Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 236-2003 / 345-4867 Email Address: capangpangandanilo@yahoo.com
General Services Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: helenaurita@gmail.com



Public Market Office	Consolacion Public Market, Cansaga, Consolacion, Cebu	Landline Number: 564-3758 Email Address: publicmarketconsolacion@gmail.com
Municipal Agriculture Office	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 236-1055 Email Address: agricosolacion@gmail.com
Municipal Environment and Natural Resources Office	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 236-1055 Email Address: nelia_bandico@yahoo.com
Consolacion Traffic Enforcement and Special Services Office	2 nd Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 345-9033 Email Address: nelia_bandico@yahoo.com
Local Civil Registrar	Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 236-8983 Email Address: cuyoseloise@yahoo.com
Bids and Awards Committee	4 th Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 232-0392 Email Address: bacconsolacion@gmail.com
Office for Senior Citizen Affairs	Office for Senior Citizen Affairs, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: adelinasemblante1@gmail.com
Persons with Disabilities Affairs Office	Lower Ground Floor, New Municipal Building, Poblacion Oriental, Consolacion, Cebu	Landline Number: 239-2908 Email Address: tess.capangpangan@gmail.com



ANNEXES



ANNEX A

BUSINESS PERMIT FEES AND CHARGES (NEW)

ANNEX A-1

LOCAL TAXES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Gross Sales Tax	Depends on the Gross Sales of the Business	
Tax on Delivery Vans	Refer to Fees and Charges Table	
Tax on Storage for Combustible / Flammable or Explosive substance	Refer to Fees and Charges Table	



ANNEX A-2

REGULATORY FEES AND CHARGES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Mayor's Permit Fee	Please see Table 1.1 Fees and Charges Table	
Garbage Charges	Please see Table 1.2 Fees and Charges Table	
Delivery Trucks / Vans Permit Fee	Please see Table 1.5 Fees and Charges Table	
Sanitary Inspection Fee	Please see Table 1.3 Fees and Charges Table	
Signboard / Billboard Renewal Fee		
Storage and Sale of Combustible/Flammable or Explosive Substance	Please see Table 1.4 Fees and Charges Table	



ANNEX A-3

BUSINESS PLATE	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
New Business	Php 300.00	
Old Business		

ANNEX A-4

OTHER FEES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Police Certification	Php 150.00	
Permit Fee on Occupation	Php 150.00 per staff or employee	
Sanitary Permit	Php 150.00	
Zoning Clearance	Php 100.00	



ANNEX B

BUSINESS PERMIT FEES AND CHARGES (RENEWAL)

ANNEX B-1

LOCAL TAXES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Gross Sales Tax	Depends on the Gross Sales of the Business	25% Surcharge + 2% interest per month
Tax on Delivery Vans	Refer to Fees and Charges Table	
Tax on Storage for Combustible / Flammable or Explosive substance	Refer to Fees and Charges Table	



ANNEX B-2

REGULATORY FEES AND CHARGES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Mayor's Permit Fee	Please see Table 1.1 Fees and Charges Table	
Garbage Charges	Please see Table 1.2 Fees and Charges Table	
Delivery Trucks / Vans Permit Fee	Please see Table 1.5 Fees and Charges Table	
Sanitary Inspection Fee	Please see Table 1.3 Fees and Charges Table	
Signboard / Billboard Renewal Fee		
Storage and Sale of Combustible/Flammable or Explosive Substance	Please see Table 1.4 Fees and Charges Table	

ANNEX B-3

BUSINESS PLATE	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
New Business		
Old Business	Php 50.00	



ANNEX B-4

OTHER FEES	AMOUNT DUE IN PESO	PENALTY / SURCHARGE
Police Certification	Php 150.00	
Permit Fee on Occupation	Php 150.00 per staff or employee	
Sanitary Permit	Php 150.00	
Zoning Clearance	Php 100.00	



Reference for Annex A and B

Table 1.1 MAYOR'S PERMIT FEE

CLASSIFICATION	SPECIFICS	AMOUNT PER ANNUM
Manufacturers / Importers / Producers	Micro Industry	Php 350.00
	Cottage Industries	Php 500.00
	Small scale industries	Php 700.00
	Medium scale industries	Php 2,000.00
	Large scale industries	Php 3,000.00
Banks	Rural, thrift and savings banks	Php 3,000.00
	Commercial, industrial, development banks	Php 9,000.00
	Universal banks	Php 15,000.00
Other Financial Institutions	Small	Php 2,000.00
	Medium	Php 8,000.00
	Large	Php 12,000.00
Contractors / Service Establishments	Micro Industry	Php 500.00
	Cottage Industries	Php 1,000.00



	Small scale industries	Php 1,500.00
	Medium scale industries	Php 3,000.00
	Large scale industries	Php 5,000.00
Wholesalers / Retailers / Dealers / Distributors	Micro Industry	Php 500.00
	Cottage Industries	Php 1,000.00
	Small scale industries	Php 1,500.00
	Medium scale industries	Php 3,000.00
	Large scale industries	Php 5,000.00
Other Businesses	Micro Industry	Php 500.00
	Cottage Industries	Php 1,000.00
	Small scale industries	Php 1,500.00
	Medium scale industries	Php 2,000.00
	Large scale industries	Php 3,000.00
Additional Permit Fees:	Retail dealers in foreign liquors	1,000.00
	Retail dealers in domestic liquors	600.00



	Retailers of distilled spirits	600.00
	Retailers of fermented liquors	600.00
	Tobacco dealers	400.00
	Retail dealers of manufactured tobacco	600.00
	Amusement places	1,000.00
	Golf Courses, etc.	10,000.00
	<i>Internet café / piso wifi (per unit)</i>	50.00



Table 1.2 GARBAGE CHARGES

CLASSIFICATION	SPECIFICS	AMOUNT PER ANNUM
Manufacturers / Importers / Producers	Not more than 100 sq. m.	Php 1,500.00
	More than 100 sq. m.	Php 2,000.00
Hotels, Apartments, Motels, Lodging houses	Not more than 100 sq. m.	Php 1,500.00
	More than 100 sq. m.	Php 2,000.00
Day and night clubs, Cafes, Eateries	Not more than 50 sq. m.	Php 1,000.00
	More than 50 sq. m.	Php 1,500.00
Clinics		Php 500.00
Hospitals		Php 15,000.00
Laboratories and Similar Businesses	Not more than 10 sq. m.	Php 1,000.00
	More than 10 sq. m.	Php 1,500.00
Movie houses an Retailers	Not more than 10 sq. m.	Php 500.00
	More than 10 sq. m.	Php 1,000.00



Malls and Supermarkets, Restaurants, Food chain		Php 10,000.00
Private institutions	Not more than 1,000 sq. m.	Php 1,500.00
	More than 1,000 sq. m.	Php 2,500.00
Other businesses not mentioned above	Not more than 10 sq. m.	Php 500.00
	More than 10 sq. m.	Php 1,000.00
Household	Urban Areas (Tayud, Nangka, Tugbongan, Pob. Oriental, Pob. Occidental, Casili, Cansaga, Pitogo, Jugan, Lamac, Tilhaong, Pulpogan)	Php 300.00



Table 1.3 SANITARY INSPECTION FEE

CLASSIFICATION	AMOUNT PER ANNUM
Apartment minimum of 3 units In excess thereof (additional)	Php 450.00 200.00 per unit
House for Rent	Php 300.00
Commercial Building	Php 1,000.00
Condominium	Php 3,000.00
On establishment(s) in the Manufacture of goods and essential commodities	Php 1,000.00
On establishment rendering or offering to render services	Php 400.00
On banks and financial institutions	Php 500.00
On retailers	Php 250.00
On restaurants, food chains	Php 600.00
Carenderia	Php 200.00
Bakery and bakeshops	Php 500.00
Supermarkets and malls	Php 10,000.00
On all other establishments whose operation requires a Mayor's Permit	Php 200.00



Table 1.4 STORAGE AND SALE OF COMBUSTIBLE / FLAMMABLE OR EXPLOSIVE SUBSTANCE

CLASSIFICATION	SPECIFICS	AMOUNT PER ANNUM
Storage of gasoline, diesel, fuel, kerosene and similar products	500 to 2,000 liters	Php 3,000.00
	2,001 to 5,000 liters	Php 5,000.00
	5,001 to 20,000 liters	Php 6,000.00
	20,001 to 50,000 liters	Php 8,000.00
	50,001 to 100,000 liters	Php 12,000.00
	Over 100,000 liters	Php 20,000.00
Storage of Cinematographic Film		Php 500.00
Storage of Celluloid		Php 500.00
Storage of Calcium Carbide	Less than 50 cases	Php 500.00
	50 to 99 cases	Php 700.00
	100 or more cases	Php 1,000.00



Storage of tar, resin and similar materials	Less than 1,000 kls.	Php 300.00
	1,000 to 2,500 kls.	Php 500.00
	2,500 to 5,000 kls.	Php 700.00
	Over 5,000 kls.	Php 1,000.00
Storage combustible, flammable or explosive substance not mentioned above, subject to the provision/s of the Fire Code of the Philippines		Php 5,000.00
Other substances not prohibited by law, not mentioned above, subject to the provision/s of the Fire Code of the Philippines.		Php 5,000.00



Table 1.5 DELIVERY TRUCKS / VANS PERMIT FEE

OTHER FEES	SPECIFICS	AMOUNT PER ANNUM
Hand Tractors	per unit	Php 200.00
Light Tractors	per unit	Php 200.00
Heavy Tractors	per unit	Php 300.00
Bulldozer	per unit	Php 600.00
Forklift	per unit	Php 400.00
Heavy Graders	per unit	Php 600.00
Light Graders	per unit	Php 400.00
Mechanized Threshers	per unit	Php 300.00
Manual Threshers	per unit	Php 200.00



Cargo Truck	per unit	Php 300.00
Dump Truck	per unit	Php 600.00
Road Rollers	per unit	Php 400.00
Pay loader	per unit	Php 600.00
Prime Movers/Flatbeds	per unit	Php 1,500.00
Backhoe	per unit	Php 600.00
Batching Plant/Rock Crusher	per unit	Php 2,500.00
Transit/Mixer Truck	per unit	Php 600.00
Berthing Hoe/Winch	per unit	Php 2,500.00
Boiler	per unit	Php 400.00



Mobile Rock Crusher	per unit	Php 1,500.00
Chain Saw	per unit	Php 200.00
Moving/TelescopicCrane	per unit	Php 600.00
Lumber Band Saw	per unit	Php 600.00
Other AgriculturaUIndustrial Machinery or Heavy Equipment not enumerated above	per unit	Php 300.00



Form A. Application Form for Business Permit (Front)



APPLICATION FORM FOR BUSINESS PERMIT TAX YEAR _____ MUNICIPALITY OF CONSOLACION

INSTRUCTIONS:					
1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.					
2. Ensure that all documents attached to this form (if any) are complete and properly filled out.					
Date of Application:			Mode of Payment		
Please Check: <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> TRANSFER/AMENDMENTS			<input type="checkbox"/> ANNUAL		
Transfer: <input type="checkbox"/> LOCATION <input type="checkbox"/> OWNERSHIP			<input type="checkbox"/> SEMI-ANNUAL		
Amendments: From: _____ To: _____			<input type="checkbox"/> QUARTERLY		
A. BUSINESS INFORMATION AND REGISTRATION					
Please choose <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> One Person Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative					
one: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Female					
DTI/SEC/CDA Registration Number:		DTI/SEC/CDA Registration Date:		Tax Identification Number (TIN):	
Business Name:					
Trade Name/Franchise (If applicable):					
Complete Business Address:					
Complete Owner's Address:					
Telephone No.:		Mobile No.:		Email Address:	
(For Sole Proprietorship) Name of Owner:	Surname:	Given Name:	Middle Name:	Suffix:	
(For Corporations/Cooperative/ Partnerships) Name of President/Officer in Charge:	Surname:	Given Name:	Middle Name:	Suffix:	
For Corporation: <input type="checkbox"/> Filipino <input type="checkbox"/> Foreign If Foreign, Nationality: _____					
B. BUSINESS OPERATION					
Business Area (in sq.m):	Total No. of Employees in Establishment _____ Male _____ Female		No. of Employees Residing within LGU ____	No. of Delivery Vehicles (If applicable) _____ Van/Truck	
Place of Business: <input type="checkbox"/> Owned <input type="checkbox"/> Rented (If rented, please attach contract of lease, tax declaration of land and building, and lessor's business permit)					
Lessor's Name:					
Lessor's Address:					
Do you have tax incentives from any Government Entity? <input type="checkbox"/> Yes (Please attach a copy of your certificate) <input type="checkbox"/> No					
Line of Business	No. of Units	Capitalization (PHP) (for New)	Gross/Sales Receipts (for Renewal)		Philippine Standard Industrial Code (PSIC) (if available)
			Essential	Non-Essential	
<p>I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the Municipality of Consolacion. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its Implementing Rules and Regulations) and account transaction information or records with the City/Municipality Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.</p>					
<p>_____ SIGNATURE OF APPLICANT / OWNER OVER PRINTER NAME</p>					
<p>_____ DESIGNATION / POSITION / TITLE</p>					



Form B. Application Form for Business Permit (Back)

Sketch of Business Address:

TO BE FILLED UP BY ENDORSING OFFICES:

OFFICE	OFFICE REQUIREMENTS COMPLIANCE	AUTHORIZED SIGNATURE	REMARKS (Indicate lacking requirements)
MPDO	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
OBO	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
MENRO	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
PNP	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
BFP	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
MHO	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		
MTO	<input type="checkbox"/> Complied <input type="checkbox"/> Incomplete		

Reccomendations:

SHARON ROSE P. GIGREMOSA
Chief BPLO

Note :

Please comply the deficiency within the prescribed period indicated above to facilitate the processing of your business permit. Otherwise your application deemed disapproved.



Form C. Certified True Copy Request Form:



REPUBLIC OF THE PHILIPPINES
PROVINCE OF CEBU
MUNICIPALITY OF CONSOLACION

OFFICE OF THE MAYOR

BUSINESS PERMITS & LICENSING OFFICE

CERTIFIED TRUE COPY REQUEST FORM

Name of Business : _____

Requesting Person : _____

Designation of the
requesting personnel: _____

Date of Application : _____

Name and Signature of President/Owner/
Authorized Personnel

O.R. # :

Date Issued :

Amount Paid :



Form D. Application Form for Delivery Riders:



APPLICATION FORM FOR DELIVERY RIDERS TAX YEAR 2024 MUNICIPALITY OF CONSOLACION

INSTRUCTIONS:			
1. Provide accurate information and print legibly to avoid delays. Incomplete application form will be returned to the applicant.			
2. Ensure that all documents attached to this form (if any) are complete and properly filled out.			
Date of Application: _____			
A. INFORMATION AND REGISTRATION			
Complete Owner's Name:		_____	
Complete Address:		_____	
Driver's License Number:		_____	
Telephone No.:	Mobile No.:	Email Address:	
_____	_____	_____	
B. UNIT INFORMATION			
Kind of Unit Operated:	_____	<input type="checkbox"/> Owned	<input type="checkbox"/> Rented
Plate Number:	_____		
Color of the Unit:	_____		
CR Number:	_____	CR Date:	_____
OR Number:	_____	OR Date:	_____
<p>I DECLARE UNDER PENALTY OF PERJURY that all information in this application are true and correct based on my personal knowledge and authentic records submitted to the Municipality of Consolacion. Any false or misleading information supplied, or production of fake/falsified documents shall be grounds for appropriate legal action against me and automatically revokes the permit. I hereby agree that all personal data (as defined under the Data Privacy Law of 2012 and its Implementing Rules and Regulations) and account transaction information or records with the City/Municipality Government may be processed, profiled or shared to requesting parties or for the purpose of any court, legal process, examination, inquiry and audit or investigation of any authority.</p> <p style="text-align: center;">_____ SIGNATURE OF APPLICANT / OWNER OVER PRINTER NAME</p> <p>Document to Attached: a. Copy of the Driver's License b. Copy of the Certificate of Registration (CR) of the vehicle c. Updated Official Receipt of the vehicle d. Certificate of Accreditation (FoodPanda, Grab Food, Lalamove, or the like)</p> <p style="text-align: right;">Paid Under O.R. No. : _____ Date: _____</p>			



Form E. Application Form for Retirement of Business:

APPLICATION FOR RETIREMENT OF BUSINESS

Municipality of Consolacion
Consolacion, Cebu

Sir/Madam:

Pursuant to the requirements of the Consolacion Tax Code, please be informed that I am retiring my business, _____, situated at _____

Municipality of Consolacion effective on _____, for the following reason(s):

During my operation for the period _____, my gross receipts/sale is _____.

I therefore, request for the proper clearance and approval.

