MUNICIPALITY OF TALAVERA

CITIZENS' CHARTER

2023 (4TH Edition)

MUNICIPALITY OF TALAVERA

CITIZENS' CHARTER

2023 (4TH Edition)

I. Mandate:

The Municipality of Talavera consisting of 53 barangays, serves primarily as a general-purpose government for the coordination and delivery of basic, regular and direct services and effective government of inhabitants within the territorial jurisdictions.

II. Vision:

Talavera as a leading Agro-Industrial City in Central Luzon, driven by responsive, effective and efficient leaders, home to healthy and empowered citizenry, enjoying a clean and climate resilient environment, supported by safe and adequate infrastructure towards a diversified and dynamic economy.

III. Mission:

To pursue a well-balanced socio-economic development through the provision of necessary support, extraction of economic potentials and utilization of modern technologies supporting the evolution of Talavera

IV. Service Pledge:

S - Social Protection

E - Economic Stability

C - Comprehensive Information Database Development

U - Urban Resilience

RE - Revenue Generation

Republic of the Philippines
Province of Nueva Ecija
MUNICIPALITY OF TALAVERA
Office of the Sangguniang Bayan

MINUTES OF THE 72nd REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN OF TALAVERA, NUEVA ECIJA, HELD ON DECEMBER 18, 2023 AT SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

Hon. NERIVI S. MARTINEZ	- Municipal Vice Mayor & Presiding Officer
Hon. ERWIN G. CHIOCO	- Councilor
Hon. JOEL T. DEL ROSARIO	- Councilor
Hon. ARIES VINCENT PATRICK G. LIM	- Councilor
Hon. BELINDA E. PALILIO	- Councilor
Hon. MARK RENIELEO F. RAYO	- Councilor
Hon. RAFAEL L. REYES	- Councilor
Hon. MANOLITO M. SILVA	- Councilor
Hon. REICHEL ANN R. VILLANUEVA	- Councilor
Hon. RONIEL S. SERRANO	- ABC President
Hon. ARMINMARC M. AYSON	- Pambayang Pederasyon ng Sangguniang Kabataan President

RESOLUTION NO. 549-2023

RESOLUTION CONCURRING THE UPDATED CITIZEN'S CHARTER (4TH EDITION) OF THE MUNICIPALITY OF TALAVERA

WHEREAS, the Sangguniang Bayan received a letter from Mayor Nerito S. Santos, Jr. requesting for the concurrence of the Sangguniang Bayan to the Updated Citizen's Charter of this municipality;

WHEREAS, the updated Citizens Charter of Talavera are compilation of processes of Services provided by the departments and offices of this municipality;

WHEREAS, there is a need to update the Citizens Charter of this municipality in order to re-organize the procedure and be more in congruent to present situations and to improve the delivery of basic services in this municipality;

NOW THEREFORE,

ON MOTION of Councilor BELINDA E. PALILIO duly seconded by Councilor ARIES VINCENT PATRICK G. LIM and approved by all members present;

RESOLVE AS IT IS HEREBY RESOLVED, by this Sangguniang Bayan in session duly assembled to give concurrence to the Updated Citizens Charter (4th Edition)of the municipality of Talavera;

RESOLVED FURTHER, that copies of this resolution be furnished the Office of Mayor Nerito S. Santos, Jr., Ms. Chona V. Salazar, HRMO V and all other offices concerned for their guidance and information.

Hon. ERWIN G. CHIOCO
Councilor

Hon. JOEL T. DEL ROSARIO
Councilor

Hon. ARIES VINCENT PATRICK G. LIM
Councilor

Hon. BELINDA E. PALILIO
Councilor

Hon. MARK RENIELEO F. RAYO
Councilor

Hon. RAFAEL L. REYES
Councilor

Hon. MANOLITO M. SILVA
Councilor

Hon. REICHEL ANN R. VILLANUEVA
Councilor

Hon. RONIEL S. SERRANO
ABC President

Hon. ARMINMARC M. AYSON
PPSK President

JASMIN G. RIVERA
Secretary to the Sangguniang Bayan

Hon. NERIVI S. MARTINEZ
Municipal Vice Mayor
& Presiding Officer

talavera.sangguniangbayan@gmail.com

Republic of the Philippines
Province of Nueva Ecija
MUNICIPALITY OF TALAVERA
Office of the Sangguniang Bayan

APPROVED this 18th day of December 2023 in Talavera, Nueva Ecija.

SIGNATURES

ERWIN G. CHIOCO
Councilor

JOEL T. DEL ROSARIO
Councilor

ARIES VINCENT PATRICK G. LIM
Councilor

BELINDA E. PALILIO
Councilor

RAFAEL L. REYES
Councilor

MARK RENIELEO F. RAYO
Councilor

MANOLITO M. SILVA
Councilor

REICHEL ANN R. VILLANUEVA
Councilor

RONIEL S. SERRANO
ABC President

ARMINMARC M. AYSON
PPSK President

CERTIFIED CORRECT:

JASMIN G. RIVERA
Secretary to the Sangguniang Bayan

ATTESTED:

NERIVI S. MARTINEZ
Municipal Vice Mayor
& Presiding Officer

JAS/SB'

talavera.sangguniangbayan@gmail.com

MGA TALAAN NG NILALAMAN

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TANGGAPAN NG
PAMBAYANG PUNONG BAYAN
(OFFICE OF THE MUNICIPAL MAYOR)
EXTERNAL SERVICES

1. SERBISYO PARA SA PAGKUHA NG JOINT AFFIDAVIT AT SWORN STATEMENT SA NAHULING PAG PAPAREHISTRO NG KAPANGANAKAN

Ang Joint Affidavit at Sworn Statement ay para sa mga nahuling magparehistro ng kapanganakan. Ang mga kailangan para sa mga nahuling magparehistro ay ang sedula ng magulang para sa Sworn Statement, dalawang (2) testigo na may sedula para sa Joint Affidavit, resibo at katibayan na hindi narehistro.

Ang mga kailangan na gawin para sa mga nahuling magparehistro, una, ipakita ang orihinal na resibo at mga dokumento sa kawaning tumugon sa tanggapan ng punong bayan. Pangalawa, alamin ng kawaning tumugon kung nararapat ba ang mga tetestigo. Pangatlo, pipirma ang dalawang testigo sa porma ng joint affidavit at isang magulang sa sworn statement. Ang porma na pinirmahan ng mga testigo at magulang ay dadalhin sa kinauukulan upang lagdaan. Pang-apat, pagkakaloob ng Joint Affidavit at sworn statement at itatala sa record book matapos lagyan ng selyo at igawad sa kliyente.

OPISINA	Tanggapan ng Punong Bayan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C-Government to Citizens
SINO ANG DAPAT KUMUHA	Mga nahuling magparehistro
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Sedula ng magulang para sa Sworn Statement • Dalawang (2) testigo na may sedula para sa Joint Affidavit • Resibo • Katibayan na hindi narehistro	• Tanggapan ng Pambayang Ingat-Yaman • Tanggapan ng Pambayang Ingat-Yaman • Tanggapan ng Pambayang Ingat-Yaman • Municipal Civil Registrar Office

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Ipakita ang orihinal na resibo at mga dokumento sa kawaning tumugon sa Tanggapan ng Punong Bayan	1. I-tsek ng kawaning tumugon sa Tanggapan ng Punong Bayan ang mga dokumentong isinumite	wala	2 minuto	*Community Affairs Assistant I* Tanggapan ng Punong Bayan
2. Alamin ng kawaning tumugon kung nararapat ang mga tetestigo	2. Gawin ang kaukulang dokumento at i-type ang mga datos ayon sa isinumete ng kliyente	wala	5 minuto	*Community Affairs Assistant I* Tanggapan ng Punong Bayan

3. Pipirma ang dalawang testigo sa porma ng joint affidavit at isang magulang sa sworn statement	3. Ang pinirmahan ng mga testigo at magulang ay dadalhin sa Punong Bayan upang lagdaan	wala	2 minuto	*Punong Bayan*
4. Pagkakaloob ng Joint Affidavit/Sworn Statement	4. Itatala sa record book matapos lagyan ng selyo at igawad sa kliyente	wala	2 minuto	*Community Affairs Assistant I* Tanggapan ng Punong Bayan
Kabuuan			11 minuto	

2. SERBISYO PARA SA PAGPAPAKASAL

Ang pagpapakasal ay para sa magkasintahang lalaki at babae na nasa tamang edad na nagnanais na magpakasal o nagsasama bilang mag-asawa sa loob ng lima (5) taon o mahigit pa (Article 34). Ang mga kailangan para sa pagpapakasal sedula na kinukuha sa Tanggapan ng Pambayang Ingat-Yaman, Certificate of No Marriage na kinukuha sa Philippine Statistic Authority (PSA), Birth Certificate ay nakukuha sa Tanggapang ng Local Civil Registrar, at para naman sa sertipikasyon na katunayan na sila ay nagsasama sa loob ng limang taon ay na dapat kuhanin sa Tanggapan ng Punong Barangay.

Ang mga kailangan na gawin para 3ctual-aayos ng dokumento sa pagpapakasal, una, ipa-tsek ang mga dokumento na kailangan para makita kung kumpleto na at para maipaalam sa kinauukulan ang hinihiling na araw o schedule ng kasal. Kung kumpleto na ang mga dokumento i-proseso o i-type ang mga datos na kailangan mula sa magpapakasal sa porma ng Marriage Contract at pagnatapos ipakita sa kliyente upang masiguro na lahat ng datos o impormasyon ay tama. Pangalawa ipaalam sa kliyente ang napag-usapan na petsa at oras ng kasal. Ang pagpapakasal ay mayroong kaukulang bayad, para sa Application for marriage license: P200.00 – both are residents of the town, P250.00 – if one is non-resident, P700.00 – if one is a foreigner, Marriage License fee P100.00 – service fee, P100.00 - Marriage Solemnization fee, P100.00 – service fee P150.00 – Marriage Sponsors fee per head, Marriage Counseling fee P50.00 – Pre-marriage counseling, P50.00 – family planning fee na binabayara sa Tanggapan ng Pambayang Ingat-yaman.

Para sa actual na pagpapakasal siguraduhing nalagdaan ng ikinasal, mga ninong at ninang at ng Punong bayan ang marriage contract at lagyan ng selyong pantatak at dalhin sa Local Civil Registrar para sa pagpaparehistro ng kasal. Itala sa record book at palagdaan ang record book para sa katunayan na pagrelesase ng marriage contract ng mag-asawa.

OPISINA	Tanggapan ng Punong Bayan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C-Government to Citizens
SINO ANG DAPAT KUMUHA	Magkasinatahang lalaki at babae na nasa tamang edad na nagnanais na

		magpakasal/Nagsasama bilang mag-asawa sa loob ng limang (5) taon o mahigit pa (Article 34)		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Sedula ng ikakasal • Certificate of No Marriage (CENOMAR) • Birth Certificate • Katunayan na sila ay nagsasama sa loob ng limang taon o higit pa (para sa Article 34)		• Tanggapan ng Barangay o Pambayang Ingat-Yaman • Philippine Statistics Authority (PSA) • Municipal Civil Registrar Office • Tanggapan ng Punong Barangay		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGA NG KAWANI**
1. Pagsumite ng lahat ng dokumentong kailangan	1. I-tsek kung kumpleto ang kinakailangang dokumento at itala ang petsa ng kasal	wala	3 minuto	*Administrative Aide II* Tanggapan ng Punong Bayan
2. Sasagot sa interview na gagawin	2. I-type ang importanteng datos sa porma na Marriage Contract at ipakita sa kliyente upang masiguro na lahat ng datos ay tama	wala	3 minuto	*Administrative Aide II* Tanggapan ng Punong Bayan
3. Alamin ang petsa at oras ng kasal	3. Ipagbigay alam sa kliyente ang petsa at oras ng kasal	wala	1 minuto	*Administrative Aide II* Tanggapan ng Punong Bayan
4. Pagbabayad ng kaukulang halaga sa tanggapan ng ingat-yaman	4. I-proseso ang kaukulang bayad at ibigay ang orihinal na resibo	Application for marriage license P200.00- both are residents of the town P250.00 – if one is	3 minuto	*Local Revenue Collection Officer II* Kawani ng Tanggapan ng Pambayang Ingat-Yaman

		non-resident P700.00 – if one is a foreigner Marriage License Fee P100.00 – Service Fee P100.00 – Marriage Solemnization Fee P100.00 – Service Fee P150.00 – Marriage Sponsors fee per head Marriage Counseling Fee P50.00 – Pre-marriage counseling P50.00 – Family Planning Fee		
5. Araw ng kasal	5. Aktuwal na pagpapakasal	wala	15 minuto	*Punong Bayan*

6. Paglalagda sa kontrata ng kasal	6. Siguraduhing nalagdaan ng ikinasal, mga ninong at ninang, ng Punong Bayan sa Marriage Contract at lagyan ng selyo at dalhin sa Local Civil Registrar para sa pagpaparehistro ng kasal	wala	2 minuto	*Administrative Aide II* Tanggapan ng Punong Bayan *Administrative Aide* LCR
7. Pagkakaloob ng Marriage Contract	7. Itala sa record book at papirmahan sa kliyente	wala	1 minuto	*Administrative Aide II* Tanggapan ng Punong Bayan
Kabuuan		P800.00 - both are residents of the town P850.00 – if one is non-resident P1,300.00 – if one is a foreigner	28 minuto	

3. SERBISYO PARA SA PAGKUHA NG MAYOR'S CLEARANCE

Ang Mayor's Clerance ay ibinibigay sa mga taong nag-aaplay ng trabaho at estudyante ng kolehiyo. Ang pagkuha ng mayor's Clearance ay mayroong kailangang dalhin tulad ng sedula, resibo ng ng pagkakabayad na kinukuha sa Tangagapan ng Pambayang Ingat Yaman at Barangay Clearance na kinukuha sa Tanggapan ng Punong Barangay.

Ang kailangang sundin para sa pagkuha ng Mayor's Clearance, una, ipa-tsek sa nakatalagang administrative aide ang mga dokumento upang makita kung kumpleto. Pangalawa, Itatype at pupunan ang porma (form) ng mayor's clearance ng nakatalagang administrative aide base sa mga impormasyon o datos ng kliyente. Pangatlo, palagdaan at padimpilan sa kliyente ang naiprint na mayor's clearance kapag natapos ito ay dadalin sa kinauukulan (LCE/Mun. Admin) upang palagdaan ng nakatalagang administrative aide at para naman i-release ang Mayor's Clearance, itatala ang ginawang dokumento at papalagdaan bilang katibayan ng pagkakatanggap.

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Nag-aapply ng Trabaho, Estudyante ng Kolehiyo		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Sedula • Barangay Clearance • Resibo ng Pagkakabayad		• Tanggapan ng Barangay o Pambayang Ingat-Yaman • Tanggapan ng Punong Barangay • Tanggapan ng Pambayang Ingat-Yaman		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Sabihin ang kailangang dokumento at isumite ang mga requirements	1. I-tsek ang mga dokumento mula sa kliyente kung ito ay kumpleto	Wala	1 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
2. Magbayad ng kaukulang halaga sa tanggapan ng ingat-yaman	2. Iproseso ang pagbabayad at ibigay sa kliyente ang orihinal na resibo	P50.00	3 minuto	*Revenue Collection Officer II* Tanggapan ng Ingat-Yaman
3. Paglalagda at dimpil sa Mayor's Clearance	3.1 I-type at punan ang porma (form) ng Mayor's	Wala	2 minuto	*Administrative Officer I/*

	Clearance base sa mga impormasyon/da - tos ng kliyente. 3.2 Palagdaan at padimpilan sa kliyente ang na-iprint na mayor's clearance at 3.3 Palagdaan sa kinauukulan (LCE/Mun. Administrator ang nasabing Mayor's Clearance		1 minuto 1 minuto	*Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan *Punong Bayan/Municipal Administrator*
4. Pagkakaloob ng Mayor's Clearance	4. Itatala sa record book at papirmahin sa kliyente matapos ito selyuhan	Wala	2 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
Kabuuan		P50.00	10 minuto	

4. SERBISYO PARA SA PAGKUHA NG CERTIFICATION, AUTHORIZATION, INDORSEMENT AT RECOMMENDATION

Ang rekomendasyon, endorsement, at sertipikasyon ay ibinibigay sa mga taong maghahanap ng trabaho, mag-aapply para sa business Permits at mga estudyante ng Kolehiyo. Ang kailangan dalin sa pagkuha ay barangay Indigency/Pagpapatunay na nakukuha sa Tanggapan ng Punong Barangay.

Ang kailangang gawin sa pagkuha ng rekomendasyon, endorsement, at sertipikasyon ay sagutin lahat ng tanong na sasabihin ng nakatalagang kawani ng tanggapan ng punong bayan para sa pagtatype ng datos ayon sa dokumentong kailangan. Ipa-tsek sa kliyente kung tama ang lahat ng impormasyon. Papapirmahan sa kinauukulan ng nakatalagang kawani ng tanggapan ng punong bayan, itala sa record book at palagdaan para sa katunayan na parelease ng dokumento.

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Mga taong maghahanap ng trabaho, mag-applay para sa Business Permits, mga Estudyante ng Kolehiyo at may mga sakit		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Indigency o Pagpapatunay		• Tanggapan ng Punong Barangay		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Sabihin ang kailangang dokumento	1. Magsagawa ng interview kasabay ng pagtatype ng kailangang dokumento	wala	3 minuto	*Administrative Officer I/Clerk II* Tanggapan ng Punong Bayan
2. Pagkakaloob ng hinihinging dokumento	2. Papirmahan sa kinauukulann at itala sa record book at ipagkaloob sa kliyente	wala	3 minuto	*Punong Bayan*
Kabuuan		wala	6 minuto	

5. SERBISYO PARA SA APLIKASYON SA SCHOLARSHIP NG MAG-AARAL MULA SA HIGH SCHOOL AT KOLEHIYO

Ang scholarship ay binibigay sa mga mag-aaral na High School sa pampublikong paaralan at Kolehiyo na nag-aaral sa pribadong paaralan. Ang kailangang dalhin ay barangay clearance at pagpapatunay (Indigency) na nakukuha sa tanggapan ng punong barangay, High School Certification, Photocopy of Form 138, College- Grade – last semestral period, certificate of Grades & Proof of Enrollment na nakukuha sa registrar's Office of School, Certificate of Indigency na nakukuha sa tanggapan ng MSWDO, at 2x2 picture ng aplikante.

Ang kailangang sundin para sa pagpapasa ng aplikasyon sa scholarship ay dapat ipa-tsek ang mga dokumento sa nakatalagang kawani sa tanggapan ng Punong bayan at kung kumpleto na bigyan ng porma ng aplikasyon para kanilang sagutan, kapag kanyang nayari lahat ng kailangan itala ang pangalan ng mag-aaral at isama sa listahan ng mga kukuha ng pagsusulit o examination para sa scholarship program ng lokal na pamahalaan. Sabihan ang aplikante na maghintay ng notipikasyon kaugnay sa aktual na pagsusulit.

OPISINA	Tanggapan ng Punong Bayan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C-Government to Citizens
SINO ANG DAPAT KUMUHA	Mag-aaral na High School at Kolehiyo na nag-aaral sa mga Pampublikong Paaralan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Barangay Clearance	• Tanggapan ng Punong Barangay
• Barangay Indigency o Pagpapatunay	• Tanggapan ng Punong Barangay
• Certificate of Indigency	• Municipal Social Welfare and Development Office
• High School Card o Form 138	• Registrar's Office of School
• College- Grades last semester	• Registrar's Office of School
• Certificate of Grades and Proof of Enrollment	• Registrar's Office of School
• Application Form	• Tanggapan ng Punong Bayan
• 2x2 picture	• Dadalhin ng aplikante

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang kailangang dokumento sa kawani	1. I-tsek ang mga dokumentong hinahanap para sa pag-aapply ng scholarship kasabay ang	wala	3 minuto	*Clerk II* Tanggapan ng Punong Bayan

	pagbibigay ng porma ng aplikasyon sa aplikante. Pasagutan ang nasabing porma ng aplikasyon			
2. Kung kumpleto na ang lahat ng dokumento itala ang pangalan ng magaaral at isama sa listahan ng mga kukuha ng allowance	2. Sabihan ang aplikante na maghintay ng notipikasyon kung kalian ang pagkuha ng allowance	wala	3 minuto	*Clerk II* Tanggapan ng Punong Bayan
Kabuuan		wala	6 minuto	

6. SERBISYO PARA SA LIBRENG PAG GAMIT NG PAMBAYANG HIMNASYO.

Ang pag hingi ng pahintulot sa pag gamit ng pambayang himnasyo ay binibigay sa mga estudyante ng high school at kolehiyo, mga grupo ng mga manlalaro ng Basketball at Volleyball.

Ang kailangang gawin magtungo sa kawani ng tanggapan ng punong bayan mag tanong ng bakanteng iskedyul, pa aaprubahan ng kawani ang permit sa kinauukulan (LCE/Mun.Administrator).

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Para sa Pambayang Himnasyo: Mag-aaral ng High School at Kolehiyo, Grupo ng mga manlalaro ng Basketball at Volleyball		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
•		•		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpa iskedyul sa kawani ng tanggapan ng punong bayan sa araw na gagamitin ang pambayang himnasyo	1. I-tsek kung may bakanteng iskedyul sa scheduling system	wala	1 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan

2. Kapayanamin ang kliyente ukol sa mga datos na kailangan sa scheduling system	2. Pa apruban ang permit sa kinauukulan	wala	2 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
3. Igawad ang permit sa kliyente	3. Itala sa scheduling system ang na aprubahang permit	Wala	1 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
Kabuuan			4 minuto	

7. SERBISYO PARA SA LIBRENG THERAPY PARA SA MGA MAMAMAYAN NG BAYAN NG TALAVERA

Ang libreng therapy ay para sa mga mamamayan ng bayan ng Talavera para sa mga indibidwal na kailangang i-therapy tulad ng nastroke, may bell's palsy at iba pa. Ang mga kailangang dalhin para sap ag papagawa ng ID ay ang Barangay Indigency o Pagpapatunay at Medical Certificate o Referral.

Ang kailangan sundin para sa libreng therapy, una, isumite ang kailangang dokumento sa kawani ng tanggapan ng punong bayan, pangalawa, kung kumpleto at tama ang lahat ng dokumento bigyan ng porma ng therapy, pangatlo, gawin ang ID at indorsement letter sa physiolife therapy center at pang-apat ang pagkakaloob ng ID at indorsement sa kliyente.

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Mga indibidwal na nangangailangang i-therapy		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Indigency o Pagpapatunay • Medical Certificate o Referral		• Tanggapan ng Punong Barangay • Hospital o Clinic ng Doctor		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang kailangang dokumento sa kawani	1. I-tsek ang mga dokumentong hinahanap para sa pag kuha ng Libreng Therapy	wala	1 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
2. Kung kumpleto at tama ang lahat ng dokumento bigyan ng porma ng therapy	2. I-tsek ang datos na sinagutan ng kliyente	wala	2 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
3. Gawin ang ID at indorsement letter sa physiolife therapy center	3. Ang ginawang ID at indorsement ng kawani ay dadalhin sa Punong Bayan para lagdaan	wala	3 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
4. Pagkakaloob ng ID at	4. Itatala sa record book matapos	wala	1 minuto	*Administrative Officer I/*

indorsement sa kliyente	lagyan ng selyo at igawad sa kliyente			*Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
Kabuuan			7 minuto	

8. SERBISYO PARA SA LIBRENG DIALYSIS PARA SA MGA MAMAMAYAN NG BAYAN NG TALAVERA

Ang libreng Dialysis ay binibigay para sa mga residente ng bayan ng Talavera tulad ng may sakit sa bato. Ang kailangan dalhin ay barangay indigency o pagpapatunay at medical certificate o medical abstract.

Ang mga kailangan na gawin ay isumite ang kailangang dokumento sa kawani ng tanggapan ng punong bayan, pangalawa, sumagot sa panayam ng kawani ng tanggapan ng punong bayan, pangatlo, kung kumpleto at tama ang lahat ng dokumento gagawan ng endorsement letter ang kliyente at pang-apat ay ang pagkakaloob ng Endorsement letter sa kliyente.

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Mga indibidwal na nangangailangang i-dialysis		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Indigency o Pagpapatunay • Medical Certificate o Medical Abstract		• Tanggapan ng Punong Barangay • Hospital o Clinic ng Doctor		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang kailangang dokumento sa kawani	1. I-tsek ang mga dokumentong hinahanap para sa pag kuha ng Libreng Dialysis	wala	1 minuto	*Administrative Officer I* Tanggapan ng Punong bayan
2. Sumagot sa panayam ng kawani ng tanggapan ng punong bayan	2. Kapanayamin (interview) ang kliyente ukol sa datos na kailangan ng dialysis center	wala	2 minuto	*Administrative Officer I* Tanggapan ng Punong bayan
3. Kung kumpleto at tama ang lahat ng dokumento gawan ng endorsement letter ang kliyente	3. Gawin ang endorsement letter at palagdaan sa kinauukulan	wala	2 minuto	*Administrative Officer I* Tanggapan ng Punong bayan *Punong Bayan*

4. Pagkakaloob ng Endorsement letter sa kliyente	4. Itatala sa record book matapos lagyan ng selyo at igawad sa kliyente	wala	1 minuto	*Administrative Officer I* Tanggapan ng Punong bayan
Kabuuan			6 minuto	

9. SERBISYO PARA SA LIBRENG PUSTISO AT SALAMIN SA MATA

Ang libreng pustiso ay binibigay sa mga taong hindi na kumpleto ang ngipin at hirap sa pag-nguya ng pagkain. At para naman sa libreng salamin sa mata ito ay pinagkakaloob sa mga taong malalabo ang mata o hirap na sa pagbasa. Ang kailangan dalhin para sa libreng pustiso at libreng salamin sa mata ay barangay indigency o pagpapatunay at liham kahilingan.

Ang kailangan lang gawin, una, isumite ang kailangang dokumento sa kawani, pangalawa, tatanggapin o irereceived ng kawani ang dokumento ng kliyente, pangatlo, sabihan ang kliyente na maghintay ng notipikasyon kung kalian ang schedule ng pagpapasukat ng salamin at pustiso.

OPISINA		Tanggapan ng Punong Bayan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C-Government to Citizens		
SINO ANG DAPAT KUMUHA		Mga indibidwal na nasa talaan ng mahihirap, may mga problema sa pangingin, mga nangangailangang serbisyong dental		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Indigency o Pagpapatunay • Liham Kahilingan		• Tanggapan ng Punong Barangay • Kliyente		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang kailangang dokumento sa kawani	1. I-tsek ang mga dokumentong dala ng kliyente	wala	1 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
2. Tanggapin o ireceived ng kawani ang dokumento ng kliyente	2. Itala sa record book ang datos ng kliyente at pa aprubahan sa kinauukulan	wala	3 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan

3. Sabihan ang kliyente na maghintay ng notipikasyon kung kalian ang schedule ng pagpapasukat ng salamin at pustiso	3. Tawagan ang kliyente kung kalian igagawad ang libreng salamin sa mata at pustiso	wala	3 minuto	*Administrative Officer I/ Administrative Aide III/Clerk II* Tanggapan ng Punong Bayan
Kabuuan		wala	7 minuto	

TANGGAPAN NG SANGGUNIANG BAYAN

(Office of the Sangguniang Bayan)

INTERNAL SERVICES

A. SERBISYO PARA SA AKREDITASYON NG NON-GOVERNMENTAL ORGANIZATION (NGOS) AT MGA ORGANISASYON NG BAYAN (POS)

Bilang pagsunod sa DILG Memorandum Circular No.2019-72, nagpalabas ang Sangguniang Bayan ng panawagan para sa arkeditasyon sa Civil Society Organization (CSOs) sa munisipyong ito. Ang Sangguniang Bayan ay maggagawad ng Sertipiko ng Akreditasyon sa organisasyon para sa kasiya - siyang pagsunod sa lahat ng mga kinakailangan na itinakda ng DILG Circular at mga nauugnay na batas, tuntunin at regulasyon para sa layunin ng representasyon sa mga lokal na espesyal na katawan ng Munisipyo at Sertipikasyon ng Pagkilala sa mga organisasyong nakakatugon ang pinakamababang pangangailangan ng pagiging miyembro ngunit kulang sa kinakailngang pagpaparehistro sa alinmang ahensya ng gobyerno.

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Simpleng Transaksyon
KLASE NG TRANSAKYON	Pamahalaan sa Kliyente Pamahalaan sa Entidad ng Negosyo
SINO ANG DAPAT KUMUHA	Civil Society Organization/Cooperatives/NGO's

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Liham ng Aplikasyon	• Inihanda ng CSO
• Nararapat na nagawang anyo ng Aplikasyon para sa Accreditation	• Opisina ng Sangguniang Bayan
• Resolusyon ng board na nagpapahiwatig ng intensyon para sa Akreditasyon para salayuning pagkatawan sa lokal na espesyal na kinatawan;	• Inihanda ng CSO
• Sertipiko ng Pagpaparehistro;	• depende sa nag – isyu na ahensya
• Listahan ng kasalukuyang mga opisina at miyembro	• Inihanda ng CSO
• Taunang ulat para sa naunang taon; at	• Inihanda ng CSO
• Pinansyal na pahayag,na nilagdaan ng mga opisyales ng organisayon, gayundin ng naunang taon, at nagsasaad ng iba pang impormasyon tulad ng mga pinagmulan ng mga pondo.	

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Anyo ng aplikasyon	1. Ipaalam/ Ipaliwanag sa kliyente ang mga kinakailangan	Wala	5 minuto	Kalihim ng Sangguniang Bayan LLSE 1 -Opisina ng Sangguniang Bayan Administrative Aide IV

				-Opisina ng Sangguniang Bayan
2. Isumite ang nararapat na anyo at mga kinakailangan	2.1 I-verify o patunayan ang pagkakumpleto ng mga isinumeteng dokumento. 2.2 Tanggapin at Itala ang mga dokumentong natanggap.	Wala Wala	5 minuto	LLSE 1 -Opisina ng Sangguniang Bayan Administrative Aide IV -Opisina ng Sangguniang Bayan Administrative Asst. V -Opisina ng Sangguniang Bayan
	2.3 I-kalendaryo ng aplikasyon para sa deliberasyon	Wala	5 minuto	Administrative Asst.III -Opisina ng Sangguniang Bayan
	2.4 Ipasa ang aplikasyon sa Komiteng Tagapangulo ng Akreditasyon	Wala	2 minuto	Administrative Asst.III -Opisina ng Sangguniang Bayan
	2.5 Pagsusuri at pagtalakay	Wala	Napapailalim sa Komite	Tagapangulo ng Komite sa mga Akreditasyon at Miyembro ng SB
	2.6 Anyayahan ang Tagapangulo, Pangulo ng Kinatawan ng mga NGOs/POs sa deliberasyon.	Wala		Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE 1

				-Opisina ng Sangguniang Bayan
	2.7 Kung naaprubahan na ang aplikasyon ihanda ang Sertipiko ng Akreditasyon at Resolusyon	Wala		Kalihim ng Sangguniang Bayan Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE 1 -Opisina ng Sangguniang Bayan
	2.8 Kung ang aplikasyon ay hindi naaprubahan, magbigay ng pauna o pansinin sa NGO/PO tagapangulo na nakasaad ang dahilan para sa hindi pag-apruba.	Wala		Kalihim ng Sangguniang Bayan Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE I -Opisina ng Sangguniang Bayan
	2.9 Magkaroon ng Sertipiko at mga Resolusyon na nilagdaan ng mga sumusunod 2.9.1 Kalihim ng SB 2.9.2 Mga miyembro ng SB	Wala	1 araw	LLSE 1 -Opisina ng Sangguniang Bayan

	2.9.3 Namumunong Opisyal			
	2.10 Ipaalam sa kliyente na ang aplikasyon ay naaprubahan	Wala	1 minuto	Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE 1 -Opisina ng Sangguniang Bayan
	2.11 Isyu ng Sertipiko ng Akreditasyon sa kliyente. Itala ang dokumento na naisyu.	Wala		Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE I -Opisina ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

B. MULING PAG-UURI NG MGA LUPA/RECLASSIFICATION OF LAND

Gaya ng ipanag-uutos ng Kodigo ng Lokal na Pamahalaan ng 1991sa Seksyon 20, ang Sangguniang Bayan sa pamamagitan ng isang ordinansa ay nagpapahintulot sa muling pag-uuri ng mga lupaing pang-agrikultura at nagtatakda ng paraan ng paggamit o disposisyong mga ito kapag ito ay nasunod sa lahat ng clearance at mga dokumento gaya ng nilinaw at ipinatupad ng Memorandum Serye ng Circular Bilang 54 ng 1993.

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Simpleng Transaksyon
KLASE NG TRANSAKYON	Pamahalaan sa Kliyente Pamahalaan sa Negosyo
SINO ANG DAPAT KUMUHA	Mga May-ari ng Lupa

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Liham kahilingan	• pinaghandaan ng kliyente
• Titulo ng lupa	• Registry of Deeds
• Mapa ng Paligid (Vicinity Map)	• Licence Engineer
• Pahayag ng Buwis/Tax Declaration (na – update)	• Municipal Assessor
• Resibo ng Buwis;	• Municipal Treasurer
• Ulat ng Inspeksyon mula sa Municipal Assessor o Tagasuri ng Munisipyo	• Municipal Treasurer
• Affidavit ng hindi pangungupahan;	• Notary Public
• Sertipikasyon mula sa Punongbarangay para sa Pagsasagawa ng Pambublikong Pandinig:	• Brgy. kung saan matatagpuan ang lupa/lote
• Sertipakasyon mula sa Tagapangulo ng BARC;	• Brgy. kung saan matatagpuan ang lupa/lote
• Barangay Resolusyon na pag-apruba ng Muling Pag -uuri;	• Sang.Brgy saan matatagpuan ang lupa/lote
• Sertipikasyon mula sa Pambansa Patubig Pangangasiwa (NIA);	• National Irrigation Administration
• Sertipikasyon mula sa Kagawaran ng Repormang Agraryo;	• MARO
• Sertipikasyon mula sa Kagawarang Pang-agrikultura	• Municipal Agriculture Office
• Sertipikasyon mula DENR.	• DENR Muñoz at Region Office
• Sertipikasyon mula sa Kagawaran ng Zoning Tagapangasiwa;	• MPDC
• Larawan ng lugar (Lokasyon); at	• Ibibigay ng may-ari ng lote
• Resibo ng Pagbabayad (Bayad sa Muling Paguuri)	• Municipal Treasurer

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isiguro ang mga listahan na kinakailangan	1. Ipaalam/ Ipaliwanag sa kliyente ang mga kinakailangan	Wala	5 minuto	Kalihim ng Sangguniang Bayan

				Administrative Aide IV -Opisina ng Sangguniang Bayan LLSE 1 -Opisina ng Sangguniang Bayan
2. Isumite ang mga kinakailangan kasama ang liham ng aplikasyon	2.1 I-verify o patunayan ang pagkakumpleto ng mga isinumiteng mga dokumento 2.2 Tanggapin at Itala ang mga dokumentong natanggap	Wala Wala	5 minuto	Kalihim ng Sangguniang Bayan LLSE 1 -Opisina ng Sangguniang Bayan Administrative Aide V -Opisina ng Sangguniang Bayan
	2.3 I-Kalendaryo ng aplikasyon para sa deliberasyon	Wala	5 minuto	Administrative Aide V -Opisina ng Sangguniang Bayan
	2.4 Pagsusuri,inspeksyon at pambublikong pandinig at deliberasryon	Wala	2 Linggo (depende sa rekomendasyon ng kinatawan)	Komite ng Muling Pag-uuri ng Lupa, Miyembro ng Sanggunian (SB Members)
	2.5 Kung naaprubahan, ihanda ang ordinansang nag-aapruba sa muling Pag-uuri.	Wala		Kalihim ng Sangguniang Bayan LLSE 1

				-Opisina ng Sangguniang Bayan
	2.6 Kung hindi naaprubahan, magbigay ng paunawa/notice sa kliyente na nagsasabi ang dahilan para sa hindi pagsang-ayon	Wala		Kalihim ng Sangguniang Bayan
	2.7 Pirmahan ng mga sumusunod ang ordinansa: 2.7.1 Kalihim ng Sangguniang Bayan 2.7.2 Miyembro ng Sanggunian 2.7.3 Namumunong Opisyal 2.7.4 Punong Bayan	Wala	1 araw	Administrative Aide III -Opisina ng Sangguniang Bayan Administrative Aide II -Opisina ng Sangguniang Bayan
	2.8 Pag-post /publikasyon ng Ordinansa	Wala	20 minuto	LLSE II -Opisina ng Sangguniang Bayan
3. Kumuha ng kopya ng Ordinansa	3. Maglabas / magbigay ng Ordinansa; itala ang dokumentong inisyu	Wala	2 minuto	LLSE I -Opisina ng Sangguniang Bayan LLSE I -Opisina ng Sangguniang Bayan
4. Ipasa ang Ordinansa sa Municipal Assessor o	4.1 Aksyon na ginawa ng Assessor o Tagasuri	Wala		Kliyente/May-Ari

Tagasuri ng Munisipyo				
	4.2 Ihanda ang transmittal sa Sangguniang Panlalawigan 4.3 Kumpletuhin ang mga dokumentong isusumite sa Sangguniang Panlalawigan	Wala Wala	5 minuto	Kalihim ng Sangguniang Bayan LLSE I -Opisina ng Sangguniang Bayan
	4.4 Ipadala ang ordinansa sa Sangguniang Panalalawigan para sa pagsusuri	Wala		Administrative Aide III -Opisina ng Sangguniang Bayan Administrative Aide II -Opisina ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

C. PAGSUSURI SA ORDINANSA NG BARANGAY/REVIEW OF BARANGAY ORDINANCE

Ang Sangguniang Bayan alinsunod sa probisyong Kodigo ng Lokal na Pamahalaan ng 1991, ay susuriin ang lahat ng mga ordinansang inaprubahan ng Snagguniang Barangay upang matukoy kung ang pagpasa nito ay nasa saklaw ng mga itinakdang kapangyarihan ng Sangguniang Barangay.