Truly yours,

Date

President/Proprietor

ACTION TAKEN

ON RECORDS:

Last Payment Made:

O.R. No.: _____

Date: _____

Amount: _____

VERIFIED BY:

Record Clerk

Date

ARREARS, if any:

(Until otherwise settled, favorable action shall be withheld on the tax payers with arrears)

TO ALL CONCERNED:

This is to certify that the foregoing application for the Retirement of Business in the Municipality of Consolacion, Cebu has been found clear of all requires fees corresponding to its period of operation and is hereby accepted and approved.

Approved for Retirement:

AYLIN C. PARADO
Municipal Treasurer

DATE



ANNEX C

REQUIREMENTS FOR REGULAR APPOINTMENTS

(Rule II, 2017 Omnibus Rules on Appointments and Other Human Resource Actions, Revised 2018)

Section 4. Common Requirements. The common requirements for regular appointments to be submitted by regulated and accredited/deregulated agencies to the Civil Service Commission Field Office (CSC FO) concerned shall be, as follows:

REGULATED AGENCIES	ACCREDITED/DEREGULATED AGENCIES
<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018)</p> <p>b. 3 original copies of Appointment Form (CS Form No. 33-A, Revised 2018) – employee copy, CSC copy and agency copy</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p>	<p>❖ Permanent, Temporary, Coterminous, Contractual, Substitute, and Provisional Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of appointment/s issued (CS Form No. 33-B, Revised 2018)</p> <p>c. Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017), except for reappointment (renewal) to temporary, contractual, substitute and provisional appointments</p>



<p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. Valid professional license issued by the Professional Regulation Commission (PRC)/Supreme Court of the Philippines (SC)/Maritime Industry Authority (MARINA) for positions involving practice of profession; or</p> <p>iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/Philippine National Police (PNP)</p>	<p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, promotion, transfer, reappointment (change of status to permanent) or reemployment:</p> <p>i. Certificate of Eligibility issued by the CSC or National Police Commission (NAPOLCOM) or Career Executive Service Board (CESB); or</p> <p>ii. Valid professional license issued by the Professional Regulation Commission (PRC)/Supreme Court of the Philippines (SC)/Maritime Industry Authority (MARINA) for positions involving practice of profession; or</p> <p>iii. Professional license or Certificate of Registration or Report of Rating issued by the PRC/SC/MARINA for positions not involving practice of profession</p> <p>iv. Valid licenses issued by authorized regulatory agencies such as National Telecommunications Commission (NTC)/Civil Aviation Authority of the Philippines (CAAP)/Land Transportation Office (LTO)/Philippine National Police (PNP)</p>
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<p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p> <p>f. Oath of Office (cs Form No. 32, Revised 2018)³</p> <p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)⁴</p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Appointment Transmittal and Action Form (CS Form No. 1, Revised 2018)</p> <p>b. 3 original copies of Plantilla of Casual Appointment (CS Form No. 34-A or C, Revised 2018 or CS Form 34-E or R, Series 2018) – employee copy, CSC copy and agency copy</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, reappointment to another casual position or reemployment to positions requiring licenses or involving practice of profession</p>	<p>e. Position Description Form (DBM-CSC Form No. 1, Revised 2017)</p> <p>f. Oath of Office (cs Form No. 32, Revised 2018)³</p> <p>g. Certification of Assumption to Duty (CS Form No. 4, Revised 2018)⁴</p> <p>❖ Casual Appointments</p> <p>a. Electronic file (e-file) stored in compact disc (CD)/flash drive or sent thru email plus 2 printed copies (CSC copy and agency copy) of Report on Appointments Issued (RAI) (CS Form No. 2, Revised 2018). The RAI shall also serve as the Appointment Transmittal and Action Form.</p> <p>b. Original CSC copy of Plantilla of Casual Appointment (CS Form No. 34-B or D, Revised 2018 or CS Form 34-E or F, Series 2018)</p> <p>c. PDS (CS Form No. 212, Revised 2017) – only for original appointment, reemployment and reappointment (except renewal)</p> <p>d. Original copy of the authenticated certificate of eligibility/rating/license for original appointment, reappointment to another casual position or reemployment to positions requiring licenses or involving practice of profession</p>
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<p>i. Valid professional license issued by the PRC/SC/MARINA; or</p> <p>ii. Valid licences issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP</p>	<p>i. Valid professional license issued by the PRC/SC/MARINA; or</p> <p>ii. Valid licences issued by authorized regulatory agencies such as NTC/CAAP/LTO/PNP</p>
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Section 5. Specific Cases Where Additional Documents are required. The specific cases requiring submission of additional documents in support of the appointment are, as follows:

SPECIFIC CASES	REQUIRED ADDITIONAL DOCUMENTS
<p>a. Erasures or Alterations on Appointments</p> <p>When there are erasures or alterations made on the appointment, they should be duly initialled by the authorized official. For this purpose, atuhorized official shall refer to the highest ranking Human Resource Management Officer (HRMO) or official who issued or prepared the document. However, the certification shall be signed by the appointing officer/authority.</p> <p>The appointing officer/authority may delegate the signing of the Certification of Erasure/s to any authorized official. The delegationshould be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.</p>	<p>Certification of Erasure/Alteration on Appointment Form (CS Form No. 3, Seried of 2017) specifying and authenticating all erasures or alterations signed by the appointing officer/authority or any authorized official.</p>



<p>b. Appointee With Decided Administrative/Criminal Case</p> <p>i. The appointee had been previously found guilty in an administrative/criminal case.</p> <p>ii. The appointment by promotion of an employee who had been found guilty in an administrative case for which a penalty of suspension or fine was imposed.</p>	<p>Certified true copy of the decision issued by the office/court/tribunal</p> <p>Certification issued by the appointing officer/authority as to when the decision rendered became final and when the penalty imposed had been served</p>
<p>c. Discrepancy in Name, Date/Place of Birth as appearing in the Report of Rating or Certificate of Eligibility, appointment, service card and the entries in the Personal Data Sheet⁵</p>	<p>Resolution or Order issued by the Commission/CSC Regional Office (CSC RO) concerned correcting the discrepancy</p>
<p>d. Change of Civil Status on account of:</p> <p>i. Marriage</p> <p>ii. Annulment or Declaraion of Nullity of the same</p>	<p>Endorsement to the CSC FO concerned by the agency HRMO of the following:</p> <p>Original Marriage Contract /Certificate duly authenticated by the Philippine Statistics Authority (PSA) or the Local Civil Registrar (LCR) of the municipality or city where the marriage was registered or recorded</p> <p>Authenticated copy of the Court Order and Marriage Certificate/Contract with annotation</p>



e. Appointments issued by State Universities and Colleges (SUCs) under National Budget Circular (NBC) No. 461 ⁶	Copy of the Department of Budget and Management (DBM) – approved Notice of Organization, Staffing and Compensation Action (NOSCA) on the reclassification of position based on NBC No. 461 and SUC Board Resolution approving the appointment
f. Appointments issued for faculty positions/ranks in fields/courses/colleges in SUCs and LUCs when there is no Master's degree program in the discipline being offered in the Philippines	Certification issued by the CHED that there is no Master's degree program in the discipline being offered in the Philippines
g. Appointments Requiring Board Resolution such as Head of Agency appointed by the Board, SUC President, Local Water District (LWD) General Manager	Copy of said Resolution shall be submitted together with the appointment
h. Ban on Issuance of Appointment During Election Period	Resolution issued by the Commission on Elections (COMELEC) <i>en banc</i> , Chairman or Regional Election Director, granting exemption from the prohibition



<p>i. LGU Appointment</p> <p>i. All LGU Appointments</p> <p>ii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions requiring concurrence by the Sanggunian</p> <p>iii. Appointment to head of department or office, such as Department Head, Administrator, Legal Officer, and Information Officer positions not acted upon by the Sanggunian within fifteen (15) days from the date of its submission</p>	<p>Certification issued by the appointing officer/authority that such appointment is issued in accordance with the limitations provided for under Section 325⁷, RA No. 7160; and</p> <p>Certification issued by the Provincial/City/Municipal Accountant⁸ that funds are available</p> <p>In case the Local Accountant position is vacant, the Local Assistant Accountant shall sign the certification. In the absence of such position, the Local Chief Executive may designate the Local Budget Officer to certify the availability of funds. The delegation should be supported by an Office Order, a copy of which should be furnished the CSC FO concerned.</p> <p>Sanggunian Resolution embodying the concurrence of the majority of all the members of the Sanggunian as provided for under Section 443 (d), Section 454 (d), and Section 463 (d) of RA No. 7160</p> <p>Certification issued by the Sanggunian Secretary or HRMO confirming the non-action by the Sanggunian</p>
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<p>iv. Creation and reclassification of positions and appropriation of funds</p> <p>The ordinance shall be subject to review by the DBM in case of provinces/highly urbanized cities/independent component cities and municipalities within Metro Manila and the Sangguniang Panlalawigan for component cities and municipalities⁹</p>	<p>Sangguniang Panlalawigan / Panglungsod / Bayan Ordinance</p>
<p>j. Appointment Involving Demotion which is Non-Disciplinary in Nature</p>	<p>i. Certification issued by the agency head that the demotion is not the result of an administrative cases; and</p> <p>ii. Written consent by the employee that he/she interposes no objection to his/her demotion</p>
<p>k. Appointment Involving Demotion as a Result of a Disciplinary Case (deleted)</p>	
<p>l. Temporary Appointment</p>	<p>Certification issued by the appointing officer/authority vouching the absence of an applicant who meets all the qualification requirements of the position (CS Form No. 5, Revised 2018)</p>



m. Reclassification	NOSCA approved by the DBM/Memorandum Order issued by Governance Commission for GOCCs (GCG)
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Section 6. Required Documents to be retained in the Agency. The following documents shall be required from the appointee in support of his/her appointment but shall be retained in the agency and filed in the employee's 201 File:

- a. Medical Certificate (CS Form No. 211, Revised 2018)
- b. Certificate of Live Birth (PSA)
- c. Marriage Contract/Certificate (for Married employees)
- d. Clearances (NBI Clearance)
- e. Performance Rating (last rating period)
- f. Scholastic Record/Academic Record



ANNEX D

LEAVE OF ABSENCE DOCUMENTARY REQUIREMENTS

1. Vacation leave*

It shall be filed five (5) days in advance, whenever possible, of the effective date of such leave. Vacation leave within in the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.

2. Mandatory/Forced leave

Annual five-day vacation leave shall be forfeited if not taken during the year. In case the scheduled leave has been cancelled in the exigency of the service by the head of agency, it shall no longer be deducted from the accumulated vacation leave. Availment of one (1) day or more Vacation Leave (VL) shall be considered for complying the mandatory/forced leave subject to the conditions under Section 25, Rule XVI of the Omnibus Rules Implementing E.O. No. 292.

3. Sick leave*

- It shall be filed immediately upon employee's return from such leave.
- If filed in advance or exceeding five (5) days, application shall be accompanied by a medical certificate. In case medical consultation was not availed of, an affidavit should be executed by an applicant.

4. Maternity leave* – 105 days

- Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery
- Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), if needed
- Seconded female employees shall enjoy maternity leave with full pay in the recipient agency.

5. Paternity leave – 7 days

Proof of child's delivery e.g. birth certificate, medical certificate and marriage contract

6. Special Privilege leave – 3 days

It shall be filed/approved for at least one (1) week prior to availment, except on emergency cases. Special privilege leave within the Philippines or abroad shall be indicated in the form for purposes of securing travel authority and completing clearance from money and work accountabilities.



7. Solo Parent leave – 7 days

It shall be filed in advance or whenever possible five (5) days before going on such leave with updated Solo Parent Identification Card.

8. Study leave* – up to 6 months

- Shall meet the agency's internal requirements, if any;
- Contract between the agency head or authorized representative and the employee concerned.

9. VAWC leave – 10 days

- It shall be filed in advance or immediately upon the woman employee's return from such leave.
- It shall be accompanied by any of the following supporting documents:
 - a. Barangay Protection Order (BPO) obtained from the barangay;
 - b. Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;
 - c. If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or
 - d. In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.

10. Rehabilitation leave* – up to 6 months

- Application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
- Letter request supported by relevant reports such as the police report, if any,
- Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
- Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.

11. Special leave benefits for women* – up to 2 months

- The application may be filed in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. In case of emergency, the application for special leave shall be filed immediately upon employee's return but during confinement the agency shall be notified of said surgery.



The application shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending surgeon accompanied by a clinical summary reflecting the gynecological disorder which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri- operative period (period of confinement around surgery); as well as the employees estimated period of recuperation for the same.

12. Special Emergency (Calamity) leave – up to 5 days

- The special emergency leave can be applied for a maximum of five (5) straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster. Said privilege shall be enjoyed once a year, not in every instance of calamity or disaster.
- The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. Said verification shall include: validation of place of residence based on latest available records of the affected employee; verification that the place of residence is covered in the declaration of calamity area by the proper government agency; and such other proofs as may be necessary.

13. Monetization of leave credits

Application for monetization of fifty percent (50%) or more of the accumulated leave credits shall be accompanied by letter request to the head of the agency stating the valid and justifiable reasons.

14. Terminal leave*

Proof of employee's resignation or retirement or separation from the service.

15. Adoption Leave

- Application for adoption leave shall be filed with an authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD).



ANNEX E

BUSINESS TAX PAYMENT (NEW AND RENEWAL)

TAXES ON BUSINESS

Article A. Graduated Tax on Business

Section 2A.01. Definitions. When used in this Article.

(a) **Advertising Agency** includes all persons who are engaged in the business of advertising for others by means of billboards, posters, placards, notices, signs, directories, pamphlets, leaflets, handbills, electric or neon lights, airplanes, balloons or other media, whether in pictorial or reading form.

(b) **Agricultural Products** include the yield of the soil, such as corn, rice, wheat, rye, hay, coconut, sugarcane, tobacco, root crops, vegetables, fruits, flowers, and their by-products; ordinary salt; all kinds of fish; poultry; and livestock and animal products, whether in their original form or not;

The phrase "**whether in their original form or not**" refers to the transformation of said products by the farmer, fisherman, producer or owner through the application of processes to preserve or otherwise to prepare said products for the market such as freezing, drying, salting, smoking, or stripping for purposes of preserving or otherwise preparing said products for the market; to be considered an agricultural product whether in its original form or not, its transformation must have been undertaken by the farmer, fisherman, producer or owner.

Agricultural products as defined include those that undergo not only simple but even sophisticated processes employing advanced technological means in packaging like dressed chicken or ground coffee in plastic bags or styropor or other packaging materials intended to process and prepare the products for the market.

The term by-products shall mean those materials which in cultivation or processing of an article remain over, and which are still of value and marketable, like copra cake from copra or molasses from sugar cane;

(c) **Amusement** is a pleasurable diversion and entertainment. It is synonymous to relaxation, avocation, pastime, or fun;



- (d) **Amusement Places** include theaters, cinemas, concert halls, circuses and other places of amusement where one seeks admission to entertain oneself by seeing or viewing the show or performance;
- (e) **Banks and other Financial Institutions** include non-bank financial intermediaries, lending investors, finance and investment companies, pawnshops, money shops, insurance companies, stock markets, stock brokers, and dealers in securities and foreign exchange, as defined under applicable law, or rules and regulations thereunder;
- (f) **Brewer** includes all persons who manufacture fermented liquors of any description for sale or delivery to others but does not include manufacturers of tuba, basi, tapuy or similar domestic fermented liquors, whose daily production does not exceed two hundred gauge liters.
- (g) **Business Agent** includes all persons who act as agents of others in the transaction of business with any public officer, as well as those who conduct collecting, advertising, employment, or private detective agencies.
- (h) **Cabaret / Dance Hall** includes any place or establishment where dancing is permitted to the public in consideration of any admission, entrance, or any other fee paid, on or before, or after the dancing, and where professional hostesses or dancers are employed.
- (i) **Capital Investment** is the capital that a person employs in any undertaking, or which he contributes to the capital of a partnership, corporation, or any other juridical entity or association in a particular taxing jurisdiction;
- (j) **Carinderia** refers to any public eating place where foods already cooked are served at a price.
- (k) **Cockpit** includes any place, compound, building or portion thereof, where cockfights are held, whether or not money bets are made on the results of such cockfights.
- (l) **Contractor** includes persons, natural or juridical, not subject to professional tax under Section 139 of the Local Government Code of 1991, whose activity consists essentially of the sale of all kinds of services for a fee, regardless of whether or not the performance of the service calls for the exercise or use of the physical or mental faculties of such contractor or his employees;

As used in this Article, the term "**contractor**" shall include general engineering, general building and specially contractors as defined under applicable laws, filling, demolition and salvage works contractors; proprietors or operators of mine drilling



apparatus; proprietors or operators of dockyards; persons engaged in the installation of water system, and gas or electric light, heat, or establishments; proprietors or operators of smelting plants; engraving plating and plastic lamination establishments; proprietors or operators of establishments for repairing, repainting, upholstering, washing or greasing of vehicles, heavy equipment, vulcanizing, recapping and battery charging; proprietors or operators of furniture shops and establishments for planning or surfacing and re-cutting of lumber and sawmills under contract to saw or cut logs belonging to others; proprietors or operators of dry-cleaning or dyeing establishments, steam laundries, and using washing machines; proprietors or owners of shops for the repair of any kind of mechanical and electrical devices; instruments, apparatus, or furniture and shoe repairing by machine or any mechanical and electrical devices; proprietors or operators of establishments or lots for parking purposes; proprietors or operators of tailor shops, dress shops, milliners and hatters, beauty parlors, barbershops, massage clinics, sauna, Turkish and Swedish baths, slenderizing and body-building saloon and similar establishments; photographic studios; funeral parlors; proprietors or operators of hotels, motels, and lodging houses; proprietors or operators of arrastre and stevedoring, warehousing, or forwarding establishments; master plumbers, smiths and house or sign painters; printers, bookbinders, lithographers, publishers except those engaged in the publication or printing of any newspaper, magazine, review or bulletin which appears at regular intervals with fixed prices for subscription and sale and which is not devoted principally to the publication of advertisements; business agents, private detectives or watchman agencies; commercial and immigration brokers; cinematographic film owners, lessors and distributors.

The term “contractor” shall also include, but shall not be limited to, tax subjects enumerated under Section 19 of Presidential Decree No. 231, but which are no longer included in the enumeration of “contractor” under Section 131 of Republic Act No. 7160, viz.: welding shops, service stations, white/blue, printing, recopying, or photocopying services, assaying laboratories, advertising agencies, shops for shearing animals, vaciador shops, stables, construction of motor vehicles, animal drawn vehicles, and/or tricycles, lathe machine shops, furniture shops, and proprietors of bulldozers and other heavy equipment available to others for consideration.

(m) **Dealer** means one whose business is to buy and sell merchandise, goods and chattels as a merchant. He stands immediately between the producer or manufacturer and the consumer and depends for his profit not upon the labor he bestows upon his commodities but upon the skill and foresight with which he watches the market;

(n) **Importer** means any person who brings articles, goods, wares or merchandise of any kind or class into the Philippines from abroad for unloading therein, or which after entry are consumed herein or incorporated into the general mass of property in the Philippines. In case of tax-free articles, brought or imported into the Philippines by persons, entities or agencies exempt from tax which are subsequently sold, transferred or exchanged in the Philippines to non-exempt private persons or entities, the purchaser or recipient shall be considered the importer thereof.



(o) **Manufacturer** includes every person who, by physical or chemical process, alters the exterior texture or form or inner substance of any such raw materials or manufactured or partially manufactured product in such manner as to prepare it for special use or uses to which it could not have been put in its original condition, or who by any such process, alters the quality of any such raw material or manufactured or partially manufactured products so as to reduce its marketable shape or prepare it for any of the use of industry, or who by any such process, combines any raw material or manufactured products with other materials or products of the same or of different kinds and in such manner that the finished products of such process or manufacture can be put to a special use or uses to which such raw material or manufactured or partially manufactured in their original condition could not have been put, and who in addition, alters such raw material or manufactured or partially manufactured products, or combines the same to produce such finished products for the purpose of their sale or distribution to others and for his own use for consumption;

(p) **Marginal Farmer or Fisherman** refers to individuals engaged in subsistence farming or fishing which shall be limited to the sale, barter or exchange of agricultural or marine products produced by himself and his immediate family and whose annual net income from such farming or fishing does not exceed Fifty Thousand Pesos (50,000.00) or the poverty line established by NEDA for the particular region or locality, whichever is higher;

(q) **Motor Vehicle** means any vehicle propelled by any power other than muscular power using the public roads, but excluding road rollers, trolley cars, street sweepers, sprinklers, lawn mowers, bulldozers, graders, forklifts, amphibian trucks, and cranes if not used on public roads, vehicles that run only on rails or tracks, tractors, trailers, and traction engines of all kinds used exclusively for agricultural purposes;

(r) **Peddler** means any person who, either for him or on commission, travels from place to place or sells his goods or offers to sell and deliver the same. Whether a peddler is a wholesale peddler or retail peddler of a particular commodity shall be determined from the definition of wholesale dealer or retail dealer as provided in this Ordinance;

(s) **Public Market** refers to any place, building, or structure of any kind designated as such by the local board or council, except public streets, plazas, parks, and the like.

(t) **Rectifier** comprises every person who rectifies, purifies, or refines distilled spirits or wines by any process other than by original or continuous distillation from mash, wort, wash, sap, or syrup through continuous closed vessels and pipes until the manufacture thereof is complete. Every wholesale or retail liquor dealer who has in his possession any still or mash tub, or who keeps any other apparatus for the purpose of distilling spirits, or in any manner refining distilled spirits, shall also be regarded as a rectifier and as being engaged in the business of rectifying.



(u) **Restaurant** refers to any place which provides food to the public and accepts orders from them at a price. This term includes caterers.

(v) **Retail** means a sale where the purchaser buys the commodity for his consumption, irrespective of the quantity of the commodity sold;

(w) **Vessel** includes every type of boat, craft, or other artificial contrivances used, or capable of being used, as a means of transportation on water.

(x) **Wharfage** means a fee assessed against the cargo of a vessel engaged in foreign or domestic trade based on quantity, weight, or measure received and/or discharged by vessel;

(y) **Wholesale** means a sale where the purchaser buys or imports the commodities for resale to persons other than the end user regardless of the quantity of the transaction.

Section 2A.02. Imposition of Tax. There is hereby imposed on the following persons who establish, operate, conduct or maintain their respective business within the municipality a graduated business tax in the amounts hereafter prescribed:

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

Amount of Gross Sales/Receipts For the Preceding Calendar Year:		Tax per Annum
Less than 10,000.00		198.00
10,000.00 or more but less than 15,000.00	15,000.00	264.00
15,000.00 or more but less than 20,000.00	20,000.00	362.40
20,000.00 or more but less than 30,000.00	30,000.00	528.00
30,000.00 or more but less than 40,000.00	40,000.00	792.00
40,000.00 or more but less than 50,000.00	50,000.00	990.00
50,000.00 or more but less than 75,000.00	75,000.00	1,584.00
75,000.00 or more but less than 100,000.00	100,000.00	1,980.00
100,000.00 or more but less than 150,000.00	150,000.00	2,640.00
150,000.00 or more but less than 200,000.00	200,000.00	3,300.00
200,000.00 or more but less than 300,000.00	300,000.00	4,620.00
300,000.00 or more but less than 500,000.00	500,000.00	6,600.00
500,000.00 or more but less than 750,000.00	750,000.00	9,600.00
750,000.00 or more but less than 1,000,000.00	1,000,000.00	12,000.00
1,000,000.00 or more but less than 2,000,000.00	2,000,000.00	16,500.00



2,000,000.00 or more but less than 3,000,000.00	19,800.00
3,000,000.00 or more but less than 4,000,000.00	23,760.00
4,000,000.00 or more but less than 5,000,000.00	27,720.00
5,000,000.00 or more but less than 6,500,000.00	29,250.00
6,500,000.00 or more	

At a rate not exceeding thirty seven and half percent (37 – ½ %) of one percent (1%) in excess of P6,500,000.00.

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:

Gross Sales/Receipts for the Preceding Calendar Year	Amount of Tax Per Annum
Less than 1,000.00	21.60
1,000.00 or more but less than 2,000.00	39.60
2,000.00 or more but less than 3,000.00	60.00
3,000.00 or more but less than 4,000.00	86.40
4,000.00 or more but less than 5,000.00	120.00
5,000.00 or more but less than 6,000.00	145.20
6,000.00 or more but less than 7,000.00	171.60
7,000.00 or more but less than 8,000.00	198.00
8,000.00 or more but less than 10,000.00	224.40
10,000.00 or more but less than 15,000.00	264.00
15,000.00 or more but less than 20,000.00	330.00
20,000.00 or more but less than 30,000.00	396.00
30,000.00 or more but less than 40,000.00	528.00
40,000.00 or more but less than 50,000.00	792.00
50,000.00 or more but less than 75,000.00	1,188.00
75,000.00 or more but less than 100,000.00	1,584.00
100,000.00 or more but less than 150,000.00	2,244.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 300,000.00	3,960.00
300,000.00 or more but less than 500,000.00	5,280.00
500,000.00 or more but less than 750,000.00	7,920.00
750,000.00 or more but less than 1,000,000.00	10,560.00
1,000,000.00 or more but less than 2,000,000.00	12,000.00
2,000,000.00 or more	



At a rate not exceeding fifty percent (50%) of one percent (1%) in excess of 2,000,000.00.

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate not exceeding one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Article;

(1) Rice and Corn;

(2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;

(3) Cooking oil and cooking gas;

(4) Laundry soap, detergents, and medicine;

(5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;

(6) Poultry feeds and other animal feeds;

(7) School supplies; and

(8) Cement

For purposes of this provision, the term exporters shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Article.

(d) On retailers.

Gross Sales/Receipts for the
Preceding year

Rate of Tax Per Annum

400,000.00 or less

2%

More than 400,000.00

1%



The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P 400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (P 30,000.00) subject to existing laws and regulations.

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

Gross Sales/Receipts for the Preceding Calendar Year	Amount	of	Tax	Per
Annum				
Less than 5,000.00	33.00			
5,000.00 or more but less than 10,000.00			73.92	
10,000.00 or more but less than 15,000.00			125.40	
15,000.00 or more but less than 20,000.00			198.00	
20,000.00 or more but less than 30,000.00			330.00	
30,000.00 or more but less than 40,000.00			462.00	
40,000.00 or more but less than 50,000.00			660.00	
50,000.00 or more but less than 75,000.00			1,056.00	
75,000.00 or more but less than 100,000.00			1,584.00	
100,000.00 or more but less than 150,000.00			2,376.00	
150,000.00 or more but less than 200,000.00			3,168.00	
200,000.00 or more but less than 250,000.00			4,356.00	
250,000.00 or more but less than 300,000.00			5,544.00	
300,000.00 or more but less than 400,000.00			7,392.00	
400,000.00 or more but less than 500,000.00			9,900.00	
500,000.00 or more but less than 750,000.00			11,100.00	
750,000.00 or more but less than 1,000,000.00			12,300.00	
1,000,000.00 or more but less than 2,000,000.00			13,800.00	
2,000,000.00 or more				
P 13,800.00 plus 50% of 1% in excess of P2,000,000.00.				

For purposes of this section, the tax on multi-year projects undertaken general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual installments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, If there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.



In cases of projects completed within the year, the tax shall be based upon the contract price and shall be paid upon the issuance of the Mayor's Permit.

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

(g) On the businesses hereunder enumerated:

1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers;
2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke bars, skating rinks, bath houses, swimming pools, exclusive clubs such as country and sports clubs, resorts and other similar places, billiard and pool tables, bowling alleys, circuses, carnivals, merry-go-rounds, roller coasters, Ferris wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadia, race tracks, cockpits and other similar establishments.
3. Commission agents
4. Lessors, dealers, brokers of real estate;
5. On travel agencies and travel agents
6. On boarding houses, pension houses, motels, apartments, apartelles, and condominiums
7. Subdivision owners/ Private Cemeteries and Memorial Parks
8. Privately-owned markets;
9. Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories;
10. Operators of Cable Network System
11. Operators of computer services establishment
12. General consultancy services



13. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts for the Preceding Calendar Year Annum	Amount	of	Tax	Per
Less than 5,000.00	33.00			
5,000.00 or more but less than 10,000.00			73.92	
10,000.00 or more but less than 15,000.00			125.40	
15,000.00 or more but less than 20,000.00			198.00	
20,000.00 or more but less than 30,000.00			330.00	
30,000.00 or more but less than 40,000.00			462.00	
40,000.00 or more but less than 50,000.00			660.00	
50,000.00 or more but less than 75,000.00			1,056.00	
75,000.00 or more but less than 100,000.00			1,584.00	
100,000.00 or more but less than 150,000.00			2,376.00	
150,000.00 or more but less than 200,000.00			3,168.00	
200,000.00 or more but less than 250,000.00			4,356.00	
250,000.00 or more but less than 300,000.00			5,544.00	
300,000.00 or more but less than 400,000.00			7,392.00	
400,000.00 or more but less than 500,000.00			9,900.00	
500,000.00 or more but less than 750,000.00			11,100.00	
750,000.00 or more but less than 1,000,000.00			12,300.00	
1,000,000.00 or more but less than 2,000,000.00			13,800.00	
2,000,000.00 or more				
P 13,800.00 plus 50% of 1% in excess of P2,000,000.00.				

(h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of (not exceeding P 50.00) per peddler annually.

Delivery trucks, vans or vehicles used by manufacturers, producers, wholesalers, dealers or retailers enumerated under Section 141 of R.A. 7160 shall be exempt: from the peddler's tax herein imposed.

The tax herein imposed shall be payable within the first twenty (20) days of January. An individual who will start to peddle merchandise or articles of commerce after January 20 shall pay the full amount of the tax before engaging in such activity.

Article B. Other Taxes on Business

Tax on Mobile Traders

Section 2B.01 **Definition.** When used in this Article



A Mobile Trader is a person, who either for himself or commission, travels from place to place and sells his goods or sells and offers to deliver the same, using a vehicle. Subsumed in this definition are rolling stores, portable stores, and similar arrangements.

Section 2B.02. Imposition of Tax. There is hereby imposed an annual tax at the rate of one percent (1%) on the gross receipts of Mobile Traders.

Section 2B.03. Time of Payment. The tax shall be paid upon the issuance of the Mayor's Permit to do business in the city/municipality, provided they stay in designated area/s.

Section 2B.04. Administrative Provisions.

- (a) The Municipal Treasurer shall determine the taxable gross receipts by applying the Presumptive Income Level Technique provided in this Code, and thereafter assess and collect the tax due.

Tax on Operators of Public Utility Vehicles

Section 2B.05. Imposition of Tax. There is hereby imposed a tax on operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality under a certificate of public convenience and necessity or similar franchises:

Air-conditioned buses	330.00 per unit
Buses without air conditioning	275.00 per unit
"Mini" buses	165.00 per unit
Jeepneys/AUVs	165.00 per unit
Taxis	220.00 per unit

Section 2B.06. Time of Payment. The tax shall be paid within the first twenty (20) days of January of each year, for renewal.

Tax on Ambulant and Itinerant Amusement Operators

Section 2B.07. Imposition of Tax. There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates:

Circus, carnivals, or the like, per day	110.00/unit
Merry-Go-Round, roller coaster, Ferris wheel, swing, shooting gallery and other similar contrivances, per day	33.00/unit
Sports contest/exhibitions, per day	550.00



Section 2B.08. Time of Payment. The tax herein imposed shall be payable before engaging in such activity.

Tax on Newly-Started Business

Section 2B.09 Tax on Newly-Started Business. In the case of a newly started business under this Section, the tax shall be one-twentieth of one percent (1/20 of 1%) of the capital investment. In the succeeding calendar year, regardless of when the business started to operate, the tax shall be based on the gross receipts for the preceding calendar year or any fraction thereof, as provided in the pertinent schedules in this Article.

Article C. Exemptions

Section 2C.01. Exemption. Business engaged in the production, manufacture, refining, distribution of oil, gasoline, and other petroleum products shall not be subject to any local tax imposed under Article A and Article B.

Article D. Situs of Tax

Section 2D.01. Situs of the Tax.

(a) For purposes of collection of the business tax under the "situs" of the tax law, the following definition of terms and guidelines shall be strictly observed:

1. Principal Office - the head or main office of the businesses appearing in the pertinent documents submitted to the Securities and Exchange Commission, or the Department of Trade and Industry, or other appropriate agencies as the case may be.

The Municipal or municipality specifically mentioned in the articles of the incorporation or official registration papers as being the official address or said principal office shall be considered as the situs thereof.

In case there is a transfer or relocation of the principal office to another Municipal or municipality, it shall be the duty of the owner, operator or manager of the business to give due notice of such transfer or relocation to the local chief executives of the cities or municipalities concerned within fifteen (15) days after such transfer or relocation is effected.

2. Branch or Sales Office - a fixed place in a locality which conducts operations of the businesses as an extension of the principal office. However, offices used only as display areas of the products where no stocks or items are stored for sale, although orders for the products may be received thereat, are not branch or sales offices as



herein contemplated. A warehouse which accepts orders and/or issues sales invoices independent of a branch with sales office shall be considered as a sales office.