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Mataas na Teknikal na Aplikasyon
KLASE NG TRANSAKYON	Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Sangguniang Barangay

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Barangay Ordinansa • Sertipiko sa pagsasagawa ng pampublikong pagdinig na may pagdalo (kung kinakailangan)	• Inihanda ng Sangguniang Barangay • Inihanda ng Kalihim ng Barangay

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magsumite ng ordinansa at mga pansuportang dokumento	1.1 Tanggapin at itala ang mga isinumiteng ordinansa 1.2 I-verify ang pagkakumplento ng mga dokumentong isinumite	Wala Wala	5 minuto	Administrative Asst.V -Opisina ng Sangguniang Bayan Kalihim ng Sangguniang Bayan
	1.3 I-kalendaryo ang ordinansa para sa deliberasyon	Wala		Administrative Asst.III -Opisina ng Sangguniang Bayan Administrative Asst. V -Opisina ng Sangguniang Bayan
	1.4 Pagsusuri at deliberasyon	Wala	2 linggo (depende sa rekomendasyon ng	Komite sa mga Batas at Ordinansa

	1.5 Pagdinig ng Komite	Wala	kapulungan o ng kinatawan)	Komite sa Usapin ng Barangay Miyembro ng Sangguniang Bayan Kalihim ng Sangguniang Bayan Administrative Asst.III -Opisina ng Sangguniang Bayan
	1.6 Kung ordinansa ay napatunayang wasto o valid, maghanda ng resolusyon ng pag -apruba sa pagsusuri	Wala		Kalihim ng Sangguniang Bayan Administrative Asst. III -Opisina ng Sangguniang Bayan
	1.7 Kung ang ordinansa ay napatunayang hindi wasto or invalid ay abisuhan at ibalik sa kinauukulang Sangguniang Baranggay	Wala		Kalihim ng Sangguniang Bayan Administrative Asst. III -Opisina ng Sangguniang Bayan
	1.8 Pirmahan ng mga sumusunod ang resolusyon: 1.8.1 Kalihim ng Sangguniang Bayan 1.8.2 Miyembro ng Sanggunian	Wala	1 araw	Adminstrative Asst. IV -Opisina ng Sangguniang Bayan

	1.8.3 Namumunong Opisyal			
2. Kumuha ng kopya ng resolusyon ng pag-apruba sa pagsusuri	*2.1* Mag-isyu o magpadala ng resolusyon sa kliyente at iba pang kinauukulang opisina	Wala	1 araw	LLSE I -Opisina ng Sangguniang Bayan Administrative Aide III -Opisina ng Sangguniang Bayan Administrative Aide II -Opisina ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

D. PAGSUSURI NG ORDINANSANG PAGLALAAN/REVIEW OF BARANGAY BUDGET

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Mataas na Teknikal na Aplikasyon
KLASE NG TRANSAKYON	Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Sangguniang Barangay

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• <u>Para sa Pandagdag na Badyet</u> ○ Pahayag ng mga mapagkukunan ng pagpopondo na nilagdaan ni Brgy. Ingat-Yaman at Punong barangay.	• Inihanda ni Brgy. Ingat Yaman
• Pahayag ng mga Pandagdag na Laang-gugulin	• Inihanda ni Brgy. Ingat Yaman
• Karagdagang AIP (kung mayroon man)	• Inihanda ni Brgy. Ingat Yaman
• Sangguniang Barangay Resolusyon na nag-aapruba ng karagdagang AIP	• Inihanda ni Brgy. Kalihim
• Sangguniang Barangay Resolusyon na nag-aapruba sa Ordinansa sa Paglalaan	• Inihanda ni Sangguniang Barangay
• Paunang pagsusuri ng Municipal Budget Officer o Opisyal ng Badyet ng Munisipyo	• Municipal Budget Officer
• <u>Para sa Taunang Badyet</u> ○ Plantilla ng mga tauhan at opisyal ng Barangay	• Barangay Ingat Yaman
○ Taunang Plano sa Pagkuha	• Barangay Ingat Yaman
○ Inaprubahang taunang Plano sa Pamumuhunan	• Komite sa Pagpapaunlad ng Barangay
○ Ordinansa sa Paglalaan sa Barangay	• Inihanda ni Sangguniang Barangay
○ Programa sa paggasta ng Barangay	• Barangay Kalihim na may Brgy.Dev't. Com.
• 6.20% Plano sa Pagpapaunlad (Naaprubahang Resolusyon)	• Sangguniang Barangay
• 7.5%BDRRMC pondo (Naaprubahang Resolusyon	• Sangguniang Barangay
• Kasarian at kaunlarang plano at Badyet	• Sangguniang Barangay
• Paunang Pagsusuri ng Municipal Budget Officer o Opisyal ng badyet ng Munisipyo	• Municipal Budget Office

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Ang Municipal Budget ay nag-eendorso o itinataguyod ang	1.1 Tanggapin at itala ang mga isinumiteng ordinansa	Wala	5 minuto	Administrative Asst. V -Opisina ng Sangguniang Bayan

Taunan/Pandagdag na Badyet na may ordinansa sa paglalaan para sa pagsusuri ng Sangguniang Bayan				
	1.2 I-Kalendaryo ng deliberayon para sa ordinansa sa paglalaan	Wala		Administrative Asst.III -Opisina ng Sangguniang Bayan
	1.3 Pagsusuri at deliberasyon 1.4 Pagdinig ng mga Komite	Wala Wala	2 linggo (depende sa rekomendasyon ng kinatawan o kapulungan)	Komite sa mga Batas at Ordinansa Komite sa Usaping Barangay Miyembro ng SB Kalihim ng Sangguninag Bayan
	1.5 Maghanda ng resolusyon na nagdedeklara ng Ordinansang Paglalaan na gumagana sa kabuuan nito, napapailalim sa mga kundisyon, hindi gumagana sa kabuuan nito sa kabuuan ng hindi gumagana sa bahagi.	Wala		LLSE I Administrative Asst.IV Kalihim ng Sangguniang Bayan -Opisina ng Sangguniang Bayan
	1.6 Pirmahan ng mga sumusunod ang resolusyon: 1.6.1 Kalihim ng Sangguniang Bayan	Wala	1 araw	Administrative Asst.IV -Opisina ng Sangguniang Bayan

	1.6.2 Miyembro ng Sangguniang Bayan 1.6.3 Namumunong Opisyal			
2. Ang Sangguniang Barangay o Ingat – Yaman ay maaring makakuha ng kopya ng resolusyon ng aksyon sa pagsusuri.	*2.* Isyu o ipadala ang resolusyon sa kliyente at iba pang kinauukulang opisina	Wala	2 minuto	LLSE I Administrative Aide III -Opisina ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

E. KAHILINGAN/PAG-ISYU NG "CERTIFIED TRUE/PHOTOCOPY" NG MGA ORDINANSA, MGA RESOLUSYON, OPISYAL NA DOKUMENTO AT TALA.

Mga Lehislatibong Dokumento,Resolusyon at mga ordinansang ipinasa ng Sangguniang Bayan na hiniling ng mga tanggapan at tao para sa layuning sanggunian at gabay at pagkakalakip sa kanilang mga opisyal na talaan na paghahanap ng legalidad ng paggamit ng nasabing mga dokumento.

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Simpleng Transaksyon
KLASE NG TRANSAKYON	Pamahalaan sa Kliyente Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Mga kliyente na may kahilingan at layunin

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Liham Kahilingan ng Kliyente na nakasaan ang hinihiling na dokumento (may lagda ng humihiling) • ID o anumang dokumento na mapagkikilanlan	•

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang mga kliyente ay magsumite ng hinihiling na liham na tinutukoy ang hiniling na mga dokumento, Resolusyon/Ordinansa,Numero o mga Pamagat	1.1 I-verify ang layunin ng kahilingan at pagkakaroon ng hiniling na mga dokumento	Wala	2 minuto	Kalihim ng Sangguninag Bayan
	1.2 Hanapin ang ordinansa/mga resolusyon sa database or datus kung available o magagamit. Kung ang Ordinansa/ Resolusyon ay hindi magagamit	Wala		Administrative Asst. IV LLSE I LLSE I Administrative Aide V -Opisina ng Sangguniang Bayan

	o available sa database o datus maghanap sa mga hard copy na inihain.			
	1.3 Kalihim ng Sangguniang Bayan /Opisyal na susunod sa ranggo ay nagpapatunay sa pagiging tunay ng mga dokumento	Wala	2 minuto	Kalihim ng Sangguniang Bayan
2. Kumuha ng sertipikong totoo / photocopy ng mga dokumento	*2.* Ilabas/Ibigay ang mga dokumento. Itala ang mga dokumento	100 pesos kada pahina	3 minuto	Administrative Aide III LLSE I LLSE I Administrative Aide V Opisina ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

F. PAGSUSURI NG BADYET NG EHEKUTIBO AT PAGSASABATAS NG ORDINANSA SA PAGLALAAN

Ang Seksiyon 319 ng Kodigong Lokal na Pamahalaan ng 1991 ay naghanda na ang Sangguniang Bayan,sa o bago ang katapusan ng kasalukuyang taon ng pananalapi ay dapat magpatibay, sa pamamagitan ng isang ordinansa,ang taunang badyet ng yunit ng Lokal na Pamahalaan para sa susunod na taon batay sa mga pagtatantya ng kita at paggasta, isinumite ng lokal na punong ehekutibo.

OPISINA	Sangguniang Bayan
KLASIPIKASYON	Mataas na Teknikal na Aplikasyon
KLASE NG TRANSAKYON	Pamahalaan sa Pamahalaan Sangguniang Barangay
SINO ANG DAPAT KUMUHA	

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• <u>Para sa Pandagdag na Badyet</u> ▪ Transmittal letter na nilagdaan ng Lokal na Punong Ehekutibo	▪ Mayor's Office/ Opisina ng Alkalde

▪ LBP Anyo Blg. 9 (Pahayag ng mga Pinagmulan ng Pondo na may lagda ng Lokal na Kalihim at Lokal na Accountant)	▪ Municipal Budget Office
▪ LBP Anyo Blg. 10 (Pahayag ng Karagdagang Paglalaan na may lagda ng Lokal Badyet na Opisyal at Lokal na Punong Ehekutibo)	▪ MPDO
▪ Karagdagang AIP (kung mayroon man)	▪ Mayor's Office
• <u>Para sa Taunang Badyet</u>	
▪ Transmittal letter na nilagdaan ng Lokal na Punong Ehekutibo	▪ HRMO
▪ Mensahe ng Badyet	▪ Municipal Treasurer/Accounting/Budget Office
▪ Plantilla ng Tauhan ng LGU (LBP Anyo Blg. 3)	▪ GSO
▪ Pahayag ng Pagkakautang (LBP Form Blg. 5)	▪ MPDO
▪ Taunang Badyet sa Pagpapatakbo para sa Lokal na Pang-ekonomiyang Negosyo (kung mayroon man)	▪ Budget Office
▪ Taunang Plano sa Pagkuha	▪ MPDO/Budget Office
▪ Inaprubahang Taunang Plano sa Pamumuhunan	▪ MDRRM Office
▪ Lokal na Paggasta	▪ GAD Committee/Budget Office
▪ 20% Plano sa Pagpapaunlad	▪ GAD Committee
▪ 5% BDRRMC Pondo (Naaprubahang Resolusyon)	▪ MDRRRMO
▪ DILG-inendorso ang Kasarian at Plano sa Pagpapaunlad at Badyet	▪ MDRRMO/MENRO
▪ Lokal na Pagbabawas ng Panganibsa Kalamidad at Plano ng Tagapangasiwa (Sinuri ng OCD)	▪ Peace and Order Committee
▪ Lokal na Plano ng Aksyon sa Klima	▪ MNAO
▪ Plano ng Kapayapaan at Kaayusan	▪ LCPC Committee
▪ Lokal na Plano ng Nutrisyon	
▪ Listahan ng mga PPAs para sa Lokal na Konseho para sa Proteksyon ng mga Bata.	▪ PDAO ▪ -MHO
▪ Listahan ng mga PPAs para sa matatanda at taong may kapansanan	
▪ Lisatahan ng PPAs upang labanan ang nakuhang Immune Deficiency (AIDS)	

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Ang LCE ay nagsusumite ng badyet ng ehekutibo ng Munisipyo.	1.1 Tumanggap at magtala ng mga isinumiteng ordinansa	Wala	5 minuto	Administrative Asst. V -Opisina ng Sangguniang Bayan
	1.2 I-verify ang pagkukumpleto ng isinumiteng badyet ayon sa listahan/checklist	Wala		Kalihim ng Sangguniang Bayan
	1.1 I-kalendaryo ang ordinansa sa Paglalaan	Wala		Kalihim ng Sangguniang Bayan Administrative Asst.II -Opisina ng Sangguniang Bayan
	1.2 **Unang Pagbasa** ➢ Referral ng Badyet ng Ehekutibo sa Com. ng Pananalapi at Paglalaan	Wala		Namumunong Opisyal
2. Iba't ibang CSO's 3. Lokal na Komite ng Pananalapi 4. Pinuno ng Departamento	**1.1 Pangalawang Pagbasa** ➢ Paunang pagsusuri at deliberasyon. **1.2 Mga Pagdinig ng Komite** ➢ mag-imbita ng akreditadong CSO na dumalo	Wala Wala Wala	2 linggo (depende sa rekomendasyon ng kinatawan o kapulungan)	Miyembro ng Snagguniang Bayan Kalihim ng Sangguniang Bayan Administrative Asst. V

	➢ Post Notice ng Badyet deliberasyon ➢ Imbitahan ang LFC na tulungan ang Sanggunian sa pagsusuri ng Badyet ng ehekutibo. ➢ Mag-imbita ng mga pinuno ng departamento at mga tanggapan upang bigyang katwiran ang panukalang Badyet	Wala		-Opisina ng Sangguniang Bayan Administrative Asst. IV -Opisina ng Sangguniang Bayan
	1.3 Pangatlong Pagbasa ➢ Awtorisasyon sa badyet ➢ Pinapahintulutan ng Sanggunian ang badyet sa pamamagitan ng ordinansa sa paglalaan	Wala		Miyembro ng Sangguniang Bayan
	1.4 Ihanda ang ordinansa sa paglalaan na nagpapahintulot sa taunang badyet	Wala		Kalihim ng Sanggunian Bayan
	1.5 Pirmahan ng mga sumusunod ang ordinansa sa paglalaan ➢ Kalihim ng Sangguniang Bayan	Wala		Administrative Asst.IV -Opisina ng Sangguniang Bayan

	➢ Miyembro ng Sangguniang Bayan ➢ Namumunong Opisyal			
	1.6 Pag-apruba ng ordinansa sa paglalaan ng LCE 1.7 Kung maaaprubahn ang AO, ipaskil ng kalihim ang AO at ipapasa ang mga kopya nito sa awtoridad sa pagsusuri. 1.8 Kung ang AO ay na-veto, maaring i-override ng Sanggunian ang beto ng 2/3 ng lahat ng miyembro.	Wala		Kalihim ng Sangguniang Bayan Miyembro ng Sangguniang Bayan
Kabuuang halaga at oras		wala	minuto	

TANGGAPAN NG
PAMBAYANG KALUSUGAN
(MUNICIPAL HEALTH OFFICE)
EXTERNAL SERVICES

1. Pagpapakunsulta ng pasyenteng may sakit

Ang pag papakunsulta ng may sakit ay kinakailangan ma suri ng doktor na nakatalaga sa klinika upang ito may agapan agad at ng hindi na lumalala ang nararamdaman ng pasyente.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• wala	• wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala sa Health Worker na nakatalaga	1. Pagtatanong ng impormasyon	Wala	3 minuto	*Nars/Midwife* Health Office
2. Pagbibigay ng impormasyon ukol sa pagkakasakit kung mayroon man	2. Pag-fill-up ng Medical Certificfate	Wala	4 minuto	*Nars/Midwife* Health Office
3. Pagpunta sa Doktor dala ang consultation form na bigay ng Health Worker	3. Pagsusuri ng Doktor ayon sa nakalagay sa consultation form o base sa impormasyon ibinigay	Wala	4 minuto	*Doktor* Health Office
4. Pagkuha o pagpipirma sa release book ng Medical Certificate	4. Pagbibigay ng Medical Certificate	Wala	2 minuto	*Nars/Midwife* Health Office
Kabuuang halaga at oras		wala	13 minuto	

2. Pagkuha ng Medical Certificate

Ang medical certificate ay ibinibigay sa mga taong nangangailangan ng patunay na sila ay nag pa konsulta sa pagamutan tulad ng Rural Health Unit. Ito din ang basehan ng kalagayan ng isang pasyente.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Resulta ng laboratory	• Municipal Health Office

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala sa Health Worker na nakatalaga	1. Pag kuha ng impormasyon sa pasyente at pagtala ng mga detalye	Wala	2 minuto	*Nars* *Midwife* Health Office
2. Pagbibigay ng impormasyon sa sakit na nararamdaman	2. Pagkuha ng mga vital signs (BP, temperature,gamot na nainom RR at PR) at pagtatanung sa nararamdaman ng pasyente.	Wala	5 minuto	*Nars* *Midwife* Health Office
3. Pagpunta sa Doktor na nakatalaga dala ang consultation form na bigay ng Health Worker	3. Aktual na panggagamot at pagbibigay ng gamot o reseta sa pasyente Wala	Wala	5 minuto	*Doktor* Health Office
4. Pagkuha o pagpipirma sa release book ng Medical Certificate	4. Pagbibigay ng Medical Certificate	Wala	2 minuto	*Nars* *Midwife* Health Office
Kabuuang halaga at oras		wala	15 minuto	

3. Panganganak

Ang isang babaeng nag bubuntis ay maaring pumunta sa paanakang pambayan upang makunsulta ito sa kanyang kalagayan at kung 9 na buwan na maari na ito mag tungo para sa kanyang panganganak.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• MDR	• Philhealth
• Pagpapatunay(Brgy. Indigency)	• Barangay hall

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala sa Health Worker na nakatalaga	1. Kunin ang record ng pasyente, kung wala ay gawan ito	Wala	2 minuto	*Nars* *Midwife* Health Office
2. Pagbibigay ng impormasyon ng pasyente	2. Pagtatanong ng impormasyon sa payente at pagkuha ng vital signs (BP, temperature gamot na nainom, RR at PR)	Wala	4 minuto	*Nars* *Midwife* Health Office
3. Paghahanda sa panganganak	3. Pagbibigay ng reseta ng mga gamot sa kaanak ng pasyente at iba pang kakailanganin sa panganganak	Wala	4 minuto	*Nars* *Midwife* *Doktor* Health Office
4. Panganganak	4. Aktual na pagpapaanak sa buntis	Wala	30 minuto	*Nars* *Midwife* Health Office
5. Pakikinig ng payo tungkol sa kagandahan ng breasfeeding	5. Pagbibigay ng payo ukol sa kagandahan ng breastfeeding	Wala	9 minuto	*Nars* *Midwife* *Doktor* Health Office
6. Pagpapatingin sa vital signs bago pauwiin	6. Pagkuha ng vital signs at pagpapayo sa pag-iingat sa pasyente at sa baby pag-inom ng gamot	Wala	8 minuto	*Nars* *Midwife* *Doktor* Health Office
Kabuuang halaga at oras		Wala	57 minuto	

4. Pagbabakuna sa Bata

Ang pag bibigay ng bakuna sa baby ay kapanganak dapat ito mabigyan ng BCG injection at Hepa B si baby para sa anti-tubercolosis at paninilaw or sakit na hepatitis. Ang lahat ng mga bagong paanak ay kinakailangan mabigyan ng bakuna upang hind imaging sakitin ang baby.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Wala	• Wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala sa Health Worker na nakatalaga	1. I-check ang recod ng bata	Wala	2 minuto	*Nars* *Midwife* Health Office
2. Pagpapatingin ng vital signs	2. Pagkuha ng vital signs at pagcheck –up sa bata kung anong vaccine ang tamang ibigay ayon sa record	Wala	5 minuto	*Nars* *Midwife* Health Office
3. Pagpapabakuna	3. Aktual na pagbabakuna sa bata	Wala	5 minuto	*Nars* *Midwife* Health Office
4. Pakikinig ng payo at schedule ng susunod na pagpapabakuna	4. Pagpapayo upang hindi mamaga ang bakuna at pabibigay ng petsa ng susunod na bakuna	Wala	5 minuto	*Nars* *Midwife* Health Office
Kabuuang halaga at oras		wala	17 minuto	

5. **Pagpapabunot ng Ngipin**

Ang pasyenteng nakakaramdam ng pag sakit ng kanilang ngipin ay maari nag punta sa dental clinic upang ito ma konsunlta at kung kinakailangan pa inomin ng gamot o kaylangan na itong bunutin.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Wala	• Wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala sa Dental Aide	1. Pagkuha ng impormasyon ng pasyente at pagtatala	Wala	2 minuto	*Dental Aide* Health Office
2. Pagpapabunot ng ngipin	2. Actual na pagbubunot ng ngipen	300	10 minuto	*Dentista/ Dental Aide* Health Office
3. Pakikinig ng payo ng pag-iingat	3. Pagbibigay ng payo sa pasyente ay paraan ng paginom ng gamot	Wala	3 minuto	*Dentista* Health Office
4. Pagtanggap ng gamut at reseta	4. Pag bibigay ng reseta at gamot	Wala	3 minuto	*Dentista* Health Office
Kabuuang halaga at oras		P300.00	18 minuto	

6. Pagkuha ng Health Card

Ang health card ay ginagamit ng mga taong nais magtarabaho sila ay kailangan dumaan sa mga pag susuri ng dugo at X-ray para malaman kung sila ay karapat dapat maka pag trabaho.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	All

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Hepa Test • Chest Test • Drug Test • Fecalysis • Urinalysis	• Talavera General Hospital at iba pang Laboratoryo

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagpapagawa ng Health Card	1. Pag kuha ng resulta sa kliyente at pag tatala ng impormasyon	Wala	10 minuto	*Sanidad* Health Office
2. Pagpirma ng Sanidad	2. Pag gawa ng health card	Wala	5 minuto	*Sanidad* Health Office
3. Pagpirma ng Doktor	3. Pagpipirma ng Doktor	Wala	5 minuto	*Doktor* Health Office
Kabuuang halaga at oras		wala	20 minuto	

7. Pagkuha ng Dental Certificate

Ang dental certificate ay ibinibigay sa mga taong nangangailangan ng patunay na sila ay nag pa konsulta sa dental clinic ito din ang basehan ng kalagayan ng isang pasyente upang sila ay makabalik sa kanilang trabaho.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Wala	• Wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagpapagawa ng Dental Certificate	1. Kuhanin ang detalye o datos ng kliyente at tinginan sa record ng clinic	Wala	2 minuto	*Dental Aide* Health Office
2. Pagkakaloob ng Dental Certificate	2. Gagawin ang Dental Certificate at papirmahan sa Dentista, itala sa record book at ipagkaloob sa kliyente	Wala	10 minuto	*Dental Aide* *Dentista* Health Office
3. Pagpapagawa ng Dental Certificate	3. Kuhanin ang detalye o datos ng kliyente at tinginan sa record ng clinic	Wala	2 minuto	*Dental Aide* Health Office
Kabuuang halaga at oras		wala	14 minuto	

8. Paggawa ng Pahintulot sa Pagbubukas ng Nitso at Paglilibing

Ang pag bubukas ng nitso at pag lilibing ay isang opisyal na dokumento na naglalaman ng mga impormasyon ukol sa pagkamatay ng isang indibidwal.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Death Certificate	• Local Civil Registrar Office

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magpatala ng ng detalye ng kliyente	1. Kuhanin ang detalye o datos ng namatay na kliyente at itala.	Wala	10 Minuto	*Sanidad* Health Office
2. Pagpapapirma sa Doktor	2. Papirmahan sa Doctor, itala sa papel at ipagkaloob sa kliyente.	Wala	2 Minuto	*Sanidad* *Doktor* Health Office
Kabuuang halaga at oras		wala	12 minuto	

9. Serbisyo Kontra Rabies

Pag bibigay kaalaman sa mga taong tungkol sa rabies. Kapag nakagat ng hayop tulad ng aso o pusa ay kinakailangan sila masuri at pumunta sa Animal Bite Center upang sila ay matingnan at mabigyan ng bakuna kontra rabies.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Resulta ng Plema	• Municipal health
• Resulta ng X-ray	• Talavera General Hospital

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Kumuha ng numero	1. Kumuha ng numero at hintayin matawag	Wala	1 Minuto	*ABTC Nars* RHU II
2. Pag papatala ng impormasyon ng pasyente	2. Pag tatanong ng impormasyon at pag kuha ng vital signs	Wala	5 Minuto	*ABTC Nars* RHU II
3. Pag konsulta sa pasyente at pag bibigay ng payo	3. Pag konsulta sa pasyente at pagbibigay payo sa PrEP at PEP	wala	5 Minuto	*Municipal Health Officer* RHU II
4. Pag bibigay ng bakuna	4. Pag injection ng ATS , TT at Anti Rabies Vaccine	Wala	30 Minuto	*ABTC Nars* RHU II
5. Pag bibigay ng bakuna	5. Pag injection ng ATS , TT at Anti Rabies Vaccine, Equine	Wala	2 Oras	*ABTC Nars* RHU II
6. Pag bibigay ng bakuna kontra rabies	6. Present Post – Exposure (pag bibigay ng bakuna kontra rabies Prophylaxis Treatment Card (ibibigay ang bakuna kontra rabies sa ikatlong araw o ikapitong araw	wala	3 Minuto	*ABTC Nars* RHU II
Kabuuang halaga at oras		wala	46 minuto	

10. Serbisyo para sa TB DOTS

Para mabigyan ng serbisyo ang mga pasyente na may TB maaari silang mag pa kunsulta ng libre at ipakita ang result X-ray at laboratoryo para malaman kung anong klaseng gamot ang kaylangan sakanila ibigay na aabutin na 6 na buwan na gamutan.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Resulta ng Plema	• Municipal Health Office
• Resulta ng X-ray	• Talavera General Hospital

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagtatala ng impormasyon ng pasyente	1. Pag kuha ng impormasyon ng pasyente	Wala	2 Minuto	*Nars* Health Office
2. Pagtatala ng impormasyon ng pasyente	2. Pag susuri sa pasyente at pag bibigay ng impormasyon sa mga dapat at hindi dapat gawin.	Wala	5 Minuto	*Nars* *Doktor* Health Office
3. Pag bibigay ng gamot	3. Pag bibigay ng karampatang gamot.	Wala	3 Minuto	*Nars* Health Office
4. Pagkuha ng dugo para sa HIV testing protocol sa pasyente na may TB.	4. Magkakaroon ng ilang kompidensyal na katanungan bago kukuhanan ng dugo ang pasyente para sa HIV testing.	Wala	45 minuto	*Medtech* Health Office
5. Pagtatala ng impormasyon ng pasyente	5. Pag kuha ng impormasyon ng pasyente	Wala	2 Minuto	*Nars* Health Office
Kabuuang halaga at oras		wala	57 minuto	

11. Pagproseso sa Laboratoryo

Ang pag proseso sa laboratory dito ginagawa ang test tulad ng hepatitis B, syphilis at hiv test para sa mga buntis at sa iba pang pasyente na nag papakonsulta at binibigyan ng laboratoryo request sa klinika.

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Wala	• Wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pag kuha ng request sa Health Worker	1. Kukuha ng request form sa midwife o doktor	Wala	2 minuto	*Med Tech* Health Office
2. Pag punta sa laboratoryo	2. Pumunta sa tanggpan ng laboratory at ibigay ang request form	Wala	1 minuto	*Med Tech* Health Office
3. Pagtatala ng impormasyon ng pasyente	3. Itala ang impormasyon sa listahan sa laboratory	Wala	2 minuto	*Med Tech* Health Office
4. Pag kolekta ng ihi, dugo o plema	4. Hintayin tawagin para sa pag kolekta ng ihi,dugo o plema	Wala	10 minuto	*Med Tech* Health Office
5. Pag hihintay ng resulta ng laboratoryo	5. Habang pinoproseso ng medtech maghintay sa tanggapan ang pangalan at maibigay ang resulta.	Wala	40 minuto – 1 oras	*Med Tech* Health Office
Kabuuang halaga at oras		wala	1 oras at 15 minuto	

12. Pagproseso sa Pagbabakuna ng COVID-19

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Medical Certificate	• Hospital

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagtatala ng impormasyon ng pasyente	1. Pag kuha ng impormasyon at mag pa rehistro.	Wala	5 Minuto	*Nars* Health Office
2. Pag sasagawa ng health screening sa pasyente	2. Sasailalim sa health screening at tatanungin tungkol sa kalusugan, kung may nakasalamuha na positibo sa COVID-19, kung may mga iniinom na gamot, kung may allergies atbp.ito ay para makasiguro kung angkop para sa inyo ang magpabakuna sa kasalukuyan.	Wala	5 Minuto	*Nars* Health Office
3. Pakikinig ng impormasyon ng pasyente	3. Makikinig sa ibabahaging imposrmasyon tungkol sapagpapabakuna para sa COVID-19.	Wala	8 Minuto	*Nars* Health Office
4. Pagbibigay ng bakuna	4. Pagbibigay ng bakuna .	Wala	2 Minuto	*Nars/Doktor* Health Office
5. Pag sasagawa ng obserbasyon sa pasyenteng nabakunahan	5. Ang lahat ng nabakunahan ay kailangang manatili sa pasilidad ng 15 minuto para sa maobserbahan kung may hindi magandang nararamdaman.	Wala	15 Minuto	*Nars* Health Office
Kabuuang halaga at oras		Wala	35 minuto	

13. Pagproseso sa Antigen Testing

OPISINA	Municipal Health Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Wala	• Wala

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagtatala ng impormasyon ng pasyente	1. Alamin ang impormasyon ng pasyente at kumpirmahin sa mga "CONTACT TRACERS" kung sila ay talagang "CLOSE CONTACT" o kung isa sa Probable/Suspected na pasyente.	Wala	10 minuto	*Med Tech* Health Office
2. Pag sagawa ng test sa pasyente	2. Isagawa ang Antigen testing nang may kaukulang pag iingat	Wala	5 minuto	*Med Tech* Health Office
3. Pag hihintay ng resulta	3. Mag hintay ng 15 hanggang 20 minuto para sa resulta.	Wala	15-20 minuto	*Med Tech* Health Office
4. Pag bibigay ng impormasyon sa pasyente	4. Ipaalam sa pasyente ang resulta. Kapag negatibo ito, sabihin sa pasyente na ituloy pa rin ang "QUARANTINE". Kapag positibo naman, ipag bigay alam agad ito sa mga "Contact Tracers" para sa karampatang aksyon. Kapag malinis at handa ang kwartong pag tutuluyan ng pasyente, makikipag ugnayan ang sanidad sa BHERTS o Contact Tracers upang abisuhan ang pasyente. Tanging ang rescue vehicle lamang ng LGU ang maaring	Wala	10 -20 minuto	*Med Tech* Health Office

	mag hatid/sundo sa pasyente			
5. Pag bibigay ng impormasyon sa pasyente sa pag admit sa TQF	5. Kapag ang pasyente ay na admit na sa TQF, ang quarantine nito ay tatagal ng 5-7 na araw o higit pa, depende sa kalagayan nito. Sila ay pangangalagaan ng mga doktor at nars na may sariling quarters sa TQF. Sila ay makikipag ugnayan sa isa't isa sa pamamagitan ng tawag o text upang maiwasan ang contraction ng COVID-19. Kung kinakailangang Makita personal ng doctor o nars ang pasyente ay dapat itong mag suot ng kaukulang PPEs.	Wala	24 Oras	*Nars/Doktor* Health Office
6. Pag bibigay kaalaman sa pasyente mayayari ng matapos ang kanyang quarantine	6. Kapag sumapit ang 14 na araw ng Quarantine ng pasyente ay maaring itong na ma-discharge kung siya ay ASYMPTOMATIC. Kung siya naman ay may MILD TO MODERATE SYMPTOMS, maaring siyang mag request ng RT-PCR o Antigen Testing sa MHO o sa Private. Tanging ang rescue vichle lamang ng LGU ang maaaring mag hatid / sundo sa pasyente	Wala	10 Minuto	*Nars/Doktor* Health Office
7. Pag bibigay kaalaman sa pasyente kapag nag negatibo o positibo sa antigen test	7. Kapag negatibo ang resulta ng RT-PCR o Antigen Testing ng pasyente ay maaring na itong ma- discharge. Kapag positibo naman ay tuluyan pa nito ang quarantine sa loob ng 7 na araw hanggang sa	Wala	48 Na Oras	*Nars/Doktor* Health Office

	ito ay gumaling mag negatibo na sa COVID			
Kabuuang halaga at oras		wala	7 araw at 5 minuto	

TANGGAPAN NG
PAMBAYANG TAGATASA
(MUNICIPAL ASSESSOR'S OFFICE)
EXTERNAL SERVICES

1. Paglilipat ng Tax Declaration

All person who buy a parcel of Land or Building, we need to go the office of the Municipal Assessor attached all required documents to transfer the declaration in your name and to cancelled the previous owner

OPISINA	Municipal Assessor's Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C (Government to Public)
SINO ANG DAPAT KUMUHA	May ari ng lupa/Kinatawan
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Photo copy ng Titulo (2 kopya)	• Owner/Register of Deeds
• Photo copy ngTax Receipt-current (Basic/SEF) (1 kopya)	• Owner/Treasurer's Office
• Photo copy ng C A R (1 kopya)	• Owner/B.I.R.
• Photo copy ng Transfer of Tax (1 kopya)	• Owner/Provincial Treasurer's Office
• Community Tax Certification (Sedula)	• Owner/Treasurer's Office
• Deed of Conveyance (Donation/Sale/Extra Judicial Settlement) (1 kopya)	• Owner/Abogado
• Approved Subd. Plan (2 kopya) (in case of subdivision)	• Owner/Geodetic Engineer

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang lahat ng mga kinakailangang dokumento para sa kumpletong pagpapatunay	1. Ihahambing ang mga datos sa mga dokumentong nakatala	wala	3 minuto bawat ari-arian	*LAOO II, LAOO I, Assmt. Clerk III, Assmt. Clerk II (Assessor's Office)*
2. Ipakita at bayaran ang order of payment sa nakatalagang Revenue Collector	2. Hingin ang order of payment sa kliyente at isyuhan ng resibo	P 150.00 piso (As per Municipal Ordinance No. 31-A-2020)	2-5 minuto bawat ari-arian	*Clerk II, Revenue Collection Clerk I,II at III, Local Revenue Collection Officer I at II, Bookbinder II at Computer Operator III (Tresurer's Office)*
3. Ibalik ang resibo sa nakatalagang empleyado	3.1 Pagtala ng PIN sa Tax Mapping Division	wala	10-15 minuto bawat titulo o ari-arian	*Tax Mapper I (Assessor's Office)*
	3.2 Paggawa ang Tax Declaration/ FAAS sa	wala		*LAOO II, LAOO I, Assmt. Clerk III,*

	Appraisal & Assessment Division			*Assmt. II (Assessor's Office)*
4. Lagdaan ang Tax Declaration matapos ang paglilipat	4. Lagdaan/ Aprubahan ang Tax Declaration at FAAS	wala	1-2 minuto bawat Tax Declaration /FAAS	*Municipal Assessor/ Asst. Department Head I (Assessor's Office)*
5. Lagdaan na natanggap ang mga dokumento kung ang kliyente ang mag papa-apruba sa PAO	5. Ipadala ang lahat ng mga dokumento/ tala sa Provincial Assessor's Office para sa pag-apruba	wala	1 Linggo/ 1 araw kung ang kliyente ang magdadala sa PAO	*CLERK I (Assessor's Office) (for approval-Provincial Assessor's Office)*
6. Pagkakaloob ng kopya ng Tax Declaration sa deklarante	6. Itatala sa record book (Adm. & Records Management Division) at pipirmahan ng kliyente	wala	1 minuto	*Admin. Aide II (Assessor's Office)*
Kabuuang halaga at oras		wala		

2. Pagkuha ng Certified True Copy ng Tax Declaration at iba pang sertipikasyon

The True copy of Tax Declaration is being issued by this office for the following reasons:

- *For mortgage/ Loan Bank or financial institution requirement.*
- *For BIR/Pag-Ibig Fund requirements and or other government Agency requirement*
- *For Legal purposes*
- *For personal File copy*

OPISINA	Municipal Assessor's Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C (Government to Public)
SINO ANG DAPAT KUMUHA	Land Owner/Representative
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Photo copy ng Titulo	• Owner/Register of Deeds
• Photo copy ng Tax Receipt-current (Basic/SEF)	• Owner/Treasurer's Office

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang lahat ng mga kinakailangang dokumento para sa kumpletong pagpapatunay	1. Ihahambing ang mga datos sa mga dokumentong nakatala	wala	3 minuto bawat ari-arian	*LAOO II/LAOO I/ Assmt. Clerk III/ Assmt. Clerk II/ Adm. Asst. I /Clerk I* Assessor's Office
2. Ipakita at bayaran ang order of payment sa nakatalagang Revenue Collector	2. Hingin ang order of payment sa kliyente at isyuhan ng resibo	P 150.00 *Batay sa Municipal Ordinance No. 31-A-2020 (Annex __)*	2-5 minuto bawat ari-arian	*Clerk II, RCC I,II at III, LRCO I at II, Bookbinder II at Comp. Operator III* Tresurer's Office
3. Ibalik ang resibo sa nakatalagang empleyado	3.1 Ihanda/ i-encode/ i-print ang Tax Declaration/Iba pang sertipikasyon	wala	5 minuto- Tax Declaration 10 minuto- Property Holdings 5 minuto-	LAOO II/LAOO I/ Assmt. Clerk III/ Assmt. Clerk II/ Adm. Asst. I /Clerk I Assessor's Office
	3.2 Lagdaan/ Aprubahan ang Tax Declaration/ Sertipikasyon	wala		*Municipal Assessor/ Asst. Department Head I (or all officers authorized by of the*

			Cert. of No Record	*Mun. Assessor* Assessor's Office
4. Pagkakaloob ang kopya ng Tax Declaration/ Sertipikasyon sa kliyente	4. Itatala sa record book at pipirmahan ng kliyente	wala	1 minuto	*Clerk I/ Adm. Aide II* Assessor's Office
Kabuuang halaga at oras		P150.00		

3. Reclassification

"Agriculture Classification Only", *Assignment to a different Class or Category like residential, commercial and industrial use.*

OPISINA	Municipal Assessor's Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C (Government to Public)
SINO ANG DAPAT KUMUHA	May ari ng lupa/Kinatawan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• photo copy ng Sangguniang Bayan Resolution (2 kopya)	• SB/ Vice Mayor's Office
• photo copy ng Sangguniang Panlalawigan Resolution (2 kopya)	• Sangguniang Palalawigan/Vice Governor's Office
• photo copy of DAR Clearance (2 kopya)	• Dept. of Agrarian Reform/ MARO
• photo copy of DA Clearance (2 kopya)	• Dept. of Agriculture/ Mun. Agriculture
• photo copy of Zoning Clearance (2 kopya)	• MPDC Office
• photo copy of Letter Request (2 kopya)	• Owner
• photo copy of Tax Receipt of current year (2 kopya)	• Owner/Treasurer's Office
• Photo copy of Title (2 kopya)	• Owner/ROD
• Inspection Fee (orihinal na resibo)	• Treasurer's Office
• Picture (Property)	• Owner

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng mga kinakailangang dokumento para sa kumpletong pagpapatunay	1. Ihahambing ang mga datos sa mga dokumentong nakatala	Wala	3 minuto	*LAOO II/ LAOO I* (Assessor's Office)
2. Humiling para sa ocular inspection	2. Magsagawa ng ocular inspection / investigation	*See Table 1. Per Area of Land (page.28)*	2-4 na oras depende sa layo ng ari-arian	*Asst. Dept. Head I / LAOO II/ LAOO I /Tax Mapper I/ Tax Mapping Aide* Assessor's Office
3. Bayaran ang mga kinakailangang bayarin sa MTO	Hingin ang order of payment sa kliyente at isyuhan ng resibo		2-5 minuto	*Clerk II, Revenue Collection Clerk I,II at III, Local Revenue Collection*

				Officer I at II, Bookbinder II at Comp. Operator III Tresurer's Office
4. Ibalik ang resibo sa nakatalagang empleyado	4.1 Pagtala ng PIN sa Tax Mapping Division	Wala	20 minuto	*Tax Mapper I/Tax Mapping Aide* Assessor's Office
	4.2 Paggawa ang Tax Declaration/ FAAS sa Appraisal & Assessment Division sa muling pag uuri ng lupa	Wala		*LAOO II/ LAOO I* Assessor's Office
	4.3 Paggawa ng Inspection Report	Wala		*Asst. Dept. Head I/ LAOO II/LAOO I/ Tax Mapper I* Assessor's Office
5. Lagdaan ang Tax Declaration matapos ma-reclassify ang Tax Declaration	5. Lagdaan/ Aprubahan ang Tax Declaration, FAAS at Inspection Report	Wala		*Municipal Assessor/ Asst. Department Head I* Assessor's Office
6. Lagdaan na natanggap ang mga domumento	6. Ipadala ang lahat ng mga dokumento/ tala sa Prov. Assessor's Office para sa pag-apruba	Wala	1 araw matapos idala ng kliyente sa PAO	*Provincial Assessor* Provincial Assessor's Office
Kabuuang halaga at oras		-		

4. TAX MAPPING

Tax maps establish a permanent link between real properties in the field and the property Assessment and Tax records in the office.