3. Warehouse - Buildings utilized for the storage of products for sale and from which goods or merchandise are withdrawn for delivery to customers or dealers, or by persons acting on behalf of the business. A warehouse that does not accept orders and/or issue sales invoices as aforementioned shall not be considered a branch or sales office.

4. Plantation - a tract of agricultural land planted to trees or seedlings whether fruit bearing or not, uniformly spaced or seeded by broadcast methods or normally arranged to allow highest production. For purpose of this Article, inland fishing ground shall be considered as plantation.

5. Experimental Farms - agricultural lands utilized by a business or corporation to conduct studies, tests, researches or experiments involving agricultural, agri-business, marine or aquatic livestock, poultry, dairy and other similar products for the purpose of improving the quality and quantity of goods and products.

However, on-site sales of commercial quantity made in experimental farms shall be similarly imposed the corresponding tax under paragraph (b), Section 2A.02 of this Ordinance.

(b) Sales Allocation

1. All sales made in a locality where there is branch or sales office or warehouse shall be recorded in said branch or sales office or warehouse and the tax shall be payable to the Municipal or municipality where the same is located.

2. In cases where there is no such branch, sales office, plant or plantation in the locality where the sale is made, the sale shall be recorded in the principal office along with the sale made by said principal office and the tax shall accrue to the Municipal or municipality where said principal office is located.

3. In cases where there is a factory, project office, plant or plantation in pursuit of business, thirty percent (30%) if all sales recorded in the principal office shall be taxable by the Municipal or municipality where the principal office is located and seventy percent (70%) of all sales recorded in the principal office shall be taxable by the Municipal or municipality where the factory, project office, plant or plantation is located.

The sales allocation in (a) and (b) above shall not apply to experimental farms. LGUs where only experimental farms are located shall not be entitled to the sales allocation herein provided for.



4. In case of a plantation located in a locality other than that where the factory is located, said seventy percent (70%) sales allocation shall be divided as follows:

Sixty percent (60%) to the Municipal or municipality where the factory is located; and

Forty percent (40%) to the Municipal or municipality where the plantation is located.

5. In cases where there are two (2) or more factories, project offices, plants or plantations located in different localities, the seventy percent (70%) sales allocation shall be pro-rated among the localities where such factories, project offices, plants and plantations are located in proportion to their respective volumes of production during the period for which the tax is due.

In the case of project offices of services and other independent contractors, the term production shall refer to the costs of projects actually undertaken during the tax period.

6. The foregoing sales allocation under par. (3) hereof shall be applied irrespective of whether or not sales are made in the locality where the factory, project office, plant or plantation is located. In case of sales made by the factory, project office, plant or plantation, the sale shall be covered by paragraph (1) or (2) above.

7. In case of manufacturers or producers which engage the services of an independent contractor to produce or manufacture some of their products, the rules on situs of taxation provided in this article as clarified in the paragraphs above shall apply except that the factory or plant and warehouse of the contractor utilized for the production or storage of the manufacturer's products shall be considered as the factory or plant and warehouse of the manufacturer.

8. All sales made by the factory, project office, plant or plantation located in this municipality shall be recorded in the branch or sales office which is similarly located herein, and shall be taxable by this municipality. In case there is no branch or sales office or warehouse in this municipality, but the principal office is located therein, the sales made in the said factory shall be taxable by this municipality along with the sales made in the principal office.

(c) Port of Loading - the Municipal or municipality where the port of loading is located shall not levy and collect the tax imposable under Article A, Chapter 2 of this Ordinance unless the exporter maintain in said Municipal or municipality its principal office, a branch, sales office, warehouse, factory, plant or plantation in which case the foregoing rule on the matter shall apply accordingly.

(d) Route Sales - sales made by route trucks, vans or vehicles in this municipality where a manufacturer, producer, wholesaler, maintains a branch or sales office or



warehouse shall be recorded in the branch or sales office or warehouse and shall be taxed herein.

This municipality shall tax the sales of the products withdrawn by route trucks from the branch, sales office or warehouse located herein but sold in another locality.

Article E. Payment of Business Taxes

Section 2E.01. Payment of Business Taxes.

(a) The taxes imposed under Chapter II of this Ordinance shall be payable for every separate or distinct establishment or place where the business subject to the tax is conducted and one line of business does not become exempt by being conducted with some other businesses for which such tax has been paid. The tax on a business must be paid by the person conducting the same.

The conduct or operation of two or more related businesses provided for under Chapter II of this Code any one person, natural or juridical, shall require the issuance of a separate permit or license to each business.

(b) In cases where a person conducts or operates two (2) or more of the businesses mentioned in Chapter II of this Ordinance which are subject to the same rate of imposition, the tax shall be computed on the combined total gross sales or receipts of the said two (2) or more related businesses.

(c) In cases where a person conducts or operates two (2) or more businesses mentioned in Section 2A.01 of this Ordinance which are subject to different rates of imposition, the taxable gross sales or receipts of each business shall be reported independently and tax thereon shall be computed on the basis of the pertinent schedule.

Section 2E.02. Accrual of Payment. Unless specifically provided in this Article, the taxes imposed herein shall accrue on the first day of January of each year.

Section 2E.03. Time of Payment. The tax shall be paid once within the first twenty (20) days of January or in quarterly installments within the first twenty (20) days of January, April, July, and October of each year. The Sangguniang Bayan may, for a justifiable reason or cause, extend the time for payment of such taxes without surcharges or penalties, but only for a period not exceeding six (6) months.

Section 2E.04. Administrative Provisions.

(a) *Requirement.* Any person who shall establish, operate or conduct any business, trade or activity mentioned in this Chapter in this municipality shall first obtain a Mayor's



Permit and pay the fee therefor and the business tax imposed under the pertinent Article.

(b) *Issuance and Posting of Official Receipt.* The Municipal Treasurer shall issue an official receipt upon payment of the business tax. Issuance of the said official receipt shall not relieve the taxpayer of any requirement imposed by the different departments of this municipality.

Every person issued an official receipt for the conduct of a business or undertaking shall keep the same conspicuously posted in plain view at the place of business or undertaking. If the individual has no fixed place of business or office, he shall keep the official receipt in his person. The receipt shall be produced upon demand by the Municipal Mayor, Municipal Treasurer, or their duly authorized representatives.

(c) *Invoices or Receipt.* All persons subject to the taxes on business shall, for each sale or transfer of merchandise or goods, or for services rendered, valued at Twenty-Five Pesos (P 25.00) or more at any one time, prepare and issue sales or commercial invoices and receipts serially numbered in duplicate, showing among others, their names or styles, if any, and business address. The original of each sales invoice or receipts shall be issued to the purchaser or customer and the duplicate to be kept and preserved by the person subject to the said tax, in his place of business for a period of five (5) years. The receipts or invoices issued pursuant to the requirement of the Bureau of Internal Revenue for determination of national internal revenue taxes shall be sufficient for purposes of this Code.

(d) *Sworn Statement of Gross Receipts or Sales.* Operators of business subject to the taxes on business shall submit a sworn statement of the capital investment before the start of their business operations and upon application for a Mayor's permit to operate the business. Upon payment of the tax levied in this Chapter, any person engaged in business subject to the business tax paid based on gross sales and/or receipts shall submit a sworn statement of his gross sales/receipts for the preceding calendar year or quarter in such manner and form as may be prescribed by the Municipal Treasurer. Should the taxpayer fail to submit a sworn statement of gross sales or receipts, due among others to his failure to have a book of accounts, records or subsidiaries for his business, the Municipal Treasurer or his authorized representatives may verify or assess the gross sales or receipts of the taxpayer under the best available evidence upon which the tax may be based.

(e) *Submission of Certified Income Tax Return Copy.* All persons who are granted a permit to conduct an activity or business and who are liable to pay the business tax provided in this Code shall submit a certified photocopy of their income tax returns (ITR) on or before April 30 of each year. The deficiency in the business tax arising out of the difference in gross receipts or sales declared in the application for Mayor's Permit/ Declaration of gross sales or receipts and the gross receipts or sales declared in the ITR shall be payable on or before May 20 of the same year with interest



at the rate of ten percent (10%) corresponding to the two percent (2%) per month from January to May. Payments of the deficiency tax made after May 20 shall be subject to the twenty-five percent (25%) surcharge and two percent (2%) interest for every month counted from January up to the month payment is made.

(f) *Issuance of Certification.* The Municipal Treasurer may, upon presentation or satisfactory proof that the original receipt has been lost, stolen or destroyed, issue a certification to the effect that the business tax has been paid, indicating therein, the number of the official receipt issued, upon payment of a fee of One Hundred Pesos (P 100.00).

(g) *Transfer of Business to Other Location.* Any business for which a municipal business tax has been paid by the person conducting it may be transferred and continued in any other place within the territorial limits of this municipality without payment of additional tax during the period for which the payment of the tax was made.

(h) *Retirement of Business.*

- (1) Any person natural or juridical, subject to the tax on business under Article A, Chapter 11 of this Ordinance shall, upon termination of the business, submit a sworn statement of the gross sales or receipts for the current calendar year within thirty (30) days following the closure. Any tax due shall first be paid before any business or undertaking is fully terminated.

For the purposes hereof, termination shall mean that business operations are stopped completely. Any change in ownership, management and/or name of the business shall not constitute termination as herein contemplated. Unless stated otherwise, assumption of the business by any new owner or manager or re-registration of the same business under a new name will only be considered by the LGU concerned for record purposes in the course of the renewal of the permit or license to operate the business.

The Municipal Treasurer shall see to it that the payment of taxes of a business is not avoided by simulating the termination or retirement thereof. For this purpose, the following procedural guidelines shall be strictly followed:

(a) The Municipal Treasurer shall assign every application for the termination or retirement of business to an inspector in his office who shall go to address of the business on record to verify if it is really not operating. If the inspector finds that the business is simply placed under a new name, manager and/or new owner, the Municipal Treasurer shall recommend to the Municipal Mayor the disapproval of the application of the termination or retirement of said business;

(b) Accordingly, the business continues to become liable for the payment of all taxes, fees, and charges imposed thereon under existing local tax ordinance; and



(c) In addition, in the case of a new owner to whom the business was transferred by sale or other form of conveyance, said new owner shall be liable to pay the tax or fee for the business and shall secure a new Mayor's permit therefor.

(2) In case it is found that the retirement or termination of the business is legitimate and the tax paid during the current year be less than the tax due for the current year based on the gross sales or receipts, the difference in the amount of the tax shall be paid before the business is considered officially retired or terminated.

(3) The permit issued to a business retiring or terminating its operation shall be surrendered to the Local Treasurer who shall forthwith cancel the same and record such cancellation in his books.

(i) *Death of Licensee.* When any individual paying a business tax dies, and the business is continued by a person interested in his estate, no additional payment shall be required for the residue of the term for which the tax was paid.

Article F. Presumptive Income Level

Section 2F.01. Presumptive Income Level. For every tax period, the Treasurer's Office shall prepare a stratified schedule of "presumptive income level" to approximate the gross receipt of each business classification.

Section 2F.02. The Presumptive Income Level (PIL) of gross receipts shall be used to validate the gross receipts declared by taxpayers and/or for establishing the taxable gross receipts where no valid data is otherwise available.

CHAPTER III. PERMIT AND REGULATORY FEES

Article A. Mayor's Permit Fee on Business

Section 3A.01. Mayor's Permit. All persons are required to obtain a Mayor's Permit for the privilege of conducting business within the municipality.

Section 3A.02. Imposition of Fee. There shall be collected an annual fee for the issuance of a Mayor's Permit to operate a business, pursue an occupation or calling, or undertake an activity within the municipality.

The permit fee is payable for every distinct or separate business or place where the business or trade is conducted. One line of business of trade does not become exempt by being conducted with some other business of trade for which the permit fee has been obtained and the corresponding fee paid for.



For purpose of the Mayor's Permit Fee, the following Philippine category of business size is here by adopted:

Enterprise Scale	Asset Limit	Work Force
Micro-Industry	P150,000 and below	No Specific.
Cottage Industries	Above P150,000 to P1.5M	Less than 10
Small-Scale Industries	P1.5 to P15M	10 – 99
Medium-Scale Industries	P15 to P60M	100 – 199
Large-Scale Industries	Above P60M	200 or more

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

(a) On business subject to graduated Fixed taxes

Amount of Fee
Per Annum

1. On Manufacturers/Importers/Producers

Micro Industry	110.00
Cottage Industries	330.00
Small-Scale Industries	550.00
Medium-Scale Industries	1,100.00
Large-Scale Industries	2,200.00

2. On Banks

Rural, Thrift and Savings Banks	1,500.00
Commercial, Industrial and Development Banks	4,500.00
Universal Banks	7,500.00

3. On Other Financial Institutions

Small	1,500.00
Medium	4,500.00
Large	7,500.00

4. On Contractors/Service Establishments

Micro-Industry	250.00
Cottage Industries	450.00
Small-Scale Industries	750.00
Medium-Scale Industries	1,500.00
Large-Scale Industries	2,250.00



5. On Wholesalers/Retailers/Dealers or Distributors

Micro-Industry	250.00
Cottage Industries	450.00
Small-Scale Industries	750.00
Medium-Scale Industries	1,500.00
Large-Scale Industries	2,250.00

6. Other Businesses

Micro-Industry	250.00
Cottage Industries	450.00
Small-Scale Industries	750.00
Medium-Scale Industries	1,500.00
Large-Scale Industries	2,250.00

In addition to the above permit fees, the following fees stated below shall also be paid:

Retail dealers in foreign liquors	500.00
Retail dealers in domestic liquors	300.00
Retailers of distilled spirits	300.00
Retailers of fermented liquors	300.00
Tobacco dealers	200.00
Retail dealers of manufactured tobacco	300.00
Amusement places	500.00
Golf Courses, etc.	5,000.00

Section 3A.03. Time and Manner of Payment. The fee for the issuance of a Mayor's Permit shall be paid to the Municipal Treasurer upon application before any business or undertaking can be lawfully begun or pursued and within the first twenty (20) days of January of each year in case of renewal thereof.

For a newly-started business or activity that starts to operate after January 20, the fee shall be reckoned from the beginning of the calendar quarter. When the business or activity is abandoned, the fee shall not be exacted for a period longer than the end of the calendar quarter. If the fee has been paid for a period longer than the current quarter and the business activity is abandoned, no refund of the fee corresponding to the unexpired quarter or quarters shall be made.

Section 3A.04. Administrative Provisions.

- (a) **Supervision and control over establishments and places.** The Municipal Mayor shall supervise and regulate all establishments and places where business is conducted. He shall prescribe rules and regulations as may be



necessary to maintain peaceful, healthy, and sanitary conditions in the municipality.

- (b) **Application for Mayor's Permit: False Statement.** An application for a Mayor's Permit shall be filed with the Office of the Municipal Mayor through the Business Permit and Licensing Office. The form for the purpose shall be issued by the same Office and shall set forth the requisite information including the name and residence of the applicant, the description of business or undertaking that is to be conducted, and such other data or information as may be required.