OPISINA		Municipal Assessor's Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2C (Government to Public)		
SINO ANG DAPAT KUMUHA		Requesting Party		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Photo copy ng titulo		• Owner/Register of Deeds		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Humiling para sa tax mapping	1. Ihahambing/ hahanapin sa mapa ang dalang dokumento sa mapa	wala	5-7 minuto bawat ari-arian	*Tax Mapper I, Tax Mapping Aide* Assessor's Office
2. Bayaran ang mga kinakailangang bayarin sa MTO	Hingin ang order of payment sa kliyente at isyuhan ng resibo	P 50.00 *Batay sa Municipal Ordinance No. 31-A-2020 (Annex __)*	2-5 minuto	*Clerk II, Revenue Collection Clerk I,II at III, Local Revenue Collection Officer I at II, Bookbinder II at Computer Operator III (Tresurer's Office)* Treasury Office
3. Ibalik ang resibo sa nakatalagang empleyado	3. Itatala ang numero ng resibo at halaga sa log book		1 minuto	*Admin. Aide II* Assessor's Office
Kabuuang halaga at oras				

5. Certificate of No Improvement

If we buy a parcel of land then we pay a capital gain tax. the BIR need a certificate of No Improvement to compute the Final Assessment.

OPISINA		Municipal Assessor's Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2C (Government to Public)		
SINO ANG DAPAT KUMUHA		May ari ng lupa/Kinatawan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Building Permit		• Engineering Office		
• Building Occupancy		• Engineering Office		
• Photo copy ng titulo		• Owner/Register of Deeds		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng mga kinakailangang dokumento para sa kumpletong pagpapatunay	1. Ihahambing ang mga datos sa mga dokumentong nakatala	*wala*	3 minuto	*LAOO II/ LAOO I/ Assmt. Clerk III/ Assmt. Clerk II* Assessor's Office
2. Humiling para sa ocular inspection	2. Magsagawa ng ocular inspection/ investigation	*wala*	2-4 na oras depende sa layo ng ari-arian	*Asst. Dept. Head I/ Tax Mapper I / LAOO II/ LAOO I* Assessor's Office
3. Punan ang Sinumpaang Salaysay	3.1 Pagtala ng PIN sa Tax Mapping Division	*wala*	15 minuto	*Tax Mapper I/ Tax Mapping Aide*
	3.2 Paggawa ng Tax Declaration/ FAAS sa Appraisal & Assessment Division	*wala*		*LAOO II/ LAOO I/ Assmt. Clerk III/ Assmt. Clerk II* Assessor's Office
4. Lagdaan matapos ang Tax Declaration	4. Lagdaan/ Aprubahan ang Tax Declaration, FAAS at Sinumpaang Salaysay	*wala*		*Municipal Assessor/ Asst. Department Head I* Assessor's Office
5. Lagdaan na natanggap ang mga domumento	5. Ipadala ang lahat ng mga dokumento/ tala sa Prov. Assessor's Office para sa pag-apruba	*wala*	1 Linggo/ 1 araw kung ang kliyente ang magdadala sa PAO	*Clerk I* Assessor's Office *Provincial Assessor* Provincial Assessor's Office

6. Pagkakaloob ang kopya ng Tax Declaration at Notice of Assessment sa deklarante	6. Gagawan ng Notice of Assessment at itatala sa record book sa Adm. & Records Division at pipirmahan ng kliyente	wala	1-2 minuto	*Assessment Clerk III, Assessment Clerk II,Clerk I, Adm. Aide II* Assessor's Office
7. Bayaran ang mga kinakailangang bayarin sa MTO	7. Hingin ang notice of assessment sa kliyente at isyuhan ng resibo	Halaga ng amilyar/ buwis ng ari-arian	3-5 minuto bawat ari-arian	Clerk II, Revenue Collection Clerk I,II at III, Local Revenue Collection Officer I at II, Bookbinder II at Computer Operator III (Tresurer's Office)
Kabuuang halaga at oras				

6. Pagkuha ng Sertipikasyon na walang Nakatayong Gusali/ Improvement at Sertipikasyon ng Road Right Way

Declaration of Newly discovered building machinery and improvement is one of the most common procedures when selling or mortgaging in any banking institution, Pag-Ibig Loan and for taxation purposes.

OPISINA		Municipal Assessor's Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2C (Government to Public)		
SINO ANG DAPAT KUMUHA		Requesting Party		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Photo copy ng Titulo		• Owner/Register of Deeds		
• Photo copy ng Tax Receipt-current (Basic/SEF)		• Owner/Treasurer's Office		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng mga kinakailangang dokumento para sa kumpletong pagpapatunay	1. Ihahambing ang mga datos sa mga dokumentong nakatala	Wala	3 minuto	*LAOO II/ LAOO I/ Tax Mapper I/ Tax Mapping Aide* Assessor's Office

2. Humiling para sa ocular inspection	2. Magsagawa ang ocular inspection at inspection report		2-4 na oras depende sa layo ng ari-arian	*Asst.Dept. Head I / Tax Mapper I/Tax Mapping Aide* Assessor's Office
3. Bayaran ang mga kinakailangang bayarin sa MTO	3. Hingin ang order of payment sa kliyente at isyuhan ng resibo	*See Table 1. Per Area of Land (page 28)*	2-5 minuto	*Clerk II, RCC I,II at III, LRCO I at II, Bookbinder II at Comp Operator III* Treasury Office
4. Ibalik ang resibo sa nakatalagang empleyado	4.1 Paggawa ang Sertipikasyon		15 minuto	*LAOO II/ Tax Mapping Aide-CNI Asst.Dept. Head I-Cert. of Right of Way* Assessor's Office
	4.2 Lagdaan/ Aprubahan ang Tax Declaration/ Sertipikasyon			*Municipal Assessor* Assessor's Office
5. Pagkakaloob ang kopya ng Tax Declaration/ Sertipikasyon sa may-ari ng ari-arian	**7.** Itatala sa record book at pipirmahan ng kliyente		1 minuto	*Clerk I / Admin. Aide II* Assessor's Office
Kabuuang halaga at oras		--		

Table 1. Per Area of Land

Municipal Assessor's Office	
Area Size	**Payment**
Area less than 500 sq. m	P300.00 pesos
501 to 1,000 sq. m	P350.00 pesos
1,001 to 2,000 sq. m	P400.00 pesos
2,001 to 5,000 sq. m	P500.00 pesos
5,001 to 10,000 sq. m	P700.00 pesos
10,000 above sq. m	P1,000.00 pesos

TANGGAPAN NG PAMBAYANG KAGALINGANG PANLIPUNAN AT PAGPAPAUNLAD

(MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE)

EXTERNAL SERVICES

1. Child Welfare Program

1.1 Early Childhood Care and Development

1.1.1 Early Childhood Care and Development/Day Care Service

Early Childhood Care and Development is the provision of substitute parental care to children ages 3 to 4 who are potentially neglected, abused, exploited or abandoned during part of the day when the parents cannot attend to his/her need.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga batang edad 3 hanggang 4 taong gulang/ Magulang ng mga bata

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
Birth Certificate • Local Copy or PSA (Xerox only)	• PSA or Mun. Civil Registrar
• Health record (immunization, record of child's allergy to food/medicine)	• Municipal Health Office/ Attending Physician

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagpapatala ng Bata	1.1 Iskedyul ng pagpapatala ng mga bata. 1.2 Panayam sa mga magulang/ bata.	Wala	10 minuto/ bata	*Day Care Workers/ Child Development Workers* MSWDO
2. Isumite ang *birth certificate* at *health record* ng bata.	2.1 pagtatasa ng profile ng kalusugan ng bata.	Wala	2 oras sa 20 bata	*Day Care Workers/ Child Development Workers* MSWDO
3. Dumalo sa pagpupulong	3.1 Magsagawa ng pagpupulong at oryentasyon sa mga magulang. 3.2 Ipamahagi ang Day Care handbook.	Wala	2 oras	*Day Care Workers/ Child Development Workers* *SWO 3* MSWDO
4. Pagdalo ng mga bata sa *Day Care Session.*	4. Magsagawa ng *Day Care Session*	-Wala	3 oras	*Day Care Workers/ Child Development Workers* MSWDO
5. Dumalo sa buwanang pagpupulong	5. Magsagawa ng buwanang	-Wala	2 oras	*Day Care Workers/ Child Development Workers* MSWDO

	pagpupulong ng mga magulang.			
6. Makiisa sa mga Gawain	6.1 Magsagawa ng *Search for Bright child* 6.2 Magsagawa ng *Children's Congress* 6.3 Magsagawa ng *Family Day* 6.4 Magsagawa ng *Parents' Congress* 6.5 Moving-Up Ceremony 6.6 Community gardening/ clean and green/ earth day activities		6 hanggang 8 oras/ gawain	*Day Care Workers/ Child Development Workers* *MSWDO Staff*
7. Pagtatasa *(Assessment)* sa mga bata	7.1 Magsagawa ng pagtasa sa pagunlad ng bata, batay sa 7 *domains.*		30 minuto/ bata	*Day Care Workers/ Child Development Workers* MSWDO
8. Pagdalo sa *Parent Conference*	8.1 Magsagawa ng *Parent Conference*		20 minuto/ magulang	*Day Care Workers/ Child Development Workers* MSWDO
9. Medical and dental check-up	9.1 Makipag ugnayan sa MHO sa *schedule* ng *medical* at *dental check-up* 9.2 Provide venue for medical/dental check-up 9.3 Ipaalam sa magulang ang schedule ng check-up		20 minuto 10 minuto/ bata	*All DCWs* *Rural Health Physician* *Rural Health Dentist* *Rural Health Nurse*
Kabuuang halaga at oras				

1.1 Early Childhood Care and Development

1.1.2 Supplemental Feeding in Day Care

Provision of hot meals for 120 days to children enrolled in day care to maintain, sustain, and improve their nutritional status.

Everyday for 120 days integrated in the day care sessions.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga batang edad 3 hanggang 4 taong gulang nan aka enroll sa DCS.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Weight and Height monitoring of children	• DCCs/CDCs
• Health record (immunization, record of child's allergy to food/medicine)	• Municipal Health Office/ Attending Physician
• Record of deworming/ vitamin supplementation	• MHO

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagtitimbang sa Bata	1.1 Pagsasagawa ng buwanang pagtitimbang sa bata. 1.2 Pagsasagawa ng *weight/ height monitoring record* ng bata.	wala	5 minuto/ bata 2 oras	*Day Care Workers/ Child Development Workers* MSWDO
2. Paghahanda ng pagkain	2.1 Pagpapakain sa mga bata.	wala	1 oras	*Day Care Workers/ Child Development Workers* *Parent volunteers*
Kabuuang halaga at oras				

2. Protective Services

2.1 Child Custody

Refers to the services and activities designed for the care, protection, participation and rehabilitation of children and youth in difficult situation and ensure their social adjustment, total growth and development.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga magulang na nagnanais makuha ang pangangalaga sa kanilang anak.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Birth certificate	• LOCAL CIVIL REGISTRAR OR PSA
• Marriage Contract	• LOCAL CIVIL REGISTRAR OR PSA
• Parenting Capability Assessment	• LSWDO

Paalala: Maaaring mabago ang kinakailangang dokumento depende sa kasong inilahad.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagrereport ng magulang sa tanggapan ng MSWDO at pagsusumite ng mga kailangang dokumento.	1.1 Panayam sa magulang 1.2 Pagkuha sa mga kailangang dokumento.	Wala	10 minuto 5 minuto	*SWO-I* *SWO-III* MSWDO
2. Pagdalo ng magulang sa pagdinig ng kaso sa Barangay.	2. Gumawa ng referral letter sa Barangay	Wala	5 minuto	*SWO-I* *SWO-III* MSWDO
3. Ang bata ay inilagay sa ilalim ng pansamantalang /permanenteng pag-iingat ng mga tagapag-alaga / mga magulang bilang kasunduan sa barangay o sa hukuman.	3. Magbigay ng gabay / suporta sa kliyente		Depende sa tagal ng hearing.	*SWO-I* *SWO-III* MSWDO
Kabuuang halaga at oras		Wala		

2.2 Pagsagip sa mga Batang Biktima ng Iba't-Ibang Uri ng Pang-Aabuso

Refers to the services and activities designed for the care, protection, participation and rehabilitation of children and youth in difficult situation and ensure their social adjustment, total growth and development.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Highly Technical
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Saanmang Government Hospital

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Birth certificate	• LOCAL CIVIL REGISTRAR OR PSA
• Police Blotter	• PNP
• Medical Examination	• Saanmang Government Hospital

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pag-uulat tungkol sa pang-aabuso sa bata o mga ulat sa pamamagitan ng tawag sa telepono sa telepono blg. (044) 958-38-32	1.1 Natanggap na ulat at tanungin ang impormasyon at lokasyon ng biktima. 1.2 Makipag-ugnayan sa mga tagapagpatupad ng batas at barangay opisyal para sa pagsagip sa biktima 1.3 Pagpunta ng rescue team sa lugar na kinaroroonan ng biktima.	Wala	Depende	*ADMIN. AIDE* *SWO I* *SWO 3* MSWDO
2. Nasagip ang biktima.	2. Pansamantalang paglalagak ng biktima sa isang ligtas na tuluyan o tirahan.		Depende	*SWO I* *SWO 3*

3. Pagdadala sa biktima sa Women & Children Center.	3.1 Pagbibigay ng pangunahing pangangailangan ng biktima 3.2 Panayam at orientation patungkol sa mga polisiya ng center.	Wala	Depende 1 oras	*SWO I* SWO 3 MSWDO
4. Medical check up	4. Samahan ang kliyente sa medical examination	Wala	oras	*SWO I* SWO 3 MSWDO
5. Magbigay ng salaysay sa Tanggapan ng PNP.	5. Samahan ang kliyente sa istasyon ng pulisya.	Wala	1 hour	*SWO I* SWO 3 MSWDO
6. Pananatili ng biktima sa Women & Children Center.	6.1 Pagbibigay ng Psychosocial intervention and center- based services 6.2 Paghahanda sa kliyente at sa kanyang pamilya sa kanyang pagbabalik sa komunidad at pamilya.	Wala	6 na buwang hanggang 1 taon	*SWO I* SWO 3 MSWDO
7. Pagbabalik ng kliyente sa kanyang pamilya.	7. Paghahatid ng kliyente sa pamilya at barangay	wala	1 hour	*SWO I* MSWDO
Kabuuang halaga at oras				

2.3 Children Victims of Slight Physical injuries/Abuse

Refers to the services and activities designed for the care, protection, participation and rehabilitation of children and youth in difficult situation and ensure their social adjustment, total growth and development.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga batang biktima ng pang- aabuso

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Birth certificate	• LOCAL CIVIL REGISTRAR OR PSA
• Police Blotter	• PNP
• Medical Examination	• Government Hospital

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang biktima ay dumating sa opisina na may bahagyang pisikal na pinsala. Pagsagot sa panayam	1.1 Panayam sa kliyente at itala sa porma ng talaan ang mga impormasyon. 1.2 Pagtatasa sa kliyente base sa kanyang tugon.	Wala	20 minuto 15 minuto	*SWO-I* *SWO-III* MSWDO
2. Medical examination	2. Sumangguni sa PNP para sa pulis blotter at CHO para sa medikal na pagsusuri	Wala	15 minuto	*SWO-I* *SWO-III* PNP- WCPD
3. Pagdalo sa pagdinig ng kaso		Wala	15 minuto hanggang 2 oras	*SWO-I* *SWO-III* MSWDO
Kabuuang halaga at oras				

2.4 Walk – In/Referred (Victims of Rape, Trafficking, Pornography, Severe Physical Injuries, Child Labor etc.)

Refers to the services and activities designed for the care, protection, participation and rehabilitation of children and youth in difficult situation and ensure their social adjustment, total growth and development.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Child whom is a victim of Trafficking, Pornography, Severe Physical Injuries, Child Labor etc.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• **KLASE NG TRANSAKSYON**	• **KLASIPIKASYON**
• **SINO ANG DAPAT KUMUHA**	• **KLASE NG TRANSAKSYON**
• Medical Examination	• **SINO ANG DAPAT KUMUHA**

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang mga batang biktima ng panggagahasa, pambubugaw, pornograpiya, pananakit, bata, atbp ay humihingi ng tulong sa opisina	1.1 Panayam sa biktima 1.2 Pamahalaan ang kaso sa pamamagitan ng; 1.3 Pakikipag ugnayan sa Pulisya para sa pagkuha ng salaysay ng biktima. 1.4 Magsampa ng kaukulang kaso sa pamamagitan ng pakikipag-ugnayan sa mga awtoridad ng Pulisya 1.5 Siguraduhin ang kaligtasan ng biktima e.g. a. Pagdadala sa biktima sa isang institusyon para sa pansamantalang tuluyan.	wala	15 minuto 10 minuto 1 araw/ 8 oras 6 na buwan hanggang 1 taon	*SWO-I* *SWO-III* MSWDO

2. Pagdalo ng biktima sa pagdinig ng kaso sa korte.	2. Pagsama sa biktima sa pagdalo sa pagdinig ng kaso.		4 oras	
3. Pansamantalang pananatili sa center.	3. Pagbibigay ng pansamantalang tirahan		6 na buwan hanggang 1 taon	
4. Makakuha ng katarungan ng kaso / bumalik sa bahay o pamilya.	4. Paghahatid ng biktima sa kanyang pamilya.		30 minuto	*SWO-I* *SWO-III* MSWDO
Kabuuang halaga at oras				

2.5 Pagbibigay Ng Assessment Report Para Sa Mga Menor De Edad Na Maglalakbay Sa Ibang Bansa

Theprogram aims to protect minors travelling abroad against child trafficking and other form of abuse; and circumstances which endanger child survival and normal development.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Application form	• MSWDO
• Kopya ng Birth Certificate ng bata mula sa PSA	• PSA
• Kopya ng Marriage Certificate ng magulang ng bat amula sa PSA	• PSA
• Sa kaso ng illegitimate na bata, certificate of no marriage (CENOMAR) ng ina ng bata.	• PSA
• Special power of Attorney at Affidavit of Support and Consent from minor's parents from the Philippine Embassy/Consulate for parent/s who are working abroad with attached photocopy of passport and working permit/visa. For parent/s who worked locally, Notarized Affidavit of Consent and Support at place of residence of minor/s parent/s the solo parent or the legal guardian with valid identification card with specimen signature permitting the minor to travel to a foreign country;	• Philippine Embassy in the country where the minor's parent/s is working • Lawyer in their place of residence
• Two (2) original colored passport size photos (white, red or blue background) of the minor taken within the last six	• Applicant

(6) months from the time of application. No scanned picture is allowed.	
• Photo copy of passport of minor's travelling companion	• Applicant
• Affidavit of support and certified copy of any evidence to show financial capability of sponsor (parents/legal guardian or other person/agency shouldering the expenses) such as Certificate of employment or latest income tax return or Bank Statement	• Employer of Parent/s guardian
• Assessment Report from the Local Social Welfare Office (LSWDO) or SWO III/II	• MSWDO
• Photo copy of death certificate from PSA, in case of either or both parents of minor are deceased.	• Applicant
• Unaccompanied minor (for 13 years old and above), Certificate from the Airlines and Waiver from the parent/s releasing DSWD from any liability/responsibility in case of untoward incident during the travel of the minor.	• Airlines/Parent/s

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso / Karagdagang mga kinakailangan ay ipapataw depende sa kaso

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lagdaan ang logbook ng kliyente	1. Tumulong sa kliyente na punan ang logbook	Wala	1 minuto	Admin. Aide MSWDO
2. Ilahad ang pangangailangan	2. Panayam sa kliyente	Wala	10 minuto	*SWO-I* *SWO-III* MSWDO
3. Isumite ang mga dokumentong kailangan.	3.1 Tingnan ang mga dokumento 3.2 Tulungan ang kliyente sa pagsagot ng porma ng pagtatala 3.3 Pag gawa ng Assessment Report na kailangan sa pagbibigay ng Travel Permit ng DSWD	Wala	4 minuto 10 minuto 2 oras	*SWO-I* *SWO-III* MSWDO
Kabuuang halaga at oras		Wala	2 oras at 25 minuto	

3. LEGAL ADOPTION

Early Childhood Care and Development is the provision of substitute parental care to children ages 3 to 4 who are potentially neglected, abused, exploited or abandoned during part of the day when the parents cannot attend to his/her need.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Highly Technical
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
A. For Abandoned, neglected and dependent children	
• Petition	
• Updated Social Case Study Report	DSWD/MSWDO
• Written certification from local or national radio or television station that the case was aired on three (3) different dates	DSWDMSWDO RADIO STATION
• Publication in one (1) newspaper of general circulation	
• Police report or barangay certification from the locality where the child was found	
• Returned registered mail to the last known address of parents or known relatives	NEWSPAPER OF GENERAL CIRCULATION
• Original Birth/Foundling certificate/child's profile	
• Recent whole body photograph of the child with date when it was taken	
• Whole body photograph of the child upon abandonment or admission to the agency or institution	PNP/BARANGAY
• 2 pcs 2x2 photo upon abandonment	POST OFFICE PSA
B. For voluntarily Committed/surrendered children	
• Endorsement letter	
• Updated Social Case Study report	MSWDO
• Notarized Deed of Voluntary Commitment (DVC)	MSWDO
• Original Birth Certificate	
• Recent whole-body photograph of the child with date when it was taken	MSWDO
• Whole body photograph of the child upon surrender/admission to the agency/institution with date when it was taken	PSA

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lagdaan ang logbook ng kliyente	1. Tumulong sa kliyente na	Wala	1 minuto	*Admin. Aide*

	punan ang logbook			
1. Ilahad ang pangangailangan	2. Panayam sa kliyente	Wala	10 minuto	*SWO-I* *SWO-III* MSWDO
3. Isumite ang mga dokumentong kailangan para sa adoption/foster care	3.1 Tingnan ang mga dokumento 3.2 Panayam sa adoptive parents/biological parents	Wala	1 oras	*MSWDO*
4. Paglagda sa Deed of Voluntary Commitment o Kasulatan ng boluntaryong pagkakaloob.	4.1 Magsagawa ng counseling sa tunay na magulang ng bata (kahihinatnan ng pag-aalis ng kanilang mga magulang karapatan sa ibabaw ng bata) 4.2 Magsagawa ng pagpapayo sa mga magulang na nag-aampon 4.3 Papirmahin ang magulang ng bata sa DVC	wala	depende	*SWO-III* MSWDO
5. Application for Certification Declaring a Child as Legally Available for Adoption (CDCLAA) (to be issued by the DSWD Secretary)	5.1 Mag- collateral contact/ interview 5.2 Mag- home visit/ interview sa magulang at sa mag- aampon. 5.3 Tingnan ang mga dokumentong kailangan para sa CDCLAA 5.4 Dumawa ng comprehensive	wala	1 oras 2 oras 30 minuto 3 araw	*SWO-III* MSWDO

	social case study report			
6. Application for Consent to Adoption (Ito ay ipinagkakaloob ng DSWD Secretary)	6.1 Review all documents submitted as required for the issuance of consent to adoptionTingnan ang mga dokumentong isinumite na kailangan para sa 6.2 Conduct home visit to adoptive family 6.3 Gumawa ng Child study Report 6.4 Gumawa ng Home Study Report	wala	30 minuto 1 araw 2 araw 2 araw	*MSWDO*
7. Pag- file ng petition for Legal Adoption	7. Tulungan ang adoptive parents sap ag file ng petition sa Family court	wala	1 araw	*MSWDO*
8. Pagdalo sa Court Hearings	8.1 Samahan ang adoptive parent sa pagdalo sa court hearings 8.2 Dumalo o tumayong witness sa pagdinig ng kaso.	wala	4 oras	*MSWDO*
9. Makakuha ng adoption decree.	9. Pagbibigay ng adoption decree.			Court
Kabuuang halaga at oras		Wala		

4. YOUTH WELFARE PROGRAM

4.1 Unlad Kabataan Program

The goal is to promote the development of out-of- school youth and other disadvantaged youth to become self-reliant, economically productive, socially responsible citizens and able to contribute to the development of their family and community.

OPISINA	
KLASIPIKASYON	Complex
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Out of School **Youth** at disadvantaged youths na edad 15-24 na wala pang asawa

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
Birth Certificate • Local Copy or PSA (Xerox only)	• PSA or Mun. Civil Registrar
• Certification from the Barangay Captain/ Certificate of Indigency	• Barangay

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagkakaroon ng mga kabataang hindi nag aaral.	1. Dumalo sa Barangay Session upang maikampanya ang programa patungkol sa OSY (Magpamigay ng Flyers/ handouts at iba pang babasahin para sa OSY)	wala	1 oras	*Admin. Aide* *SWO I,* *SWO III* MSWDO
2. Sumagot sa mga pagtatanong.	2. Mag-Conduct Home Visitation to potential members (Prepare masterlist of potential beneficiaries)	wala	1 oras	*SWO I,* *SWO III* MSWDO
3. Dumalo sa pagpupulong upang maipahayag ang kanilang mungkahi at magsumite ng	3. Magsagawa ng pagpupulong (Maghanda ng attendance sheet, and Roster Form)	wala	4 oras	*SWO I,* *SWO III* MSWDO

kanilang plano nggawain.				
4. Dumalo sa mga sesyon at magpahayag ng mga ideya.	4. Magsagawa ng buwanang sesyon	wala	2 oras	*SWO I, SWO III* MSWDO
5. Ang kliyente ay humihingi ng tulong para sa income generating services.	5. Magsagawa ng training needs assessment. (Prepare TNA Form)	wala	2 oras	*SWO I, SWO III* MSWDO
6. Dumalo sa Sesyon sa Paghahanda ng mamamayan at Maghanda ng Panukala ng Proyekto.	6. Tumulong sa paghahanda sa Panukala ng Proyekto. (Maghanda ng assessment form)	Wala	4 oras	*SWO I, SWO III* MSWDO
7. Maghanda ng Project Proposal at endorsement letter sa suporta mula sa ahensiya.	7. Padaliin ang kanilang access sa mga oportunidad sa mga ahensyang makapagbibigay tulong pangkabuhayan (TESDA, DOLE, PESO, DSWD, atbp) (Draft Project Proposal, Referral/ Endorsement Letter)	Wala	4 oras	*SWO I, SWO III* MSWDO
8. Mag-follow up ng isinumiteng panukala	8. Tulungan ang grupo sa paggawa ng follow-up	wala	10 minuto	*SWO I* MSWDO
9. Kapag inaprubahan ang panukala ng proyekto, ipatupad ang proyekto	9. Regular na pagpupulong at pagsusubaybay ng proyekto.	wala	4 oras	*SWO I, SWO III* MSWDO
10. Isumite para sa ebalwasyon	10. Magsagawa ng ebalwasyon at	Wala	4 oras	*SWO I, SWO III*

	rekomendasyon ng proyekto			MSWDO
11. Nagawang plano	11. Suriin ang pagganap ng grupo at gumawa ng rekomendasyon.	Wala	4 oras	*SWO I, SWO III* MSWDO
Kabuuang halaga at oras		wala	2 hanggang 3 araw	

4.2 Serbisyo upang protektahan ang mga kabataang may suliranin sa batas.

This is a juvenile justice and welfare for children below 18 years old who provides a paradigm shift from retributive to restore justice which gives emphasis on making children/youth in conflict with Law accountable for the act committed and rehabilitating rather than punishing him or her.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Highly Technical
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga kabataang may suliranin sa batas.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
Birth Certificate (CICL) • Local Copy or PSA (Xerox only)	• PSA o Mun. Civil Registrar
• Case Referral from referring agency/ Police Blotter/ Barangay Blotter	• PNP Station (Invest. Unit/ WCDP)/ • Barangay
• Certification from the Barangay Captain	• Barangay
• Medical Certificate	• Talavera General Hospital
Note: Kinakailangang dokumento depende sa iniharap na kaso / Karagdagang mga kinakailangan ay ipinapataw depende sa kaso.	

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang batang nakalabag sa batas ay idinala sa tanggapan ng MSWDO.	1. Panayam sa batang nakalabag sa batas	Wala	1 oras	*SWO I, SWO III* MSWDO

2. Sumasailalim sa Pagtatasa ng Discernment	2.1 Magsagawa ng Assessment of Discernment. 2.2 I- evaluate ang resulta ng discernment	wala	30 minuto hanggang 1 oras	*SWO I, SWO III* MSWDO
3. CICL acted with discernment.Diversion Plan	3.1 Magbuo ng Diversion Plan 3.2 Gumawa ng manifestation report 3.3 Magsumite ng Manifestation Report at Diversion Plan	wala	1 hour 30 mins 1 araw	*SWO I, SWO III,* MSWDO
3.1 CICL stays at RRCY (minimum of 6 months)	3.1.1 Referral sa RRCY 3.1.2 Ihatid ang kliyente sa RRCY	wala	1 Linggo 1 araw	*SWO I, SWO III* MSWDO
3.2 CICL is compliant to Rehabilitation Program	3.2.1 Mag- submit ng terminal report for discharge and to dismiss the case.	wala	1 araw	*RRCY Social Worker*
3.3 Waits for Court Order	3.3.1 Ihanda ang pamilya sa pagbabalik ng kliyente	wala	1 Linggo	*SWO I, SWO III* MSWDO
3.4 Returns Home	3.4.1 After Care Services	wala	1 araw	*SWO I, SWO III* MSWDO
Kabuuang halaga at oras		wala		

4. CICL acted without discernment	4.1 Gumawa ng Intervention Program 4.2 Gumawa ng Manifestation Report 4.3 Magsumite ng Manifestation Report at Intervention Program	wala	1 oras 30 minuto 1 araw 1 araw	*SWO I, SWO III* MSWDO

	4.4 Makipag unagnayan sa Barangay para sa pagpapatupad ng Intervention Program			
4.1 Client performs Intervention Program	4.1.1 Subaybayan at suriin ang pagganap ng kliyente. 4.1.2 I-endorso ang bata sa Barangay para matapos ang Interbensyon Programa.	wala	3 buwan	*SWO I, SWO III* MSWDO
Kabuuang halaga at oras				

5. WOMEN'S WELFARE PROGRAM

5.1 Community-Based Services for Disadvantaged Women/ KALIPI

The provision of Social Welfare Services to disadvantaged women ages 18-59 to promote their welfare with specific attention to presentation and/ or eradication of their exploitation in any form as well as the promotion of skills for employment and self-actualization.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Complex
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Mga kababaihang may edad 18- 59 taong gulang na walang pirmihang hanapbuhay.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Miyembro ng KALIPI, kung hindi, hikayatin na sumali sa grupo. • Nakikiisa sa mga Gawain sa Barangay.	

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagkakaroon ng mga kababaihan sa barangay.	1. Dumalo sa Barangay session upang ipaalam ang programa ng KALIPI (distribute Flyers/handouts and other	wala	1 oras	*Clerk 1, SWO 1* MSWDO

	documents related on women)			
2. Dumalo sa mga pagpupulong.	2. Magsagawa ng pagpupulong	Wala	2 oras	*Clerk 1, SWO 1* MSWDO
3. Dumalo sa pulong at magbigay ng opinion/ plano	3. Magsagawa ng buwanang pagpupulong at oryentasyon patungkol sa mga Karapatan ng kababaihan.	wala	2 oras	*Clerk 1, SWO 1* MSWDO
4. Humingi ng tulong ang Kliyente sa paglikha ng kita.	4. I-Assesses at suriin ang kanilang mga kwalipikasyon at kahandaang isagawa ang partikular na proyekto.	wala	2 oras	*Clerk 1, SWO 1* MSWDO
4.1 Dumalo sa Sesyon sa Paghahanda ng Lipunan at maghanda ng Panukala ng Proyekto.	4.1 Magsagawa ng panlipunang paghahanda at tulong sa paghahanda sa Paggawa ng Panukala ng Proyekto.		2 oras	
4.2 Kasalukuyang titik ng Panukala at endorsement ng Proyekto at gumawa ng apila para sa suporta mula sa mga nag-aalala sa ahensiya.	4.2 Padaliin ang kanilang access sa mga Livelihood program (TESDA, DOLE, CDLO, GAD, DSWD, atbp.)		2 hours	
4.3 Mag-follow up ng isinumiteng panukala.	4.3 Tulong grupo sa paggawa ng follow-up		10 minutes	

4.4 Kapag ang proyekto ay inaprubahan, ipatupad ang proyekto 4.5 Isumite para sa pagsusuri.	4.4 Regular na pagpupulong at pagsusubaybay ng proyekto 4.5 Magsagawa ng ebalwasyon ng proyekto at rekomendasyon		4 oras 4 oras	
5. Ipatupad ang planong aktibidad.	5. Regular na buwanang pagsubaybay ng Plano	wala	4 oras	*Clerk 1, SWO 1* MSWDO
6. Nagawa ang plano	6. Suriin ang pagganap ng grupo at gumawa ng rekomendasyon	wala	4 oras	*Clerk 1, SWO 1* MSWDO
Kabuuang halaga at oras		wala		

5.2 Women in Especially Difficult Circumstances

This is the provision of assistance to women victims of abuse and needs crisis interventions, to deter and prepare them for their eventual return to their families.

OPISINA	Municipal Social Welfare and Development Office			
KLASIPIKASYON	Simple			
KLASE NG TRANSAKSYON	G2C Government to Citizen			
SINO ANG DAPAT KUMUHA	Kababaihang biktima ng pang aabuso at pambubugaw			
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Case Referral from referring agency/ Police Blotter/ Barangay Blotter • Certification from the Barangay Captain • Medical Certificate		• PNP Station (Invest. Unit/ WCDP) • Barangay • Talavera General Hospital		
Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso				
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang biktima ay humingi ng tulong (Walk-in or referred)	1. Panayam sa kliyente	wala	1 oras	*SWO I, SWO III* MSWDO

2. Magtungo sa ahensya.	2. Gumawa ng referral letter: 2.1 Hospital/Medico Legal for medical certificate 2.2 Hospital/Dr. Sage for psychological assessment 2.3 Court for economic support for T/PPO 2.4 Barangay for BPO	wala	10 minuto	*SWO I, SWO III* MSWDO
	3. Advise client to return for other support social services	wala		*SWO I, SWO III* MSWDO
Kabuuang halaga at oras		wala	1 oras at 1o minuto	

5.3 Rescue Service for Abused Women (VAWC)

This is the provision of assistance to women victims of abuse and needs crisis interventions, to deter and prepare them for their eventual return to their families.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Abused and trafficked women

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Case Referral from referring agency/ Police Blotter/ Barangay Blotter • Certification from the Barangay Captain • Medical Certificate	• PNP Station (Invest. Unit/ WCDP) • Barangay • Talavera General Hospital

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagrereport ng insidente	1.1 Tumanggap ng ulat at alamin ang	wala	10 minuto	*SWO I* MSWDO

	lokasyon ng biktima at perpetor. 1.2 Makipag-ugnayan sa mga tagapagpatupad ng batas at barangay opisyal para sa pagsagip sa biktima 1.3 Pagpunta ng Rescue team sa lugar ng biktima		3 minuto 3 oras	
2. Nasagip ang biktima	2. Dalhin ang biktima sa isang ligtas na lugar		3 oras	Social Worker/ PNP Personnel
3. Magpa-medical check-up	3. Samahan ang kliyente para sa medical examination		2 oras	*SWO I* MSWDO
4. Magbigay ng salaysay sa Talavera PNP station.	4. Samahan ang kliyente sa PNP station.		1 araw	*SWO I* MSWDO
4.1 Para sa kliyenteng kinakailangan ng pansamantalang tutuluyan-mananatili sa isang institusyon.	4.1 I-refer ang kliyente sa The Haven, Tarlac.		1 araw	*SWO I* MSWDO
5. Dumalo ng counseling session	5.1 Provide counseling service. 5.2 Prepare family and community for client reintegration 5.3 Magbigay ng counseling service. 5.4 Ihanda ang pamilya at komunidad para sa pagbabalik ng kliyente.		1 oras	**Center Social Worker and/or** *SWO I* MSWDO

6. Pagbabalik sa tahanan	6. Ihatid ang kliyente sa bahay o komunidad		1 oras	*SWO I* MSWDO
Kabuuang halaga at oras		wala	2 araw at 3 oras	

6. FAMILY AND COMMUNITY WELFARE PROGRAM

6.1 Aid to Individuals in Crisis Situation

P*rovision of the financial assistance to indigent families/individuals in crisis to meet presented needs.*

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Individuals/families in crisis beset from illness or untimely death of a family member

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
A. Burial Assistance:	
• Barangay Indigency Certificate	• Barangay kung saan naninirahan.
• Registered Death Certificate	• Local Civil Registrar
B. Hospitalization Assistance:	
• Medical Abstract	• Public/private physician
• Hospital bill	• Ospital
• Barangay Indigency Certificate	• Barangay kung saan naninirahan.
C. Financial Assistance (Medicines/Maintenance)	
• Medical Certificate	• Public/private physician
• Updated Prescription/ Reseta	• Public/private physician
• Barangay Indigency Certificate	• Barangay kung saan naninirahan.
D. Hospitalization Assistance:	
• Medical Abstract	• Public/private physician
• Hospital bill	• Ospital
• Barangay Indigency Certificate	• Barangay kung saan naninirahan.

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Pagsusumite ng mga sumusunod: ➢ Katunayan ng paninirahan.	1. Pag- review sa mga dokumentong isinumite base sa kanilang	Wala	5 minuto	*Social Welfare Aide* *Social Welfare Assistant* *Administrative Aide* *Clerk 1*

➢ Medical Certificate ➢ Reseta ➢ Death Certificate ➢ Request	pangangailangan.			
2. Pagtatasa sa mga isinumiteng dokumento	2. Balidasyon ng mga dokumento	Wala	3 minuto	*Social Welfare Aide* *Social Welfare Assistant* *Day Care Worker* *Administrative Assistant*
3. Pagsagot sa panayam	3. Pagtatanong at pagtatala ng mga impormasyon ng kliyente	Wala	10 minuto	*Social Welfare Aide* *Social Welfare Assistant* *Day Care Worker* *Administrative Assistant* *Social Worker (SWO I, SWO 3)*
4. Paglagda sa AICS form.	4. Pagpapapirma sa AICS form.	Wala	1 minuto	*Social Welfare Aide* *Administrative Assistant*
5. Pagtanggap ng kinakailangang dokumento o tulong.	5. Pagkakaloob ng kinakailangang dokumento o tulong.	Wala	1 minuto	*Social Welfare Assistant* *Day Care Worker* *Administrative Assistant* *Social Worker (SWO I, SWO 3)*
Kabuuang halaga at oras		wala	1 oras at 5 minuto	

6.2 Referrals

Referral sa iba pang mga institusyon / ahensiya nag-aalok ng mga serbisyo upang matugunan ang mga iniharap na problema

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Ang mga indibiduwal/pamilya na nakakaranas ng krisis dahil sa pagkakasakit o biglaang pagpanaw ng mahal sa buhay.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Medical Abstract/Death Certificate	• Kung saan na- ospital ang pasyente/Doktor na tumingin sa pasyente • MCR/PSA
• Certificate of Indigency from the Barangay	• Barangay kung saan naninirahan ang kliyente

Paalala: Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pag log book	1. Tumulong sa kliyente na punan ang logbook at i-refer ang kliyente sa MSWDO staff na in-charge.	wala	3 minuto	*Admin. Aide*
2. Pagsasabi ng kanyang mga problema / pangangailangan para sa posibleng tulong	2.1 Tingnan ang mga dokumento 2.2 Panayam upang malaman ang kailangang tulong 2.3 Gumawa ng referral leter sa ibang ahensya. 2.4 Gumawa ng social case study report	wala	10 minuto 5 minuto 1 oras	*MSWDO Staff* *SWO I,* *SWO III,* *OIC-MSWDO*
Kabuuang halaga at oras		wala	1 oras 18 minuto	

6.3 Emergency Relief Assistance

Provision of food packs to affected families of natural and manmade calamities

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Highly Technical
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Calamity Victims/Individuals in Crisis Situation

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Disaster report from barangay/ MDRRMO signed by the Punong Barangay	• Barangay/MDRRMO
• Certificate of Indigency from the Barangay	• Barangay where the client resides

***Note:** Ang kinakailangang dokumento ay depende sa iniharap na kaso.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ang biktima ng kalamidad iniulat ang insidente.	1. Tumugon kaagad para sa tulong ng relief assistance at gumawa ng masterlist ng mga biktima	wala	2 oras	*MSWDO Staff*
2. Ipahayag ang kailangang tulong	2. I-Assess ang pangangailangan ng biktima (using Disaster Assistance Family Access Card)	wala	1 oras	*MSWDO Staff*
3. Manatili sa evacuation center (Victims ventilate traumatic experience)	3. Pamahalaan ang operasyon ng evacuation center. Magsagawa ng Critical Incident Stress Debriefing	wala	1 Linggo (maximum) 2 oras	*MSWDO Staff*
4. Pag alis sa evacuation center	4. Pagbibigay ng foodpacks (Palagdain sa Relief distribution sheet)	wala	2 oras	*MSWDO Staff*
Kabuuang halaga at oras		Wala		

6.4 Vocational/Practical Skills Training/ Self- Employment Assistance

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Complex
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Family Heads and Other Needy Adults

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Membership in KALIPI/ ID	• MSWDO

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paghingi ng tulong para sa income generating activities	1. Suriin ang kanilang kwalipikasyon at kahandaang isagawa ang partikular na proyekto	wala	4 oras	*SWA*
2. Attend Social Dumalo sa Sesyon sa maghanda ng Panukala	2. Magsagawa ng paghahanda at tumulong sa Paggawa ng Mungkahi ng Proyekto	wala	4 oras	*SWA, SWO III*
3. Ipakita ang Project Proposal and endorsement letter upang makahingi ng suporta sa ibang ahensya	3. Makipag ugnayan sa ibang ahensya (TESDA, DOLE, CDLO, GAD, DSWD, etc.)	wala	4 oras	*SWA*
4. Mag-follow up ng isinumiteng panukala	4. Tulungan ang grupo sa paggawa ng follow-up	wala	10 minuto	*SWA*
5. Kapag inaprubahan ang proyekto, ipatupad ang proyekto.	5. Regular na pagpupulong at pagsusubaybay ng proyekto	wala	2 oras	*SWA*
6. Magpa evaluate	6. Magsagawa ng ebalwasyon at rekomendasyon ng proyekto	wala	4 oras	*SWA*

7. Pagsasagawa ng mga planong aktibidad	7. Regular na buwanang pagsusubaybay ng Plano	wala	4 oras	*SWA*
8. Nagawa ang plano	8. Suriin ang pagganap ng grupo at gumawa ng rekomendasyon	wala	4 oras	*SWA, SWO III*
Kabuuang halaga at oras		Wala		

6.5 Pre- Marriage Orientation and Counseling (PMOC)

Pre- Marriage Counselling Service is intended to would-be- couple clients to promote and strengthen the stability of marital relationships and secure a healthy family life.

Every Wednesday 8:30 AM to 12 NN or 1:00PM to 5:00PM

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Who Would Be Couple

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Birth certificate	• Philippine Statistics Office
***Note:** Required document depend on the presented case.	

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paglagda sa logbook	**1.** Tulungan ang kliyente	Wala	2 minuto	*Admin. Aide*
5. Pagsagot sa mga katanungan	2. Panayam sa kliyente	Wala	5 Minuto	*Admin. Aide*
3. Isumite ang birth certificate	3. Maghanda ng sertipiko na lalagdaan ng mga Tagapayo pagkatapos ng sesyon	Wala	5 Minuto	*Population Officer* *SWO-I*
4. Dumalo sa sesyon	4. Magsagawa ng MCS session na nakatuon sa Batas tungkol sa Kasal, Responsableng	wala	2 oras	*LCRO* *SWO-3* *SWO-3* *Popcom Officer* *Nurse II*

	Magulang, Kasal at relasyon, Talakayan tungkol sa Seksuwalidad ng Tao, health Care, pagpaplano ng pamilya at pamamahala sa tahanan.		2 oras	
5. Tumanggap ng Sertipiko ng partisipasyon	5. Ihanda at lagdaan ang sertipiko ng partisipasyon		5 minuto	*LCRO* *SWO-3* *Popcom Officer* *Nurse II*
Kabuuang halaga at oras		Wala		

6.6 Marriage Counseling

Marriage Counselling Service is intended to couple clients to promote and strengthen the stability of marital relationships and secure a healthy family life.

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The service is available from Monday to Friday, 8:00AM to 5:00PM.

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Couples with marital conflict and families with relationship problems

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Marriage certificate	• Philippine Statistic Authority/ Local Civil registrar

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Nakaranas ng problema ang mag asawa	1. Magsagawa ng serye ng mga pagbisita sa tahanan at gumawa ng pagtatasa ng dysfunctionality ng pamilya.	wala	2 oras	*SWO I,* *SWO III,* *MSWDO*

2. Pagsasabi ng kanilang problema	2. Magsagawa ng pagpapayo at tulong sa paghahanda ng plano para sa resolusyon ng problema	wala	2 oras	*SWO I, SWO III, MSWDO*
3. Iasagawa ang plano	3. Mag-follow-up sa pagpapatupad ng plano	wala	1 oras	*SWO I, SWO III, MSWDO*
Kabuuang halaga at oras		Wala	5 oras	

7. COMMUNITY-BASED SERVICES FOR SOLO PARENTS

7.1 SPECIAL SOCIAL SERVICES FOR SOLO PARENTS (Availment of Solo Parents' ID).

OPISINA	Municipal Social Welfare and Development Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Solo Parent / Alinman sa ama o ina (hiwalay, balo, hindi kasal, iniwan ng asawa, may malubhang karamdaman / nakakulong na asawa, biktima ng rape na may anak)

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Application Form	• MSWDO
• Birth Certificate of Minor Child/ren	• PSA/ Local Civil Registrar
• Barangay Certificate of residency	• Barangay
• 1X1 ID Picture (2pcs.)	•
• Certification from schools where the minors are studying	• School
• Death Certificate (if applicable)	• PSA/ Local Civil Registrar
• Medical Certificate for 18 years old and above (for PWD, special children)	• Hospital
• Court decision (if applicable) or other papers on process (if applicable)	• MSWDO

***Note:** Required document depend on the presented case.

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Naglahad ng hangaring makakuha ng ID	1. Panayam sa solo parent	wala	10 minuto	*MSWDO Staff*

2. Magsumite ng mga dokumento	2. Suriin ang mga dokumento	wala	30 minuto	*MSWDO Staff*
3. Sumagot sa mga pagtatanong.	3. Magsagawa ng pagbisita sa tahanan at Interbyu at payuhan ang kliyente kung kailan makukuha ang ID; Kolektahin ang impormasyon mula sa pamilya ng kliyente at mga kapitbahay sa oras ng pagbisita sa bahay.	wala	4 oras	*Clerk I* *SWO I*
4. Maghintay na maaprubahan ang ID	4.1 Maghanda ng paunang ulat sa pagtatasa 4.2 Maghanda ng ID 4.3 Mga talaan ng file nang wasto sa indibidwal na folder ng kliyente	-None	4 oras	*SWO I*
5. Tanggapin ang ID	5. I-release ang Solo Parent ID sa kliyente at payuhan siya na sumali sa isang self-help group / organisasyon.	wala	5 minuto	*SWO I*
Kabuuang halaga at oras		Wala		

TANGGAPAN NG PAMBAYANG TAGAPAGBIGAY NG PAHINTULOT AT LISENSYA

(MUNICIPAL BUSINESS PERMIT AND LICENSES OFFICE)

EXTERNAL SERVICES

1. Serbisyo sa Pagkuha ng Pahintulot sa Pagnenegosyo

OPISINA	Tanggapan ng Pambayang Nagbibigay ng Pahintulot at Lisensya
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2B Government to Business Entity
SINO ANG DAPAT KUMUHA	Mga nag mamay-ari ng Negosyo
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Pahintulot sa Barangay	• Tanggapan ng Punong Barangay
• Sedula *(new and renew)*	• Tanggapan ng Pambayang Ingat Yaman
• Larawan ng Establisyemento *(new and renew)*	• Larawan at lokasyon kung nasaan ang negosyo
• DTI / SEC Registration / CDA Registration *(alin sa tatlo)*	• Tanggapan ng DTI / SEC / CDA
• Occupancy Permit *(new)*	• Tanggapan ng Pambayang Inhenyero
• Proof of Capitalization *(new)*	• Nagmamay-ari ng negosyo
• Authorization (if representative) *(new and renew)*	
• National Mandatory Requirements *(new and renew)*	• SSS / Philhealth / Pag-ibig / etc.
• Previous Mayors Permit *(renew)*	• Nagmamay-ari ng negosyo
• Declaration of Gross income/Financial Statement *(renew)*	
• List of Employee(s) *(new and renew)*	
• Certificate of Compliance (for Cooperative) *(new and renew)*	• Tanggapan ng COA
(Kung Nangungupahan)	
• Contract of Lease *(new and renew)*	• Nagmamay-ari ng pwestong inuupahan
• Lessor's Permit *(new and renew)*	

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang lahat ng mga kinakailanga ng dokumento na may kaugnayan sa pagkuha ng pahintulot	1.1 Suriin at iproseso ang mga isinumiteng dokumento at i-encode ang mga datos o impormasyon.	Wala	8 minuto	*MGDH I (Licensing Officer)* *Licensing Officer I* *Admin Aide IV* *Admin Aide II* BPLO

sa pagnenegosyo *(Mayor's / Business Permit) at pagtanggap ng talaan o listahan ng babayaran.*	1.2 Mag-isyu ng *Tax Order of Payment* o talaan ng mga babayaran para sa pagnenegosyo.			
2. Pagbabayad ng halagang nakasaad sa natanggap na talaan ng babayaran *(Tax Order of Payment)* at pagtanggap ng mga dokumento o lisensya at pahintulot sa pagnenegosyo.	2.1 Pagtanggap ng bayad mula sa kliyente at pagbibigay ng opisyal na resibo na kung saan nakatala ang lahat ng mga binayaran. 2.2 Itala sa opisyal na lagdaan *(record book)* ang pahintulot sa pagnenegosyo at papirmahan sa kliyente kasabay ng pagbibigay o pag isyu ng pahintulot sa pagnenegosyo *(Mayor's / Business Permit).*	Batay sa *Revised Revenue Code (2020) (Annex __)* **Bago:** *New* Batay sa deklarasyon ng kabuuang puhunan. **Dati na:** *Renew* Batay sa kabuuan na kita sa nakalipas na taon.	7 minuto	*Local Revenue Collection Officer II* Treasury Office *Collecting Agent* BFP *Admin Aide IV* BPLO
Kabuuang halaga at oras		--	15 minuto	

2. Serbisyo sa Pagkuha ng Motorized Tricycle Operator's Permit

OPISINA		Tanggapan ng Pambayang Nagbibigay ng Pahintulot at Lisensya		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2B Government to Business Entity		
SINO ANG DAPAT KUMUHA		Mga nag mamayari ng traysikel na pamasada		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Clearance		• Tanggapan ng Punong Barangay		
• Sedula		• Tanggapan ng Pambayang Ingat Yaman		
• OR / CR • 2x2 Picture (1pc)		• Nagmamay-ari ng traysikel		
• Sertipikasyon ng Pangulo ng Toda *(Para sa mga bago)*		• Pangulo ng Samahan (TODA)		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng mga kinakailangang dokumento na may kaugnayan sa pagkuha ng pahintulot sa pamamasada o prangkisa *(Motorized Tricycle Operators Permit).*	1. Suriin at iproseso ang mga isinumiteng dokumento at i-encode ang mga datos o impormasyon kasabay ang pagbibigay ng talaan ng kailangan bayaran.	Wala	3 minuto	*License Inspector I* *Admin Aide IV* BPLO
2. Pagbabayad ng kaukulang bayarin na nakasaad sa talaan ng babayaran.	2. Pagtanggap ng bayad mula sa kliyente at pagbibigay ng opisyal na resibo na kung saan nakatala ang lahat ng mga binayaran.	Batay sa *Revised Revenue Code (2020) (Annex __)* **Bago:** *New* Php 390.00	10 minuto	*Local Revenue Collection Officer II* Treasury Office

		Dati na: *Renew* Php 280.00 Libre sa loob ng tatlong taon **2022-2024**		
3. Pagtanggap ng mga dokumento ng pagkakarihestro o prangkisa at pahintulot sa pamamasada.	3. Itala sa opisyal na lagdaan *(record book)* ang pahintulot sa pamamasada at papirmahan sa kliyente.	Wala	2 minuto	*License Inspector I* *Admin Aide IV* BPLO
Kabuuang halaga at oras		P280.00-P390.00	15 minuto	

3. Serbisyo sa Pagkuha ng Working Permit

OPISINA		Tanggapan ng Pambayang Nagbibigay ng Pahintulot at Lisensya		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2C Government to Citizen		
SINO ANG DAPAT KUMUHA		Mga nagtatrabaho sa bayan ng talavera		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Barangay Clearance		• Tanggapan ng Punong Barangay		
• Cedula		• Tanggapan ng Pambayang Ingat Yaman		
• Health Certificate *(Health Card)*		• Tanggapan ng Pambayang Pangkalusugan		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng mga kinakailangang dokumento na may kaugnayan sa pagkuha ng pahintulot sa pagtatrabaho *(Occupational*	1. Suriin at iproseso ang mga isinumiteng dokumento at i-encode ang mga datos o impormasyon kasabay ang pagbibigay ng	Wala	3 minuto	*Admin Assist I* *Admin Aide IV* BPLO

/ Working Permit). kasama ang ang sinagutan na aplikasyon *(Application Form).*	talaan ng kailangan bayaran.			
2. Pagbabayad ng kaukulang bayarin na nakasaad sa talaan ng babayaran.	2. Pagtanggap ng bayad mula sa kliyente at pagbibigay ng opisyal na resibo na kung saan nakatala ang lahat ng mga binayaran.	Batay sa *Revised Revenue Code (2020) (Annex __)* ***Occupational Permit*** Php 200.00 **Health Certificate** Php 100.00	5 minuto	*Local Revenue Collection Officer II* Treasury Office
3. Pagtanggap ng mga dokumento ng o pahintulot sa pagtatrabaho.	3. Itala sa opisyal na lagdaan *(record book)* ang pahintulot sa pagtatranaho at papirmahan sa kliyente.	Wala	2 minuto	*Admin Assist I* *Admin Aide IV* BPLO
Kabuuang halaga at oras		P200.00	10 minuto	

TANGGAPAN NG
PAMBAYANG PANANAKAHAN
(MUNICIPAL AGRICULTURE OFFICE)
EXTERNAL SERVICES

1. SERBISYO PARA SA PAGPAPATALA NG RSBSA/FARMERS MASTERLIST

Registry System for Basic Sector in Agriculture (RSBSA) – pagpapatala ng mga lehitimong magsasaka upang maging kuwalipikado sa anumang ayuda na pang-agrikultura mula sa gobyerno.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C
SINO ANG DAPAT KUMUHA	May-ari ng Lupa / Otorisadong tao
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Enrollment Form • Titulo (xerox) • ID (xerox) • Picture (2x2)	• Sa Tanggapan • May-ari • Sa magpapatala • Sa magpapatala

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Magpatala sa masterlist	Wala	5 minuto	Agricultural Technologist (ATs)
2. Punan ang mga datos na kailangan sa form, kumpletuhin ang mga kailangang dokumento at papirmahan ang enrollment form sa barangay captain	2. Ebalwasyon	wala	3 minuto	Barangay Captain (kung saan nakatira si farmer)
3. Papirmahan ang enrollment form sa MAFC	3. Ebalwasyon	Wala	1 araw	Municipal Agriculture and Fishery Council (MAFC)
4. Papirmahan sa nakatalagang kawani	4. Ebalwasyon	Wala	3 minuto	Agricultural Technologist (ATs)
5. Papirmahan sa Pinuno ng Pananakahan	5. Inaprubahan	Wala	1 minuto	Pinuno ng Pananakahan
6. Kunin ang kopya ng RSBSA Registration Stub	6. Registration stub	Wala	2 minuto	Agricultural Technologist (ATs)
Kabuuan			*1 araw at 14 minuto*	

2. SERBISYO PARA SA MGA AYUDA GALING SA GOBYERNO (Binhi, Pataba, Fert. Discount Voucher, RFFA)

Ang lahat ng nakarehistro sa RSBSA ay kuwalipikadong makakuha ng mga ayuda mula sa Gobyerno.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May-ari ng Lupa / Otorisadong tao		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• RSBSA Registration Stub		• May-ari ng lupa / otorisadong tao		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook Isumite/ipakita ang RSBSA registration Stub	1. Ebalwasyon	Wala	2 minuto	Agricultural Technologist (ATs)
2. Lumagda sa mga dokumentong kailangan (Masterlist)	2. Magpatala sa kaukulang dokumento	Wala	10 minuto	Agricultural Technologist (ATs)
3. Hingin ang ayuda na angkop sa programa ng agrikultura	3. Ibigay ang nararapat na ayuda ayon sa programa	Wala	1 oras	Agricultural Technologist (ATs)
Kabuuan			*1 oras at 12 minuto*	

3. SERBISYO PARA SA PAGPAPAKONSULTA NG IBA'T-IBANG SAKIT NG PANANIM

Pagpapakunsulta sa anumang uri ng sakit sa pananim upang maagapan at malapatan ng angkop na lunas.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May-ari ng Lupa / Otorisadong tao		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan		• May-ari ng lupa		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite	1. Tumalima	Wala	2 minuto	Agricultural Technologist (ATs) / Mun. Crop Protection

ang Liham Kahilingan				Officer / Municipal Agriculturist
2. Bibisitahin ng nakatalagang AEW ang pananim	2. Ebalwasyon	Wala	1 oras	Agricultural Technologist (ATs) / Mun. Crop Protection Officer
3. Hingin ang resulta	3. Magbigay ng rekomendasyon	Wala	5 minuto	Agricultural Technologist (ATs) / Mun. Crop Protection Officer
Kabuuan			*1 oras at 7 minuto*	

4. SERBISYO PARA SA PAGPAPASURI NG LUPA (Soil Test)

Pagpapasuri ng lupang sakahin upang malaman ang rekomendadong abono na dapat ilagay.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May-ari ng Lupa / Otorisadong tao		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan		• May-ari ng lupa		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan 2. Pagtuturo sa mga magsasaka ng tamang pag kuha ng lupa (Ayon sa tamang proseso)	1. Pagpapasuri ng lupa	Wala	30 minuto	Agricultural Technologist (ATs) / Mun. Soils Coordinator
3. Lagyan ng tamang pagkakakilanlan (name tag) bawat sampol ng lupa	2. Ebalwasyon	Wala	1 minuto	Agricultural Technologist (ATs) / Mun. Soils Coordinator
4. Isusumite ang lupa sa Soils Laboratory o maaring analisahin ang lupa sa pamamagitan ng STK para sa agarang resulta	3. Suriin gamit ang STK o dalhin sa Soils Lab.	Wala	1 linggo / 2 oras	Agricultural Technologist (ATs) / Mun. Soils Coordinator
5. Kunin ang kopya ng resulta	4. Magpalagda	Wala	2 minuto	Agricultural Technologist (ATs) / Mun. Soils Coordinator
Kabuuan			*1 oras at 33 minuto*	

5. SERBISYO PARA SA PAGPAPASUKAT NG BUKID (GEO-TAGGING

Ito ay ginagamit sa pagsusukat ng tamang lokasyon ng sakahan.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May-ari ng Lupa / Otorisadong tao		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan		• May-ari ng lupa		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Tumalima	Wala	2 minuto	Agricultural Technologist (ATs) / Agricultural Engineer
2. Susukatin Ng nakatalagang AEW gamit ang geo-tagging equipment o geo-referencing gadget	2. Magsusukat ng bukid gamit ang geo-referencing gadget	Wala	1 -2 oras depende sa sukat ng lupa	Agricultural Technologist (ATs) / Agricultural Engineer
3. Hingin ang sukat ng lupa	3. Ibigay ang sukat na nakuha mula sa gadget	Wala	3 minuto	Agricultural Technologist (ATs) / Agricultural Engineer
Kabuuan			*1 – 2 oras at 5 minuto*	

6. SERBISYO PARA SA RICE CROP MANAGER (RCM)

Ito nagbibigay ng tamang rekomendasyon ng paglalagay ng abono upang mapataas ang produksyon ng palay.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May-ari ng Lupa / Otorisadong tao		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan • RSBSA Registration Stub		• May-ari ng lupa • Agriculture Office		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Tumalima	Wala	2 minuto	Agricultural Technologist (ATs) / Agricultural Engineer

2. Panayam upang makuha ang mga datos na kailangan sa RCM gamit ang comp/laptop/ gadget	2. Hingin ang mga datos sa kliyente	Wala	30 minuto	Agricultural Technologist (ATs) / Agricultural Engineer
3. Hingin ang kaukulang rekomendasyon ng RCM	3. Magbigay ng rekomendasyon ng RCM	Wala	3 minuto	Agricultural Technologist (ATs) / Agricultural Engineer
Kabuuan			*35 minuto*	

7. SERBISYO PARA SA MAKABAGONG KAALAMAN UKOL SA PANANAKAHAN / MAKABAGONG TEKNOLOHIYA AT IBA PA.

Pagsasanay sa mga makabagong teknolohiya (Technical Briefing) na makakatulong sa pag-angat ng pamumuhay.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple / Highly Technical
KLASE NG TRANSAKSYON	G2C / G2B / G2G
SINO ANG DAPAT KUMUHA	Magsasaka / Asosasyon / Kooperatiba / Kababaihan / Kabataan
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Liham kahilingan	• Otorisadong Tao

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	2 minuto	Agricultural Technologist (ATs) / Mun. Techno Demo Coord. / Organic Focal Person /
2. Hintayin ang iskedyul ng pagsasanay na kailangan	2. Ibigay ang iskedyul	Wala	1 oras	Agricultural Technologist (ATs) / Mun. Techno Demo Coord. / Organic Focal Person /
3. Pagsasanay (karaniwan)	3. Ibigay ang pagsasanay na kailangan	Wala	8 oras	Agricultural Technologist (ATs) / Mun. Techno Demo Coord. / Organic Focal Person / Municipal Agriculturist
4. Pagsasanay (season-long) Farmers Field School	4. Ibigay ang pagsasanay na kailangan	Wala	72 oras	Agricultural Technologist (ATs) / Mun. Techno Demo Coord. / Organic Focal Person / Municipal Agriculturist

8. SERBISYO PARA SA PAG-ENDORSO NG AYUDA SA PAGSASAKA (Makinarya/Drying Facilities/FMR)

Pagtulong/pag-endorso upang makakuha ng ayudang makinarya at iba pa mula sa gobyerno.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C / G2B / G2G
SINO ANG DAPAT KUMUHA	Asosasyon / Kooperatiba
MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
FARM MECHANIZATION PROGRAM *Basic Requirements:* * Letter of Intent * MAO Endorsement * Board Resolution Pro-format * Project Proposal Pro-format * CDA/SEC/DOLE Registration * NIA Endorsement (for IA's) *For Drying Facilities:* * Deed of Donation/Usufruct (Notarized) * Xerox copy of title(Notarized) *Additional Requirements:* * List of Members w/ Rice Area (Ha) * Certificate of Accreditation/Affiliation * Approved/Signed Workplan * Minutes if Meetings * Attendance of Meetings * Board Resolutions * Policies & Guidelines * Certificate of Trainings/Seminars * Proof of Business Transactions * Financial Statement for 2 years * Awards/Citation received * Xerox Copy of Passbook	 * Asosasyon / Kooperatiba * MAO – Agriculture Office * Agriculture Office * Agriculture Office * CDA/SEC/DOLE * NIA Office *For Drying Facilities:* * May-ari ng lupa * May-ari ng lupa *Additional Requirements:* * Asosasyon / Kooperatiba * Department of Agriculture * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba * Bank * Asosasyon / Kooperatiba * Asosasyon / Kooperatiba

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lumagda sa logbook at Isumite po ang mga dokumentong kailangan ng apat na kopya	1. Ebalwasyon	Wala	10 minuto	Agricultural Technologist (ATs) / Agricultural Engineer / Municipal Agriculturist
2. Ang MAO ay mag-eendorso ng kaukulang mga dokumento/kahiling	2. Magbigay ng endorsement para sa Provincial Office	Wala	1 araw	Agricultural Technologist (ATs) / Agricultural Engineer / Municipal Agriculturist

an sa Provincial Office				
3. Hintayin ang pag-apruba ng naturang kahilingan	3. Maghintay ng approval	Wala		Agricultural Technologist (ATs) / Agricultural Engineer / Municipal Agriculturist
Kabuuan				

9. SERBISYO PARA SA SEED GROWERS (SERTIPIKADONG BINHI).

- *Pagtulong upang maging kuwalipikadong Seed Grower.*

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		Magsasaka (Seed Grower)		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan		• Otorisadong Tao		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	2 minuto	Mun. Seed Inspector
2. Kumuha Ng kaukulang papeles sa NSQCS	2. Mag endorso sa NSQCS	Wala	1 oras	Mun. Seed Inspector
3. Hintayin ang pag-apruba ng NSQCS	3. Ibigay ang mga dokumento mula NSQCS at magsasagawa ng ebalwasyon ang Seed Insp.	Wala	2 oras	Mun. Seed Inspector
Kabuuan			*3 oras at 2 minuto*	

10. SERBISYO PARA SA LIBRENG PAGPAPASEGURO NG SAKAHAN / ALAGANG HAYOP / MAKINARYA.

Libreng seguro ng mga Magsasaka mula sa programa ng PCIC.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C / G2B / G2G		
SINO ANG DAPAT KUMUHA		Magsasaka / Asosasyon / Kooperatiba		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan		• Otorisadong Tao		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	5 minuto	Agricultural Technologist
2. Alamin ang petsa ng pagpunta ng PCIC sa inyong barangay	2. Ibigay ang iskedyul ng PCIC	Wala	1 oras	Agricultural Technologist
3. Pakikipanayam ukol sa mga datos na kailangan sa pagpapaseguro	3. Ilagay ang mga datos na kailangan sa kaukulang dokumento	Wala	1 oras	Agricultural Technologist / Kawani ng PCIC
Kabuuan			*2 oras at 5 minuto*	

11. SERBISYO PARA SA PAGBABAKUNA PARA SA ALAGANG ASO / PUSA.

Libreng bakuna para sa mga aso at pusa laban sa nakamamatay na rabies.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May alagang aso/ pusa		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham Kahilingan		• May-alaga		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	2 minuto	Mun. Livestock Inspector / Veterinarian I / Agricultural Technologist
2. Alamin ang iskedyul ng inyong barangay	2. Ibigay ang iskedyul ng pagbabakuna	Wala	5 minuto	Mun. Livestock Inspector / Veterinarian I /

				Agricultural Technologist
3. Lumagda sa kaukulang dokumento	3. Magpalagda sa masterlist	Wala	5 minuto	Mun. Livestock Inspector / Veterinarian I / Agricultural Technologist
Kabuuan			12 minuto	

12. SERBISYO PARA SA ALAGANG HAYOP.

Libreng serbisyong kailangan para sa mga alagang hayop.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May alagang ng hayop		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham Kahilingan		• May-alaga		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	2 minuto	Mun. Livestock Inspector / Veterinarian I
2. Alamin ang iskedyul ng serbisyong kailangan	2. Pagkunsulta sa hayop Artificial Insemination Deworming Vitamins	Wala	5 minuto	Mun. Livestock Inspector / Veterinarian I
3. Lumagda sa kaukulang papel	3. Magpalagda sa masterlist	Wala	5 minuto	Mun. Livestock Inspector / Veterinarian I
Kabuuan			12 minuto	

13. SERBISYO PARA SA PALAISDAAN

Libreng pagsusuri at ebalwasyon sa mga palaisdaan.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May palaisdaan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham Kahilingan		• May-alaga		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon o pagsusuri ng palaisdaan	Wala	2 minuto	Mun. Fishery Coord. / Agricultural Technologist
2. Alamin ang iskedyul ng serbisyong kailangan	2. Ibigay ang iskedyul	Wala	5 minuto	Mun. Fishery Coord. / Agricultural Technologist
3. Lumagda sa kaukulang papel	3. Magpalagda sa Masterlist	Wala	5 minuto	Mun. Fishery Coord. / Agricultural Technologist
Kabuuan			12 minuto	

14. SERBISYO PARA SA LIBRENG FINGERLINGS

Rekomendasyon para makakuha ng libreng semilya ng tilapia at ulang.

OPISINA		Pambayang Pananakahan		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKSYON		G2C		
SINO ANG DAPAT KUMUHA		May palaisdaan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham Kahilingan		• May-ari		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Ebalwasyon	Wala	2 minuto	Mun. Fishery Coord. / Agricultural Technologist / Municipal Agriculturist
2. Hintayin ang rekomendasyon ng MAO	2. Gawin ang rekomendasyon sa BFAR	Wala	5 minuto	Mun. Fishery Coord. / Agricultural Technologist / Municipal Agriculturist
3. Alamin ang iskedyul ng pagkuha ng libreng semilya	3. Hintayin ang iskedyul ng pagkuha ng semilya	Wala	1 araw	Mun. Fishery Coord. / Agricultural Technologist / Municipal Agriculturist
Kabuuan			1 araw at 7 minuto	

15. SERBISYO PARA SA SERTIPIKASYON

Agriculture data and agricultural certification were issued to farmers, organizations, and other institutions.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C
SINO ANG DAPAT KUMUHA	May-ari ng Lupa / Authorized Representative
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
Land Re-classification (clearance/certificate) • Land Title (xerox) • Sketch Map (xerox) • Picture ng lugar • Zoning Certificate (xerox) • Liham Kahilingan	 May-ari ng lupa May-ari ng lupa Front, back, sides MPDO May-ari ng lupa
Actual Tiller • RSBSA Registration	 May-ari ng lupa

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Tanggapin at ibigay ang iba pang kailangang dokumento	Wala	30 segundo	Admin. Assist. VI / Admin Aide
2. Ibigay ang mga kakulangang dokumento	2. Ebalwasyon	wala	1 minuto	Admin. Assist. VI / Admin Aide
3. Magbayad sa Mun. Treas. Office	3. Magbayad ng DA Cert. Fee	100.00	1 minuto	Treasurer's Office
4. Lumagda kapag naibigay ang Sertipikasyon	4. Magpalagda	Wala	1 minuto	Admin. Assist. VI / Admin Aide / Municipal Agriculturist
Kabuuan			*3 minuto at 30 segundo*	

16. SERBISYO PARA SA DATOS PANG-AGRIKULTURA (Agricultural Data)

Agriculture data were issued to farmers, organizations, and other institutions.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C / G2B / G2G
SINO ANG DAPAT KUMUHA	Lehitimong Magsasaka / Agricultural stakeholders

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Liham Kahilingan	• Sa kinauukulan

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang Liham Kahilingan	1. Pagkuha ng datos	Wala	1 minuto	Admin. Assist. VI / Admin Aide
2. Ibigay ang mga dokumentong kailangan	2. Ebalwasyon	wala	3 minuto	Admin. Assist. VI / Admin Aide
3. Lumagda kapag naibigay ang Sertipikasyon	3. Sertipikasyon	Wala	1 minuto	Admin. Assist. VI / Admin Aide / Municipal Agriculturist
Kabuuan			*5 minuto*	

17. SERBISYO PARA SA PAGBIBIGAY NG TRAVEL-PASS.

Pagkuha ng Travel Pass ng mga byahero ng palay, gulay, hayop, isda at iba pang pang-agrikultura upang makabyahe ng kanilang mga lokal na produkto.

OPISINA	Pambayang Pananakahan
KLASIPIKASYON	Simple
KLASE NG TRANSAKSYON	G2C / G2B
SINO ANG DAPAT KUMUHA	Magsasaka / Byahero / May-ari ng Makinarya / Mga Mananganim

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Business Permit • Driver's License • Vehicle's info.	• DTI / DOLE / Mayor's Permit • LTO • May ari ng sasakyan

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Lumagda sa logbook at isumite ang dokumentong kailangan	1. Ebalwasyon	Wala	2 minuto	Admin. Assist. VI / Admin Aide
2. Bisitahin ang lokal na produkto	2. Ebalwasyon	Wala		Agricultural Technologist Admin. Assist. VI / Admin Aide

3. Punan ng detalye ang Travel Pass Form	3. Gawin ang Travel Pass	Wala	10 minuto	Admin. Assist. VI Admin Aide
4. Magbayad sa Mun. Treas. Office	4. Magbayad ng DA Cert. Fee	100.00	1 minuto	Treasurer's Office
5. Lumagda kapag naibigay ang pahintulot	5. Ibigay ang Travel Pass	Wala	5 minuto	Admin. Assist. VI / Admin Aide / Municipal Agriculturist
Kabuuan			17 minuto	

TANGGAPAN NG
PAMBAYANG INHINYERO
(MUNICIPAL ENGINEERING OFFICE)
EXTERNAL SERVICES

1. Pagkuha ng Building Permit Form, Electrical Form, Sanitary/ Plumbing Form, Mechanical Form, etc.

The Office of the Municipal Engineer was created by virtue of Art. VII Sec. 477 of the Local Government Code of 1991. Include in the said article is a provision which mandates the Municipal Engineer to also acts as the Local Building Official.

The Municipal Engineering Office is primarily responsible in the preparation of detailed engineering design and Program of Works, coordination, supervision and control of the construction, maintenance, improvement and repair of all infrastructure and public works projects of the municipality.

The Municipal Engineer as Building Official is also clothed with the overall responsibility of enforcing the provisions of the National Building Code (PD 1096) such as but not limited to the Administrative control and/or supervision of all activities relating to the processing and issuance of Building Permits and Certificate of Occupancy covering the construction, addition, repair, alteration, renovation, and/or demolition of all buildings/structures in the locality.

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

SECTION 301 of the IMPLEMENTING RULES AND REGULATIONS OF THE NATIONAL BUILDING CODE OF THE PHILIPPINES (PD 1096)

Building Permits

No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefor from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.