1. FOR A NEWLY-STARTED BUSINESS:

- a. Department of Trade and Industry (DTI) Registration / Securities and Exchange Commission (SEC) Registration / Cooperative Development Authority (CDA) Registration (Cooperatives)
- b. Duly Accomplished application form for new business
- c. Barangay Business Clearance
- d. Title of the lot and/or current Tax Declaration of lot/building where the business is located
- e. For those who do not own the lot and/or building of the place of business, the following is required:
 - a) A notarized valid Lease Contract, Contract of Usufruct or any similar contract;
 - b) If the property is not under lease or rent agreement, usufructuary or any other similar contract, or if the property is under co-ownership, an Affidavit of Consent of all the owners of the said lot and/or building expressly allowing such use; and
 - c) In case of property or area is owned by the Government (national or local), must present a valid instrument or document issued by the appropriate government agency expressly allowing such use.
- f. Lessor's Permit of Building / Lot owner
- g. Building / Occupancy Permit for New Building / structure
- h. For Market Stall Holders: Additional Requirements
 - Certification from Market Supervisor



- Certificate of Award (New)
- Lease Contract
- i. For Pawnshop and Money Services Business (MSB), license or authority from the Bangko Sentral ng Pilipinas (BSP)
- j. For Butane/LPG Trader/Retailers/Sellers, certificate from the Department of Energy
- k. For Facilities of breeding, treatment and sale/trading of animals, a license to operate from the Bureau of Animals and Industries
- l. For Shipyards, ship building and repairs, and dry docking, License from the MARINA and valid and existing lease agreement from the DENR
- m. For offsite Betting Station or any PAGCOR gaming operation, License from PAGCOR and/or MOA Principal licensee and the PAGCOR
- n. Permit, license, grant or franchise from the appropriate Government agency for businesses sanctioned and regulated by Law
- o. Tax Clearance showing that the applicant has paid tax obligations to the municipality on the previous year
- p. Three (3) passport size pictures of the owner or operator or in cases of a partnership or corporation the picture of the senior or managing partners and that of the President or General Manager
- q. Sanitary Permit from the Municipal Sanitary Office
- r. Fire Safety Inspection Certification from the Bureau of Fire and Protection
- s. Community Tax Certificate
- t. Fully accomplished Consolidated Form (MPDO, BFP, OBO, SANITARY)
- u. Special Power of Attorney (SPA), if the one who applied is other than the registered business owner or Secretary's Certification / Board Resolution, if registered in the name of the corporation

2. FOR RENEWAL OF EXISTING BUSINESS PERMITS:

- a. Previous year's Official Receipt of Business and Mayor's permit



- b. Barangay Business Clearance
- c. Previous year's ITR for the 1st, 2nd, 3rd quarter and Certified Sales in the previous years – ITR from October to December
- d. Title of the lot and/or current Tax Declaration of lot / building where the business is located
- e. For those who do not own the lot and/or building of the place of business, the following is required:
 - e.1. A notarized valid Lease Contract, Contract of Usufruct or any similar contract;
 - e.2. If the property is not under lease or rent agreement, usufructuary or any other similar contract, or if the property is under co-ownership, an Affidavit of Consent of all the owners of the said lot and/or building expressly allowing such use; or
 - e.3. In case of property or area is owned by the Government (national or local), must present a valid instrument or document issued by the appropriate government agency expressly allowing such use.
- f. For Public Market Stall Holders
 - Certification from the Market Supervisor
- g. BIR Registration
- h. For Pawnshop and Money Services Business (MSB), License of Authority from the Bangko Sentral ng Pilipinas (BSP)
- i. For Butane/LPG Trader/Retailers/Sellers, Certificate from the Department of Energy
- j. For Facilities of breeding, treatment and sale/trading/training of animals, a License to Operate from the Bureau of Animals and Industries
- k. For Shipyards, ship building and repairs and dry docking, License from the MARINA and valid and existing lease agreement from the DENR
- l. For offsite Betting Station or any PAGCOR gaming operation, License from PAGCOR and/or MOA Principal licensee and the PAGCOR
- m. Permit, license, grant or franchise from the appropriate Government agency for businesses sanctioned and regulated by Law



- n. Sanitary Permit from the Municipal Sanitary Office
- o. Fire Safety Inspection Certificate
- p. Copies of all receipts showing payment of all regulatory fees as provided for in this code
- q. Audited Financial Statement, duly sworn by a Certified Public Accountant stamped received by the Bureau of Internal Revenue (BIR) for the next preceding year
- r. Duly Notarized Affidavit indicating Actual Sale of the previous year executed by the owner, president, manager or any authorized representative
- s. Community Tax Certificate
- t. Fully accomplished Consolidated Form (MPDO, BFP, OBO, SANITARY)
- u. Special Power of Attorney (SPA), if the one who applied is other than the registered business owner or Secretary's Certification / Board Resolution, if registered in the name of the corporation.

3. FOR BUSINESS CLOSURE:

- a. Application for business closure
- b. Duly notarized Affidavit of Sales for the year of operation (current year) executed by the owner, proprietor, president or any authorized representatives
- c. BIR returns during the year of operation
- d. The original and current business permit issued during the year of closure

4. REQUEST FOR CERTIFIED TRUE COPY:

Certified True Copy of the permit is issued only upon lawful purpose.

- a. Letter Request stating the requestor's lawful purpose
- b. Duly accomplished request form
- c. Certification Fee with corresponding Official Receipt



f. BIR Registration Certificate

Upon submission of the application, it shall be the duty of the proper authorities to verify if other municipal requirements regarding the operation of the business or activity such as sanitary requirements, installation of power and light requirements, as well as other safety requirements are complied with. The permit to operate shall be issued only upon compliance with such safety requirements and after the payment of the corresponding inspection fees and other impositions required by this Revenue Code and other municipal tax ordinances.

Any false statement deliberately made by the applicant shall constitute sufficient ground for denying or revoking the permit issued by the Mayor, and the applicant or licensee may be prosecuted in accordance with the penalties provided in this Article.

A Mayor's Permit shall not be issued to:

- (1) Any person who previously violated an ordinance or regulation governing permits granted;
- (2) Any person whose business establishment or undertaking does not conform with zoning regulations, and safety, health and other requirements of the municipality;
- (3) Any person who has unsettled tax obligation, debt or other liability to the government;
- (4) Any person who is disqualified under any provision of law or ordinance to establish or operate the business applied for.

Likewise, a Mayor's permit shall be denied to any person or applicant for a business who declares an amount of gross sales or receipts that are manifestly below industry standards or the Presumptive Income Level of gross sales or receipts as established in the municipality for the same or a closely similar type of activity or business.

Grounds for Closure of Business:

1. Operating a Business Establishment without a corresponding Business Permit / Expired Permit
2. For Business Establishment with a TEMPORARY PERMIT, failure to comply with the requirements for NEW Application / RENEWAL within or beyond the prescribed period to comply.
3. Violation of any law or Municipal Ordinance or the continued business operation will be prejudicial to Public Health and Safety.



The erring Business Establishment shall first be given a **NOTICE TO COMPLY** within a period of **seven (7) days** from receipt of said notice. In case of non-compliance, a **SECOND NOTICE** will then be sent requiring said erring Business Establishment to comply within a period of **five (5) days** from receipt of said notice.

In case of non-compliance after the two (2) **NOTICES** have been served, a **NOTICE OF CLOSURE** will be sent to the erring Business Establishment for failure to comply with the requirements stated therein.

The **CLOSURE NOTICE** shall be implemented by the following **COMPOSITE TEAM**, as follows:

- a. Business Permit and Licensing Officer
- b. Municipal Engineer
- c. Municipal Planning and Development Officer
- d. Bureau of Fire Protection (BFP) Officer
- e. Municipal Legal Officer
- f. Consolacion PNP

(c) **Issuance of Permit; Contents of Permit.** Upon approval of the application of a Mayor's Permit, two (2) copies of the application duly signed by the Municipal Mayor shall be returned to the applicant. One (1) copy shall be presented to the Municipal Treasurer as basis for the collection of the Mayor's Permit fee and the corresponding business tax.

The Mayor's Permit shall be issued by the Municipal Mayor upon presentation of the receipt for the payment of the Mayor's Permit and the official receipt issued by the Municipal Treasurer for the payment of the business tax.

Every permit issued by the Mayor shall show the name and residence of the applicant, his nationality and marital status; nature of the organization, that is whether the business is a sole proprietorship, corporation or partnership, etc.; location of the business; date of issue and expiration of the permit; and other information as may be necessary.

The Municipality shall, upon presentation of satisfactory proof that the original of the permit has been lost, stolen or destroyed, issue a duplicate of the permit upon the payment of Two Hundred Pesos (P 200.00).

(d) **Posting of Permit.** Every permittee shall keep his permit conspicuously posted at all times in his place of business or office or if he has no place of business or office, he shall keep the permit in his person. The permit shall be immediately produced upon demand by the Municipal Mayor, the Municipal Treasurer or any of their duly authorized representatives.



(e) **Duration of Permit and Renewal.** The Mayor's Permit shall be granted for a period of not more than one (1) year and shall expire on the thirty-first (31st) of December following the date of issuance unless revoked or surrendered earlier. Every permit shall cease to be in force upon revocation or surrender thereof. The permit issued shall be renewed within the first twenty (20) days of January. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

(f) **Revocation of Permit.** The Mayor's Permit may be revoked any of the following grounds:

1. When a person doing business under the provisions of this Revenue Code violates any of its provisions
2. When the person refuses to pay an indebtedness or liability to the municipality
3. When the person abuses his privilege to do business to the injury of the public moral or peace; or pollution to the environment and other business practices contrary to law / labor and violative to occupational safety to workers, or
4. When a place where such business is established is being conducted in a disorderly or unlawful manner, is a nuisance, or is permitted to be used as a resort for disorderly characters, criminals or women of ill-repute
5. Such revocation shall operate to forfeit all sums which may have been paid in respect of said privilege, in addition to the fines and imprisonment that may be imposed by the Court for violation of any provision of this Ordinance governing the establishment and maintenance of business, and to prohibit the exercise of the by the person whose privilege is revoked, until restore by the Sangguniang Bayan.

(g) **Procedure for Inspection, Monitoring and Evaluation of the Business Establishment.** For inspection, monitoring and evaluation of the business permittee's compliance with the requirements, the procedure shall be as follows:

Step 1. **Creation of Inspectorate Team.** An Inspectorate Team shall be created thru an Executive Order and whose composition shall be determined by the Local Chief Executive. The Inspectorate Team shall conduct an inspection of all business establishments to ascertain if they have corresponding business permit and if requirements listed in the business application form have actually been complied with. The team shall render a Report and submit it to the Licensing Officer, who shall evaluate the Report and assess additional business taxes, fees, and charges if any due from the business establishment.

Step 2. **Issuance of Notice to comply with the requirements.** In the event that it is determined by the Licensing Officer that the Permittee has not complied with the



regulatory requirements he/she shall issue to the Permittee a **Notice to Comply with the Requirements**.

The aforementioned notice shall be issued within five (5) days after the Licensing Officer receives the Inspection Report.

The Notice to Comply with the Requirements shall state the requirements not complied by the Permittee. The latter shall be given thirty (30) days from his/her receipt of the notice within which to comply with the lacking requirements.

A messenger shall be designated to serve and deliver the Notice to Comply with the Requirements to the Permittee or to the duly authorized representative of the latter who shall formally receive such notices. After the notice has been duly served to the Permittee, the messenger shall submit the duplicate copy of the notice, with markings that the same has been received by the Permittee or his/her representative, to the Licensing Officer or the Revenue Clerk for self-keeping at the active file cabinet.

Step 3. **Submission of Business Requirements.** The Permittee shall then comply with the lacking business requirements as stated above.

Section 3A.05. Rules and Regulations on Certain Establishments.

(a) On cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderia or food caterers. No owner of said establishments shall employ any cook, or food dispenser without a Food Handler's Certificate from the Municipal Health Officer, renewable every year.

Establishments selling cooked and readily edible foods shall have them adequately covered and protected from dust, flies and other insects, and shall follow strictly the rules and regulations on sanitation promulgated by the Municipal Health Officer and existing laws or Ordinances.

(b) Sauna bath, massage, barber and beauty shops. Said shops shall not be allowed to operate with masseurs, barbers, and beauticians without having secured the necessary corresponding medical certificate from the Municipal Health Officer.

Article B. Fee for Sealing and Licensing of Weights and Measures

Section 3B.01. Implementing Agency. The Municipal Treasurer shall strictly enforce the provisions of the Regulation of Practices Relative to Weights and Measures, as provided in Chapter II of the Consumer Act, Republic Act No. 7394.

Section 3B.02. Sealing and Testing of Instruments of Weights and Measures. - All instruments for determining weights and measures in all consumer and consumer related transactions shall be tested, calibrated and sealed every six (6) months by the



official sealer who shall be Municipal Treasurer or his duly authorized representative upon payment of fees required under this Article: Provided, That all instruments of weights and measures shall continuously be inspected for compliance with the provisions of this Article.

Section 3B.03. Imposition of Fees. Every person before using instruments of weights and measures within this municipality shall first have them sealed and licensed annually and pay therefor to the Municipal Treasurer the following fees:

Amount of Fee

(a) For sealing linear metric measures:

Not over one (1) meter	150.00
Measure over one (1) meter	200.00

(b) For sealing metric measures of capacity:

Not over ten (10) liters	150.00
Over ten (10) liters	200.00

(c) For sealing metric instruments of weights:

With capacity of not more than 30 kg.	150.00
With capacity of more than 30 kg. But not more than 300 kg.	200.00
With capacity of more than 300 kg. but not more than 3,000 kg.	250.00
With capacity of more than 3,000 kg.	300.00

(d) For sealing apothecary balances of precision 600.00

(e) For sealing scale or balance with complete set of weights:

For each scale or balances or other Balances with complete set of weights for use therewith	350.00
For each extra weight	150.00

(f) For each and every re-testing and re-sealing of weights and measures instruments including gasoline pumps outside the office upon request of the owner or operator, an additional service charge of One Hundred Pesos (P 100.00) for each instrument shall be collected.

Section 3B.04. Payment of Fees and Surcharge. The fees herein imposed shall be paid and collected by the Municipal Treasurer when the weights or measures



instruments are sealed, before their use and thereafter, on or before the anniversary date thereof.

The official receipt serving as license to use the instrument is valid for one (1) year from the date of sealing unless such instrument becomes defective before the expiration period. Failure to have the instrument re-tested and the corresponding fees therefor paid within the prescribed period shall subject the owner or user to a surcharge of five hundred percent (500%) of the prescribed fees which shall no longer be subject to interest.

Section 3B.05. Place of Payment. The fees herein levied shall be paid in the municipality where the business is conducted by persons conducting their business therein. A peddler or itinerant vendor using only one (1) instrument of weight or measure shall pay the fee in the municipality where he maintains his residence.

Section 3B.06. Exemptions.

- (a) All instruments for weights and measures used in government work or maintained for public use by any instrumentality of the government shall be tested and sealed free.
- (b) Dealers of weights and measures instruments intended for sale.

Section 3B.07. Administrative Provisions.

- (a) The official receipt for the fee issued for the sealing of a weight or measure shall serve as a license to use such instrument for one year from the date of sealing, unless deterioration or damage renders the weight or measure inaccurate within that period. The license shall expire on the day and the month of the year following its original issuance. Such license shall be preserved by the owner and together with the weight or measure covered by the license, shall be exhibited on demand by the Municipal Treasurer or his deputies.
- (b) The Municipal Treasurer is hereby required to keep full sets of secondary standards, which shall be compared with the fundamental standards in the Department of Science and Technology annually. When found to be sufficiently accurate, the secondary standards shall be distinguished by label, tag or seal and shall be accompanied by a certificate showing the amount of its variation from the fundamental standards. If the variation is of sufficient magnitude to impair the utility of instrument, it shall be destroyed at the Department of Science and Technology.
- (c) The Municipal Treasurer or his deputies shall conduct periodic physical inspection and test weights and measures instruments within the locality.



- (d) Instruments of weights and measures found to be defective and such defect is beyond repair shall be confiscated in favor of the government and shall be destroyed by the Municipal Treasurer in the presence of the Provincial Auditor or his representative.

Section 3B.08. Fraudulent Practices Relative to Weights and Measures

The following acts related to weights and measures are prohibited:

- a) for any person other than the official sealer or his duly authorized representative to place an official tag, seal, sticker, mark, stamp, brand or other characteristic sign used to indicate that such instrument of weight and measure has officially been tested, calibrated, sealed or inspected;
- b) for any person to imitate any seal, sticker, mark stamp, brand, tag or other characteristic design used to indicate that such instrument of weight or measure has been officially tested, calibrated, sealed or inspected;
- c) for any person other than the official sealer or his duly authorized representative to alter in any way the certificate or receipt given by the official sealer or his duly authorized representative as an acknowledgement that the instrument for determining weight or measure has been fully tested, calibrated, sealed or inspected;
- d) for any person to make or knowingly sell or use any false or counterfeit seal, sticker, brand, stamp, tag, certificate or license or any dye for printing or making the same or any characteristic sign used to indicate that such instrument of weight or measure has been officially tested, calibrated, sealed or inspected;
- e) for any person other than the official sealer or his duly authorized representative to alter the written or printed figures, letters or symbols on any official seal, sticker, receipt, stamp, tag, certificate or license used or issued;
- f) for any person to use or reuse any restored, altered, expired, damaged stamp, tag certificate or license for the purpose of making it appear that the instrument of weight or measure has been tested, calibrated, sealed or inspected;
- g) for any person engaged in the buying and selling of consumer products or of furnishing services the value of which is estimated by weight or measure to possess, use or maintain with intention to use any scale, balance, weight or measure that has not been sealed or if previously sealed, the license therefor has expired and has not been renewed in due time;



- h) for any person to fraudulently alter any scale, balance, weight or measure after it is officially sealed;
- i) for any person to knowingly use any false scale, balance, weight or measure, whether sealed or not;
- j) for any person to fraudulently give short weight or measure in the making of a scale;
- k) for any person, assuming to determine truly the weight or measure of any article brought or sold by weight or measure, to fraudulently misrepresent the weight or measure thereof; or
- l) for any person to procure the commission of any such offense abovementioned by another.