OPISINA	Municipal Engineering Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	All Filipino Citizen

Mga Kailangan Dalhin	**Saan Dapat Kumuha**
• Xerox Copy of Land Title (5 Copies)	• Municipal Engineering Office
• Sketch Plan / Vicinity Map w/ sign and seal of Geodetic Engineer (5 Copies)	• Building Permit Division
• Tax Declaration / Tax Receipt (latest) (5 Copies)	• Registry of Deeds

• Building Plans (6 Complete sets)
  • (Complete sets of plans such as Arch/Structural, Sanitary/Plumbing, Electrical, Mechanical, and others and its specifications w/ sign and seal of Architect and or respective Engineers needed each plans and specifications).
  • *Cost Estimate & Specification w/ sign and seal of Architect and or other Engineers 6 Complete sets
  • *Xerox of PRC I.D. & PTR of Engineer Who Sign & Seal the Plan and other documents, structural analysis, Soil Test, DPWH Clearance, Electric Coop Agreement (NEECO), Brgy Permit and other Clearances if Needed)
	• Geodetic Engineer
	• Municipal Assessor's Office
	• Licensed Civil Engineer/Licensed Architect, Professional Electrical Engineer, Sanitary Engineer/ Master Plumber and Other Engineers if Needed

• Fire Certificate (Xerox)	• BFP (Bureau of Fire Protection)
• Locational Clearance / Zoning	• Municipal Planning and Development Office
• Mayors Clearance	• Municipal Engineering Office

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. **Pagsumite at Pagpapasa ng aplikasyon ng Building Permit**- Filling of Application	1. Panayam sa Kliyente		1 oras at 30 minuto	*Building Inspector Municipal Engineer/Building Official*

Form/Submission and Evaluation of Submitted Documents.Assesment of fees.Preparation of Mayors Clearance and permits.				Municipal Engineering Office
2. Pag babayad - Payment of Required fees.	2. Pag asses ng mga dokumento at pag kalkula ng babayaran	Residential (8.4 per sqm),Commercial (23 per sqm),Institutional (12 per sqm) (based National Building Code of the Philippines)	10 minuto	*Collection Clerk* Municipal Treasury Office
3. Pagkuha ng Building Permit-Approval and Releasing	3. Itatala sa record book		10 minuto	*Building Inspector* *Municipal Engineer/Building Official* Municipal Engineering Office
Kabuuang halaga at oras			1 oras at 50 minuto	

2. Pagkuha ng Certificate of Occupancy/ Occupancy Permit

A property owner cannot move-in immediately even though the final touches and finishing construction procedures of its home, office, or shop has been done.

According to the National Building Code of the Philippines, an Occupancy Permit, also known as Certificate of Occupancy, shall be issued and approved first by the respective Office of the Building Official/ or or Municipal Engineering Office before using the structure. The purpose of obtaining the said permit is to confirm that the house or building is in a suitable living condition considering its compliance to the provisions of the code and to the submitted plans and specifications.

However, a process should be conducted first before having an Occupancy Permit. Necessary inspections, clearances, and documents are done and should also be submitted to the Office of the Building Official or Municipal Engineering Office.

OPISINA	Municipal Engineering Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	All Filipino Citizen

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Certificate of Project Completion	• Municipal Engineering Office/
• As Built plan, Actual Cost with Sign and Seal of Engr's. or Architect. * Picture of Building	• Engineer or Draftsman
• Fire Safety Inspection Cert.	• BFP (Bureau of Fire Protection)

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGAN G KAWANI**
1. Pagsumite at Pagpapasa ng Certificate of Project Completion for Occupancy Permit- Filling of Application Form/Submission of Requirements, Evaluation of Submitted Documents.Inspection of Building.	**1.** Panayam sa Kliyente,Pag susuri ng Gusali	**wala**	40 minuto	*Building Inspector Municipal Engineer/Building Official* Municipal Engineering Office
2. Pagbabayad-Assesment of fees.Payment of	2. Pag asses ng mga dokumento at pag kalkula ng babayaran	Residential (costing More than P850,000.00 up	20 minuto	*Collection Clerk* Municipal Treasury Office

Required fees. Preparation of permit.		to P1,200,000.00 - P800 ,Commercial (costing More than P850,000.00 up to P1,200,000.00 - P1,000)Institutional (costing More than P850,000.00 up to P1,200,000.00 - P900 (Base on Submitted building total Cost) (National Building Code of the Philippines)		
3. Pagkuha ng Certificate of Occupancy-Approval and Releasing	3. Itatala sa record book	**wala**	10 minuto	*Municipal Engineer/Building Official* *Building Inspector Engineer/Building Official* Municipal Engineering Office
Kabuuang halaga at oras			1 oras at10 minuto	

3. Pagkuha ng Annual Inspection Certificate

Annual Inspection is conducted to ensure structural stability and safety of the building and that all structural, architectural, electrical, mechanical, plumbing/sanitary and safety standards are complied.

OPISINA	Municipal Engineering Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	All Filipino Citizen

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Occupancy Permit	• Municipal Engineering Office/ • Building Permit Division

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagsumite at Pagpapasa ng aplikasyon ng Annual Inspection-Filling of Application Form/Submission of Requirements, Evaluation of Submitted Documents, Inspection of Building (if Needed),Assesment of fees, Preparation of Annual Inspection Cert.	1. Panayam sa Kliyente,Pag susuri ng Gusali	per Square Meter (National Building Code of the Philippines)	1 oras at 30 minuto	*Building Inspector* *Municipal Engineer/Building Official* Municipal Engineering Office
2. Pagbabayad - Payment of Required fees.	2. Pag asses ng mga dokumento at pag kalkula ng babayaran		10 minuto	*Collection Clerk* Municipal Treasury Office
3. Pagkuha ng Annual Inspection Certificate - Approval and Releasing	3. Itatala sa record book		10 minuto	*Municipal Engineer/Building Official* *Building Inspector* Municipal Engineering Office
Kabuuang halaga at oras			1 oras at 50 minuto	

TANGGAPAN NG
PAMBAYANG REHISTRUHANG SIBIL
(MUNICIPAL CIVIL REGISTRY OFFICE)
EXTERNAL SERVICES

1. SERBISYO SA PAGPAPAREHISTRO NG KAPANGANAKAN

Ang mga magulang ay kailangang iparehistro ang kanilang mga anak sa loob ng tatlumpong (30) araw mula sa petsa ng kapanganakan upang ito ay mabigyan ng legal na dokumento na magpapatunay sa kanyang katauhan at mapangalagaan ang kanyang karapatan bilang indibidwal.

Ito ay alinsunod sa Pagpapatupad sa Panuntunan at Regulasyon (IRR) ng Republic Act Bilang 3753 na tinatawag na “Civil Registry Law.” Ang sinumang tao na magbigay ng maling impormasyon sa pagpaparehistro ay papatawan ng kaukulang parusa.

1.1 BAGONG PANGANAK (KASAL ANG MAGULANG)

OPISINA	Tanggapan Ng Civil Registrar
KLASIPIKASYON	Highly Technical Application
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Magulang / Nagpaparehistro
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Form 102 – Certificate of Live Birth ✓ Ospital ipinanganak ✓ RHU Centers ✓ Bahay • Marriage Contract ng Magulang	• Tanggapan ng Civil Registrar ✓ Ospital – pirmado ng nagpaanak ✓ Tanggapan ng Civil Registrar at RHU Centers ✓ Tanggapan ng Civil Registrar • Tanggapan ng Civil Registrar (kung saang munisipyo nakarehistro ang kasal)

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang Form ng Certfiicate of Live Birth, Marriage Certificate at Personal Data Sheet	1.1 I-tsek ang mga impormasyong ibinigay ng kliyente 1.2 Paggawa ng rehistro ng bata 1.3 Pagpapalagda sa Magulang 1.4 Paglalagay ng Registry Number	Wala	20 minuto	*Clerk I* *Clerk II* *Clerk III* Mun. Civil Registrar
2. Pagbabayad		wala	5 minuto	*Clerk I* *Clerk II* *Clerk III* Mun. Civil Registrar
3. Paglagda ng Mun. Civil	3. Pagkakaloob ng kopya	P100.00	10 minuto	*Revenue Collection Clerk*

Registrar/Pagrekisa sa dokumento		Basehan: SB Resolution No. 351-2020		Treasurer's Office
Kabuuang halaga at oras		P100.00	35 minuto	

1.2 BAGONG PANGANAK (HINDI KASAL ANG MAGULANG)

OPISINA	Tanggapan Ng Civil Registrar
KLASIPIKASYON	Highly Technical Application
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Magulang / Nagpaparehistro
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Form 102 – Certificate of Live Birth ✓ Ospital ipinanganak ✓ RHU Centers ✓ Bahay • Sedula/ Valid ID (Magulang ng Bata)	• Tanggapan ng Civil Registrar ✓ Ospital – pirmado ng nagpaanak ✓ Tanggapan ng Civil Registrar at RHU Centers ✓ Tanggapan ng Civil Registrar • Tanggapan ng Ingat-Yaman

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang Form ng Certfiicate of Live Birth, Marriage Certificate at Personal Data Sheet	1.1 I-tsek ang mga impormasyong ibinigay ng kliyente 1.2 Paggawa ng rehistro ng bata 1.3 Pagpapalagda sa Magulang 1.4 Paglalagay ng Registry Number	-	35 Minuto	*Clerk I* *Clerk II* *Clerk III* *Bookbinder II*
2. Pagbabayad	-	Acknowledgment fee - ₱ 50 Service fee – ₱100 AUSF - ₱300 Cert. AUSF - ₱ 100 Basehan: SB Resolution No. 351-2020	10 Minuto	*Revenue Collection Clerk* Tanggapan ng Ingat-Yaman

3. Paglagda ng Mun. Civil Registrar/Pag rekisa sa dokumento	Pagkakaloob ng kopya		10 Minuto	*Pinuno ng Tanggapan* Tanggapang ng Patalaang Sibil
Kabuuang halaga at oras		-	55 minuto	

1.3 NAANTALANG REHISTRO - (LATE REGISTRATION) - KASAL ANG MAGULANG

OPISINA	Tanggapan Ng Civil Registrar
KLASIPIKASYON	Highly Technical Application
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Magulang / Nagpaparehistro

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Form 102 – Certificate of Live Birth ✓ Ospital ipinanganak ✓ RHU Centers ✓ Bahay • Marriage Contract ng Magulang ✓ PSA Negative Certification ✓ Salaysay ng dalawang tao di kaano-ano ✓ Dalawang dokumento na katibayan ng kapanganakan (halimbawa: Baptismal Cert./School Records/ID Employment Cert./Medical/ Immunization Records)	• Tanggapan ng Civil Registrar ✓ Ospital – pirmado ng nagpaanak ✓ Tanggapan ng Civil Registrar at RHU Centers ✓ Tanggapan ng Civil Registrar • Tanggapan ng Ingat-Yaman ✓ PSA – Philippine Statistics Authority ✓ Tanggapan ng Punong-Bayan o sa Abogado ✓ Parish Church ✓ School ✓ Company ✓ Hospital/Doctor/Nurse/Midwife/BHW

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumentong kailangan, Personal Data Sheet	1.1 Pagsusuri ng mga impormasyong ibinigay ng kliyente mula sa mga dokumentong isinumite 1.2 Paggawa ng rehistro ng bata (Form –	Wala	50 Minuto	*Clerk I* *Clerk II* *Clerk III* *Bookbinder II* Tanggapan ng Patalaang Sibil

	Certificate of Live Birth) 1.3 Pagpapalagda sa Magulang at sa kinauukulan			
2. Pagbabayad		Application fee - ₱ 165 Cert. fee – ₱100 Xerox Copy – ₱100 Affidavit fee – ₱50 Service fee - ₱100	5 Minuto	*Revenue Collection Clerk* Tanggapan ng Ingat-Yaman
3. Posting		wala	10 araw	
4. Paglagda ng Mun. Civil Registrar	4. Pag kakaloob ng Rehistradong dokumento	wala	10 Minuto	*Pinuno ng Tanggapan* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		Basehan: SB Resolution No. 351-2020	1 oras at 15 minuto	

1.4 NAANTALANG REHISTRO (LATE REGISTRATION) - DI-KASAL ANG MAGULANG

OPISINA	Tanggapan Ng Civil Registrar
KLASIPIKASYON	Highly Technical Application
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Magulang / Nagpaparehistro
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Form 102 – Certificate of Live Birth ✓ Ospital ipinanganak ✓ RHU Centers ✓ Bahay • Affidavit ng pagkilala ng Ama at Ina - kung ipinanganak bago Agosto 3, 1988 at ng Ina kung ipinanganak mula March 19, 2004 hanggang sa kasalukuyan PSA Negative Certification • PSA Negative Certification	• Tanggapan ng Civil Registrar ✓ Ospital – pirmado ng nagpaanak ✓ Tanggapan ng Civil Registrar at RHU Centers ✓ Tanggapan ng Civil Registrar • Tanggapan ng Civil Registrar • Abogado • Philippine Statistics Authority (PSA)

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang Form ng Certfiicate of Live Birth, Marriage Certificate at Personal Data Sheet	1.1. I-tsek ang mga impormasyong ibinigay ng kliyente 1.2. Paggawa ng naantalang rehistro ng bata 1.3. Pagpapalagda sa Magulang	wala	50 MINUTO	*Clerk I* *Clerk II* *Clerk III* *Bookbinder II* Tanggapan ng Patalaang Sibil
2. Pagbabayad	-	App. Fee - ₱165.00 Xerox Coy – ₱150.00 Cert. fee – ₱100.00 Aff. fee – ₱100.00 Serv. Fee – ₱100.00 A.U.S.F – ₱250.00 Cert. AUSF – ₱100.00 Ack. Fee – ₱50.00	10 MINUTO	*Revenue Collection Clerk* Tanggapan ng Ingat-Yaman
3. Posting		wala	Kabuuang 10 araw	
4. Paglagda ng Mun. Civil Registrar	Pagkakaloob ng Rehistradong kopya	wala	10 MINUTO	*Pinuno ng Tanggapan* Tanggapang ng Patalaan Sibil
Kabuuang halaga at oras		Basehan: SB Resolution No. 351-2020		

2. Serbisyo sa Aplikasyon ng Marriage License at Pagpaparehistro ng Kasal

Ang magpapakasal ay kailangang mag-apply muna ng Marriage License bago ang kasalan. Pagkatapos ng sampu (10) araw na posting ng impormasyon tungkol sa mga ikakasal ay i-issue na ang Marriage License sa mga magpapakasal at ito ay may bisa saan mang panig ng Pilipinas sa loob ng 120 araw mula sa petsa ng pagka-issue.

Ang mga bagong mag-asawa ay kailangang iparehistro ang kanilang kasal upang ito ay maitala bilang legal na dokumento na magpapatunay sa pag-iisang dibdib ng dalawang indibidwal (lalaki at babae). Sa karaniwang kasalan ang Certificate of Marriage or Marriage Contract ay ipinapatala ng Solemnizing Officer sa loob ng labing lima (15) araw pagkatapos ng kasal samantalang sa kasalan na sakop ng Artikulo 34 ng Chapter 2 ng Family Code ang Certificate of Marriage ay ipinapatala ng Solemnizing Officer sa loob ng tatlumpo (30) araw pagkatapos ng kasal.

Ito ay alinsunod sa Pagpapatupad sa Panuntunan at Regulasyon (IRR) ng Republic Act Bilang 3753 na tinatawag na “Civil Registry Law.”

1.1 APLIKASYON NG MARRIAGE LICENSE

Opisina	Tanggapan ng Civil Registrar
Klasipikasyon	Highly Technical Application
Klase ng Transakyon	G2C – Government to Citizen
Sino ang dapat kumuha	Contracting Parties – Magpapakasal

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Cenomar	• Philippine Statistics Authority (PSA)
• Birth certificate	• PSA O Tanggapan ng Patalaang Sibil
• Sedula – ikakasal at magulang	• Tanggapan ng Ingat-Yaman
• Parental consent – ama at ina o guardian kung ang edad ay 18 taon hanggang 20 taong gulang	• Tanggapan ng Civil Registrar
• Parental advice mula sa magulang kung ang edad ng magpapakasal ay dalawampu’t isa (21) taon hanggang dalawampu’t apat (24) na taong gulang	• Tanggapan ng Civil Registrar
• Pre-marriage counseling kung ang edad ay 18 hanggang 24 taong gulang	• Tanggapan ng DSWD
• Sertipikasyon ng family planning	
• Legal capacity to marry kung banyaga ang ikakasal	• Tanggapan ng DSWD • Embahada Opisina ng Konsulado (Embassy/Consular Office)

• Death certificate ng asawa kung may byudo/byuda na ikakasal • Death certificate kung may namatay na magulang ng ikakasal		• PSA o Tanggapan ng Civil Registrar • PSA o Tanggapan ng Civil Registrar		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang mga dokumento at Sertipikasyon ng Seminar	1. Pagkumpleto sa mga kailangang dokumento		5 minuto	*Mga Kawani ng Patalaang Sibil* Tanggapan ng Patalaang Sibil
2. Pagsusuri ng mga dokumento at pagpapabayad	2. Paggawa ng mga dokumento ukol sa Application for Marriage License		45 minuto	*Clerk III* *Clerk II* *Computer Operator I* Tanggapan ng Patalaang Sibil
3. Pagbabayad ng kaukulang halaga	3.	**Kung parehas** nakatira sa isang bayan: Application fee – ₱ 200.00 PMC – ₱ 50.00 Family Planning – ₱50.00 Service fee – ₱100.00 **Kung isa lang** ang residente ng bayan: Application fee – ₱250.00 PMC – ₱50.00 Family Planning – ₱50.00 Service fee – ₱100.00 Kung ang isang	5 minuto	*Revenue Collector* Tanggapang ng Ingat-Yaman

		aplikante ay foreigner: Application fee – ₱700 PMC – ₱50.00 Family Planning – ₱50.00 Service fee – ₱100.00		
4. Posting	4. Pag post ng Notice	wala	10 araw na tuloy-tuloy para sa Notice ng Marriage	*Clerk III* *Clerk II* *Computer Operator I* Tanggapan ng Patalaang Sibil
5. Pagkakaloob ng kopya ng Marriage License	5. Pagbibigay ng sipi ng Marriage License na may bisa sa loob ng 120 araw mula sa pagkaka-isyu nito. Paglagda ng Municipal Civil Registrar	wala	10 minuto	*Clerk III* *Clerk II* *Computer Operator* I *Pinuno ng Opisina* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		Basehan: SB Resolution No. 351-2020	10 araw at 5 minuto	

1.2 KASAL SA ILALIM NG ARTICLE 34

Opisina	Tanggapan ng Civil Registrar
Klasipikasyon	Highly Technical Application
Klase ng Transakyon	G2C – Government to Citizen
Sino ang dapat kumuha	Contracting Parties – Magpapakasal

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Pinagsanib na salaysay ng pagsasama bilang mag-asawa ng magpapakasal (Affidavit of Cohabitation of Contracting Parties)	• Tanggapan ng Punong Bayan
• Kapitan ng Barangay - Sertipiko bilang katibayan ng pagsasama ng magpapakasal na hindi bababa sa limang taon	• Tanggapan ng Punong Barangay
• Sedula – ikakasal at magulang	• Tanggapan ng Ingat-Yaman
• Cenomar	• PSA
• Birth Certificate	• Tanggapan ng Civil Registrar o PSA

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumento	1. Pagtatala sa log-book	wala	5 minuto	*Mga Kawani ng Patalaang Sibil* Tanggapan ng Patalaang Sibil
2. Pagsusuri ng mga dokumento/ impormasyon	2. Pagrerehistro ng Marriage Certificate (Art. 34) (dapat ay iparehistro ng di-lalampas sa 30 araw mula petsa ng kasal)	Service fee – ₱100.00 Solemnization fee – ₱165.00	20 minuto	*Bookbinder II,* *Clerk II, III* *Comp. Operator I* Tanggapan ng Patalaang Sibil ---------- *Revenue Collector* Tanggpan ng Ingat-Yaman
3. Pagkakaloob ng kopya ng Marriage Certificate	3. Paglagda ng Municipal Civil Registrar	wala	10 minuto	*Bookbinder II* *Clerk II* *Clerk III* *Comp. Operator I* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		Basehan: SB Resolution No. 351-2020	35 minuto	

1.3 PAGPAPAREHISTRO NG KASAL

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Highly Technical Application
KLASE NG TRANSAKYON	G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	Contracting Parties – Magpapakasal

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Mula petsa ng kasal at di lalampas ng 15 araw marriage contract – pirmado ng ikinasal, witnesses at nagkasal • 16 ARAW NA AT PATAAS (LATE REGISTRATION) ✓ Affidavit ng Nagpakasal ✓ Affidavit ng Nagkasal (Solemnizing Officer) ✓ Affidavit ng 2 dis-interested person ✓ Certificate of No Record (PSA) – kung lampas na ng 1 taon	• SOLEMNIZING OFFICER ✓ Tanggapan ng Punong-Bayan / Abogado ✓ Philippine Statistics Authority (PSA)

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumento	1. Pagkumpleto ng dokumento	wala	10 minuto	*Mga Kawani ng Civil Registrar* Tanggapan ng Patalaang Sibil
2. Pagsusuri ng mga impormasyon	2. Pagrerehistro ng Marriage Certificate (mula araw na ikinasal hanggang 15 araw)	Service fee – ₱100.00	5 minuto	*Clerk II* *Clerk III* *Computer Operator I* Tanggapan ng Patalaang Sibil
2.1 Pagsusuri ng mga impormasyon	2.1 Paggawa ng Marriage Certificate kalakip ang suportang/kailang ang dokumento	Application for Delayed Registration fee – ₱165.00 Cert. fee – ₱100.00 Affidavit fee – ₱50.00 Service fee- ₱100.00 Xerox copy – ₱150.00	1 Oras	*Clerk II* *Clerk III* *Computer Operator I* Tanggapan ng Patalaang Sibil
3. Posting	3. Pag post ng Notice	wala	10 araw	*Clerk II* *Clerk III* *Computer Operator I* Tanggapan ng Patalaang Sibil
4. Pagkakaloob ng kopya ng Marriage Certificate	4. Pagrerehistro ng Kasala at paglagda ng Municipal Civil Registrar	wala	10 minuto	*Clerk II, Clerk III* *Computer Operator I* *Pinuno ng Tanggapan* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		Basehan: SB Resolution No. 351-2020	10 araw at 1 oras at 25 minuto	

3. SERBISYO SA PAGPAPAREHISTRO NG KAMATAYAN

1.1 SERBISYO SA APLIKASYON NG PAGPAPAREHISTRO NG PATAY (MAY TANING NA 30 ARAW)

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Pinakamalapit na kamag-anak ng namatay

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Form 103 – Certificate of Death (pirmado ng kamag-anak, punerarya (embalmer), Doctor ng ospital/Doktor ng Pamahalaang Bayan • Pahintulot sa paglilibing • Pahintulot sa pagbubukas ng nitso • Travel Permit – kung ililibing sa ibang bayan • Transfer of Skeletal Remain – kung may ililipat ng buto o labi ng namatay	• Tanggapan Doctor/Hospital/Clinic/Health Officer • Tanggapang ng Sanidad (Sanitary Office) • Tanggapan ng General Service (GSO) • Tanggapan ng Municipal Health • Tanggapang ng Sanidad (Sanitary Office) at Municipal Health

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1 Isumite ang Form ng Certificate of Death	1 Pagkumpleto sa dokumento	wala	10 minuto	*Bookbinder II* *Clerk I, II, III* *Comp. Operator I* Tanggapan ng Patalaang Sibil
2 Pagsusuri sa mga impormasyong nakatala sa Death Form	2 Pagtatala ng Rehistro ng Kamatayan	Service Fee - ₱100.00 Burial - ₱150.00 Cemetery – ₱100.00 Additional fee – Exhumation fee ₱150.00 Transfer fee – ₱150.00	20 minuto	*Bookbinder II* *Clerk I, II, III* *Comp. Operator I* Tanggapan ng Patalaang Sibil ---------- Revenue Collector – Tanggapan ng Ingat-yaman
3 Isumite ang Form ng Certificate of Death	3 Pagkumpleto sa dokumento	wala	10 minuto	*Bookbinder II* *Clerk I,Clerk II* *Clerk III* *Comp. Operator I* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		SB Resolution No. 351-2020	35 minuto	

3.1 SERBISYO SA APLIKASYON NG NAANTALANG PAGPAPAREHISTRO NG PATAY (LATE REGISTRATION)

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	Pinakamalapit na kamag-anak ng namatay

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Form 103 – Certificate of Death (pirmado ng kamag-anak, punerarya (embalmer), Doctor ng ospital/Doktor ng Pamahalaang Bayan • Affidavit ng kamag-anak kung bakit di agad naiparehistro ang kamatayan • Affidavit ng dalawang tao di kaano-ano na nakakaalam ng kamatayan ng naturang tao • Sertipiko ng Punong Barangay • Sertipiko ng Sepulturero, Resibo o sertipiko ng punerarya • Walang Rehistro o Negative Certification of Death	• Tanggapan Doctor/Hospital/Clinic/Health Officer • Abogado • Abogado • Tanggapan ng Punong Barangay • Tanggapan ng Punerarya • Philippine Statistics Authority (PSA)

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1 Isumite ang Form ng Certificate of Death at mga kaukulang dokumento	1 Pagkumpleto sa mga kinakailangang dokumento	wala	10 minuto	*Bookbinder II* *Clerk I* *Clerk II* *Comp. Operator I* Tanggapan ng Patalaang Sibil
2 Pagsusuri sa mga impormasyong nakatala sa Death Form at mga dokumento	2 Paggawa ng mg papel ukol sa naantalang Rehistro ng Kamatayan	Application fee- ₱165.00 Certification fee- ₱100.00 Service Fee - ₱100.00 Burial - ₱150.00 Cemetery – ₱100.00	50 minuto	*Bookbinder II* *Clerk I* *Clerk II* *Comp. Operator I* Tanggapan ng Patalaang Sibil *Revenue Collector* Tanggapan ng Ingat-Yaman

3 Posting		wala	Kabuuang 10 araw	Tanggapan ng Patalaang Sibil
4 Pagkakaloob ng Rehistradong Certificate of Death	4. Pagrerehistro at paglagda ng Municipal Civil Registrar	wala	5 minuto	*Pinuno ng Opisina* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		SB Resolution No. 351-2020	10 araw at 1 oras at 5 minuto	

4. PROSESO NG IBA PANG SERBISYO

Ang Civil Registry Office ay marami pang ibang serbisyo maliban sa Birth, Marriage at Death Registration. Katulad ng Supplemental Report for Birth, Marriage and Death, Registration/Endorsement ng Court Decree/Order at Registration ng Legal Instrument at marami pang iba.

Ito ay alinsunod sa Pagpapatupad sa Panuntunan at Regulasyon (IRR) ng Republic Act Bilang 3753 na tinatawag na “Civil Registry Law.”

4.1 SUPPLEMENTAL

Supplemental report for certification on Birth, Death, Marriage and Fetal Death. A supplemental report using the appropriate form maybe filed to supply information inadvertently omitted when the documents was registered except for the Medical Certificate in the Certificate of Death and Fetal Death and the applicable certifications in the Certificate of Marriage.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Kopya ng PSA na may nawawalang bahagi sa rehistro sa: ✓ Birth Certificate ✓ Marriage Certificate ✓ Death Certificate • Katibayan or Proof of Identity tulad ng Baptismal Cert., Comelec Record, School Record at mga pinapayagang uri ng pagkakakilanlan (valid ID) • Affidavit ng Supplemental	• Philippine Statistics Office • Simabahan • Iskwelahan • COMELEC • Ahensya ng Gobyerno • Abogado

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumentong kailangan	1. Pagkumpleto sa mga kinakailangang dokumento at paggawa ng Supplemental	wala	1 oras	*Comp. Operator I* Tanggapan ng Patalaang Sibil
2. Pagbabayad	2. Paghahanda ng mga dokumento na ipapa-endorso	Supplemental Fee ₱300 Certification Fee - ₱ 100 Endorsement Fee - ₱200Cert. True Copy ₱150 Xerox copy with annotation - ₱150 Xerox copy without annotation - ₱150	10 minuto ---------- 5 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil *Revenue Collector* – Tanggapan ng Ingat-Yaman
3. Pagpapalagda ng mga dokumento	3. Mun. Civil Registrar – paglagda at pagsiyasat ng mga dokumento	wala	15 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
4. Pagpapadala sa Philippine Statistics Authority (PSA)	4. Pag natapos na ang proseso. I-eendorso na sa PSA main office-Legal Division ang	wala	Walang tiyak na oras	PSA

	mga papeles thru courier like JRS (kliyente ang magpapadala at magbabayad sa courier)			
Kabuuang halaga at oras		SB Resolution No. 351-2020	1 oras at 30 minuto	

4.2 COURT DECREE/ORDER

Except for Adoption which should be registered within thirty(30) days from the date of issue of the final judgment, any Court Decree/Order should be registered within ten(10) days in the Civil Registrar where the Court is functioning.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Petition with Final Court Oder • Certificate of Finality • Certificate of Registration of Court Order/Decision • Special Power of Attorney – kung may aatasang magpagawa	• Korte (Designated Court) • Korte (Designated Court) • Munisipalidad na nasasakop ang Korte • Abogado

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang kailangang dokumento	wala	10 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
2.	2. Paggawa ng mga kinauukulang dokumento, pagtatatak at paglagda	wala	1 oras	*Comp. Operator I* Tanggapan ng Patalaang Sibil

3. Pagbabayad	3.	Annulment ng Marriage - ₱2,500 Court Decree / Order = ₱250.00 Certification Fee ₱100 Endorsement Fee ₱200 Xerox copy w/ annotation - ₱150 Xerox copy without annotation - ₱150	5 minuto	*Revenue Collector* – Tanggapan ng Ingat-Yaman
4.	4. Paglagda ng mga dokumento – Mun. Civil Registrar	wala	20 minuto	*Pinuno ng Tanggapan* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		SB Resolution No. 351-2020	1 oras at 45 minuto	

4.3 LEGAL INSTRUMENT

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

a) Affidavit of Reappearance
b) Marriage Settlement
c) Admission of Paternity
d) Acknowledgement
e) Legitimation
f) Voluntary Emancipation of Minor

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Affidavit of Acknowledgment (August 02, 1988 pababa) • Admission of Paternity (August 03, 1988 pataas) • Affidavit to Use the Surname of Father (AUSF)	• Abogado

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang kailangang dokumento	wala	10 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
2.	2. Pag-tsek ng mga dokumentong ibinigay ng kliyente	wala	10 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
3. Pagbabayad	3. Paggawa sa kaukulang dokumento, pagpapalagda a, pagtatatak at pag-file	Legal Instrument ₱300 Certification fee (Legal Ins.) ₱100 Endorsement fee - ₱200 Xerox copy	1 oras	*Revenue Collector* – Tanggapan ng Ingat-Yaman

		without - ₱150 Xerox copy with Annotation - ₱150 Certification fee - ₱100 Service fee - ₱100		
4. Pagpapa mail ng dokumento sa PSA Main Office	4. Paggagayak ng endorsement ng dokumento at Paglagda ng Mun. Civil Registrar	wala	10 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		SB Resolution No. 351-2020	1 oras at 30 minuto	

1.1LEGITIMATION

Legitimation is the remedy by means of which those who in fact were not born in wedlock and should therefore, be considered legitimate, it being supposed that they were born when their parents were already validly married.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Affidavit of Legitimation • Marriage Certificate of Parents-PSA • Birth Certificate of Child-PSA • CENOMAR of Parents - PSA	• Abogado • Philippine Statistics Authority • Philippine Statistics Authority • Philippine Statistics Authority

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang mga kailangang dokumento	wala	20 minuto	*Comp. Operator I* Tanggapan ng Patalaang Sibil
2.	2. I-tsek and mga dokumento at paggawa o proseso ng Legitimation	wala	1 oras	*Comp. Operator I* Tanggapan ng Patalaang Sibil
3. Pagbabayad	3.	Legitimation Fee -₱300 Cert. fee (Legit.) - ₱100 Endorsement fee -₱200 Xerox copy - ₱150 Xerox copy (w/annotation) - ₱ 150 Cert. fee - ₱100 Serv. Fee - ₱ 100	5 minuto	*Revenue Collection Clerk* *Tanggapang ng Treasurer*

4. Pagpapa mail sa PSA Main Office	4. Paglagda ng mga dokumento at endorsement – Municipal Civil Registrar	wala	20 minuto	PSA
Kabuuang halaga at oras		SB Resolution No. 351-2020	1 oras at 45 minuto	

1.2PIECEMEAL

Endorsement of documents such as Certificate of Birth, Marriage and Death which was registered in the Local Civil Register but no record in Philippines Statistics Authority.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Negative Certificate from PSA: ✓ Marriage ✓ Birth ✓ Death	• Philippine Statistics Authority (PSA)

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang mga kailangang dokumento	wala	10 minuto	*Clerk I* *Clerk II* *Clerk III* *Comp. Operator I* Tanggapan ng Patalaang Sibil
2.	2. I-tsek and mga dokumento at paggawa o proseso ng Legitimation	wala	30 minuto	*Clerk I* *Clerk II* *Clerk III* *Comp. Operator I* Tanggapan ng Patalaang Sibil
3. Pagbabayad	3.	Certification fee - ₱100	5 minuto	*Revenue Collection Clerk*

		Endorsement fee - ₱200 Xerox copy - ₱150		*Tanggapang ng Treasurer*
4. Pagpapa-mail sa PSA Main Office	4. Paglagda ng mga dokumento at endorsement – Mun. Civil Registrar		20 minuto	*Pinuno ng Tanggapan* Tanggapan ng Patalaang Sibil
Kabuuang halaga at oras		SB Resolution No. 351-2020	55 minuto	

1.3PETITION FOR CORRECTION UNDER R.A. 9048

An Act authorizing the City/Municipal Civil Registrar or the Consul General to correct clerical or typographical error in an entry and/or change of first name or nickname in the Civil Registrar without need of a judicial order.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• **Correction of Clerical Error**: ✓ Certified true copy of the certificate to be corrected-Local & PSA ✓ Original documents showing the correct entries upon which the correction shall be based: ➢ Birth certificate (wife/husband for marriage petition) ➢ Baptismal certificate ➢ School records ➢ SSS/GSIS/Philhealth ➢ Voter's affidavit or certification ➢ Medical record ➢ Business record ➢ Marriage contract ➢ Birth certificate of children ➢ Birth certificate of mother ➢ Marriage contract of parents ➢ Birth certificate of brother/sister ➢ Any Valid ID's ✓ Other relevant documents as the Registrar may require	✓ Philippine Statistics Authority (PSA) ✓ Local Civil Registrar Parish Church Schools attended Government Agency Comelec Hospital Company LCR/PSA LCR/PSA LCR/PSA LCR/PSA LCR/PSA LCR/PSA Government issued ID/Company ID
• **Change of First Name/Nickname:** ✓ Certified true copy of the certificate to be corrected- PSA ✓ Clearance from the following, mandatory:	• Philippine Statistics Authority • Company, if employed

➢ Certificate of employment with no pending case, if employed ➢ Affidavit of no employment, if not employed (notarized) ➢ NBI Clearance ➢ PNP Clearance ➢ Barangay Clearance ✓ Documents showing the correct entries upon which the correction shall be based: ➢ Baptismal certificate ➢ School records ➢ SSS/GSIS/Philhealth ➢ Voter's affidavit or certification ➢ Medical record ➢ Business record ➢ Marriage contract ➢ Birth certificate of children ➢ Birth certificate of brother/sister ➢ Any Valid ID's ✓ Proof of publication ➢ Published in a newspaper of general circulation, once a week for 2 weeks ➢ Affidavit of publication from Newspaper ➢ Copy of newspaper clipping ✓ Other relevant documents, the Registrar may require	• Abogado • National Bureau of Investigation • Philippine National Police • Tanggapan ng Punong Barangay • Parish church • Schools attended • Government agency • Comelec • Hospital/Doctors • Company • LCR/PSA • LCR/PSA • LCR/PSA • Any government issued ID/Company ID • Newspaper Company • Newspaper Company

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang mga kailangang dokumento	wala	10 minuto	*Comp. Operator I* *Comp. Operator III*
2.	2. I-tsek ang mga dokumentong	wala	20 minuto	*Comp. Operator I*

	ibinigay ng kliyente			*Comp. Operator III*
3. Pagbabayad	3. Kung kumpleto na ang mga dokumento, pagbayarin na ang kliyente sa	CORRECTION OF CLERICAL ERROR: Filing Fee - ₱1,000 Registration Fee - ₱ 200 Service Fee - ₱100 Xerox copy(birth) - ₱300 Xerox copy)Petition - ₱300 Endorsement Fee - ₱ 200 Certification Fee - ₱ 200 **CHANGE OF FIRST NAME:** Filing Fee - ₱3,000 Registration Fee - ₱ 200 Service Fee -₱ 100 Xerox Copy(birth) – ₱ 300 Xerox copy Petition - ₱ 300 Endorsement Fee - ₱ 200 Certification Fee - ₱ 200	5 minuto	*Revenue Collection Clerk Tanggapang ng Treasurer*
	4. Pagproseso ng Petition for Correction/Change of First Name	wala	1 oras	*Comp. Operator I Comp. Operator III*

	5. Posting ng Certificate at Notice	wala	10 araw	*Tanggapan ng Civil Registrar*
4. Pagpapadala sa PSA Main Office	6. I-eendorso na sa PSA main office- Quezon City	wala	Walang takdang araw (Kliyente ang mag-follow up sa PSA)	*Tanggapan ng Civil Registrar* *PSA*
Kabuuang halaga at oras		SB Resolution No. 351-2020		

1.4PETITION FOR CORRECTION UNDER R.A. 10172

An Act which took effect on November 22, 2012 cover correction of clerical or typographical error in the Birth Certificate specifically errors in the day/or month in the date of birth and sex.

OPISINA	Tanggapan ng Civil Registrar
KLASIPIKASYON	Simple and Highly Technical
KLASE NG TRANSAKYON	G2C-Government to Citizen
SINO ANG DAPAT KUMUHA	MAMAMAYAN

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• **Change of Sex/ Month of Birth/ Day of Birth** ✓ PSA at Local copy ng Birth - uri ng dokumento ipapatama ✓ Clearance from the following, mandatory: ➢ Certificate of employment with no pending case, if employed ➢ Affidavit of no employment, if not employed (notarized) ➢ NBI Clearance ➢ PNP Clearance ➢ Barangay Clearance • Dokumento na basehan ng tamang spelling o petsa: ➢ Baptismal certificate ➢ School records ➢ SSS/GSIS/Philhealth ➢ Voter's affidavit or certification ➢ Medical record ➢ Business record ➢ Marriage contract ➢ Birth certificate of children ➢ Any Valid ID's • PUBLICATION – sa pamamagitan ng Pahayagan o newspaper sa loob ng 2 linggo ➢ Affidavit of publication from newspaper ➢ Copy of newspaper clipping	• Philippine Statistics Authority • Local Civil Registrar • Company, if employed • Abogado • National Bureau of Investigation • Philippine National Police • Tanggapan ng Punong Barangay • Parish church • Schools attended • Government agency • Comelec • Hospital/Doctors • Company • LCR/PSA • LCR/PSA • Any government issued ID/Company ID • Newspaper Company • Newspaper Company

➢ Medical certificate issued by Mun. Health Officer that the Petitioner had not undergo sex change or transplant ➢ Certification by the Mun. Civil Registrar that the Certificate issued by Mun. Health Officer is authentic ➢ Other relevant documents, the Registrar may require	• Newspaper • Municipal Health Office • Office of the Civil Registrar

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang mga dokumentong kailangan	1. Magsagawa ng interview sa kliyente at hingin ang mga kailangang dokumento		*10 minuto*	*Comp. Operator I* *Comp. Operator III*
	2. I-tsek ang mga dokumentong ibinigay ng kliyente		*20 minuto*	*Comp. Operator I* *Comp. Operator III*
2. Pagbabayad	3. Kung kumpleto na ang mga dokumento, pagbayarin na ang kliyente sa	Correction Of Clerical Error: R.A. 10172 Filing Fee - ₱3,000 Registration Fee - ₱ 200 Service Fee - ₱100 Xerox copy(birth) - ₱300 Xerox copy)Petition - ₱300 Endorsement Fee - ₱ 200 Certification Fee - ₱ 200	*5 minuto*	*Revenue Collection Clerk* *Tanggapang ng Treasurer*

	4. Pagproseso ng Petition for Correction/Change of First Name		*1 oras*	*Comp. Operator I* *Comp. Operator III*
	5. Posting ng Certificate at Notice Publication		*10 araw* *14 araw*	*Tanggapan ng Civil Registrar* *Newspaper*
3. Pagpapadala sa PSA Main Office	6. I-eendorso na sa PSA main office-Quezon City		*Walang takdang araw (Kliyente ang mag-follow up sa PSA)*	*Tanggapan ng Civil Registrar* *PSA*
Kabuuang halaga at oras		SB Resolution No. 351-2020		

TANGGAPAN NG
PAMBAYANG INGAT YAMAN
(MUNICIPAL TREASURY OFFICE)
EXTERNAL SERVICES

1. PAGKUHA NG SEDULA (INDIBIDWAL AT KORPORASYON) (ISSUANCE OF COMMUNITY TAX CERTIFICATE FOR INDIVIDUAL AND CORPORATION)

Ang mga indibidwal na may obligasyon sa pagbabayad ng Sedula ay kinabibilangan ng (a) bawat naninirahan sa Pilipinas na labing-walo (18) taong gulang o higit pa na may regular na trabaho o sahod sa loob ng hindi bababa sa tatlumpung (30) sunod-sunod na araw ng trabaho sa loob ng tauanang kalendaryo, (b) isang indibidwal na may negosyo o okupasyon, (c) isang indibidwal na may ari-ariang hindi natitinag na may kabuuang nasusuring halagang isang libong piso (₱1,000.00) o higit pa, at (d) isang indibidwal na kinakailangan ayon sa batas na magsumite ng buwis sa kita (Art. 246(a), IRR, na nagpapatupad ng Seksiyon 157, LGC 1991).

Ang bawat korporasyon, kahit paano ito nilikha o organisado, maging domestiko o dayuhang residente, na nakabahagi o nagsasagawa ng negosyo sa Pilipinas (Art. 246(c), IRR, na nagpapatupad ng Seksiyon 158, LGC 1991).

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C and G2B
SINO ANG DAPAT KUMUHA	Pampubliko Pangkalahatan na may edad labing-walo (18) pataas.

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Personal na Pagpunta	•
• Balidong Identipikasyon (Valid ID) ✓ Listahan ng mga Balidong Identipikasyon (List of Valid ID): ➢ Philippine Passport ➢ SSS ID or SSS UMID Card from Social Security System (SSS) ➢ GSIS ID or GSIS UMID Card Government Service Insurance System (GSIS) ➢ Driver's License from Land Transportation Office (LTO) ➢ PRC ID from Professional Regulatory Commission (PRC) ➢ IBP ID issued by Integrated Bar of the Philippines (IBP) ➢ National ID (PhilsID) from Philippine Statistics Authority (PSA) ➢ Comelec Voter's ID ➢ Senior Citizen ID ➢ PWD ID ➢ PhilHealth ID ➢ TIN Card ➢ Postal ID	• Iba't ibang ahensya ng gobyerno, mga kumpanya, at mga paaralan o unibersidad.

➢ NBI Clearance ➢ Police Clearance ➢ Seaman's Book ➢ Company ID ➢ Student's ID ➢ Alumni ID ➢ PSA Marriage at Birth Certificate	
• Barangay Clearance	• Kalihim sa Barangay

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Magbigay ng personal na datos sa islip gamit ang ID o lumang Sedula;	1. Isulat ang ibinigay na impormasyon kalakip ng katumbas na halaga na babayaran;	*Table 1. Ayon sa uri ng hanapbuhay*	3 minuto	*Clerk II* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *Bookbinder II & Computer Operator III* ****(Transaksyon sa Bintana Blg. 1, 2 & 3)*
2. Lagdaan at markahan ng hinlalaki ang tatlong (3) kopya ng Sedula;	2. Nilalagdaan ng kolektor ang Sedula para sa Punong Ingat-Yaman;			
3. Magbayad ng kaukulang halaga at tanggapin ang orihinal na kopya.	3. Ibigay ang orihinal na kopya matapos ang pagkolekta ng bayad.			
Kabuuang halaga at oras			3 minuto	

Table 1. Ayon sa uri ng hanapbuhay

Ayon sa uri ng hanapbuhay, negosyo, o ari-ariang pinagkakakitaan. **Para sa Indibidwal: Limang piso (₱5.00) at karagdagang buwis na piso (₱1.00) para sa bawat Isang Libong Piso (₱1,000.00) ng kita sa loob ng isang taon anuman ang pinagmulan nito, maging mula sa negosyo, propesyon, o ari-arian. Ang singil ay hindi lalampas sa Limang Libong Piso (₱ 5,000.00). **Para sa Korporasyon: Taunang Sedula na Limang-daang Piso (₱500.00) at karagdagang dalawang piso (₱2.00) para sa bawat Limang Libong Piso (₱5,000.00) ng taunang kabuuang kita. Ang singil ay hindi lalampas sa Sampung Libong Piso (₱10,000.00). Ang dagdag na singil na dalawang porsyento 2% kada buwan ay ipinapataw sa kabuuang halaga, kung ang Sedula ay inisyu simula sa unang-araw ng Marso.

2. PAGBABAYAD NG BUWIS/AMILYAR NG LUPA AT GUSALI
(Acceptance of payments on Real Property Tax)

Ang Pangunahing Buwis sa Lupaing Ari-arian *(Basic Real Property Tax)* ay isang taunang buwis ayon sa halaga *(ad valorem)* ng mga ari-arian tulad ng lupa, gusali, makinarya, at iba pang mga imprastruktura. Ang buwis ay 1% ng halaga ng tasa na isang bahagdan ng makatarungang halaga sa merkado (*fair market value)* ng lupaing ari-arian. Itinatakda ng *LGC* ang graduwadong iskedyul ng pagtasa para sa mga uri ng ari-arian batay sa agrikultural, residensyal, at iba pang uri ng lupaing ari-arian.

Ang Buwis para sa Pondo sa Edukasyon *(Special Education Fund Real Property Tax)* ay karagdagang taunang buwis ayon sa halaga *(ad valorem)* ng mga ari-arian. Ang halaga ng buwis ay 1% ng tasa ng halaga ng ari-arian at ito'y kinokolekta kasama ng Pangunahing Buwis sa Lupaing Ari-arian *(Basic Real Property Tax)* sa lupaing ari-arian.

Ang Punong Ingat-Yaman ay inatasang mangolekta ng lahat ng buwis sa mga ari-arian na sakop ng bayan ng Talavera. Ang mga buwis ay dapat bayaran taun-taon batay sa antas ng tasa at makatarungang halaga sa merkado (*fair market value)* ng ari-arian. Ang mga pagbabayad ay maaaring gawin taun-taon o sa pamamagitan ng *installment scheme.*

Ang koleksyon ng buwis sa lupaing ari-arian kasama ang interes nito at kaugnay na gastos, at ang pagsasagawa ng mga solusyon ayon sa Title 2193, Book II ng LGC of 1991 (R.A. 7160), o anumang umiiral na mga patakaran at regulasyon ay tungkulin ng nararapat na Tagapamahalang Ingat-Yaman (Sek. 247 LGC 1991).

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C, G2B and G2G
SINO ANG DAPAT KUMUHA	Lahat ng may ari-ariang natitinag at di-natitinag na sakop ng bayan ng Talavera

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Katibayan ng Pagkakabayad (Official receipt) orihinal/ sertipikadong kopya • Abiso ng Pagtatasa (Notice of Assessment)	• Kopya ng pagmamay-ari • Tanggapan ng Taga-tasa (Assessor's Office)
Mga Karagdagang Kinakailangan para sa Pag-verify: • Tax Declaration orihinal/ sertipikadong kopya • Titulo ng Lupa • Sertipikasyon sa Barangay (sa kaso ng gusaling giniba)	• Tanggapan ng Taga-tasa (Assessor's Office) • Nagmamay-ari, Registry of Deeds • Barangay Secretary

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**

1. I-presenta ang isa sa mga nabanggit na kinakailangang dokumento.	1.1 Pag-verify sa talaan ang impormasyon at huling bayad ng may-ari ng ari-arian sa pamamagitan ng RPTAR System o Libro 1.2 Ikalkula ang dapat na bayaring amilyar	*Table 2. Ayon sa tinasa na halaga*	3-5 minuto bawat ari-arian	*Clerk I* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *Bookbinder II & Computer Operator III* *(Transaksyon sa Bintana Blg. 4, 5 & 6)*
2. Tanggapin at alamin ang halaga ng dapat bayaran base sa komputasyon.	2. Paghahanda ng Opisyal na Resibo			
3. Magbayad ng kaukulang halaga at tanggapin ang orihinal na kopya ng resibo	3. I-proseso ang pagbabayad at ibigay ang opisyal na resibo sa kliyente.			
Kabuuang halaga at oras			3-5 minuto	

Table 2. Ayon sa tinasa na halaga.

Formula para sa kalkulasyon ng RPT:
Basic Tax: Tax Due = Assessed Value x 1%
Special Education Fund Tax:
SEF Due = Assessed Value x 1%

For Updated Payments:
Discounts to Avail: 20%-Payment before the following taxable year.
10% - Prompt Payment (January 01 to March 31 of taxable year)

***Interest on unpaid Real Property Tax may incur 2% per month starting April 01 of the taxable year.

Payment of Real Property Taxes in Installments:
1st Installment: ON OR BEFORE MARCH 31
2nd Installment: ON OR BEFORE JUNE 30
3rd Installment: ON OR BEFORE SEPTEMBER 30
4th Installment: ON OR BEFORE DECEMBER 31

Penalties for delinquent Real property tax:

From 1973 - 1991	24% per year	PD 464
1992 - 2020	72% per year	RA 7160
2021	incur 2% per month until reach max. of 72%	
2022	incur 2% per month until reach max. of 48%	

3. PAGKUHA NG OPISYAL NA RESIBO (Issuance of Official Receipts)

Ang lokal na kita *(Local revenue)* ay mula lamang sa mga pinagkukunan na malinaw na pinahihintulutan ng batas o ordinansa, at ang koleksyon nito ay dapat kilalanin nang wasto sa lahat ng oras *(Sec. 305 (d), LGC).*

Ang Tanggapan ng Ingat-Yaman ay pinagkalooban ng tungkuling maglabas ng opisyal na resibo sa sinumang indibidwal o korporasyon na nagbabayad para sa mga serbisyo ayon sa utos ng pagbabayad mula sa iba't ibang kinauukulan na tanggapan *(Resolusyon Blg. 351-2020, Munisipyong Ordinansa Blg. 31-A-2020).*

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C and G2B
SINO ANG DAPAT KUMUHA	Pampubliko Pangkalahatan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
✓ Listahan ng mga dapat bayaran (Order of payment) • Para sa Pagpapatunay: ✓ Balidong Identipikasyon (Valid ID) ✓ Sedula (Community Tax Certificate) ✓ Barangay Clearance	• Iba't ibang Tanggapan (Lokal na *Civil Registrar*, *Business Permit and Licensing Office (BPLO),* Tanggapan ng Pagtatayo *(Engineering Office), Municipal Planning and Development Office (MPDO),* Tanggapan ng Taga-tasa (*Office of the Municipal Assessor)*, Tanggapan ng Punong Bayan *(Office of the Municipal Mayor), Nueva Ecija University of Science and Technology – Municipal Government of Talavera (NEUST-MGT)).*

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. I-presenta ang order ng pagbabayad na inisyu ng kinauukulan na opisina.	1. Suriin ang hinihinging kopya ng kinakailanga ng mga dokumento mula sa mga kinauukulang opisina.	Table 3.	2-5 minuto	*Clerk II* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *Bookbinder II & Computer Operator III* *(Transaksyon sa Bintana Blg. 1, 2 & 3)*
2. Bayaran ang kinakailanga ng halaga at maghintay sa paglabas ng opisyal na resibo	2. Ibahagi ang opisyal na resibo at tumanggap ng mga pagbayad.			
Kabuuang halaga at oras			3 minuto	

Table 3.

MGA BAYARIN	HALAGA
Professional Tax	₱ 330.00
Lot/Stalls Rental	1,250.00
Calibration (Quarterly)	200/nozzle
Tax Clearance Fee	100.00
BPLO:	
Permit fees on Tricycle Operations - NEW	400.00
Permit fees on Tricycle Operations - Renewal	230.00
Change of Motor	150.00
Dropping	100.00
Occupational Permit	200.00
Health Card	100.00
ASSESSOR'S:	
Reclassification	1.50/sq.m.
Certificate of No Improvement (based on area)	
Inspection Fee – Real Property	
- Area less than 500 sq.m.	300.00
- 501 sq.m. to 1000 sq.m.	350.00
- 1001 sq.m. to 2000 sq.m.	400.00
- 2001 sq.m. to 5000 sq.m.	500.00
- 5001 sq.m. to1 Hectare	700.00
- 1 Hectare and above	1,000.00
True Copy (Tax Declaration)	150.00
Transfer Fee	150.00
Verification Fee	100.00
-	
LOCAL CIVIL REGISTRY:	
Filing Fee (R.A. 9048)	3,000.00
Filing Fee (Correction of Clerical Error)	1,000.00
Supplemental Report	300.00
Processing Fee (Birth, Marriage, Death)	200.00
Registration of Legal Instrument	300.00
Endorsement Fee (Birth, Marriage, Death)	150.00
Application for Marriage - Both residents of the Municipality - If one is non-resident - If one is a foreigner	 200.00 250.00 700.00
Solemnization Fee	165.00
Service fee (Birth, Marriage, Death)	100.00
Service fee for PSA Copy (Birth, Marriage, Death)	110.00
Sponsors fee per head	100.00

Delayed Registration (Birth, Marriage, Death)	565.00
Oath Fee	50.00
Affidavit of Acknowledgement	50.00
Acknowledgement Fee	50.00
Cemetery Lot	100.00
Burial Permit	150.00
Transfer, Exhumation and Removal of Cadaver	200.00
Certified Copies/Photo Copies of any Document	150.00
Certification Fees of any Document	100.00
Police Clearance:	
- Local Use	100.00
- For Abroad	100.00
Court/Judge Clearance	100.00
Mayor's Clearance	100.00
ENGINEERING:	
Locational Clearance	Based on the prescribed HLURB rates Building Permit Occupancy Permit
Traffic Citation Ticket	Based on traffic committed violation under Ordinance No. 08-2008

4. PAGTANGGAP NG PAGBABAYAD NG PERMIT SA NEGOSYO, PUNONG-BAYAN AT BAYAD SA REGULASYON *(Acceptance of Payment on Business Permit, Mayor's Permit, and Regulatory fees)*

Ito ay isang buwis na ipinapataw sa iba't-ibang kategorya ng operasyon sa negosyo (tagagawa, nagtitingi, tagaluwas, mamamakyaw, kontratista, bangko, mangangalakal, at anumang negosyo). Ang buwis ay sumusunod sa isang graduwadong iskedyul batay sa mga benta o kita ng nakaraang taon. Tinutukoy ng *LGC* ang mga graduwadong iskedyul ng mga tax rates para sa mga kategorya ng negosyo. *(Resolusyon Blg. 351-2020, Munisipyong Ordinansa Blg. 31-A-2020).*

Ang bayad para sa pag-isyu ng *Mayor's Permit* ay dapat bayaran sa *Municipal Treasurer* bago mag-umpisa ang anumang negosyo o gawain at sa loob ng unang dalawampung (20) araw ng Enero ng bawat taon sa pag-renew nito. Ang mga pagbabayad ay maaaring gawin sa pamamagitan ng *installment scheme* simula ika-20 ng Enero, Abril, Hulyo, at Oktubre, at maaaring magdulot ng 25% multa pagkatapos ng takdang panahon ng pagbabayad.

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C and G2B
SINO ANG DAPAT KUMUHA	Mga Korporasyon, Kooperatiba, at mga may ari ng Negosyo na hindi bababa sa 18 taong gulang

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Business Assessment Form	• Business Permit and Licensing Office

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. I-present ang assessment form na inisyu ng BPLO.	1. I-verify ang ipinakitang dokumento batay sa pagkumpleto ng kinakailangan.	Table 4.	3-5 minuto	*Clerk II* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *Bookbinder II & Computer Operator III* ****Business One-Stop Shop*
2. Bayaran ang kaukulang bayad.	2. Ibigay ang resibo at tanggapin ang pagbabayad.			
3. Pumunta sa BFP para sa bayad ng inspeksiyon ng sunog at sa BPLO para i-present ang Opisyal	3. Atasang magpatuloy sa BPLO at BFP para sa pag-issue ng Mayor's Permit.			

na resibo para sa pag-isyu ng Mayor's Permit.				
Total amount and time				

Table 4.

Ang bayad para sa Business at Mayor's permit ay maaaring batay sa laki ng ari-arian o bilang ng mga manggagawa, alinman sa kanila ang magbibigay ng mas mataas na bayad.

Mayroong karagdagang 5% na bayad para sa pag-isyu ng Mayor's Permit sa mga kontratista na hindi residente na nangangasiwa o nagpapatupad ng aktibidad sa loob ng munisipyo.

MGA BAYARIN	HALAGA
Signboard	₱ 50.00
Oath Fee	50.00
Inspection	100.00
Business Plate - New - Renew	 250.00 20.00
Weight and Measure (based on nature of business)	100.00 – 1,500.00
Sanitary Permit	200 – 750.00
Garbage Fee (based on location and nature of business)	600.00 – 7,500.00
Trucking Fee	750.00/truck
Storage Fee	250.00 – 2,000.00
Clean and Green	Based on Gross Income
Barangay Clearance (Renew)	Based on Gross Income
Annual Inspection Fee (Outside Market)	Based on the prescribed HLURB rates
Zoning Clearance (Outside Market)	Based on the prescribed HLURB rates

5. Paghahanda ng Buwisang Talaan / Sulat ng Pagkakautang *(Preparation of Tax Bill / Letter of Delinquency)*

Ipinapaabot ngayon sa lahat ng may-ari ng mga ari-arian na batay sa mga probisyon ng Local Government Code (R.A. 7160), ang pagbabayad ng Basic Tax sa mga ari-arian, na halagang 1% ng itinakdang halaga at ang karagdagang 1% na inaasahan para sa Special Education Fund.

Ang pagkukulang sa pagbabayad ng basic na buwis sa ari-arian at karagdagang SEF buwis bago o sa mga petsa na nabanggit sa itaas ay magreresulta sa pagkakasangkot ng nagbabayad ng buwis sa pagbabayad ng interes na may halagang dalawang porsiyento (2%) kada buwan sa hindi nabayarang halaga o bahagi nito, hanggang sa ang buwis na ay lubusang mabayaran.

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G, G2C, G2B
SINO ANG DAPAT KUMUHA	Lahat ng may ari ng lupa, gusali, at makinarya na nasasakupan ng munisipyo.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Abiso ng Pagtatasa (Notice of Assessment)	• Tanggapan ng Taga-tasa (Assessor's Office)

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Kumuha ng Notice of Assessment mula sa Tanggapan ng Munisipal na Assessor.	1. Pag-verify ng Huling Bayad 1.1 Komputasyon ng Tax bill para sa kasalukuyang delinkwentong account ng mga RPT taxpayers	Wala	3-5 minuto bawat ari-arian	*Clerk I* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *Bookbinder II & Computer Operator III* ****(Transaksyon sa Bintana Blg. 4, 5 & 6)*
2. Tanggapin ang abiso ng pagkakautang at pumirma para sa kopya ng MTO na nakuha.	2. Paglalabas ng abiso ng pagkakautang sa mga taxpayer			
Total amount and time		Wala	3-5 minuto	

6. Paglabas ng Tax Clearance (Issuance of Tax Clearance/Certificate)

Ang Opisina ng Municipal Treasurer ay naglalabas ng Clearance/Certificate ng Pagbabayad ng Real Property Tax sa kahilingan ng kliyente na kinakailangan ng iba't-ibang lokal na opisina (halimbawa, para sa pagkuha ng building permit), bilang kapalit ng nawawalang opisyal na resibo (OR), o bilang kinakailangan para sa mortgage o utang ng ari-arian.

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G, G2C, G2B
SINO ANG DAPAT KUMUHA	Lahat ng mga nagbabayad ng buwis sa tunay na ari-arian na may mga napapanahong talaan ng bayad.

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Pinakabagong Opisyal na Resibo ng Tunay na Ari-arian (Orihinal/o sertipikadong kopya) • Pinakabagong kopya ng Talaan ng Buwis (Orihinal/o sertipikadong kopya) Karagdagang mga Kinakailangan para sa Pagpapatunay: • Titulo ng Lupa sakaling may paglilipat ng pagmamay-ari • Sulat ng Pahintulot mula sa may-ari at tunay na ID ng kinatawan	• Kopya ng pagmamay-ari • Tanggapan ng Taga-tasa (Assessor's Office)

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Ipresenta ang mga kinakailangang dokumento na nabanggit sa itaas.	1. Tiyakin ang katunayan ng ipinakitang dokumento.	Bayad sa Tax Clearance - ₱ 100.00 bawat may-ari ng ari-arian at/o kahilingang sertipikasyon	5-10 minuto bawat ari-arian	*Clerk I* *Revenue Collection Clerk I, II & III* *Local Revenue Collection Officer I & II* *& Computer Operator III* ****(Transaksyon sa Bintana Blg. 4, 5 & 6)*
2. Bayaran ang mga kaugnay na bayarin.	2. Tanggapin ang bayad at ibigay ang opisyal na resibo			
3. Lagdaan ang logbook para sa ibinigay na tax clearance at tanggapin ang clearance/ certification.	3.1 Paghahanda ng Tax Clearance 3.2 Irekord ang sertipiko ng buwis na ilalabas sa logbook at ibigay ang Tax Clearance.			
Total amount and time		Wala	3-5 minuto	

7. Disbursement of funds/payment of vouchers

Ang paglabas ng lokal na mga pondo ay tumutukoy sa pagtugon sa mga utang o obligasyon ng pamahalaan sa pamamagitan ng tseke o salapi na dapat isagawa ayon sa ordinansa sa paglalaan na nagbibigay-awtorisasyon sa taunang o suplemental na paglalaan kasama ang naunang pagsang-ayon ng Sangguniang may kinalaman (Section 45, Kabanata 3, Talaksangang I, MNGAS para sa LGUs).

Ang paglalabas ng pondo ay sinusunod batay sa *COA Circular No. 97-002, 10 Pebrero 1997 & COA Circular No. 2012-001, 14 Hunyo 2012.*

OPISINA	Tanggapan ng Ingat-Yaman
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G, G2C, G2B
SINO ANG DAPAT KUMUHA	Pampublikong Pangkalahatan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Opisyal na Resibo (OR) at/o Invoice ng Benta (Sales invoice) • Resibo ng Gastusin para sa Reimbursement (RER) • Resibo ng Pagtanggap (Acknowledgement Receipt) • Resibo ng Voucher (Voucher Receipts) • Card ng Pagkakakilanlan (ID) • Sedula (CTC)	Iba't ibang mga ahensya ng pamahalaan, mga kumpanya, at mga paaralan.

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
PAGLALABAS NG PONDO SA PAMAMAGITAN NG TSEKE:				
1. Siguruhing mayroong Disbursement Vouchers na suportado ng pormal na aprubadong Obligation Request at sapat na mga dokumento na sinuri ng Lokal na Accountant, sinertipikahan ng Lokal na Treasurer na may pondo na available para sa layunin, at aprubado ng LCE (Local Chief Executive) para sa pagbabayad.	1. Tiyakin ang mga dokumento para sa paglabas ng Tseke 1.1 Pagpirma ng Tseke	Wala	5-10 minuto	*Acting Municipal Treasurer, Municipal Mayor/ Municipal Vice Mayor*

2. Lagdaan ang voucher.	2. Pagpapalabas ng Tseke		1 minuto	*Administrative Assistant I*
PAGLALABAS NG PONDO SA PAMAMAGITAN NG SALAPI (CASH)				
3. Present Community Tax Certificate or Valid ID/ Disbursement Voucher	4. Tiyakin ang pagkakakilanlan, dokumento, at halaga ng sahod/petty cash voucher.	Wala		
5. Sign the payroll/ Disbursement voucher	6. Bayaran ang sahod o suweldo/petty cash payment.			
Total amount and time		Wala	3-5 minuto	

TANGGAPAN NG PAMBAYANG PAGGAWA EMPLEYO AT PAGPAPAUNLAD

(MUNICIPAL LABOR EMPLOYMENT MANPOWER AND DEVELOPMENT OFFICE)

(PUBLIC EMPLOYMENT SERVICE OFFICE)

EXTERNAL SERVICES

1. Mga salik sa pag hahanap ng Trabaho

a. Pagbibigay ng Pagkakataon na makapag trabaho para sa Pribadong Kumpanya at pagkakaroon ng sarilIng negosyo
b. Trabaho na pang-bansa at ng pang-ibang bansa (karagatan o pang lupa na gawain)
c. Pagpapalawig ng pambansang programa sa paggawa (SPES, TUPAD, SRA, LRA, and JOB FAIR).

PANGALAN NG OPISINA:	Pambayang Tanggapan ng Paggawa Empleyo at Pagpapaunlad
ANTAS:	Simple
URI NG TRANSAKSYON:	G2C - Government to Citizen
SINO ANG MAAARING KUMUHA	Walang Trabaho, Naghahanap ng Trabaho, At pangkalahatan

MGA DOKUMENTONG KAILANGAN	**SAAN PWEDENG MAKUHA**
• Resume (1 Copy)	• Personal

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paglagda sa Talaan ng mga Kliyente	1. Pagbibigay ng Talaan ng mga Kliyente	Wala	2 minuto	*Computer Operator III O Clerk I* (MLEMDO)
2. Punuan ang NSRP Form 1	2. Pagbibigay ng NSRP Form 1	Wala	5 minuto	*LEO II, Administrative Officer I O Clerk I* (MLEMDO)
3. Isumite ang NSRP Form 1	3.1 Tanggapin ang NSRP Form 1 3.2 Suriin ang NSRP Form 1	Wala	2 minuto	*LEO II, Administrative Officer I O Clerk I* (MLEMDO)
4. Inisyal na Panayam at pag-profile	4.1 Panayam sa mga Aplikante 4.2 Pagbibigay ng listahan ng mga bakanteng posisyon at inisyal ng oryentasyon 4.3 Pagpoproseso ng *referral*	Wala	3-5 minuto	*LEO II, Administrative Officer I, Computer Operator III O Clerk I* (MLEMDO)

	4.4 Pagbibigay ng *referral*			
5. Pagbisita sa Kumpanya	5. Tuwirang pagsubaybay	Wala	5 minuto	*LEO II O* *Clerk I* (MLEMDO)
Kabuuang halaga at oras		Wala	19 minuto	

2. Paghahanap ng Bakanteng Trabaho (Job Solicitation)

Paghahanap ng mga bakanteng trabaho sa pamamagitan ng pagbisita sa kumpanya at pag tawag sa telepono at Social Media.

PANGALAN NG OPISINA:	Pambayang Tanggapan ng Paggawa Empleyo at Pagpapaunlad
ANTAS:	Simple
URI NG TRANSAKSYON:	G2C - Government to Citizen
SINO ANG MAAARING KUMUHA	Ibat-ibang kumpanya at Ahensya sa paggawa

MGA DOKUMENTONG KAILANGAN	**SAAN PWEDENG MAKUHA**
• Liham Kahilingan	• Personal
• Polyeto (Mga Bakanteng Tabaho)	• Mga ibat-ibang kumpanya at Ahente sa paggawa

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paglagda sa Talaan ng mga Kliyente gn in the Client's Logbook	1. Pagbibigay ng Talaan ng mga Kliyente	Wala	2 minuto	*LEO II, Administrative Officer I, Computer Operator III O Clerk I* (MLEMDO)
2. Paghahanda ng liham kahilingan para sa pagpapaskil ng ng mga bakanteng trabaho	2.1 Tanggapin ang Liham kahilingan 2.2 Suriin ang angkop na lisensya ng Kumpanya o ahente sa paggawa sa DOLE and POEA 2.3 Pag apruba ng Kahilingan 2.4 Pagpapaskil ng polyeto sa (bulletin board at FB page Account)	Wala	10 minuto	*PESO Manager, Administrative Officer O Computer Operator III (MLEMDO)*
Kabuuang halaga at oras		Wala	12 minuto	

3. Labor Market Information/PEIS

Pagbibigay ng impormasyon ukol sa paggawa para sa naghahanap ng trabaho at iba pang datos na ibinibigay ng mga Kumpanya ukol sa kanilang mga bakanteng trabaho sa pamamagitan ng (Database System).

PANGALAN NG OPISINA:	Pambayang Tanggapan ng Paggawa Empleyo at Pagpapaunlad
ANTAS:	Simple
URI NG TRANSAKSYON:	G2C - Government to Citizen
SINO ANG MAAARING KUMUHA	Ibat-ibang kumpanya at Ahensya sa paggawa

MGA DOKUMENTONG KAILANGAN	**SAAN PWEDENG MAKUHA**
• Profile ng Kumpanya	• Kumpanya o Ahensya

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paglagda sa Talaan ng mga Kliyente	1. Pagbibigay ng Talaan ng mga Kliyente	Wala	2 minuto	*Administrative Officer I, Computer Operator III O Clerk I* (MLEMDO)
2. Isumite ang PEIS NSRP Form 1 or 2	2.1 Paglalahat ng mga ipinasang PEIS NSRP Form 1 or 2 2.2 Pagrehistro ng mga datos ng kliyenteng isinumite sa PEIS	Wala	3 minuto	*PESO Manager o LEO II* (MLEMDO)
3. Punuan ang PEIS NSRP Form 1 or 2	2. Pagbibigay ng PEIS NSRP Form 1or 2	Wala	3-5 Minuto	*PESO Manager o LEO II* (MLEMDO)
3. Isumite ang PEIS NSRP Form 1 or 2	3.1 Paglalahat ng mga ipinasang PEIS NSRP Form 1 or 2 3.2 Pagrehistro ng mga datos ng kliyenteng isinumite sa PEIS	Wala	3 minuto	*PESO Manager o LEO II* (MLEMDO)
Kabuuang halaga at oras		Wala	15 minuto	

4. Pagsasagawa ng Career Guidance and Employment Coaching

Pagsisilbi para sa pagbibigay ng oryentasyon at inisyal n apagpapayo at pagtulong sa aplikante at mga estudyante

Regular na aktibidad ng PEOS, LEGS, Career Guidance and Employment Coaching.

PANGALAN NG OPISINA:	Pambayang Tanggapan ng Paggawa Empleyo at Pagpapaunlad
ANTAS:	Simple
URI NG TRANSAKSYON:	G2C - Government to Citizen
SINO ANG MAAARING KUMUHA	Mga mag-aaral ng Mataas na Paaralan, Kolehiyo at Unibersidad

MGA DOKUMENTONG KAILANGAN	**SAAN PWEDENG MAKUHA**
• Liham Kahilingan	• Personal

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang liham kahilingan sa PESO para sa pagsasagawa ng Career Guidance and Employment Coaching	1.1 Pagtanggap ng liham kahilingan	Wala	15 minuto	*Clerk I O Computer Operator III* (MLEMDO)
2. Pagtatakda ng Araw o petsa para sa pagsasagawa ng Career Guidance and Employment Coaching	2.1 Paghahanda ng Modyul at ibang pang materyales na kailangan para sa Career Guidance and employment Coaching	Wala	15 Minuto	*PESO Manager, Administrative Officer I O Computer Operator III* (MLEMDO)
3. Pagsasa-ayos ng lugar at mga kalahok para sa pagsasagawa ng career guidance activity	3.1 pagsasagawa ng Career Guidance Counseling and Coaching	Wala	2 oras	*Clerk I, Administrative Officer I, Computer Operator III O LEO II* (MLEMDO)

4. Pagbibigay ng Sertipikasyon ng Pagdalo at Pagkilala para sa isinagawang Career Guidance and Employment Coaching	4.1 Pagsisinop ng mga Dokumento at mga talaan ng mga kalahok na dumalo sa Career Guidance and employment coaching	Wala	15 mins.	*PESO Manager, Administrative Officer I O Computer Operator III* (MLEMDO)
Kabuuang halaga at oras		Wala	2 oras at 45 minuto	

5. Dulugan ng mga Manggagawang Nangingibang Bansa

Pagbibigay tulong para sa kapakkanan ng mga manggagawang nangingibang bansa

PANGALAN NG OPISINA:	Pambayang Tanggapan ng Paggawa Empleyo at Pagpapaunlad
ANTAS:	Simple
URI NG TRANSAKSYON:	G2C - Government to Citizen
SINO ANG MAAARING KUMUHA	Manggagawang Nangibang Bansa at Pamilya

MGA DOKUMENTONG KAILANGAN	**SAAN PWEDENG MAKUHA**
• Kontrata ng Manggagawa • Pasaporte	• Personal • Personal

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Paglagda sa Talaan ng mga Kliyente	1. 1 Pagbibigay ng OWWA intake sheet Form para punuan ng OFW	Wala	2 minuto	*Computer Operator III O Clerk I* (MLEMDO)
2. Punuan ang OWWA intake sheet form para sa welfare assistance at isumite to PESO	2.1 Pagtatasa ng impormasyon ng kliyente at payuhan ang kliyente	Wala	5 minuto	*PESO Manager, Administrative Officer I O Computer Operator III* (MLEMDO)
3. Isumite sa PESO para sa Counseling	3.1 Pagpapayo sa Kliyente	Wala	10 minuto	*PESO Manager* (MLEMDO)
4. Maghintay ng update sa PESO para sa katayuan ng kahilingan ng OFW	4.1 Pagsubaybay sa katayuan ng welfare case ng OFW sa OWWA regional office at bigyan ng update ang Kliyente	Wala		*Administrative Officer I O Computer Operator III* (MLEMDO)
Kabuuang halaga at oras		Wala	17 minuto	

MUNICIPAL COOPERATIVE, ENTREPRENEURSHIP AND DEVELOPMENT OFFICE

EXTERNAL SERVICES

1. Pagbuo at Pagrehistro ng Kooperatiba

OPISINA		Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2C Government to Citizen G2B Government to Business Entity		
SINO ANG DAPAT KUMUHA		Miyembro ng isang samahan/ grupo ng mga nagkakaisang samahan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan mula sa punong bayan para sa oryentasyon		• MCEDO		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magsumite ng liham kahilingan sa tanggapan ng Punong Bayan	1. Pagtatala sa Logbook	wala	3 minuto	*Felicisimo Reyes JO Admin Aide*
2. Sumailalim sa pagtatanong	2. Alamin ang mga detalye tungkol sa organisasyon	wala	15 minuto	*Marife Aquino Clerk I (CDS I)*
3. Pag iskedyul ng oryentasyon	3. Pag inform sa asosasyon hinggil sa iskedyul at lugar	wala	20 minuto	*Marife Aquino Clerk I (CDS I)*
4. Pagsasagawa ng oryentasyon	4. Pagbibigay ng oryentasyon	wala	5-6 oras	*Arturo Ilagan MCO*
Kabuuang Halaga at Oras		Wala	6 na oras at 38 minuto	

2. Pagrerehistro ng Kooperatiba

OPISINA	Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay
KLASIPIKASYON	Highly Technical
KLASE NG TRANSAKYON	G2B Government to Business Entity
SINO ANG DAPAT KUMUHA	Mga asosasyon na nakatapos ng oryentasyon

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Talaan ng dumalo sa PRES (CDA)	• Mula sa tanggapan ng CDA
• Maayus na Article of Cooperation and By Laws	•
• Economic Survey	•
• Endorsement ng MCEDO	• Mula sa tanggapan ng MCEDO

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang liham kahilingan para sa PRES	1. Pagsumite ng kahilingan sa Coop Dev't Authority (CDA)	wala	15 minuto	*Belinda Lorenzana Book Binder II*
2. Pagtatakda ng araw, oras, lugar at petsa ng PRES	2. Panayam sa mga kasamang asosasyon para sa PRES	wala	20 minuto	*Arturo Ilagan MCO*
3. Pag conduct ng PRES online o face to face	3. Pag asiste sa kasamang asosasyon sa PRES	wala	6-8 oras	*CDA personnel & MCEDO Staff*
4. Paggawa ng ACBL at Economic Survey	4. Pag asiste sa paggawa ng ACBL at Economic Survey	wala	1-3 araw	*Arturo Ilagan MCO* *Felicisimo Reyes* *JO Admin Aide*
5. Pagsusumite ng acbl at economic survey sa CDA province for verification	5. Pag aasiste sa pagbabago o pagtatama ng ACBL at Eco Survey	wala	15-30 araw	*Arturo Ilagan MCO* *Marife Aquino* *Clerk I (CDS I)*
Kabuuang Halaga at Oras		Wala	1 buwan, 4 araw at 35 minuto	

3. Paghiling ng tulong sap ag update/pagsagawa ng financial statement at pagkuha ng COC (Certificate of Compliance) at Tax exemption

OPISINA	Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2B Government to Business Entity
SINO ANG DAPAT KUMUHA	Mga rehistradong kooperatiba
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Book of Accounts	• Kooperatiba
• Record Books	• Kooperatiba
• Certificate of Registration	• Cooperative Development Authority

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang liham kahilingan	1. Pagtatala sa Logbook Paggawa ng liham kahilingan sa concern na ahensya ng gobyerno	wala	15 minuto	*Belinda Lorenzana* *Book Binder II* *Marife Aquino* *Clerk I (CDS I)*
2. Pagsumite ng liham kahilingan sa concern na ahensya ng gobyerno	2. Panayam sa Gov't agency at pagsasaayus ng schedule	wala	15-20 minuto	*Arturo Ilagan* *MCO* *Marife Aquino* *Clerk I (CDS I)*
3. Pag inform sa kooperatiba hinggil sa kanilang schedule	3. Pag asiste sa paggawa ng mga dokumento kasama ang gov't agency	wala	10-15 minuto	*Arturo Ilagan* *MCO* *PCEDO personnel*
4. Pagsumite ng mga natapos na dokumento sa CDA	4. Pagsumite ng mga dokumento online	wala	1 araw	*Felicisimo Reyes* *JO Admin Aide* *Arturo Ilagan* *MCO*
Kabuuang Halaga at Oras		Wala	1 araw at 50 minuto	

4. Pagbibigay ng Pagsasanay sa Kooperatiba

OPISINA		Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2B Government to Business Entity		
SINO ANG DAPAT KUMUHA		Kasapi ng Kooperatiba		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan mula sa pangulo ng kooperatiba		• Kooperatiba		
SUNDIN PO LAMANG	**SERBISYONG KAILANGAN**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1.	Magsusumite ng liham kahilingan sa mga line agencies	Wala	30 mins	*Administrative Aide IV* MCEDO
2.	Magtatalaga ng petsa,lugar,araw ng pagsasanay	Wala	30 mins	*Clerk I* MCEDO
3.	Pagdaraos ng pagsasanay	Wala	2 araw	*Municipal Cooperatives Officer at katuwang ng opisina* MCEDO
Kabuuang Halaga at Oras		Wala	3 araw	

5. Serbisyo para sa (MSME's) Micro Small Medium Entrepreneurs (Product Promotion: Trade Fair)

OPISINA		Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2B Government to Business Entity		
SINO ANG DAPAT KUMUHA		Nagmamay ari o rehistradong micro, small, medium entrepreneurs		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Certificate of registration • Listahan ng produkto larawan ng produkto		• DTI (negosyo center)		
SUNDIN PO LAMANG	**SERBISYONG KAILANGAN**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**

1.	Pakikipag ugnayan sa kaugnay na ahensya.	Wala	30 minuto	*Municipal Cooperatives Officer* MCEDO
2.	Pagtatalaga ng lugar at petsa	Wala	30 minuto	*Municipal Cooperatives Officer* *Administrative Aide IV* *Clerk I* *DTI* MCEDO
Kabuuang Halaga at Oras		Wala	1 oras	

6. Serbisyo para sa mga Micro Small Medium Entrepreneurs

OPISINA		Pambayan tanggapan sa pagpapaunlad ng kooperatiba at hanapbuhay		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2B Government to Business Entity		
SINO ANG DAPAT KUMUHA		Mga rehistradong micro, small, medium entrepreneurs		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Liham kahilingan mula sa punong bayan para sa hinihiling na pagsasanay		• MCEDO		
• Certificate of Registration		• DTI		
SUNDIN PO LAMANG	**SERBISYONG KAILANGAN**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1.	Magsumite ng liham kahilingan	Wala	30 minuto	*Administrative Aide IV* MCEDO
2.	Pakikipag ugnayan sa katuwang na ahensiya	Wala	2 oras	*Municipal Cooperatives Officer* MCEDO
3.	Pagtatalaga ng lugar at petsa	Wala	30 minuto	*Clerk I* MCEDO
4.	Pagdaraos ng pagsasanay	Wala	8 oras	*Administrative Aide IV* *Clerk I* *at katuwang na opisina* MCEDO
Kabuuang Halaga at Oras		Wala	1 araw 3 oras	

MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICE

EXTERNAL SERVICES

1. Serbisyo para sa Pagsasaayos/ Pagbibigay Kalutasan sa mga Problemang Nagdudulot ng Pagkasira na Kalikasan o Nakakaapekto sa Kalusugan ng Mamamayan.