Instruments officially sealed at some previous time which have remained unaltered and accurate and the seal or tag officially affixed therein remains intact and in the same position and condition in which it was placed by the official sealer or his duly authorized representative shall, if presented for sealing, be sealed promptly on demand by the official sealer or his duly authorized representative without penalty except a surcharge equal to two (2) times the regular fee fixed by law for the sealing of an instrument of its class, this surcharge to be collected and accounted for by the Municipal Treasurer in the same manner as the regular fees for sealing such instruments.

Section 3B.09. Penalties

- (a) Any person who shall violate the provisions of paragraphs (a) to (f) and paragraph (l) of Section 3B.08 shall, upon conviction, be subject to a fine of *a minimum of Five Hundred Pesos (P500.00)* but not more than *Two Thousand Five Hundred Pesos (P2,500.00)* or by imprisonment of not more than six (6) months, or both, upon the discretion of the court.
- (b) Any person who shall violate the provisions of paragraph (g) of Section 3B.08 for the first time shall be subject to fine of not less than Five hundred pesos (P500.00) or by imprisonment of not less than one (1) month but not more than six (6) months, or both, upon the discretion of the court.
- (c) The owner-possessor or user of instrument of weights and measure enumerated in paragraph (h) to (k) of Section 3B.08 shall, upon conviction, be subject to a fine of not less than Five hundred pesos (P500.00) or imprisonment not exceeding six (6) months, or both, upon the discretion of the court.

Article C. Building Permit



Section 3C.01. Imposition of Fee. There shall be collected from each applicant for a building permit fees pursuant to National Building Code, as amended.

Section 3C.02. Inspection Fee. The following inspection fee shall be collected:

a. residential building	300.00
b. <u>agricultural</u>	<u>500.00</u>
c. <u>institutional</u>	<u>500.00</u>
d. commercial building	1,000.00
e. industrial	1,500.00

Section 3C.03. Time and Payment. The fees specified under this article shall be paid to the Municipal Treasurer upon application for a building permit from the Municipal Mayor.

Section 3C.04. Administrative Provisions. In order to obtain a building permit, the applicant shall file an application therefor in writing and on the prescribed form with the Office of the Mayor/Building Official. Every application shall provide the following information:

- (1) A description of the work to be covered by the permit applied for;
- (2) Description and ownership of the lot on which the proposed work is to be done as evidenced by TCT and/or copy of the contract of lease over the lot if the applicant is not the registered owner;
- (3) The use or occupancy for which the proposed work is intended;
- (4) Estimated cost of the proposed work.

To be submitted together with such application are at least five sets of corresponding plans and specifications prepared, signed and sealed by a duly licensed architect or civil engineer in case of architectural and structural plans, by a registered mechanical engineer in case of mechanical plans, by a registered electrical engineer in case of electrical plans, and by licensed sanitary engineer or master plumber in case of plumbing or sanitary installation plans except in those cases exempted or not required by the Building Official.

Section 3C.05. Penal Provisions. It shall be unlawful for any person, firm or corporation, to erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use, occupy, or maintain any building or structure or cause the same to be done contrary to or in violation of any provision of the Building Code. In cases of violations, the applicable administrative fines and penal provisions of the Building Code shall govern.

Article D . Permit Fee for Zoning/Locational Clearance

Section 3D.01. Imposition of Fee.



a. There shall be collected the following fees for the issuance of zoning/location clearance, *based on project cost*.

1. Single residential structure attached or detached

1.1 Php 100,000 and below	Php 240
1.2 Over Php100,000 to Php 200,000	Php 480
1.3 Over Php 200,000	Php 600 + 1/10 of 1% of excess of Php 200,000

2. Apartments/Townhouses

2.1 Php 500,000 and below	Php 1,200
2.2 Over Php500,000 to Php2 million	Php 1,800
2.3 Over Php 2 million	Php 3,000 + 1/10 of 1%
of cost in excess of Php 2M regardless of number of doors	

3. Dormitories

3.1 Php 2 million and below	Php 3,000
3.2 Over Php 2 million	Php 3,000 + 1/10 of 1% in excess
of Php 2M regardless of number of doors	

4. Institutional

4.1 Below Php 2 million	Php 2,400
4.2 Over Php 2 million	Php 2,400 + 1/10 of 1% of cost in excess of Php 2M

5. Commercial, Industrial, Agro-Industrial

5.1 Below Php 100,000	Php 1,200
5.2 Over Php 100,000 to Php500,000	Php 1,800
5.3 Over Php 500,000 to Php 1 million	Php 2,400
5.4 Over Php 1 million to Php 2 million	Php 3,600
5.5 Over Php 2 million	Php 6,000 + 1/10 of 1%
in excess of Php 2M	

6. Special Uses / Projects, Condominium, Theme Parks, etc.

6.1 Below Php 2 million	Php 6,000
6.2 Over Php 2 million	Php 6,000 + 1/10 of 1%
cost in excess of Php 2M	

7. Inspection Fee for land use classification Php 500.00

b. Reclassification of Land / Variance Php 3,000.00/ has.
or a fraction thereof



Section 3D.02. Time of Payment. The fees in this Article shall be paid to the Municipal Treasurer.

Section 3D.03. Administrative Provision. The Municipal Mayor shall administer the provisions of this Article and other existing ordinances, executive orders and laws relating to and governing zoning/location clearance.

Article E. Approval of Subdivision Plans

Section 3E.01. Imposition of Fees. There shall be collected the following fees for the processing and approval of subdivision plans:

Approval of Subdivision Plan	
Simple Subdivision less than a hectare, not more than ten lots	100.00 /lot
Preliminary Approval and Locational Clearance and Preliminary Subdivision Development Plan (PSDP) or fraction thereof, <u>for complex subdivision.</u>	2,000.00
Inspection fee regardless of density	1,000.00 /ha. <u>or a fraction thereof</u>
Final approval and Development Permit regardless of density	200.00 /lot
Additional Fee on Floor Area of Houses and Building sold	<u>2.40 /sq.m.</u>
Inspection fee regardless of density <u>or a fraction thereof</u>	1,200.00 /ha.
Alteration of Plan (affected areas only) Same as Plan Approval and Development Permit	200.00 /lot
Transfer / Change of Ownership / Developer	5,000.00
Change of Category (from BP 220 to PD 957, vice versa) <u>(from Simple Subdivision to Complex)</u>	5,000.00

Section 3E.02. Time of Payment. The fees in this Article shall be paid to the Municipal Treasurer.

Section 3E.03. Administrative Provision. The Municipal Mayor shall administer the provisions of this Article and other existing ordinances, executive orders and laws relating to and governing approval of subdivision plans.



Article F. Permit Fees on Tricycle Operation

Section 3F.01. Definitions. When used in this Article,

- (a) *Motorized Tricycle* is a motor vehicle propelled other than by muscular power, composed of a motorcycle fitted with a single wheel sidecar or a motorcycle with a two wheeled cab, the former having a total of four wheels, otherwise known as the motorela.
- (b) *Tricycle Operators* are persons engaged in the business of operating tricycles.
- (c) *Tricycle-for-Hire* is a vehicle composed of a motorcycle fitted with a single-wheel side car or a motorcycle with a two-wheel cab operated to render transport services to the general public for a fee.
- (d) *Motorized Tricycle Operator's Permit (MTOP)* is a document granting franchise or license to a person, natural or juridical, allowing him to operate tricycles-for-hire over specified zones.
- (e) *Zone* is a contiguous land area or block, say a subdivision or barangay, where tricycles-for-hire may operate without a fixed origin and destination.

Section 3F.02. Imposition of Fees. There shall be collected an annual fee in the amount of Three Hundred Pesos (P300.00) for the operation of tricycle-for-hire.

Other fees on tricycle operations:

1.	Filing fee	
	a. for the first five (5) units	500.00
b.	for each additional unit	100.00
2.	Annual Franchise Fee	300.00/unit

Section 3F.03. Time of Payment.

- (a) The fee shall be paid to the Municipal Treasurer upon application or renewal of the permit.
- (b) The filing fee shall be paid upon application for an MTOP based on the number of units.
- (c) Filing fee for amendment of MTOP shall be paid upon application for transfer to another zone, change of ownership of unit or transfer of MTOP.



Section 3F.04. Administrative Provisions.

(a) Prospective operators of tricycles should first secure a Motorized Tricycle Operator's permit (MTOP) from the Sangguniang Bayan.

(b) The Sangguniang Bayan of this municipality shall:

1. Issue, amend, revise, renew, suspend, or cancel MTOP and prescribe the appropriate terms and conditions therefor; determine, fix, prescribe or periodically adjust fares or rates for the service provided in a zone after public hearing; prescribe and regulate zones of service in coordination with the barangay; fix, impose and collect, and periodically review and adjust but not oftener than once every three (3) years, reasonable fees and other related charges in the regulation of tricycles-for-hire; and establish and prescribe the conditions and qualifications of service.
2. Only Filipino citizens and partnership or corporation with sixty percent (60%) Filipino equity shall be granted the MTOP. No MTOP shall be granted by the municipality unless the applicant is in possession of units with valid registration papers from the Land Transportation Office (LTO).
3. The grantee of the MTOP shall carry common carriers insurance sufficient to answer for any liability it may incur to passengers and third parties in case of accidents;
4. Operators of tricycles-for-hire shall employ drivers duly licensed by LTO for tricycles-for-hire.
5. Operators who intend to stop service completely, or suspend service for more than one (1) month shall report in writing such termination or suspension to the Sangguniang Bayan;
6. Tricycle operators are prohibited to operate on national highways utilized by 4-wheel vehicles greater than four (4) tons and where normal speed exceed forty (40) KPH. The Sangguniang Bayan may provide exceptions if there is no alternative route.
7. Tricycles-for-hire shall be allowed to operate like a taxi service, i.e., service is rendered upon demand and without a fixed route within a zone.

(c) The Sangguniang Bayan may impose a common color for tricycles for hire in the same zone. Each tricycle unit shall be assigned and bear an identification number, aside from its LTO license plate number.

It shall establish a fare structure that will provide the operator a reasonable return or profit, and still be affordable to the general public. The fare structure may either be flat (single fare regardless of distance) as a minimum amount plus a basic rate per kilometer.



The official rate to be initially adopted shall be a minimum fee of Five Pesos (P 5.00) plus One Peso (P1.00) per km. in excess of five (5.0) km. distance pending the enactment of the prescribed fare structure for the zone by the Sangguniang Bayan.

Operators of tricycles-for-hire are required to post in the conspicuous part of the tricycle the schedule of fares.

- (d) The zones must be within the boundaries of this municipality. The existing zone which covers the territorial unit not only of the municipality but other adjoining municipalities or cities as well shall be maintained provided the operators serving the said zone secure the MTOP.
- (e) For the purpose of this Article, a Municipal Tricycle Operator's Permit Regulatory Board is hereby as follows:

SB Chairman, Committee on Transportation	Chairman
Chief of Police	Member
CTES Chairman	Member
President Tricycle Assn. Fed.	Member
NGO / Commuters Representatives	Member

- (f) The Municipal Treasurer shall keep a registry of all tricycle operators which shall include among others, the name and address of the operator and the number and brand of tricycles owned and operated by said operator.

Article G. Permit Fee for Cockpits Owners/Operators/Licensees/ Promoters and Cockpit Personnel

Section 3G.01. Definitions. When used in this Article.

- (a) Cockpit includes any place, compound, building or portion thereof, where cockfights are held, whether or not money bets are made on the results of such cockfights.
- (b) Bet taker or Promoter refers to a person who alone or with another initiates a cockfight and/or calls and take care of bets from owners of both gamecocks and those of other bettors before he orders commencement of the cockfight thereafter distributes won bets to the winners after deducting a certain commission, or both.
- (c) Gaffer (taga-tari) refers to a person knowledgeable in the art of arming fighting cocks with gaffs on one or both legs.
- (d) Referee (Sentenciador) refers to a person who watches and oversees the proper gaffing of fighting cocks; determines the physical condition of gamecocks while cockfighting is in progress, the injuries sustained by the cocks and their capability to



continue fighting, and decides and makes known his decision either by word or gesture the result of the cockfighting by announcing the winner or deciding a tie in a contest game.

Section 3G.02. Imposition of Fees. There shall be collected the following Mayor's Permit Fees from cockpit operators/owners/licensees and cockpit personnel:

(a) From the owner/operator/licensees of the cockpit:

- | | | |
|----|---------------------------|-------------|
| 1. | Application filing fee | P 5,000.00 |
| 2. | Annual cockpit permit fee | P 20,000.00 |

(b) From cockpit personnel

- | | | |
|----|--------------------------------|----------|
| 1. | Promoters/Hosts | 1,000.00 |
| 2. | Derby (Matchmaker) | 1,000.00 |
| 3. | Pit Manager | 500.00 |
| 4. | Referee | 300.00 |
| 5. | Bet Taker "Kristo/Llamador" | 300.00 |
| 6. | Bet Manager "Maciador/Kasador" | 300.00 |
| 7. | Gaffer "Mananari" | 300.00 |
| 8. | Cashier | 300.00 |
| 9. | Cock "Mananahi" | 300.00 |

Section 3G.03. Time and Manner of Payment.

(a) The application filing fee is payable to the Municipal Treasurer upon application for a permit or license to operate and maintain cockpits.

(b) The annual cockpit permit fee is payable upon application for a permit before a cockpit shall be allowed to operate and within the first twenty days of January of each year in case of renewal thereof.

(c) The permit fees on cockpit personnel shall be paid before they participate in a cockfight and shall be paid annually upon renewal of the permit on the birth month of the permittee.

Section 3G.04. Administrative Provisions.

(a) Ownership, operation and management of cockpit. Only Filipino citizens not otherwise inhibited by existing ordinances or laws shall be allowed to own, manage and operate cockpits. Cooperative capitalization is encouraged.

(b) Establishment of cockpit. The Sangguniang Bayan shall determine the number of cockpits to be allowed in this municipality.



(c) Cockpit-size and construction. Cockpits shall be constructed and operated within the appropriate areas as prescribed in the Zoning Law or ordinance. In the absence of such law or ordinance, the Municipal Mayor shall see to it that no cockpits are constructed within or near existing residential or commercial areas, hospitals, school buildings, churches or other public buildings. Owners, lessees, or operators of cockpits which are now in existence and do not conform to this requirement are required to comply with these provisions within a period to be specified by the Municipal Mayor. Approval or issuance of building permits for the construction of cockpits shall be made by the Municipal Engineer in accordance with existing ordinances, laws and practices.

(d) Only duly registered and licensed promoters, referees, cashiers, bet managers, pit referees, bet takers, or gaffers shall take part in all kinds of cockfights held in this Municipality. No operator or owner of a cockpit shall employ or allow to participate in a cockfight any of the above-mentioned personnel unless he has registered and paid the fee herein required.

(e) Upon payment of the fees herein imposed, the corresponding Mayor's Permit shall be issued.

Section 3G.05. Applicability Clause. The provision of PD 449, otherwise known as the Cockfighting Law of 1974, PD 1802 (Creating the Philippine Gamefowl Commission), and such other pertinent laws shall apply to all matters regarding the operation of cockpits and the holding of cockfights in this Municipality.

Article H. Special Permit Fee for Cockfighting

Section 3H.01. Definitions. When used in this Article.

- (a) Cockfighting is the sport of pitting or evenly matching gamecocks to engage in an actual fight where bets on either side are laid. Cockfighting may also be formed as "cockfighting derby; pintakasi or tupada," or its equivalent in different Philippine localities.
- (b) Local Derby is an invitational cockfight participated in by game cockers or cockfighting "afficionados" of the Philippines with "pot money" awarded to the proclaimed winning entry.
- (c) International Derby refers to an invitational cockfight participated in by local and foreign gamecocks or cockfighting "afficionados" with "pot money" awarded to the proclaimed winning entry.

Section 3H.02. Imposition of Fees. There shall be collected the following fees per day for cockfighting:

- | | |
|------------------------------------|----------|
| (a) Regular Cockfights | 1,500.00 |
| (b) Special Cockfights (Pintakasi) | 2,000.00 |



(b) Special Derby Assessment from Promoters of:		
	Two-Cock Derby	4,000.00
	Three-Cock Derby	5,000.00
	Four-Cock Derby	6,000.00
	Five-Cock Derby	8,000.00
(c)	International Derby	20,000.00
(d) <u>Per sultada</u>		
	<u>Regular / Special cockfight</u>	<u>20.00</u>
	<u>Derby</u>	<u>50.00</u>

Section 3H.03. Time and Manner of Payment. The fees herein imposed shall be payable to the Municipal Treasurer before the special cockfights and derbies can be lawfully held. Payment of per sultada must be paid to the Municipal Treasurer one day after holding regular or derby cockfights.