Ang bawat mamamayan ng bayan ng Talavera ay maaaring umapela sa tanggapan kapag may problema sila dulot ng mga gawain ng sinuman na nakakaapekto sa kapaligiran at kalusugan ng mamamayan partikular ang di-maayos na pamamamahala sa mga piggery, poultry, ricemill, gasolinahan, paggawa ng hollow blocks atbp. Maaari ring idulog ang pagtatambak ng basura sa mga bakanteng lote, ilog o anumang uri ng katubigan, paglalagay ng basura sa hindi tamang lalagyan, mga illegal na aktibidad sa quarry at iba pa.

OPISINA	Municipal Environment and Natural Resources Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C (Government to Citizen)
SINO ANG DAPAT KUMUHA	Nagrereklamo o Representative Ng Mga Nagrereklamo

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Complaint Letter (Sulat ng Pagrereklamo) • Litrato (Kung kinakailangan)	• Manggagaling ito sa mga nagrereklamo

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Dalhin ang complaint letter sa Tanggapan ng Punong Bayan.	1. Ilalakip ang Endorsement Slip sa Complaint Letter at Ibibigay sa Punong Bayan para lagyan ng kaukulang aksyong nais ipagawa sa MENRO	wala	10 minuto (kung ang punong bayan ay nasa opisina)	*Clerk/Admin. Aide* Tanggapan ng Punong Bayan
2. Kuhanin ang Complaint Letter na nakalagay na ang Endorsement Slip at magtungo na sa tanggapan ng MENRO.	2. Tatanggapin ang Complaint Letter na may Endorsement Slip at pag-aaralan	wala	10 minuto	*Environmental Management Specialist* MENRO

3. Hihingan ng impormasyon ng MENRO tungkol sa problema.	3. Bibigyan ng impormasyon ang kliyente sa mga aksyon na isasagawa *(Magsasagawa ng Inspeksyon at base doon maaring imbitahan ang nirereklamo o magsagawa ng open forum para magkaharap ang magkabilang panig kung saan ang nirereklamo ay papapirmahin sa isang kasunduan na naglalaman ng mga dapat niyang gawin para maresolba ang problema.)*	wala	20 minuto	*Environmental Management Specialist* MENRO
Kabuuang halaga at oras		wala	40 minuto	

2. Pagkuha ng Permiso sa Pagputol o Pagti-trim (Pagpupungos) ng Puno

Ang bawat mamamayan o organisasyon, pribado man o gobyerno, na nagmamay-ari ng o ng mga puno dahil sa ito ay nakatanim sa pag-aari niya/nilang lupain na gustong ipaputol o ipapungos ay maaaring makakuha ng Special Cutting o Trimming Permit sa DENR sa pamamagitan ng Community Environment and Natural Resources Office (CENRO) na matatagpuan sa Science City of Muñoz sa tabi ng kanilang PNP. Bago sa CENRO, ang MENRO ay hihingan ng sertipikasyon na walang pagtutol sa gagawing pagputol/pagpungos.

Maaari lang pagbigyan ang mga humihingi ng permiso dahil sa mga sumusunod na kadahilanan:

a. Para sa safety o kaligtasan ng may-ari at pamilya (ang mga puno ay maaaring banta na sa buhay dahil sa sobra na itong matanda o sira na at maaaring bumagsak anumang oras lalo na sa panahon ng tag-ulan o bagyo, masyadong malapit sa bahay o anumag building).
b. Para sa safety ng nagdaraang mga sasakyan (kung ang puno na nakatayo malapit sa kalsada ay nakahapay na, matanda at may sira na – delikado sa panahon ng tag-ulan at bagyo).
c. Para bigyang daan ang ilang pagpapatayo ng mga building, bakod o anumang imprastruktura ngunit dapat sapat ang dahilan kung bakit sa lugar ng kinatatayuan ng puno ang pagpapatayo.
d. Para sa kadahilanang agrikultura (ang mga puno ay sobrang yabong at maaaring nakakasagabal na sa paglaki ng mga pananim na palay o gulay.

OPISINA	Municipal Environment and Natural Resources Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C (Government to Citizen)
SINO ANG DAPAT KUMUHA	- Representative/May-Ari ng Lupain kung saan Nakatanim ang Puno - Representative ng Institution/Ibang Sangay ng Pamahalaan (Paaralan, DPWH, NIA, NEECO)

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Application/Request Letter mula sa may-ari • Sertipikasyon mula sa Punong Barangay (Walang Pagtutol) • Litrato ng o ng mga punong ipapaputol o ipapa-trim. • Titulo ng lupa	• Manggagaling ito sa mga humihiling ng pagputol/pagpungos • Tanggapan ng Punong Barangay • Kukuhanan ng may-ari • Photocopy mula sa Orihinal

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Dalhin ang mga kinakailangang dokumento sa MENRO	1. Gagawa ng Sertipikasyon na Walang Pagtutol na pipirmahan ng MENRO at ibibigay sa Punong Bayan para sa kanyang kaalaman at pagpayag	wala	10 minuto	*MENRO*
2. Magbabayad ng Kaukulang Bayad sa Municipal Treasurer's Office	2. Susulatan ang Resibo ng kaukulang impormasyon at halaga	P 100.00 *Base sa Revised Revenue Code 2020*	5 minuto	*Revenue Collection Clerk* Treasury Office
3. Ipapakita ang resibo sa MENRO para sa kaukulang pagtatala at kukunin na ang Sertipikasyon.	3. Ibibigay ang Sertipikasyon at magbibigay ng instruksyon para sa susunod na gagawin upang makakuha ng permiso sa CENRO	Wala	10 minuto	*MENRO*
Kabuuang halaga at oras		P100.00	25 minuto	

MUNICIPAL TOURISM OFFICE

EXTERNAL SERVICES

1. Serbisyo para sa Aplikasyon para sa Akreditasyon sa Department of Tourism (DOT)

Ang mga "Pangunahing Turismo sa Negosyo" (PTE) ay maaaring mag-aplay at iproseso ang kanilang DOT accreditation alinsunod sa ipinag-uutos ng batas. Ang accreditation ay isang sertipikasyon na inisyu ng Kagawaran ng Turismo na ang may-ari ay kinikilala ng Kagawaran na sumusunod sa kanyang minimum na pamantayan sa pagpapatakbo ng pagtatatag na nag-aalala na ang kaligtasan, ginhawa at kaginhawaan ng turista.

Alinsunod sa Mga Batas sa Pagpapatupad at Regulasyon (IRR) ng Republic Act 9593 kung hindi man ay kilala bilang isang National Tourism Act of 2009, ang mga PTE tulad ng mga hotel, resorts, inn at iba pang mga paninirahan sa accommodation ay kinakailangan upang makakuha ng accreditation mula sa Kagawaran ng Turismo (DOT) para sa pagpapalabas ng lisensya o pahintulot upang mapatakbo ang negosyo. Ang pagkabigo ng pagsunod ay maaaring humantong sa pagsasara establisemento.

OPISINA	Tangapan ng turismo
KLASIPIKASYON	Complex
KLASE NG TRANSAKYON	G2B Government to Business Entity
SINO ANG DAPAT KUMUHA	Primary Tourism Enterprises (Resorts, Hotel Accommodation, Meetings, Incentives, Conventions, Exhibitions (MICE) at Travel and Tour Services)

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Valid Mayor's Permit, Business Permit	• Tanggapan ng Punong Bayan sa Pamamagitan ng Business Permit and Licensing Office (BPLO)
• Department of Trade and Industry (DTI) Accreditation (Single Proprietorship) or SEC registration Certificate and Articles of Incorporation and by-laws (for corporate and cooperatives),	• Tanggapan ng Negosyo Center/Business Permits and Licensing Office (BPO)
• Comprehensive General Liability Insurance Policy (for Regular Accreditation, minimum coverage of P500,000.00 and Premium Accreditation, minimum of coverage of P1,000,000.00) and	• Serbisyo ng Issurance

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang lahat ng kailangang dokumento	1. Pagsusuri ng mga dokumentong ibinigay ng kliyente at ibigay ang porma ng aplikasyon sa akreditasyon	Wala	5 minuto	*Clerk II* Tourism Office *Clerk I* Tourism Office

2. Mag rehistro sa online	2. Ang mga kumpletong dokumento ay isusumite sa *DOT Accreditation Portal* kalakip ang mga impormasyon tungkol sa establisyemento.	Wala	5 minuto	*Clerk II* Tourism Office *Clerk I* Tourism Office
3. Pagsusuri sa mga sinumite na dokumento na kinakailangan	3. Ang aplikasyon at mga dokumento na isinumite ay susuriin ng Department of Tourism kung ang mga ito ay kumpleto at tama.	Wala	2 araw	*DOT3 Officer* Regional Office
4. Pag inspeksyon sa establisyemento	4. Ang inspeksyon ay maaaring isagawa nang personal o virtually	Wala	1 araw	*DOT3 Inspection Team* Regional Office
5. Pagkatapos ng inspeksyon, tatalakayin ng DOT Team ang mga unang natuklasan nito sa awtorisadong kinatawan ng establisyimento.	5. Isusumite ng opisyal ng DOT ang kanyang ulat sa inspeksyon sa Punong Dibisyon at Direktor ng Rehiyon para sa pag-apruba.	WALA	1 araw	*DOT3 Inspection Team* Regional Office
6. Pagbibigay ng *Accreditation Certificate*	6. Ang pagkuha ng sertipikasyon ay maaaring makuha sa Regional Office o sa pamamagitan ng email.	WALA (Ang DOT Accreditation ay libre hanggang sa susunod na abiso)	3 araw pagkatapos maaprubahan	*DOT3 Officer* Regional Office
Kabuuang Halaga at Oras		wala	7 araw at 10 minuto	

2. SERBISYO SA TOURIST INFORMATION ASSISTANCE DESK/ CENTER SA PAGKUHA NG MGA IMPORMASYON DOKUMENTO AT TALAAN (Mga gawain at aktibidad ng Pambayang Turismo, listahan ng mga *Restaurants, Talavera Local Products* at *Transport*, at mga *brochures* na naglalaman ng *Talavera Tourist sites*, *Hotels* at *Cultural Heritage*)

OPISINA	Tangapan ng turismo
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2B Government to Citizen
SINO ANG DAPAT KUMUHA	Mga Mag-aaral, Guro, Negosyante at Turista

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Pagpapatunay ng pagkakakilanlan/ID	•

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Magsadya sa Tourist Information Assistance Desk/ Center	1. Pagtatala sa log book	Wala	1 minuto	*Officer of the day* Tourism Office
2. Pagtatanong sa mga kailangan	2. Pagtugon sa kanilang katanungan at pagbibigay ng impormasyon	Wala	5 minuto	*Officer of the day* Tourism Office
Kabuuang Halaga at Oras		wala	6 minuto	

3. SERBISYO PARA SA PAGBISITA SA TALAVERA CULTURE AND ARTS GALLERY

OPISINA	Tangapan ng turismo
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2B Government to Citizen
SINO ANG DAPAT KUMUHA	Mga Mag-aaral, Guro, Negosyante at Turista

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Pagpapatunay ng pagkakakilanlan/ID	•

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Pagbisita sa Talavera Culture and Arts Gallery	1. Pagtatala sa log book	Wala	1 minuto	*Officer of the day* Tourism Office
2. Pagtatanong sa mga kailangan	2. Pagtugon sa kanilang katanungan at pagbigay ng mga impormasayon sa mga bisita tungkol sa Talavera Culture and Arts Gallery	Wala	5 minuto	*Officer of the day* Tourism Office
3. Paghingi ng mga kailangang dokumento	3. Pagbigay ng kailangang dokumento sa mga bisita (kung ito ay *available*)	Wala	5 minuto	*Officer of the day* Tourism Office
Kabuuang Halaga at Oras		wala	11 minuto	

TANGGAPANG NG KALINANGANG PANG-KABATAAN

(MUNICIPAL YOUTH DEVELOPMENT OFFICE)

EXTERNAL SERVICES

1. Pagpapatala Ng Mga Organisayong Ng Mga Kabataan At Pang-Kabataan

OPISINA	Tanggapang ng Kalinangang Pang-Kabataan (Municipal Youth Development Office)
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Organisasyong ng mga Kabataan at Pang-Kabataan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Napunan na Porma ng Pagpapatala	• Tanggapan ng Kalinangang Pang-Kabataan (Municipal Youth Development Office)
• Listahan ng mga Numero ng Telepono ng mga Gurong Tagapatnubay	• Tanggapan ng Kalinangang Pang-Kabataan (Municipal Youth Development Office)
• Listahan ng mga Miyembro	• Tanggapan ng Kalinangang Pang-Kabataan (Municipal Youth Development Office)
• Mga Alituntuning ng Organisasyon	• Tanggapan ng Kalinangang Pang-Kabataan (Municipal Youth Development Office)

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isiguro ang mga listahan na kinakailangan	**1.** I-tsek ang dokumento mula sa kliyente kung ito ay kumpleto at kung tama ang mga porma ayon sa pangangailangan	wala	5 minuto	*LYDO IV* LYDO
2. Isumite ang mga kinakailangan kasama ang liham ng aplikasyon	2.1 I-scan ang mga dokumento at i-save sa kompyuter para sa pagrerehistro ng organisasyon sa pamamagitan ng internet	wala	20 minuto	*Administrative Aide*
	2.2 Iproseso ang pagrerehistro sa website ng National Youth Commission	wala	10 minuto	*LYDO I*
	2.3 Hintayin ang sagot ng National Youth	wala	7-10 araw	*LYDO I*

	Commission para sa pagtanggap sa organisasyon			
	2.4 Tatakan ang mga dokumento ng organisasyon na ito ay rehistrado na at kinikilala na ng National Youth Commission	wala	5 minuto	*LYDO IV*
	2.5 Palagdaan sa kinauukulang ang Sertipikasyon ng Pagkilala sa Organisasyon	Wala	3 minuto	*Punongbayan*
3. Magpunta sa Tanggapang ng Kalinangang Pang-Kabataan para sa pagtanggap ng sertipikasyon ng pagkilala ng organisasyon	**4.** Ibigay ang Sertipikasyon ng Pagkilala sa Organisasyon	wala	3minuto	*LYDO IV*
5. Huling Hakbang	**6.** Itala ang nairehistrong Organisasyon bilang katibayan ng pagtanggap	Wala	3 minuto	*Administrative Aide*
Kabuuang halaga at oras		wala	10 araw 49 minuto	

MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE

EXTERNAL SERVICES

1. Serbisyong Pang-aksidente at Pagsagip

OPISINA	(Municipal Disaster Risk Reduction and Management Office)
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2C Government to Citizen
SINO ANG DAPAT KUMUHA	Involved individuals within Area of Responsibility

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
•	•

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Iulat sa MDRRMO Hotline ang anumang hindi kanais-nais na insidente at lahat ng sumusunod na impormasyon sa ibaba: Uri ng Pangyayari: Lugar ng Insidente: Bilang ng mga biktima/kaswalidad na kasangkot	**1.1** Pagpapatunay ng inulat na aksidente.	wala	3-5 minuto	*AR. DENMARK E. RAMOS LDRRMO/kawani na* *naka duty*
	2. Dokumentasyon ng buong proseso ng pagliligtas	wala	Tagal ng proseso ng pagliligtas	*Kawani ng MDRRMO*
	3. Pag- ayos ng mga kagamitan at iba pang suplay na kailangan sa pagtugon.	wala	2-3 minuto	*Kawani ng MDRRMO at drayber*
	4. Pagpunta sa lugar ng aksidente. Dumalo sa iniulat na hindi kanais-nais na	wala	Sa lalong madaling panahon	*Kawani ng MDRRMO at drayber*

	pangyayari/sitwasyon			
	5. Pagbibigay ng serbisyo/ paggamot	wala	Sa lalong madaling panahon	*Kawani ng MDRRMO at drayber*
	6. Pag endorso sa tamang pasilidad.	wala	Sa lalong madaling panahon	*Kawani ng MDRRMO at drayber*
Kabuuang halaga at oras		wala	ASAP	

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

EXTERNAL SERVICES

1. Pagkuha ng Locational Clearance

OPISINA	Municipal Planning and Development Office (MPDO)
KLASIPIKASYON	Complex
KLASE NG TRANSAKYON	G2C- Government to Citizen, G2B- Government to Business entity, G2G- Government to Government
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	SAAN DAPAT KUMUHA
• Plano ng Istruktura (Building Plan)	• Lisensyadong Arkitekto o Inhinyero Sibil
• Mapa ng Paligid (Vicinity Map)	• Lisensyadong Arkitekto o Inhinyero Sibil
• Kwenta ng mga Materyales na may lagda at tatak ng lisensyadong arkitekto o inhinyero sibil (Bill of Materials)	• Lisensyadong Arkitekto o Inhinyero Sibil
• Sertipikadong tunay na kopya ng Paglilipat ng Sertipiko ng Titulo (Certified true copy of Transfer Certificate of Land Title)	• Registry of Deeds
• Kopya ng Deklarasyon ng Buwis (Photocopy of Tax Declaration)	• Municipal Assessor's Office
• Kopya ng Resibo ng Buwis (Photocopy of Tax Receipt/Tax Clearance)	• Municipal Treasury Office
• Pahintulot ng Barangay (Barangay Permit)	• Sa Barangay kung saan matatagpuan ang proyekto
• Kopya ng Environmental Compliance Certificate (ECC) o Certificate of Non-Coverage (CNC) depende sa uri ng proyekto	• DENR-EMB Regional Office

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang aplikasyon at kinakailangang dokumento	1. Beripikahin ang mga dokumento		5 minuto	*Zoning Officer* (MPDC office)
2. Pagtakda ng inspeksyon	2. Pagsasagawa ng inspeksyon sa lugar ng proyekto		4 oras	*Zoning Officer* (MPDC office)
3. Paghingi ng listahan ng bayarin	3. Pagsusuri sa proyekto		2 minuto	*Zoning Officer* (MPDC office)
4. Pagbayad sa Locational Clearance	4. Pagkolekta sa bayad		3 minuto	*Collection Clerk* (Treasury Office)
5. Pagsumite ng kopya ng resibo	5. Pagproseso sa aplikasyon	Alinsunod sa pinakabagong	3 araw	*Zoning Officer* (MPDC office)

para sa pagproseso ng aplikasyon		iskedyul ng bayarin mula sa HLURB/ DHSUD		
6. Pagkakaloob ng dokumento	6. Pagbibigay ng Locational Clearance		2 minuto	*Zoning Officer* (MPDC office)
Kabuuang halaga at oras			3 araw 4 oras at 12 minuto	

2. Pagkuha ng Zoning Certificate

OPISINA	Municipal Planning and Development Office (MPDO)
KLASIPIKASYON	Complex
KLASE NG TRANSAKYON	G2C- Government to Citizen, G2B- Government to Business entity, G2G- Government to Government
SINO ANG DAPAT KUMUHA	General Public

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• 1. Mapa ng Paligid (Vicinity Map)	Lisensyadong Arkitekto o Inhinyero Sibil
• 2. Sertipikadong tunay na kopya ng Paglilipat ng Sertipiko ng Titulo (Certified true copy of Transfer Certificate of Land Title)	Registry of Deeds
• 3. Kopya ng Deklarasyon ng Buwis (Photocopy of Tax Declaration)	Municipal Assessor's Office

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang aplikasyon at kinakailangang dokumento	1. Beripikahin ang mga dokumento		5 minuto	*Zoning Officer* MPDO
2. Paghingi ng listahan ng bayarin	2. Pagsusuri sa proyekto		2 minuto	*Zoning Officer* MPDO
3. Pagbayad sa Locational Clearance	3. Pagkolekta sa bayad	Php 720.00 (kada ektarya)	3 minuto	*Collection Clerk* Treasury Office
4. Pagsumite ng kopya ng resibo para sa pagproseso ng aplikasyon	4. Pagproseso sa aplikasyon para sa Locational Clearance		3 araw	*Zoning Officer* MPDO
5. Pagkakaloob ng dokumento	5. Pagbibigay ng Locational Clearance		2 minuto	*Zoning Officer* MPDO
Kabuuang halaga at oras			3 araw at 12 minuto	

TANGGAPAN NG PAMBAYANG BADYET

(MUNICIPAL BUDGET OFFICE)

INTERNAL SERVICES

1. CERTIFICATION OF OBLIGATION REQUEST

Ang Tanggapan ng Pambayang Tagapagbadyet ay inatasang magsertipika sa Obligation Request (ObR) na isinumite ng bawat tanggapan ng pamahalaang bayan. Ito ay upang masiguro na ang lahat ng gastusin ay naayon at umuukol sa Appropriation Ordinance (AO) alinsunod sa itinakda ng Seksyon 344 ng Batas Pangrepublika Blg. 7160.

OPISINA	TANGGAPAN NG PAMBAYANG BADYET
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	P2P Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Lahat ng yunit/kagawaran (mga panloob na kliyente)

LISTAHAN NG MGA KINAKAILANGAN	**SAAN MAKAKAKUHA**
• Form ng Obligation Request	• Kinauukulang Tanggapan
• Voucher (Aprubado)	• Kinauukulang Tanggapan
• Mga kinakailangang pansuportang dokumento na naaangkop para sa partikular na transaksyon base sa mga tuntunin at regulasyon ng COA.	• Kinauukulang Tanggapan

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGA NG KAWANI**
1. Ihanda at isumite ang Obligation Request Form (ObR) na may lagda ng pinuno ng departamento kasama ang mga iba pang dokumentong kinakailangan sa transaksyon.	1.1 Suriin ang ObR kung maayos na napunan kalakip ang iba pang kinakailangang dokumento na anggkop sa particular na transaksyon	Wala	5 minuto (pangkaraniwan na transaksyon) - hanggang - 4 na oras (kapag marami ang transaksyon o maraming dokumento ang dapat tignan at suriin)	*Admin. Asst. I*
	1.2 Suriin kung may nakalaan o may natitira pang budget batay sa naaprubahan na Ordinansa		2 minuto	*Admin. Asst. I (Lahat ng transaksyon) at Admin. Asst. VI (PS)*
	1.3 Magtalaga ng bilang ng ObR		2 minuto	*Admin. Asst. I*
	1.4 Pagsertipika ng ObR		2 minuto	*Budget Officer at Asst. Budget Officer*
	1.5 Itala sa eRAAOB ang halaga ng		2 minuto	*Admin. Asst. I*

	sinertipikahang ObR			*at Asst. Budget Officer* Budget Office
2 Tanggapin ang sertipikadong ObR	2. Ipasa ang sertipikadong ObR	Wala	2 minuto	*Admin. Asst. I* Budget Office
Kabuuang halaga at oras		Wala		

2. Pagsusuri at Pag-gawa ng mga Panukalang Badyet

Ang Tanggapan ng Pambayang Badyet ay dapat magsagawa ng pagsusuri at gumawa ng mga panukalang badyet na naaayon sa pamantayan ng DBM at Badyet Manual base sa mga isinumiting badyet proposal ng ibat ibang departamento gamit ang mga sumusunod na pamantayan:

- Pagkakaayon sa mga probisyon ng Budget Call;
- Pagsunod sa mga kinakailangan sa badyet, pangkalahatang limitasyon at iba pang mga probisyon sa ilalim ng Batas Pangrepublika Bilang 7160; at
- Wasto ang pagtutuwid na pahalang at patayo.

OPISINA	TANGGAPAN NG PAMBAYANG BADYET
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	P2P Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Lahat ng yunit/kagawaran (mga panloob na kliyente)

LISTAHAN NG MGA KINAKAILANGAN	**SAAN MAKAKAKUHA**
1. Aprubadong Form ng Paghahanda ng Lokal na Badyet (LBP Forms) • LBP Form Bilang 1 • LBP Form Bilang 2 • LBP Form Bilang 2a • LBP Form Bilang 3 • LBP Form Bilang 3a • LBP Form Bilang 4 • LBP Form Bilang 4a • LBP Form Bilang 5 • LBP Form Bilang 6 • LBP Form Bilang 7 • LBP Form bilang 8 (para sa karagdagang badyet) • LBP Form bilang 9 (para sa karagdagang badyet)	• Lokal na Komite sa Pananalapi (LFC) • Kinauukulang Tanggapan • Kinauukulang Tanggapan • HRMO • Kinauukulang Tanggapan • Kinauukulang Tanggapan • Kinauukulang Tanggapan • Accounting • LFC • Badyet • Ingat-yaman at Accounting • Badyet
• Aprubadong PPMPs	• Kinauukulang Tanggapan

• Aprubadong Organizational Chart • Aprubadong listahan ng PPAs at iba pang mga taunang plano (tignan ang Budget Call para sa bawat taon)		• SB/HRMO/ Kinauukulang Tanggapan • Mga kinauukulang tao at kagawaran		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGA NG KAWANI**
4. Maghanda at Magsumite ng mga Panukala sa Badyet kalakip ang mga sumusuportang dokumentong kailangan nito	4.1 Suriin ang mga panukala sa badyet (mga form sa paghahanda ng lokal na badyet) kasama ang mga iba pang kinakailangan	Wala	5 minuto (SB) to 10 minuto (AB)	*Budget Analyst; at Admin Asst.*
	4.2 Suriin ang aprubadong request na isinumite ng mga departamento	Wala	20 minuto (SB) hanggang 40 minuto (AB)	*Budget Analyst; at Asst. Budget Officer*
	4.3 Suriin ang mga kalakip na PPMP (kung naaangkop)	Wala	30 minuto (SB) hanggang 1 oras (AB)	*Budget Analyst; at Asst. Budget Officer*
	4.4 Suriin ang LBP Form Blg. 2 kung naaayon sa limitasyon sa Budget Call	Wala	5 minuto (SB) hanggang 10 minuto (AB)	*udget Analyst Asst. Budget Officer*
	4.5 Suriin ang LBP Form Blg. 3a at 3 kung naaayon sa Budget Call at LBP Form Blg. 2	Wala	20 minuto (SB) hanggang 40 minuto (AB)	*Asst. Budget Officer Admin. Asst. VI*
	4.6 Suriin ang LBP Form Blg. 4a at 4 kung naaayon sa aprubadong AIP, LBP forms, PPMP, at Budget Call	Wala	1 oras (SB) hanggang 2 oras (AB)	*Asst. Budget Officer Admin. Asst. VI*
	4.7 Pagsama-samahin ang	None		

	mga panukala sa badyet gamit ang mga sumusunod na format • LEP (taunang badyet) • LBP Forms Blg. 8 at 9 (karagdagang badyet) kalakip ang mga kinakailangang dokumento.		30 mins (SB) to 15 days (AB)	*Asst. Budget Officer* and/or *Budget Officer* Budget Office
2. Tanggapan ang panukalang badyet kalakip ang iba pang mga kinakailangang dokumento	5. I-endorso sa Punong Bayan ang Panukalang Badyet	Wala	10 minuto	*Asst. Budget Officer* and/or *Budget Officer* Budget Office
Kabuuang halaga at oras		Wala		

3. Pagsusuri sa mga Badyet ng Barangay

- Ang Pambayang Tagapagbadyet ay magsasagawa ng paunang pagsusuri ng Appropriation Ordinance (AO) ng mga barangay at gagawa ng mga rekomendasyon para sa pagsasaalang-alang ng Sangguniang Bayan (Seksyon 333 [a] ng Batas Pangrepublika Blg. 7160)
- Ang pangunahing layunin ay upang matukoy kung ang AO ay sumunod sa mga limitasyon at alituntunin ng pagsasagawa ng badyet ayon sa Batas Pangrepublika Blg. 7160 o iba pang naaangkop na mga batas
- Palugid: sa loob ng 60 araw pagkatanggap ng Appropriation Ordinance ng Barangay

OPISINA	TANGGAPAN NG PAMBAYANG BADYET
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	P2P Pamahalaan sa Pamahalaan
SINO ANG DAPAT KUMUHA	Mga Barangay sa nasasakupan

LISTAHAN NG MGA KINAKAILANGAN	SAAN MAKAKAKUHA
• Paabot liham	• Kinauukulang Barangay
• Appropriation Ordinance	• Kinauukulang Barangay
• AIP na aprubado ng Sangguniang Barangay	• Kinauukulang Barangay
• Listahan ng mga proyekto na mapapaloob sa 20% DF	• Kinauukulang Barangay
• Parisan ng listahan (Plantilla) ng mga empleyado	• Kinauukulang Barangay
• Pahayag ng mga utang (Statement of Indebtedness), kung meron	• Kinauukulang Barangay
• Plano at Badyet para sa GAD na iniendorso ng DILG	• Kinauukulang Barangay
• Listahan ng mga PPAs/ taunang plano na kinailangan.	• Kinauukulang Barangay
• BBR Form Blg. 1 (para sa taunang badyet / annual budget)	• Opisina ng Badyet
• BBR Form Blg. 2 (para sa karagdagang badyet / supplemental budget)	• Opisina ng Badyet
• BBR Form Blg. 3	• Opisina ng Badyet
• BBR Form Blg. 4	• Opisina ng Badyet
• BBR Form Blg. 5	• Opisina ng Badyet

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGA NG KAWANI
2. Isumite ang aprubadong AO na sumasaklaw sa taunan o karagdagan na badyet (annual at supplemental budget) kalakip ang iba pang mga kinakailangan na dokumento	1.1 Tignan ang Appropriation Ordinance kasama ang iba pang kalakip na dokumento (gamit ang BBR Form Blg. 1A at 1B) 1.2 Suriin ang Ordinansa sa Paglalaan Ibigay ang Aksyon sa Pagsusuri	Wala	1 oras (SB) hanggang 1 araw (AB) 3 araw (SB) hanggang 10 araw (AB) 5 araw (SB) hanggang 20 araw (AB)	*Admin. Asst. VI* *Budget Officer* *Budget Officer* Budget Office
2. Pagtanggap Departamento ng Sangguniang Bayan sa pangunahing pagsusuri	3. I-endorso ang paunang aksyon ng pagsusuri sa Sangguniang Bayan	Wala	10 minuto	*Admin. Asst. VI* Budget Office
Kabuuang halaga at oras		Wala		

MUNICIPAL ACCOUNTING OFFICE

INTERNAL SERVICES

1. Receipts and Collection Process

Separation of Books and Depository Accounts. – Local accountants and treasurers shall maintain separate books and depository accounts, respectively, for each fund in their custody or administration.

Sources of Income of Local Government Units. – The main sources of income of Local Government Units are as follows:

a. Tax revenues, fees and charges
b. Share from Internal Revenue Collections

Methods of Accounting for Income – The following accounting methods shall be adopted in recording income:

- Accrual Method – Accrual method of accounting shall be used to record share from Internal Revenue Allotment in the books of accounts upon receipt of Notice of Funding Check Issued by Department of Budget and Management. However, Cash in Bank shall be debited upon receipt of Internal Revenue Allotment regardless of whether or not the Notice of Funding Check Issued has been received from Department of Budget and Management.
- Modified Accrual – Modified Accrual method of accounting shall be used for real property taxes. At the beginning of the year, Real Property Tax and Special Education Tax Receivable shall be established to record the actual receivables not just mere estimates from said taxes using the Certified List of Taxpayers and Taxes Due submitted by Treasurer's Office. Real Property Tax/Special Education Tax income shall be recognized upon receipt of collection.
- Cash Basis – Cash Basis of accounting shall be used for all other taxes, fees, charges and other revenues.

Other Receipts – Other receipts of the Local Government Units shall be comprised of, but not limited to, the following:

- Borrowings
- Sale of Property, Plant and Equipment
- Refund of Cash Advances
- Receipt of Performance/Bidder's Bonds
- Financial Assistance
- Receipts from National Agencies for the implementation of various projects

Accounting for Collections and Deposits

- Local Government Unit Income and Deposits: The accountant shall determine the account classification of the collections covered by the Report of Collections and Deposits and the supporting papers submitted by the Treasurer/Cashier and shall accomplish the Journal Entry Voucher. The accountant, ideally also maintain the Abstract of Real Property Tax Collections to facilitate the distribution and remittance of the shares of the different government units concerned in the real property tax collections but due to lack of personnel, the office only uses the total of collections in the Cash Receipts Journal to compute the breakdown of Real Property Tax/Special Education Tax collection to determine the sharing.
- Other Receipts
    - Borrowings: Prepares Journal Entry Voucher upon receipt of bank snapshot, Promissory Note and Disclosure Statement.
    - Sale of Property, Plant and Equipment: Prepares Journal Entry Voucher after receipt of Report of Collections and Deposits from Treasurer's Office together with the necessary documents to drop the Property, Plant and Equipment from the Local Government Unit's books.
    - Refund of Cash Advances: Prepares Journal Entry Voucher after receipt of Report of Collections and Deposits from Treasurer's Office.
    - Receipt from Payment of Bid Documents: Prepares Journal Entry Voucher after receipt of Report of Collections and Deposits from Treasurer's Office.
    - Financial Assistance/Receipts from National Agencies for the implementation of various projects: Prepares Journal Entry Voucher after receipt of Report of Collections and Deposits from Treasurer's Office together with the necessary documents to determine if the fund received is to be treated as income or as trust liability or if it is indicated in the Memorandum of Agreement (if there's any) opening of a separate current account is required.

Office:	Office of the Municipal Accountant
Classification:	Simple
Type of Transaction:	Government to Government (G2G)
Who may avail:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Report of Collections and Deposits	• Treasurer's Office
• Copies of official receipts and validated deposit slips	• Treasurer's Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Report of Collections and Deposits and forward with copies of official receipts and validated deposit slips.	1.1 Receive Report of Collections and Deposits and check attached supporting documents.	None	10 minutes	*Comp. Operator I*
	1.2 Prepare Journal Entry Voucher per report.	None	2 minutes	*Comp. Operator I*
	1.3 Record Report of Collections and Deposits in the Cash Receipts Journal.	None	2 minutes	*Comp. Operator I*
	1.4 Separate and file original and duplicate documents per report.	None	10 minutes	*Comp. Operator I*
	1.5 Prepare monthly transmittal and forward original documents to Commission on Audit.	None	20 minutes	*Comp. Operator I* Accounting Office
Total fees and time		None	44 minutes	

2. Disbursement Process

Fundamental Principles governing the financial transactions and operations of any government agency as provided under Section 4 of Presidential Decree No. 1445:

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.
2. Government Funds or property shall be spent or used solely for public purposes.
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
4. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions and operations of the government agency.
5. Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials.
6. Claims against government funds shall be supported with complete documentation.
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
8. Generally accepted accounting principles and practices as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations.

Disbursements – Settlement of government payables/obligations by cash or by check. Disbursements shall be covered by Disbursement Vouchers, Petty Cash Voucher or payrolls and paid either by check or in cash.