Section 3H.04. Administrative Provisions.

(a) Holding of cockfights. Except as provided in this Article, cockfighting shall be allowed in this municipality only in licensed cockpits during Sundays and legal holidays and during local fiestas for not more than three (3) days. It may also be held during municipal. Agricultural, commercial, or industrial fairs, carnival, or exposition for a similar period of three (3) days upon resolution of the Sangguniang Bayan. No cockfighting on the occasion of such affair, carnival or exposition shall be allowed within the month if a local fiesta or for more than two (2) occasions a year. No cockfighting shall be held on December 30 (Rizal Day), June 12 (Philippine Independence Day), November 30 (National Heroes Day), Holy Thursday, Good Friday, Election or Referendum Day and during Registration Days for such election or referendum.

(b) Cockfighting for entertainment of tourists or for charitable purposes. Subject to the preceding subsection hereof, the holding of cockfights may also be allowed for the entertainment of foreign dignitaries or for tourists, or for returning Filipinos, commonly known as "Balikbayans", or for the support of national fund-raising campaigns for charitable purposes as may be authorized upon resolution of the Sangguniang Bayan, in licensed cockpits or in playgrounds or parks. This privilege shall be extended for only one (1) time, for a period not exceeding three (3) days, within a year.

(c) Cockfighting officials. Gaffers, referees, bet takers, or promoters shall not act as such in any cockfight in the municipality without first securing a license renewable every year on their birth month from the municipality where such cockfighting is held. Only gaffers, referees, bet takes, or promoters licensed by the municipality shall officiate in all kinds of cockfighting authorized herein.

Section 3H.05. Applicability Clause. The provision of PD 449, otherwise known as the Cockfighting Law of 1974, PD 1802 (Creating the Philippine Gamefowl



Commission), and such other pertinent laws shall apply to all matters regarding the operation of cockpits and the holding of cockfights in this Municipality.

Article I. Permit Fee on Occupation/Calling Not Requiring Government Examination

Section 3I.01. Imposition of Fee - There shall be collected as annual fee at the rate prescribed hereunder for the issuance of Mayor's Permit to every person who shall be engaged in the practice of the occupation or calling not requiring government examination with the municipality as follows:

Occupation or Calling	Rate of Fee/Annum
(a) On employees and workers in generally Considered "Offensive and Dangerous Business Establishments"	<u>100.00</u>
(b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	<u>100.00</u>
(c) On employees and Workers in food or eatery establishment	<u>100.00</u>
(d) On employees and workers in night or night and day establishment	<u>100.00</u>
(e) All occupation or calling subject to periodic inspection, surveillance and /or regulations by the Municipal Mayor, like animal trainer, auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith, carpenter, carver, chambermaid, cook, criminologist, electrician, electronic technician, club/floor manager. Forensic electronic expert, fortune teller, hair stylist, handwriting expert, hospital attendant, lifeguard, magician, make-up artist, manicurist, masonry worker, masseur attendant mechanic, certified "hilot", painter, musician, pianist, photographer (itinerant), professional boxer, private ballistic expert, rig driver (cochero), taxi, dancer, stage-performer salesgirl, sculptor, waiter or waitress and welder	<u>100.00</u>



Section 31.02. Exemption - All professionals who are subject to the Provincial Tax imposition pursuant to Section 139 of the Local Government Code; and government employees are exempted from payment of this fee.

Section 31.03. Person Governed - The following workers or employees whether working on temporary or permanent basis, shall secure the individual Mayor's Permit prescribed herewith;

(a) Employees or workers in generally considered offensive and dangerous business establishment such as but not limited to the following:

(1) Employees or workers in industrial or manufacturing establishment such as: Aerated water and soft drink factories; air rifle and pellets manufacturing; battery charging shops, blacksmith; breweries; candy and confectionery factories; canning factories; coffee cocoa and tea factories; cosmetics and toiletries factories; cigar and cigarette factories; construction and / or repair shops of motor vehicles; carpentry shop; drug manufacturing; distillers, edible oil or lard factories; electric bulbs or neon lights factories; electric plant, electronics manufacturing; oxidizing plants; food and flour mills; fish curing and drying shops; footwear factories, foundry shops; furniture manufacturing; garments manufacturing, general building and other construction jobs during the period of construction; glass and glassware factories; handicraft manufacturing; hollow block and tile factories; Ice plants; milk, ice cream and other allied products factories; metal closure manufacturing; iron steel plants; leather and leatherette factories; machine shops, match factories, paints and allied products manufacturing; plastic products factories, perfume factories; plating establishment; pharmaceutical laboratories, repair shops of whatever kind and nature; rope and twine factories; sash factories; smelting plants; tanneries; textile and knitting mills; upholstery shops; vulcanizing shops and welding shops.

(2) Employees and workers in commercial establishments cinematography film storage; cold storage's or refrigerating plants; delivery and messengerial services; elevator and escalator services; funeral parlors; janitorial services; junks shop; hardware's; pest control services; printing and publishing houses; service station; slaughter- houses; textile stores; warehouses; and parking lots.

(3) Employees and workers on other industrial and manufacturing firms or commercial establishments who are normally exposed to excessive heat, light, noise, cold and other environmental factors which endanger their physical and health well-being.

(b) Employees and workers in commercial establishment who generally enter or attend to the daily needs of the general public such as but not limited to the following: Employees and workers in drugstores; department stores; groceries supermarkets; beauty salons; tailor shops; dress shop; bank teller; receptionist, receiving clerk in paying outlets of public utilities corporation, except transportation companies; and other



commercial establishment whose employees and workers attend to the daily needs of the inquiring or paying public.

(c) Employees and workers in food or eatery establishments such as but not limited to the following:

- (1) Employees and workers in canteen, carinderia, catering services, bakeries, ice cream or ice milk factories, refreshment parlor, restaurants, sari-sari stores, and soda fountains;
- (2) Stallholders, employees and workers in public markets;
- (3) Peddlers of cook or uncooked foods;
- (4) All other food peddlers, including peddlers of seasonal merchandise.

(d) Employees or workers in night or night and day establishments such as but not limited to the following:

Workers or employees in bars; boxing stadium; bowling alleys; billiards and pool halls; cinema houses; cabarets and dance halls; cocktail lounges; circuses; carnivals and the like; day clubs and night clubs; golf clubs; massage clinics, sauna baths or similar establishment; hotels; motels; horse racing clubs; pelota courts; polo clubs; private detective or watchman security agencies; supper clubs and all other business establishment whose business activities are performed and consumed during night time.

In cases of night and day clubs, night clubs, day clubs, cocktail lounges, bars, cabarets, sauna bath houses and other similar places of amusements, they shall under no circumstances allow hostesses, waitress, waiters, entertainers, or hospitality girl below 18 years of age to work as such. For those who shall secure the Individual Mayor's Permit on their 18th birth year, they shall present their respective baptismal or birth certificate duly issued by the local civil registrar concerned.

(e) All other employees and persons who exercise their profession, occupation or calling within the jurisdiction limits of the Municipality aside from those already specifically mentioned in Section P.02.

Section 31.04. Time and Manner of Payment. The fees prescribed in this Article shall be paid to the Municipal Treasurer this municipality upon filing of the application for the first time and annually thereafter within the first twenty (20) days of January and every quarter thereafter. The permit fee is payable for every separate or district occupation or calling engaged in. Employer shall advance the fees to the Municipality for its employees.

Section 31.05. Surcharge for Late Payment. Failure to pay the fee prescribed in this Article within the time prescribed shall subject a taxpayer to a surcharge of Twenty-five percent (25%) of the original amount of the fee due; such surcharge shall be paid at the same time and in the same manner as the tax due.



In case of change of ownership of the business as well as the location thereof from municipality to another, it shall be the duty of the new owner, agent or manager of such business to secure a new permit as required in this Article and pay the corresponding permit fee as though it were new business.

Newly hired workers and / or employees shall secure their individual Mayor's Permit from the moment they are actually accepted by the management of any business or industrial establishment to starts working.

The individual Mayor's Permit so secured shall be renewed during the respective birth month of the permittee next following calendar.

Section 3I.06. Administrative Provisions.

The Municipal Treasurer shall keep a record of persons engaged in occupation and /or calling not requiring government examination and the corresponding payment of fees required and their personal data for reference purposes.

Persons engaged in the above-mentioned occupation or calling with valid Mayor's Permit shall be required to surrender such permit and corresponding Official Receipt for the payment of fees to the Municipal Treasurer and to the Municipal Mayor, respectively, for cancellation upon retirement or cessation of the practice of the said occupation or calling.

Article J. Registration and Transfer Fees on Large Cattle

Section 3J.01. Definition. For purposes of this Article, "large cattle" includes a two-year old horse, mule ass, carabao, cow or other domesticated member of the bovine family.

Section 3J.02. Imposition of Fee. The owner of large cattle is hereby required to register said cattle with the Municipal Treasurer for which a certificate of ownership shall be issued to the owner upon payment of a registration fee as follows:

	Amount of Fee
(a) For Certificate of Ownership	100.00
(b) For Certificate of Transfer	100.00
(c) For Registration of Private Brand	100.00

The transfer fee shall be collected only once if a large cattle is transferred more than once in a day.



Section 3J.03. Time and Manner of Payment. The registration fee shall be paid to the Municipal Treasurer upon registration or transfer of ownership of the large cattle.

Section 3J.04. Administrative Provisions.

(b) Large cattle shall be registered with the Municipal Treasurer upon reaching the age of two (2) years.

(b) The ownership of large cattle or its sale or transfer of ownership to another person shall be registered with the Municipal Treasurer. All branded and counter-branded large cattle presented to the Municipal Treasurer shall be registered in a book showing among others, the name and residence of the owner, the consideration or purchase price of the animal in cases of sale or transfer, and the class, color, sex, brands and other identification marks of the cattle. These data shall also be stated in the certificate of ownership issued to the owner of the large cattle.

(c) The transfer of the large cattle, regardless of its age, shall be entered in the registry book setting forth, among others, the names and the residence of the owners and the purchaser; the consideration or purchase price of the animal for sale or transfer, class, sex, brands and other identifying marks of the animals; and a reference by number to the original certificate of ownership with the name of the municipality issued to it.

No entries of transfer shall be made or certificate of transfer shall be issued by the Municipal Treasurer except upon the production of the original certificate of ownership and certificates of transfer and such other documents that show title to the owner.

Section 3J.05. Applicability Clause. All other matters relating to the registration of large cattle shall be governed by the pertinent provisions of the Revised Administrative Code and other applicable laws, ordinances and rules and regulations.

Article K. Fees on Impounding of Astray Animals

Section 3K.01. Definitions. When used in this Article.

(a) Astray Animal means an animal which is set loose unrestrained, and not under the complete control of its owner, or the charge or in possession thereof, found roaming at-large in public or private places whether fettered or not.

(b) Public Place includes national, provincial, municipal, or barangay streets, parks, plazas, and such other places open to the public.

(c) Private Place includes privately-owned streets or yards, rice fields or farmlands, or lots owned by an individual other than the owner of the animal.



(d) Large Cattle includes horses, mules, asses, carabaos, cows, and other domestic members of the bovine family.

Section 3K.02. Imposition of Fee. There shall be imposed the following fees for each day or fraction thereof on each head of astray animal found running or roaming at large, or fettered in public or private places:

	Amount of Fee
(a) Large Cattle	150.00
(b) All other animals	100.00

Section 3K.03. Time of Payment. The impounding fee shall be paid to the Municipal Treasurer prior to the release of the impounded animal to its owner.

Section 3K.04. Administrative Provisions.

(a) For purposes of this Article, the Barangay Tanods of the Municipality are hereby authorized to apprehend and impound astray animals in the municipal corral or a place duly designated for such purpose. He shall also cause the posting of notice of the impounded astray animal in the Municipal Hall for three consecutive days, starting one day after the animal is impounded, within which the owner is required to claim and establish ownership of the impounded animal. The Municipal Mayor and Municipal Treasurer shall be informed of the impounding.

(b) Impounded animals not claimed within three (3) days after the date of impounding shall be sold at public auction under the following procedures:

1. The Municipal Treasurer shall post notice for two (2) days in two (2) places including the main door of the Municipal Hall and the public markets. The animal shall be sold to the highest bidder. Within two (2) days after the auction sale, the Municipal Treasurer shall make a report of the proceedings in writing to the Municipal Mayor.
2. The owner may stop the sale by paying at any time before or during the auction sale, the impounding fees due and the cost of the advertisement and conduct of sale to the Municipal Treasurer, otherwise, the sale shall proceed.
3. The proceeds of the sale shall be applied to satisfy the cost of impounding, advertisement and conduct of sale. The residue over these costs shall accrue to the General Fund of the Municipality.



4. In case the impounded animal is not disposed of within the two (2) days from the date of notice of public auction, the same shall be considered sold to the Municipal Government for the amount equivalent to the poundage fees due.

Section 3K.05 Penalty. Owners whose animals are caught astray and incurring damages to plants and properties shall pay the following fines:

- | | | |
|-----|---|----------------|
| (a) | First offense | 150.00 per day |
| (b) | Second offense | 250.00 per day |
| (c) | For the third offense and each subsequent offense | 350.00 per day |

In addition to the fine, the owners shall pay the amount of damage incurred, if any, to the property owner.

Article L. Permit Fee for Agricultural Machinery and Other Heavy Equipment

Section 3L.01. Imposition of Fees. There shall be collected an annual permit fee at the following rates for each agricultural machinery or heavy equipment from non-resident operators of said machinery, renting out said equipment in this municipality.

Rate of Fee Per Annum

- | | | |
|----|-----------------------------|----------|
| a. | Hand Tractors | 200.00 |
| b. | Light Tractors | 200.00 |
| c. | Heavy Tractors | 300.00 |
| d. | Bulldozer | 600.00 |
| e. | Forklift | 400.00 |
| f. | Heavy Graders | 600.00 |
| g. | Light Graders | 400.00 |
| h. | Mechanized Threshers | 300.00 |
| i. | Manual Threshers | 200.00 |
| j. | Cargo Truck | 300.00 |
| k. | Dump Truck | 600.00 |
| l. | Road Rollers | 400.00 |
| m. | Pay loader | 600.00 |
| n. | Prime Movers/Flatbeds | 1,500.00 |
| o. | Backhoe | 600.00 |
| p. | Batching Plant/Rock Crusher | 2,500.00 |
| q. | Transit/Mixer Truck | 600.00 |
| r. | Berthing Hoe/Winch | 2,500.00 |
| s. | Boiler | 400.00 |
| t. | Mobile Rock Crusher | 1,500.00 |
| u. | Chain Saw | 200.00 |
| v. | Moving/Telescopic Crane | 600.00 |



w. Lumber Band Saw	600.00
x. Other Agricultural/Industrial Machinery or Heavy Equipment not enumerated above	300.00

Section 3L.02. Time and Manner of Payment. The fee imposed herein shall be payable prior to the rental of the equipment upon application for a Mayor's permit.

Section 3L.03. Administrative Provisions. The Municipal Treasurer shall keep a registry of all heavy equipment and agricultural machinery which shall include the make and brand of the heavy equipment and agricultural machinery and name and address of the owner.

Article M. Permit and Inspection Fee on Machineries and Engines

Section 3M.01. Imposition of Fee.- There shall be imposed an annual inspection fee on internal combustion engines generators and other machines in accordance with the following schedules:

(a)	Internal combustible engines:	
1.	2 HP and below	300.00
2.	5HP and below but not lower than 3 HP	350.00
3.	10HP and below but not lower than 5 HP	400.00
4.	14HP and below but not lower than 10HP	500.00
5.	Above 15HP	600.00
(b)	Other stationery engines or machines:	
1.	3 HP and below	300.00
2.	5 HP and below but not lower than 3 HP	350.00
3.	10 HP and below but not lower than 5 HP	500.00
4.	14 HP and below but not lower than 10 HP	600.00
5.	Above 14 HP	700.00

(c) Electrical generators and other machine propelled by electric motors will be levied the same rates found in subsection (1).

Section 3M.02. Time of Payment. The annual fee imposed in this Article shall be paid to the Municipal Treasurer upon application of the Permit with the Mayor but not later than fifteen (15) days after the actual inspection by person authorized in writing by the Mayor. Thereafter, the fee shall be paid within twenty (20) days of January, or of every quarter as the case may be.

Section 3M.03. Administrative Provision. No engine or machine mentioned above shall be installed or operated within the limits of this municipality, without the permit of the Municipal Mayor and the payment of the inspection fee prescribed in this Article.



Article N. Permit fee for the Storage of Flammable and Combustible Materials

Section 3N.01. Imposition of Fee. There shall be collected an annual permit fee for the storage of combustible materials at the rates as follows:

a. Storage of gasoline, diesel, fuel, kerosene and similar products

500	to	2,000 liters	1,500.00
2,001	to	5,000 liters	2,500.00
5,001	to	20,000 liters	3,000.00
20,001	to	50,000 liters	4,000.00
50,001	to	100,000 liters	6,000.00
Over 100,000 liters			10,000.00

b. Storage of cinematographic film 500.00

c. Storage of celluloid 500.00

d. Storage of calcium carbide

1) Less than 50 cases	500.00
2) 50 to 99 cases	700.00
3) 100 or more cases	1,000.00

e. Storage of tar, resin and similar materials

1) Less than 1,000kls.	300.00
2) 1,000 to 2,500 kls.	500.00
3) 2,500 to 5,000 kls.	700.00
4) Over 5,000 kls.	1,000.00

f. Storage of combustible, flammable or explosive Substance not mentioned above, subject to the 5,000.00 provision/s of the Fire Code of the Philippines.

g. Other substances not prohibited by law, not mentioned above, subject to the provision/s 5,000.00 of the Fire Code of the Philippines.

Section 3N.02. Time of Payment. - The fees imposed in Article shall be paid to the Municipal Treasurer upon application for his permit with the Mayor to store the aforementioned substances.

Section 3N.03. Administrative Provisions.



- (a) No person shall keep or store at his place of business any of the following flammable, combustible or explosive substances without securing a permit therefor. Gasoline or naptha not exceeding the quantity of One Hundred (100) gallons, kept in and used by launches or motor vehicles shall be exempt from the Permit fee herein required.
- (b) The Mayor shall promulgate regulations for the proper storing of said substances and shall designate the proper official and shall supervise therefor.

Article O. Permit Fee for Temporary Use of Roads, Streets, Sidewalk, Alleys, Patios, Plazas and Playgrounds

Section 3O.01. Imposition of Fee. Any person that shall temporarily use and/or occupy a street, sidewalk, or alley or portion thereof in this municipality in connection with their construction works and other purposes, shall first secure a permit from the Mayor and pay a fee in the following schedule:

- | | |
|--|----------------------|
| 1) For construction
or fraction thereof | 50.00/sq.m. per week |
| 2) Others | 25.00/sq.m. per day |

For wake and other charitable, religious and educational purposes, use and/or occupancy is exempted from the payment of permit fee provided a corresponding permit is secured prior to such use and/or occupancy.

Section 3O.02. Time of Payment. The fee shall be paid to the Municipal Treasurer upon application of the permit with the Municipal Mayor.

Section 3O.03. Administrative Provisions. The period of occupancy and/or use of the street, sidewalk, or alley or portion thereof shall commence from the time the construction permit is issued and shall terminate only upon the issuance of the certificate of building occupancy. The Municipal Engineer shall report to the Municipal Treasurer the area occupied for purposes of collecting the fee.

Article P. Permit Fee for Excavation

Section 3P.01. Imposition of Fee. There shall be imposed the following fees on every person who shall make or cause to be made any excavation on public or private streets within this municipality.

- | | |
|--|---------------|
| (a) For crossing streets with concrete pavement: | Amount of Fee |
| 1. For crossing concrete pavement (minimum
area 2.00 x .600 m., 12 sq.m.) | 1,500.00 |



2.	For crossing across base of streets with concrete pavement, per linear meter (boring method)	200.00
(b) For crossing streets with asphalt pavement:		
1.	Minimum fee	750.00
2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80m)	200.00
(c) For crossing the streets with gravel pavement:		
1.	Minimum fee	300.00
2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3 meters)	200.00
(d) For crossing existing curbs and gutters resulting in the damage		
		1,000.00
(e) <u>For excavation along the street</u>		
1.	<u>Minimum fee (Less than 10 meters</u>	<u>500.00</u>
2.	<u>10 meters to 50 meters</u>	<u>10.00 per m. plus 1</u>
3.	<u>51 meters to 200 meters</u>	<u>7.50 per m. plus 1,2</u>
4.	<u>201 meters to 500 meters</u>	<u>5.00 per m. plus 1,2,3</u>
5.	<u>501 meters to 1,000 meters</u>	<u>2.00 per m. plus</u>
	<u>1,2,3,4</u>	
6.	<u>1,001 meters and beyond</u>	<u>1.00 per m. plus 1,2,3,4,5</u>
(f) Additional fee for every day of delay		
In excess of excavation period provided in the Mayor's permit		500.00

Section 3P.02. Time and Manner of Payment. The fee imposed herein shall be paid to the Municipal Treasurer by every person who shall make any excavation or cause any excavation to be made upon application for Mayor's Permit, but in all cases, prior to the excavation.

A cash deposit in an amount equal to 100% of total damage cost or double as the case maybe (bases on the area to be excavated) shall be deposited with the Municipal Treasurer at the same time the permit is paid. The cash deposit shall be forfeited in favor of the Municipal Government in case the restoration to its original form of the



street excavated is not made within five (5) days after the purpose of the excavation is accomplished.

Section 3P.03. Administrative Provisions.

- (a) No person shall undertake or cause to undertake any digging or excavation, of any part or portion of the municipal streets of Consolacion unless a permit shall have been first secured from the Office of the Municipal Mayor specifying the duration of the excavation.
- (b) The Municipal Engineer /Municipal Building Official shall supervise the digging and excavation and shall determine the necessary width of the streets to be dug or excavated. Said official shall likewise inform the Municipal Treasurer of any delay in the completion of the excavation work for purposes of collection of the additional fee.
- (c) In order to protect the public from any danger, appropriate signs must be placed in the area where work is being done.

Article Q. Permit Fee on Circus and Other Parades

Section 3Q.01. Imposition of Fee. There shall be collected a Mayor's Permit Fee of P 100.00 per day on every parade, rallies and P 1,000.00 per event shall be collected on circus, trade fairs, carried on in this municipality.

Section 3Q.02. Time and Manner of Payment. The fee imposed herein shall be due and payable to the Municipal Treasurer upon application for a permit to the Municipal Mayor at least two (2) days before the scheduled date of the circus or parade and on such activity shall be held.

Section 3Q.03. Exemption. Civic and military parades as well as religious processions shall not be required to pay the permit fee imposed in this Article.

Section 3Q.04. Administrative Provisions.

- (a) Any persons who shall hold a parade within this municipality shall first obtain from the Municipal Mayor before undertaking the activity. For this purpose, a written application in a prescribed form shall indicate the name, address of the applicant, the description of the activity, the place or places where the same will be conducted and such other pertinent information as may be required.
- (b) The Station Commander of the Philippine National Police shall promulgate the necessary rules and regulations to maintain an orderly and peaceful conduct of the activities mentioned in this Article. He shall also define the boundary within which such activities may be lawfully conducted.



Article R. Permit Fee for the Conduct of Group Activities

Section 3R.01. Imposition of Fee. Every person who shall conduct, or hold any program, or activity involving the grouping of people within the jurisdiction of this municipality shall obtain a Mayor's permit therefor for every occasion of not more than twenty-four (24) hours and pay the Municipal Treasurer the corresponding fee in the following schedule:

1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	200.00
2. Dances	300.00
3. Coronation and ball	100.00
4. Promotional sales	300.00
5. <u>Special recruitment activities</u>	<u>500.00</u>
6. Other Group Activities	100.00

Section 3R.02. Time of Payment. The fee imposed in this article shall be paid to the Municipal Treasurer upon filing of application for permit with the Municipal Mayor.

Section 3R.03. Exemption. Programs or activities conducted by educational, charitable, religious and governmental institutions free to the public shall be exempted from the payment of the fee herein imposed, provided, that the corresponding Mayor's Permit shall be secured accordingly. Programs or activities requiring admission fees for attendance shall be subject to the fees herein imposed even if they are conducted by exempt entities.

Section 3R.04. Administrative Provision. A copy of every permit issued by the Municipal Mayor shall be furnished to the Chief of Police or Station Commander of the Philippine National Police (PNP) of the municipality who shall assign police officers to the venue of the program or activity to help maintain peace and order.

Article S. Permit Fee on Film-Making

Section 3S.01. Imposition of Fee. There shall be collected the following permit fee from any person who shall go on location-filming within the territorial jurisdiction of this municipality.

Rate of Fee Per Filming

a. Commercial movies	2,000.00/film
b. Commercial advertisements	500.00/film
c. Documentary film	500.00/film
d. Videotape coverage	300.00/coverage



In cases of extension of filming time, the additional amount required must be paid prior to extension to filming time.

Section 3S.02. Time of Payment. The fee imposed herein shall be paid to the Municipal Treasurer upon application for the Mayor's Permit five (5) days before location-filming is commenced.

Article T. Road Maintenance Fee

Section 3T.01. Imposition of Fee. There shall be collected a road maintenance fee on vehicles used for quarrying, hauling and transporting passing thru the barangay and Municipal roads in accordance with the following schedules:

- | | | |
|----|--------------------------|----------------|
| a) | Dumptruck | |
| | 1) Ten-Wheeler | P 50.00 / haul |
| | 2) Six-Wheeler | P 30.00 / haul |
| b) | Flat truck | |
| | 1) Forward or equivalent | P 30.00 / haul |
| | 2) Elf or equivalent | P 10.00 / haul |

Article U. Anchorage Fee

Section 3U.01. Imposition of Fee. There shall be collected an Anchorage Fee for marine vessels anchored within municipal waters.

- | | | |
|----|-----------------------------|----------------|
| a) | Passenger / Cargo Vessels | |
| | 1) International | 2,000.00 / day |
| | 2) Local | |
| | Minimum of one week | 1,000.00 |
| | 1 week to 1 month | 3,000.00 |
| | In excess of one month | 75.00 / day |
| b) | Barge / Fast craft | 500.00 |
| c) | Yacht, Speed / Fishing Boat | 200.00 / day |

Article V. Fees for Signs, Signboards, Billboards and Advertisement

Section 3V.01. Imposition of Fee - There is hereby imposed a fee on signs, signboards, billboards, or advertisements, at the rates prescribed hereunder:

- | | | |
|----|--|-------|
| 1) | Billboards or signboards for advertisements of business, per sq. m. or fraction thereof: | |
| | Single faced | 50.00 |



	Double faced	60.00
2)	Billboards or signs for professional, per sq. m. or fraction thereof	24.00
3)	Billboards, signs or advertisements for business and professions, painted on the building or structure or otherwise separated or detached therefrom, per sq. m. or fraction thereof	25.00
4)	Advertisements by means of placards, per sq. m. or fraction thereof	25.00
5)	Advertisements for business or profession by means of slides in movie, houses or theaters, payable by owners of movie houses, theaters, annually	300.00
6)	Advertisements for business or profession by means of film exhibition payable by owners of movies houses or theaters annually	2,000.00
	In addition to the fees provided under item 1 and 2 of this Section, for the use of electric or neon lights in billboards, per sq. m. or fraction thereof	30.00
7)	Mass display of signs (Per Quarter)	
	From 100 to 250 display signs	500.00
	From 251 to 500 display signs	750.00
	From 501 to 750 display signs	1,000.00
	From 751 to 1,000 display signs	1,500.00
	For more than 1,000 display signs	2,500.00
8)	Advertisements by means of vehicles, balloons, kites, etc.	
	Per day or fraction thereof	100.00
	Per week or fraction thereof	150.00



Per month or fraction thereof
200.00

- 9) Advertisements by means of promotional sale (house to house)
per day, per person 100.00

There is hereby imposed a fee on signs, signboards, billboards, or advertisements, at the rates prescribed hereunder.

Section 3V.03. Requirements - Any person desiring to display signs, signboards, billboards, or advertisements shall file an application with the Business Permits and License Office on the required form together with the approved sign permit issued by the Municipal Engineer. The fee imposed shall be paid to the Municipal Treasurer before the advertisement, sign, signboard, or billboard is displayed or distributed or at such other time as may be determined by regulation.

Article W. Usage / Maintenance Fee of Public Toilets

Section 3W.01. Imposition of Fee. There is hereby imposed a usage / maintenance fee to every person who uses the facilities of the public toilets erected within the Municipality of Consolacion, at the rates prescribed hereunder:

- | | |
|-------------|--------|
| a. Urinate | P 3.00 |
| b. Defecate | P 3.00 |

Section 3W.02. Time and Manner of Payment. The fees shall be paid to the Municipal Treasurer or to the authorized personnel assign / in-charge who shall issue Cash Tickets.

Article X. Permit Fee for Videoke Operation

Section 3X.01. Imposition of Fee. There shall be collected a permit fee of One Thousand Five Hundred Pesos (P 1,500.00) per unit of videoke or component used for business operation carried on in this municipality.

Section 3X. 02. Time and Manner of Payment. The fee imposed herein shall be due and payable within the first twenty (20) days of January of every year for the renewal of business and license, and prior to the start of the business for new business license.



Article Y. Endorsement's Fee

Section 3Y.01. Imposition of Fee. There is hereby imposed an endorsement fee to every person requesting for favorable endorsement from the Sangguniang Bayan of the Municipality of Consolacion to other Government agencies / instrumentalities, at the following rates prescribed hereunder:

- | | |
|--|--------------------------------|
| a. For Quarry Purposes, Sand & Gravel, etc.
has. or a | 5,000.00 /
fraction thereof |
| b. OLP / FLA / MSA, etc.
fraction thereof | 2,000.00 / has. or a |
| c. Change of Tenurial Term / Instrument | 5,000.00 |
| d. Others | 1,000.00 |

Section 3Y.02. Time and Manner of Payment. The fees shall be paid to the Municipal Treasurer at the time the request, written or otherwise, for the issuance of the favorable endorsement.



ANNEX F

TRAFFIC CITATION TICKET PENALTY CHARGES

ANNEX F-1

VIOLATION(S)	PENALTY CHARGE
No Entry	Php 500.00
No Parking	Php 500.00
No Stopping	Php 500.00
No Loading / Unloading of passengers / cargoes	Php 500.00
No U-turn	Php 500.00
No Left Turn	Php 500.00
No Right Turn	Php 500.00
Beating the Red Light	Php 800.00



ANNEX F-2

RECKLESS DRIVING	PENALTY CHARGE
Driving while under the influence of liquors	Php 500.00
Driving without license	Php 1,000.00 and impoundment
Driving with the use of Student Permit Only without the supervision of a duly licensed professional	Php 500.00
Driving with the use of other person's Driver's License	Php 1,000.00
Driving with the use of spurious Driver's License	Php 1,000.00
Overloading of passengers / cargoes	Php 500.00
No Plate Number attached to the vehicle	Php 1,000.00 and impoundment
Improper display of Plate Number	Php 500.00



ANNEX F-3

DEFECTIVE / NON- INSTALLATION OF PRECAUTIONARY LIGHTS, SUCH AS:	PENALTY CHARGE
Head Light	Php 300.00
Signal Light	Php 300.00
Tail Light	Php 300.00
Brake Light	Php 300.00
No Side Mirror	Php 500.00 each
Loud Improvised Muffler	Php 500.00 (detach and confiscate)
Excessive volume / sound of car stereos / radios	Php 500.00
Emitting black smoke in violation to Clean Air Act	Php 500.00
Changing of Lane / Counter Flow	Php 500.00



No Registration	Php 1,000.00 and impoundment
Using improvised plate numbers	Php 1,000.00
Unauthorized use of temporary plate numbers	Php 1,000.00
Inappropriate sound of horns	Php 500.00
Obstruction	Php 500.00
Intentionally concealing one's identity by covering the face	Php 500.00
No Helmet	Php 500.00
Non-wearing of Helmet	Php 500.00
Driving half-naked	Php 500.00



ANNEX F-4

TOWING	PENALTY CHARGE
Six (6) Wheelers	Php 1,000.00
Ten (10) Wheelers	Php 1,500.00
Impounding Fee (Motorcycle, PUJ, Bus/Mini Bus, Private Cars)	Php 800.00 for the first day and Php 50.00 for the succeeding days
Illegal use of reflectorized gadgets and halogen lamps	Php 500.00
Impounding of vehicle involving vehicular accident resulting to damage of public / government property	Depending on the amount of damage incurred
Using mobile phone while driving	Php 500.00
Trailers of Container Vans without using safety lock devices	Php 1,000.00
Impounding Fee for Dumb Trucks, Cargo Trucks	
Apprehended for violation of environmental laws, rules, and regulations of the MENRO/PENRO	Php 1,500.00 for the first day and Php 50.00 for the succeeding days



Illegal Parking on National Hi-way, Provincial, Municipal and Barangay Roads within the Municipality of Consolacion	Php 500.00
Overnight Parking at the Terminal and Public Market	Php 500.00
Abandoned / park of container van at the Provincial, Municipal and Barangay Road	Php 1,500.00 for the first day and Php 100.00 for the succeeding days