General Requirements for All Types of Disbursements

1. Certificate of Availability of Funds issued by the Chief Accountant
2. Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (except for Government-Owned and Controlled Corporations/ Government Financial Institutions)
3. Legality of transaction and conformity with laws, rules or regulations
4. Approval of expenditure by Head of Office or her authorized representative
5. Sufficient and relevant documents to establish validity of claim

2.1 Check Disbursement Process

Office:	Office of the Municipal Accountant
Classification:	Complex
Type of Transaction:	Government to Business (G2B) Government to Client (G2C) Government to Government (G2G)
Who may avail:	All offices/creditors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Disbursement Voucher	• Concerned office
• Obligation Request	• Concerned office
• Supporting documents	• Concerned office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather supporting documents and approved Obligation Request (if disbursement is covered by approved appropriation), prepare Disbursement Voucher and forward to Accounting Office.	1.1 Receive Disbursement Voucher with certified Obligation Request (if required) and supporting documents.	None	1 minute	*Comp. Operator I* *Admin Assist. IV* Accounting Office
	1.2 Check completeness of signatories and supporting documents.	None	2 days	*Comp. Operator I* *Admin Assist. IV* Accounting Office
	1.3 Assign number to Disbursement Voucher, prepare Journal Entry Voucher, sign Box A and forward to Treasurer's Office. **	None	5 minutes	*Comp. Operator I* *Admin Assist. IV* *Management & Audit Analyst I* *Mun. Accountant* Accounting Office
	1.4 Verify claim, certify cash availability (Box B) and forward to approving officer. *Note: If funds are not available, return to Accountant for recording in the books as Accounts Payable. For Accounts Payable, Journal Entry Voucher shall be prepared by Accounting Office and*			*Treasurer's Office*

	JEV number reflected in the Disbursement Voucher. Journal Entry Voucher for Accounts Payable is recorded in General Journal. Accountant retains copy of Disbursement Voucher and forwards to Treasurer's Office.			
	1.5 Approve transaction (Box C) and forward to Treasurer's Office for check preparation.			*Local Chief Executive or authorized approving officer or Vice Mayor*
	1.6 Prepare, sign check and forward check with Disbursement Voucher to countersigning officer.			*Treasurer's Office*
	1.7 Countersign check and forward to Accounting Office for preparation of the Accountant's Advice of Local Check Disbursements.			*Vice Mayor* Office of the Municipal Mayor
	1.8 Record journal entries in the Check Disbursements Journal. Post monthly to the General Ledger/ Subsidiary Ledgers. **	None	5 minutes	*Senior Bookkeeper* Accounting Office
	1.9 Prepare Accountant's Advice of Local Check Disbursements and submit to bank. Return Disbursement Voucher, check and supporting documents to Treasurer's Office.	None	10 minutes	*Accounting Clerk II Job Order Mun. Accountant* Accounting Office
	1.10 Record check in the Check Register and release check to claimant. Record disbursement in Cashbook – Cash in			*Treasurer's Office*

	Bank. Prepare Report of Checks Issued and forward with Disbursement Voucher and supporting documents to Accounting Office.			
	1.11 Check Report of Checks Issued, separate and file original and duplicate documents.	None	15 minutes	*Computer Operator I* *Bookbinder II* Accounting Office
	1.12 Prepare transmittal and forward original copy of Disbursement Vouchers and Journal Entry Vouchers with its complete supporting documents to Commission on Audit.	None		*Bookbinder II* Accounting Office
Total fees and time		None	2 days 36 mins	

*** Tool to check the accuracy of vouchers: Preparation of Journal Entry Voucher and recording to journal before payment of claims compared to Commission on Audit's Manuals on the New Government Accounting System.*

2.2 Cash Disbursement Process — Payroll

Payments in Cash. – Disbursements by cash shall be made from a cash advance drawn and maintained in accordance with Commission on Audit's rules and regulations. Cash payments shall be made only on duly approved payrolls/disbursement vouchers/petty cash vouchers.

Reporting of Cash Advances. – To account for cash disbursements, from regular and special cash advances, the Accountable/Disbursing Officer shall prepare the Report of Disbursement and submit the original and duplicate copy with vouchers/payrolls/petty cash vouchers to the Accountant. The Accountant shall verify the report including the completeness of the supporting documents, prepare the Journal Entry Voucher and record the transaction in the Cash Disbursements Journal.

OFFICE:	Office of the Municipal Accountant
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	Government to Government (G2G)
WHO MAY AVAIL:	All offices

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Payroll	• Concerned office
• Obligation Request	• Concerned office
• Supporting documents	• Concerned office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Gather supporting documents and approved Obligation Request (if disbursement is covered by approved appropriation), and forward to Human Resource Management Office.	1.1 Processing of payroll.	None		*Human Resource Management Office*
	1.2 Forward payroll to Budget Office if disbursement is covered by approved appropriation. If not, proceed to step (e).	None		*Human Resource Management Office*
	1.3 Checks availability of appropriations and record and certify Obligation Request	None		*Budget Office*
	1.4 Forward payroll, Obligation Request and supporting documents to Accounting Office.	None		*Budget Office*

	1.5 Check computation and completeness of signatories and supporting documents.	None	1 hour	*Computer Operator I* *Admin. Assist. IV* Accounting Office
	1.6 Assign number to payroll, prepare Journal Entry Voucher and forward to Treasurer's Office. **	None	10 minutes	*Computer Operator I* *Admin. Assist. IV* *Management & Audit Analyst I* Accounting Office
	1.7 Gather duly certified and approved payrolls checked and recorded by Accounting Office. Prepared Disbursement Voucher for cash advance corresponding to the net amount of payroll/s and forward to Accounting Office with the payrolls.	None		*Treasurer's Office*
	1.8 Verify claim, certify cash availability (Box B) and forward to approving officer. *Note: If funds are not available, return to Accountant for recording in the books as Accounts Payable. For Accounts Payable, Journal Entry Voucher shall be prepared by Accounting Office and JEV number reflected in the Disbursement Voucher. Journal Entry Voucher for Accounts Payable is recorded in General Journal. Accountant retains copy of Disbursement Voucher and forwards to Treasurer's Office.*	None		*Treasurer's Office*
	1.9 Approve transaction (Box C) and forward to	None		*Local Chief Executive or authorized*

	Treasurer's Office for check preparation.			*approving officer or Vice Mayor*
	1.10 Prepare, sign check and forward check with Disbursement Voucher to countersigning officer.	None		Treasurer's Office
	1.11 Countersign check and forward to Accounting Office for preparation of the Accountant's Advice of Local Check Disbursements.	None		*Office of the Municipal Mayor/ Vice Mayor*
	1.12 Record journal entries of cash advance and payrolls in the Check Disbursements Journal. Post monthly to the General Ledger/ Subsidiary Ledgers. **	None	15 minutes	*Senior Bookkeeper* Accounting Office
	1.13 Prepare Accountant's Advice of Local Check Disbursements and submit to bank. Return Disbursement Voucher of cash advance, check, payrolls with Journal Entry Voucher and supporting documents to Treasurer's Office.	None	10 minutes	*Acctg. Clerk II Job Order Mun. Accountant* Accounting Office
	1.14 Encash check and pay claimants. Record disbursement in cash book.	None		*Treasurer's Office*
	1.15 Prepare Report of Disbursement, attach paid payrolls, supporting documents and copy of official receipts for unused cash advance and	None		*Treasurer's Office*

	submit to Accounting Office.			
	1.16 Check Report of Disbursement and record Journal Entry Voucher in registry to record the liquidation of cash advance based on payroll transmitted by Treasurer's Office.	None	20 minutes	*Computer Operator I* *Management & Audit Analyst I* Accounting Office
	1.17 Separate and file original and duplicate documents.	None	1 hour	*Computer Operator I* Accounting Office
	1.18 Prepare transmittal and forward Report of Disbursement, payroll, Journal Entry Voucher and supporting documents to Commission on Audit.	None	15 minutes	*Computer Operator I* Accounting Office
Total fees and time		None	2 hrs 55 mins	

*** Tool to check the accuracy of vouchers: Preparation of Journal Entry Voucher and recording to journal before payment of claims compared to Commission on Audit's Manuals on the New Government Accounting System.*

2.3 Cash Disbursement Process — Petty Cash

Payments out of the Petty Cash Fund. – Petty cash fund shall be maintained under the imprest system. The fund to be set up at the beginning of the year shall be sufficient for the recurring petty operating expenses of the Local Government Unit for one month. The cash advance shall not be used for payment of regular expenses, such as rentals, subscriptions, light and water bills and the like. Payments out of Petty Cash Fund, which shall be made through a Petty Cash Voucher, shall be allowed only for amounts not exceeding ₱15,000 for each transaction, duly supported by official receipts and other required documents, signed by the payee to acknowledge the amount received. Journal Entry Voucher shall be prepared for every Petty Cash Voucher. Splitting of transactions to avoid exceeding the ceiling shall not be allowed.

A disbursement voucher shall be prepared for replenishment of petty cash fund during the year duly supported by Report of Disbursements, the Petty Cash Vouchers and its supporting documents.

At the end of the year, the petty cash fund shall be fully liquidated by preparing a Report of Disbursement supported by the Petty Cash Vouchers and its supporting documents. Unused cash shall be returned to the Treasurer who shall issue an Official Receipt to acknowledge the returned amount. A new cash advance for Petty Cash Fund shall be set up in the ensuing year.

OFFICE:	Office of the Municipal Accountant
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	Government to Government (G2G)
WHO MAY AVAIL:	All offices/creditors

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
• Payroll	• Concerned office
• Obligation Request	• Concerned office
• Supporting documents	• Concerned office

CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Gather supporting documents and approved Obligation Request (if disbursement is covered by approved appropriation),	1.1 Receive Petty Cash Voucher with certified Obligation Request (if required) and supporting documents.	None	1 minute	*Computer Operator I* Accounting Office
	1.2 Check computation (if applicable) and completeness of signatories and supporting documents.	None	2 days	*Computer Operator I* Accounting Office

prepare Petty Cash Voucher and forward to Accounting Office.	1.3 Prepare Journal Entry Voucher and forward to Treasurer's Office. **	None	5 minutes	*Management & Audit Analyst I* *Mun. Accountant* Accounting Office
	1.4 Assign number to Petty Cash Voucher and pay claimants. Record disbursement in cash book.	None		*Treasurer's Office*
	1.5 Prepare Report of Disbursement, attach paid vouchers and supporting documents and submit to Accounting Office.	None		*Treasurer's Office*
	1.6 Check Report of Disbursement and record journal entries in the Petty Cash Disbursements Journal. Post monthly to the General Ledger/ Subsidiary Ledgers.	None	3 hours	*Computer Operator I* *Senior Bookkeeper* Accounting Office
	1.7 Separate and file original and duplicate documents.	None	1 hour	*Bookbinder II* Accounting Office
	1.8 Prepare transmittal and forward Report of Disbursement, Petty Cash Voucher, Journal Entry Voucher and supporting documents to Commission on Audit.	None	15 minutes	*Bookbinder II* Accounting Office
Total fees and time		None	2 days 4 hrs 21 minutes	

*** Tool to check the accuracy of vouchers: Preparation of Journal Entry Voucher and recording to journal before payment of claims compared to Commission on Audit's Manuals on the New Government Accounting System.*

3. Barangay Submission of Financial Documents

Barangay financial transaction documents consisting of the Report of Collections and Deposits with the duplicate copies of the official receipts and deposit slips, bank statements, original copies of the disbursement vouchers with its supporting documents, duplicate copies of the checks and Punong Barangay Certifications shall be submitted to the Municipal Accountant within 10 days after the end of the month for recording in the barangay books of accounts and financial reporting as per Commission on Audit's Circular No. 2019-001.

OFFICE:	Office of the Municipal Accountant
CLASSIFICATION:	Complex
TYPE OF TRANSACTION:	Government to Government (G2G)
WHO MAY AVAIL:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Report of Collections and Deposits	• Concerned barangay
• Official receipts and deposit slips	• Concerned barangay
• Bank statements	• Concerned barangay
• Disbursement vouchers with supporting documents	• Concerned barangay
• Photocopy of checks	• Concerned barangay
• Punong Barangay Certifications	• Concerned barangay
• Photocopy of cash book	• Concerned barangay
• Other reports as may be required	• Concerned barangay

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gather financial transactions and its supporting documents and submit to Accounting Office with transmittal letter.	1.1 Prepare Journal Entry Voucher for financial transactions.	None	1 hour	*Fiscal Examiner I* Accounting Office
	1.2 Submission of financial transactions with Journal Entry Voucher and supporting documents to Commission on Audit.	None	5 minutes	*Fiscal Examiner I* Accounting Office
Total fees and time		None	1 hr 5 minutes	

HUMAN RESOURCE MANAGEMENT OFFICE

INTERNAL SERVICES

1. Serbisyo para sa Pagkuha ng Clearance

Ang Clearance ay kinukuha ng isang kliyente upang patunayan na ang isang kawani o dating kawani ay walang obligasyong pinansiyal, kagamitan o naiwang gawain sa ahensiya sa anumang legal na pamamaraan.

OPISINA	Human Resource Management Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G – Government to Government G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	Kawani o dating kawani ng Pamahalaang Bayan
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Identification Card	• Government Issued
• Authorization Letter kung ang kukuha ay napag-utusan lamang • ID sa munisipyo at ATM Card (kung resigned/retired/o wala na sa serbisyo)	• Employee concerned

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Mag-fill-up ng request form	1.1 I-review ang request form at tanggapin sa kliyente kung wala ng kulang na detalye	Wala	10 minuto	*Admin Aide VI*
	1.2 Gawin ang kaukulang clearance	Wala	10 minuto	*Senior Admin Assistant I* *Admin Asst. VI*
	1.3 I-validate at pirmahan	Wala	10 minuto	*HRM Officer*
2. I-release ang clearance at pumirma sa log book	2. Itala sa record book at ibigay sa kliyente	Wala	5 minuto	*Admin Aide VI*
Kabuuang halaga at oras		wala	35 minuto	

2. Pagkuha ng Certificate of Employment, Service Record, Certificate of Last Salary Received, Certificate of Net Take Home Pay at Iba pa

Ang Sertipikasyon ay ipinagkakaloob sa isang kawani o dating kawani bilang isang katibayan ng kanilang serbisyo sa Pamahalaang Bayan ng Talavera

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government G2C – Government to Citizen		
SINO ANG DAPAT KUMUHA		Kawani o dating kawani ng Pamahalaang Bayan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Identification Card		• Government Issued		
• Authorization Letter kung ang kukuha ay napag-utusan lamang		• Employee concerned		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Mag-fill-up ng request form	1.1 I-review ang request form at tanggapin sa kliyente kung wala ng kulang na detalye	Wala	10 minuto	*Admin Aide VI*
	1.2 Gawin ang kaukulang sertipikasyon	Wala	10 minuto	*Senior Admin Assistant* *Admin Asst. VI*
	1.3 I-validate at pirmahan	Wala	10 minuto	*HRM Officer*
2. I-release ang clearance at pumirma sa log book	2. Itala sa record book at ibigay sa kliyente	wala	5 minuto	Admin Aide VI
Kabuuang halaga at oras		wala	35 minuto	

3. Pagkuha ng Payslip Certification at Loan Application

Ang Payslip Certification at Loan Application ay kailangan ng isang kawani upang ma-approved ang aplikasyon sa loan. Pinatutunayan ng Payslip Certification na ang deductions sa payroll ng kawani ay sapat at makakasunod sa itinakda ng batas (GAA) na hindi bababa sa P5,000.00 pisong Net Take Home Pay kada buwan.

OPISINA	Human Resource Management Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G – Government to Government G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	Kawani ng Pamahalaang Bayan

MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Loan Application Form duly accomplished	• Employee concerned
• Certificate of Net take Home pay sa loob ng nakaraang tatlong (3) buwan • Service Record	• HRMO
• Photocopy ng ID	• Government Issued ID

HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang requirements No. 1 at 3	1.1 I-received at I-evaluate ang application form at requirements kung qualified ayon sa net take home pay	Wala	10 minuto	*Admin Asst. VI*
	1.2 Kung qualified, i-forward ang application sa kawaning gagawa ng sertipikasyon at payroll slip	Wala	5 minuto	*Admin Asst. VI*
	1.3 Kung hindi qualified ay ibalik ang loan application sa concerned employee (end of transaction)	Wala	2 minuto	*Admin Asst. VI*
	1.4 Gawin ang mga requirements tulad ng service record,	Wala	10 minuto	*Senior Admin Assistant* *Admin Asst. VI*

	certificate of net take home pay at pay slip 1.5 I-validate at papirmahan	Wala	10 minuto	*HRM Officer*
2. I-release ang certified loan application kasama ang mga requirements at pumirma sa log book	2. Itala sa record book at ibigay sa kliyente	Wala	5 minuto	*Admin Aide VI*
Kabuuang halaga at oras		wala	40 minuto	

4. Pagkuha Authority to Travel Abroad

Ang Authority to Travel Abroad ay ipinagkakaloob sa kawani na nagnanais na mangibang bansa

OPISINA	Human Resource Management Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G – Government to Government G2C – Government to Citizen
SINO ANG DAPAT KUMUHA	Kawani ng Pamahalaang Bayan
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Application For Leave of Absence	• Employee concerned
• Authorization Letter kung ang kukuha ay hindi ang mismong may-ari	• Employee concerned

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Mag-fill-up ng request slip	1.1 I-received I-validate ang request form kasama ang application for leave of absence 1.2 Itala sa record ng leave credits ang petsang nakatala	Wala Wala	10 minuto 5 minuto	*Admin Aide VI* *Admin Aide VI*

	sa application for leave 1.3 Gawin ang authority to travel 1.4 I-validate at Pirmahan ang Authority to Travel kasama ang application for leave	Wala Wala	10 minuto 5 minuto	*HRM Officer* *HRM Officer*
2. I-release ang kaukulang dokumento at magtala sa logbook	2. I-release ang approved authority to travel at application for leave	Wala	10 minuto	*Admin Aide VI*
Kabuuang halaga at oras		wala	40 minuto	

5. Pagfile ng Application for Leave

Ang leave of absence ay isang benepisyo ng isang kawani. Kinakailangang ito ay aprubado ng Pinuno ng Tanggapan at Pinuno ng Pamahalanaan Bayan bago ang takdang araw ng pagbabakasyon, maliban kung ito ay Sick Leave. Ang Sick Leave ay dapat i-file sa oras ng pagpasok pagkatapos ng kanyang pagkakasakit.

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government		
SINO ANG DAPAT KUMUHA		Kawani ng Pamahalaang Bayan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Application for Leave of Absence		• Employee concerned		
• Authorization Letter kung ang kukuha ay hindi ang mismong may-ari		• Employee concerned		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang application for leave na aprobado ng pinuno ng tanggapan	1.1 I-received at I-review ang application for leave of absence. 1.2 Itala sa record ng leave credits ang petsang nakatala sa application for leave 1.3 I-validate at Pirmahan ang application for leave	Wala Wala Wala	10 minuto 5 minuto 10 minuto	*Admin Aide VI* *Admin Aide VI* *HRM Officer*
2. I-release ang kaukulang dokumento at magtala sa logbook	2. I-release ang approved application for leave	wala	10 minuto	*Admin Aide VI*
Kabuuang halaga at oras		wala	35 minuto	

6. Pagrelease ng Regular Payroll

Ang Regular Payroll ay ginagawa limang araw bago ang takdang araw ng pagsahod (15th at katapusan ng bawat buwan). Ang regular na payroll ay nagagawa sa takdang panahon matapos matanggap ang mga kaukulang statement of loans deductions na nanggagaling sa iba't-ibang ahensya tulad ng GSIS, MTO, Employees' Coop at Land Bank upang ito ay maitala sa payroll.

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government		
SINO ANG DAPAT KUMUHA		Department Head o Otorisadong Kasama sa Tanggapan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Wala		•		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1	1.1 Iprint ang statement of loan deductions (GSIS, MTO, COOP, LBP) 1.2 Itala sa payroll ang mga deductions 1.3 I-print and regular payroll per department 1.4 Payroll checking	Wala Wala Wala Wala	8 minuto 30 minuto 30 minuto 30 minuto	*Admin Asst VI* *Admin Asst. VI* *Admin Asst. VI* *HRM Officer*
2	2. Magbigay ng notice sa gc na maaari ng i-release and regular payroll	Wala	3 minuto	*Hrm Officer*
3	3. Itala sa logbook at i-release ang regular payroll	Wala	5 minuto	*Admin Aide VI*
Kabuuang halaga at oras		Wala	1 oras at 16 na minuto	

7. Pagrelease ng Payroll ng Job Orders, Contract of Service at Consultants

Ang JO/COS/Consultants' Payroll ay ginagawa isang araw matapos ang takdang araw ng pagsahod (15th at katapusan ng bawat buwan). Ang payroll na ito ay nagagawa sa takdang panahon matapos matanggap ang mga kaukulang accomplishment reports at DTR na pirmado ng kawani at supervisor

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government		
SINO ANG DAPAT KUMUHA		Kawani sa kani-kanilang tanggapan		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Daily time record		• Employee concerned		
• Accomplishment Reports		• Employee concerned		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1.Isumite ang DTR kasama ang accomplishment report	1.1 I-received at I-review and detalye ng DTR at accomplishment report	Wala	5 minuto	*Admin Aide VI* *Admin Asst. VI*
	1.2 Ibawas ang late at absent sa draft ng payroll kung mayroon man	Wala	10 minuto	*Admin Aide VI* *Admin Asst. VI*
	1.3 Printing	Wala	8 minuto	*Admin Aide VI*
	1.4 Magbigay ng notice sa department concern para sa release ng payroll	Wala	3 minuto	*Admin Asst. VI* *HRM Officer*
2.I-release ang payroll	Itala sa logbook ang payroll at i-release	Wala	5 minuto	*Admin Aide VI*
Kabuuang oras at halaga		Wala	31 minuto	

8. Renewal of Contracts (Job Orders, Contract of Service at consultants)

Ang renewal ng kontrata ng Job Orders, contract of Service at Consultants ay ginagawa tuwing ika-6 na buwan.

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government		
SINO ANG DAPAT KUMUHA		JO/COS Personnel and Consultants		
MGA KAILANGAN DALHIN		**SAAN DAPAT KUMUHA**		
• Updated PDS		• Employee concerned		
• PRC Card License or authenticated eligibility kung mayroon man • Recommendation letter from Supervisor		• Employee concerned		
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1. Isumite ang updated PDS kasama ang recommendation ng supervisor	1.1 i-received at i-review ang recommendation at PDS 1.2 Gawan ng renewal slip	Wala Wala	8 minuto 3 minuto	*Admin Aide VI* *Admin Asst VI* *HRMO II* *HRM Officer*
2. Ipareceived sa MO para sa approval ng LCE	2.1 Approval ng renewal slip 2.2 i-release ang approved renewal slip mula sa MO	Wala		*LCE* *Admin Aide VI* *Admin Asst VI* *HRMO II*
3.	3. Gawin ang kontrata at papirmahan	Wala	10 minuto	*Admin Aide VI* *Admin Asst VI* *Senior Admin Asst. I*
4.i-released ang kontrata	4. Itala sa logbook at i-release ang kontrata	Wala	10 minuto	*Admin Aide VI* *Admin Asst VI* *Senior Admin Asst. I*
Kabuuang oras at halaga		wala	31 minuto	

9. Monetization

Ang monetization ay isang benepisyo ng isang kawani. Ang kawaning nagrerequest nito ay maaaring maka-avail ng hanggang 50% ng kabuuang earned leave credits ng vacation leave o kasama ang earned leave credits ng sick leave kung mayroong karamdaman.

OPISINA		Human Resource Management Office		
KLASIPIKASYON		Simple		
KLASE NG TRANSAKYON		G2G – Government to Government		
SINO ANG DAPAT KUMUHA		Kawani ng Pamahalaang Bayan		
MGA KAILANGAN DALHIN			**SAAN DAPAT KUMUHA**	
• Application for Leave of Absence			• Employee concerned	
• Request letter para sa monetization • Certificate ng doctor kung kasama na i-monetize ang accrued sick leave			• Employee concerned	
HAKBANG NG KLIYENTE	**AKSYON NG AHENSIYA**	**KAUKULANG BAYAD**	**TAGAL NG PROSESO**	**NAKATALAGANG KAWANI**
1.i-pareceived ang request letter para sa monetization na may approved ng LCE at Budget Office	1.1 i-received at i-review ang request at i-confirm sa budget office ang available na amount na maaaring maimonetize	Wala	10 minuto	*Admin Aide VI*
	1.2 i-check sa leave card kung maaaring maka-avail ng monetization	Wala	3 minuto	*Admin Aide VI*
	1.3 i-forward sa HRMO para sa kaukulang computation	Wala	5 minuto	*HRM Officer*
	1.4 printing ng vouchers, proceed sheets at certification ng earned leave credits	Wala	25 minuto	*HRM Officer*
2.i-release and vouchers na kasama ang mga attachments	Itala sa logbook at ipareceived sa kawani na nagrequest ng monetization	Wala	5 minuto	*Admin Aide VI*
Kabuuang oras at halaga		wala	48 minuto	

10. Terminal Leave Benefits

Ang terminal leave benefits ay ipinagkakaloob sa bawat kawani ng gobyerno na nagretiro, nagresign, naterminate o nawala na serbisyo. Ito ay isang benepisyo ng isang kawani kapalit ng kanyang paglilingkod sa gobyerno.

OPISINA	Human Resource Management Office
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G – Government to Government
SINO ANG DAPAT KUMUHA	Kawani ng Pamahalaang Bayan
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Letter of intent to retire kung mareretiro • Resignation letter kung magreresign • Death Certificate kung pumanaw	• Employee concerned
• Authorization Letter kung ang kukuha ay hindi ang mismong may-ari • Clearances from GSIS, Ombudsman, CSC • Statement of accounts (kung may loan) sa LBP, MTO at Employees' Coop • NOSA • SALN	• Employee concerned • GSIS, Ombudsman, CSC • LBP, MTO, Employees' Coop • Employee concerned

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1.i-sumite and lahat ng requirements	1.1 i-received at i-review ang mga requirements	wala	10 minuto	*Admin Aide VI* *Senior Admin Asst. I* *HRMO II*
	1.2 kung kumpleto, i-check ang leave cards at i-print ito kasama ang Service Record	wala	12 minuto	*Admin Aide VI* *Senior Admin Asst. I*
	1.3 i-forward sa HRMO	wala	3 minuto	*HRM Officer*
2.	2.1 Review at Computation	Wala	5 minuto	*HRM Officer*
	a. Paggawa, pagprint at pagpirma ng mga	Wala	30 minuto	*HRM Officer*

	sumusunod na attachment : >Voucher >Proceeds Sheet >Application for leave >Clerance			
3 Pagrelease ng Terminal Leave benefits	Itala sa log book at ipareceived sa kawani	Wala	5 minuto	*Admin Aide VI*
Kabuuang halaga at minuto		wala	1 oras at 10 minuto	

GENERAL SERVICES OFFICE

INTERNAL SERVICES

1. PAGTATANGGAP NG PAGHAHATID NG MGA SUPPLY, MATERIALS, AT EQUIPMENT

Ang Pagtanggap na ito ng mga kalakal, supply, materyales, at kagamitan batay sa mga aprubadong Purchase Order (P.O.) na inihatid ng iba't ibang mga supplier

OPISINA	Supply and Property Management Division (SPMD)
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G- Government to Citizens (Suppliers) G2G- Government to Government
SINO ANG DAPAT KUMUHA	Suppliers (P.O. with Notice of Award/Commence Delivery)
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• Notice of Delivery	• SPMD
• Approved Purchased Order (PO) Form	• BAC Secretariat (Marvin DC. Marcial)
• Delivery Receipt (DR)	• Supplier
• Sales Invoice (SI)	• Supplier
• Inspection and Acceptance Report (IAR) Form	• SPMD

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Magsumite ng kahilingan para sa inspeksyon ng naka-iskedyul na paghahatid (5 araw bago ang aktwal na petsa ng paghahatid)	1.1. Tanggapin ang mga kahilingan ng liham para sa iskedyul ng inspeksyon ng mga paghahatid. Maghanda ng Notice of Delivery para sa Asset Management Division limang (5) araw bago ang petsa ng paghahatid 1.2 Maghanda ng Inspection and Acceptance Report (IAR) Form	Wala	5 minuto 30 minuto	*Administrative Aide / Office Support Staff on Supply and Property Management Division (SPMD)*
2. Maghatid ng mga Goods at magbigay ng mga tauhan para sa pagbabawas at	2.1. Pagtanggap ng mga naihatid na item bilang sa dami. Palatandaan ni DR.		2 oras. para sa maliliit na paghahatid	*Supply Officer*

paghawak ng mga paghahatid. Issue Delivery Receipt (D.R.), at Sales Invoice (S.I.)	2.2. I-print at lagdaan ang IAR Form sa presensya ng property inspector at end-user-authorized representative (para sa abiso ng COA sa loob ng 24 na oras pagkatapos matanggap ang paghahatid)		4 na oras o higit pa para sa malalaking paghahatid 30 minuto	
Kabuuang halaga at minuto		wala	3 oras at 5 minuto. (Simple Transaction) sa 5 oras at 5 min. (Para sa Bulk Delivery)	

2. PAGLABAS NG MGA SUPPLY, MATERIALS AT EQUIPMENT

Pagproseso ng Request Issuance Slips (RIS) at pinapadali ang pagpapalabas ng mga produkto, supply, materyales, at kagamitan sa mga end-user unit/requisitioner.

OPISINA	Supply and Property Management Division (SPMD)
KLASIPIKASYON	Simple
KLASE NG TRANSAKYON	G2G- Government to Government
SINO ANG DAPAT KUMUHA	Local Government Offices and Other National Offices
MGA KAILANGAN DALHIN	**SAAN DAPAT KUMUHA**
• . 1. Requisition and Issue Slip (RIS) form	• SPMD
• . 2. Inventory Custodian Slip (ICS) forms for items P49,999.00 and below	• SPMD
• . 3. Acknowledgement Receipt of Equipment (ARE) form for items P50,000 and above	• SPMD

HAKBANG NG KLIYENTE	AKSYON NG AHENSIYA	KAUKULANG BAYAD	TAGAL NG PROSESO	NAKATALAGANG KAWANI
1. Isumite ang nararapat na natapos na Requisition and Issue Slip (RIS) form	1.1 Suriin ang mga available na stock mula sa database at iproseso ang RIS (ipahiwatig ang dami na ilalabas) para sa pag-apruba ng General Services Officer. 1.2 Kung ang mga supply ay hindi available/out of stock/o mas kaunti sa dami, ang sertipikasyon ay ibinibigay sa humihiling na opisina, para sa paghahanda ng Purchase Request (PR) 1.3 Paghahanda ng mga hinihiling na supply 1.4 Maghanda ng Property Acknowledgement	Wala	30 minuto 15 minuto 30 minuto 5 minuto	*Administrative Aide / Office Support Staff on Supply and Property Management Division (SPMD)* *Property Officer*

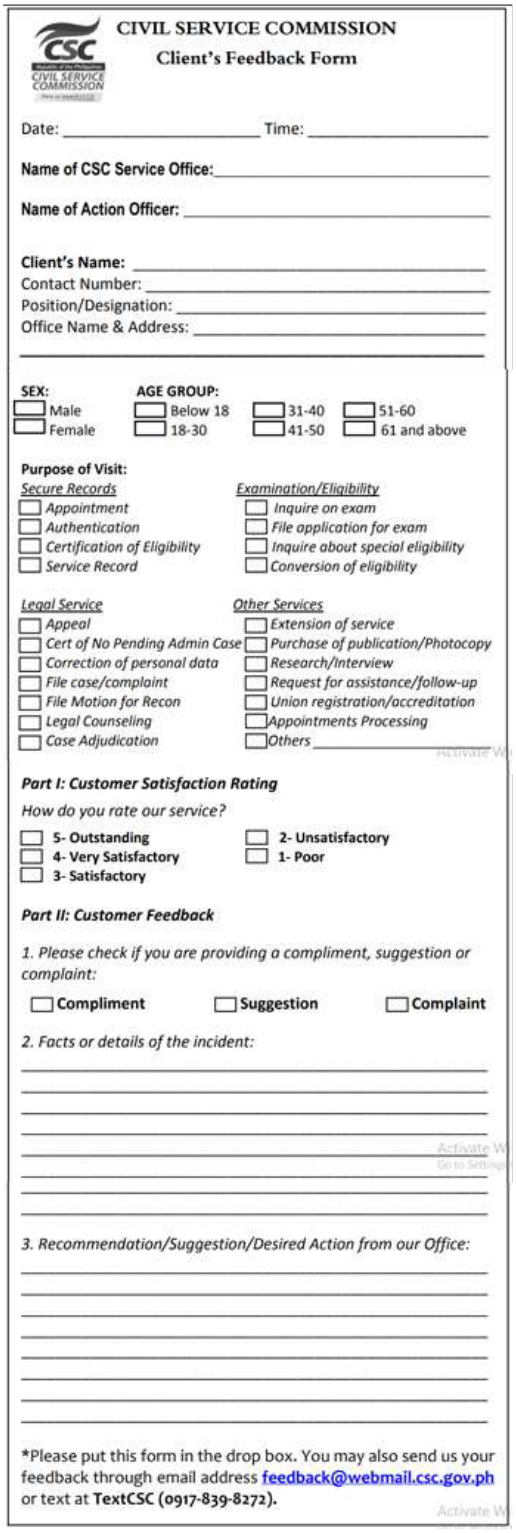
	Receipt of Equipment (ARE) o/at ICS			
2. Tumanggap ng mga materyales/suppl y/ kagamitan	1.1 Tawagan ang end-user upang ipaalam na ang mga hiniling na item ay handa na para sa pick-up 1.2 I-release ang item sa end-user para pirmahan ang “Received by” na bahagi ng RIS		5 minuto 30 minuto para sa maliliit na dami at sukat 1 oras para sa malalaking dami o sukat	*Storekeeper-IV / Office Support Staff on Supply and Property Management Division (SPMD)*
Kabuuang halaga at minuto		wala	1 oras at 55 min. (Simpleng transaksyon) sa 2 oras at 25 min (Para sa Bultuhang Paghahatid)	

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback [*Paraan kung paano mo maipapahatid ang inyong suhestiyon o komento]*	Kung ikaw ay may suhestiyon o komento, Ihulog lamang ito sa “Suggestion Box” na matatagpuan sa Information Desk. Maaring makipag ugnayan sa (044) 336-1107
How feedbacks are processed [*Paraan kung paano bigyan ng aksyon ang inyong suhestiyon o komento]*	Tuwing hapon binubuksan ang “Suggestion Box” upang basahin ang inyong mga suhestiyon at komento. Matapos basahin, ito ay isusumite sa tinutukoy na tanggapan upang sagutin sa loob ng tatlong (3) araw. Matapos sagutin, ito ay bibigyang ng agarang aksyon ng Punong Bayan o kinauukulan.
How to file a complaint [*Paraan kung paano maiparating/maipaalam ang inyong reklamo]*	Kung ikaw ay may reklamo, Gamitin ang porma ng “Reklamo” at Ihulog lamang ito sa “Suggestion Box”. Maaari ring maiparating ang inyong reklamo gamit ang inyo mobile phone. Ibigay lamang ang mga sumusunod: Pangalan ng Empleyadong nirereklamo Reklamo Ebidensyang nagpapatunay sa inyong reklamo Maaring makipag ugnayan sa (044) 336-1107
How complaints are processed [*Paraan kung paano mabigyan ng aksyon ang inyong reklamo]*	Tuwing hapon binubuksan ang “Suggestion Box” upang basahin ang inyong mga suhestiyon at komento. Matapos basahin, ito ay isusumite sa tinutukoy na tanggapan upang sagutin sa loob ng tatlong (3) araw. Matapos sagutin, ito ay bibigyang ng agarang aksyon ng Punong Bayan o kinauukulan.
Contact Information of CCB, PCC, ARTA [*Maari po kayong makipag-ugnayan sa mga sumusunod:*	CCB email@contactcenterngbayan.gov.ph 0908-881-6565 PCC pcc@malacanang.gov.ph 8888 ARTA complaints@arta.gov.ph 8-478-5093 LGU TALAVERA hrmo_talavera@yahoo.com (044) 336-1107

TALAAN NG MGA TANGGAPAN

Office of the Municipal Mayor (044) 940 8700 (044) 951 3692 talavera.lgu@gmail.com	**Office of the Sangguniang Bayan** (044) 336 0340 jas_718@yahoo.com
Municipal Accounting Office (044) 803 1810 accounting@talavera.gov.ph	**Municipal Agriculture Office** (044) 958 3835 talaverafitscenter@yahoo.com
Municipal Assessor Office (044) 336 1120 assessor.talavera@yahoo.com	**Business Permits and Licensing Office** (044) 803 3062 bosstalavera2014@gmail.com
Municipal Budget Office (044) 463 2290 / 09194766080	**Municipal Engineering Office** 0917 855 0550
General Services Office (044) 336 0276 gsotalavera@gamil.com	**Human Resource Management Office** (044) 336 1107 hrmo2017talavera@gmail.com
Municipal Civil Registry Office (044) 958 3833 0965 670 5639 lcr@talavera.gov.ph	**Municipal Cooperative and Entrepreneurship Development Office** 0917 530 8350 mcdo_talavera@yahoo.com
Municipal Disaster Risk Reduction Management Office 0915 568 6067 0997 731 4968 / 0970 135 8222	**Municipal Environment and Natural Resources Office** (044) 336 0272 manololilibeth@yahoo.com
Municipal Health Office (044) 951 2800 phtalavera3114@gmail.com	**Municipal Planning and Development Office** mpdo_tal.nette@yahoo.com.ph
Municipal Social Welfare and Development Office (044) 958 3832 mswdo2017@gmail.com	**Municipal Youth and Development Office** 09970782750 / (044) 940 2573 mydotalavera19@gmail.com
Municipal Labor Employment Manpower and Development Office 09288482950, (044) 336 0785 pesotalavera@gamil.com	**Municipal Tourism Office** (044) 958 7460 pio@talavera.gov.ph talavera.lgu@gmail.com
Municipal Treasury Office (044) 336-1108	

CLIENT'S FEEDBACK FORM



CIVIL SERVICE COMMISSION
Client's Feedback Form

Date: _____ Time: _____

Name of CSC Service Office: _____

Name of Action Officer: _____

Client's Name: _____
Contact Number: _____
Position/Designation: _____
Office Name & Address: _____
_____

SEX:
☐ Male ☐ Female

AGE GROUP:
☐ Below 18 ☐ 18-30 ☐ 31-40 ☐ 41-50 ☐ 51-60 ☐ 61 and above

Purpose of Visit:

Secure Records
- ☐ *Appointment*
- ☐ *Authentication*
- ☐ *Certification of Eligibility*
- ☐ *Service Record*

Examination/Eligibility
- ☐ *Inquire on exam*
- ☐ *File application for exam*
- ☐ *Inquire about special eligibility*
- ☐ *Conversion of eligibility*

Legal Service
- ☐ *Appeal*
- ☐ *Cert of No Pending Admin Case*
- ☐ *Correction of personal data*
- ☐ *File case/complaint*
- ☐ *File Motion for Recon*
- ☐ *Legal Counseling*
- ☐ *Case Adjudication*

Other Services
- ☐ *Extension of service*
- ☐ *Purchase of publication/Photocopy*
- ☐ *Research/Interview*
- ☐ *Request for assistance/follow-up*
- ☐ *Union registration/accreditation*
- ☐ *Appointments Processing*
- ☐ *Others* _____

Part I: Customer Satisfaction Rating

How do you rate our service?

- ☐ **5- Outstanding**
- ☐ **4- Very Satisfactory**
- ☐ **3- Satisfactory**
- ☐ **2- Unsatisfactory**
- ☐ **1- Poor**

Part II: Customer Feedback

1. Please check if you are providing a compliment, suggestion or complaint:

☐ **Compliment** ☐ **Suggestion** ☐ **Complaint**

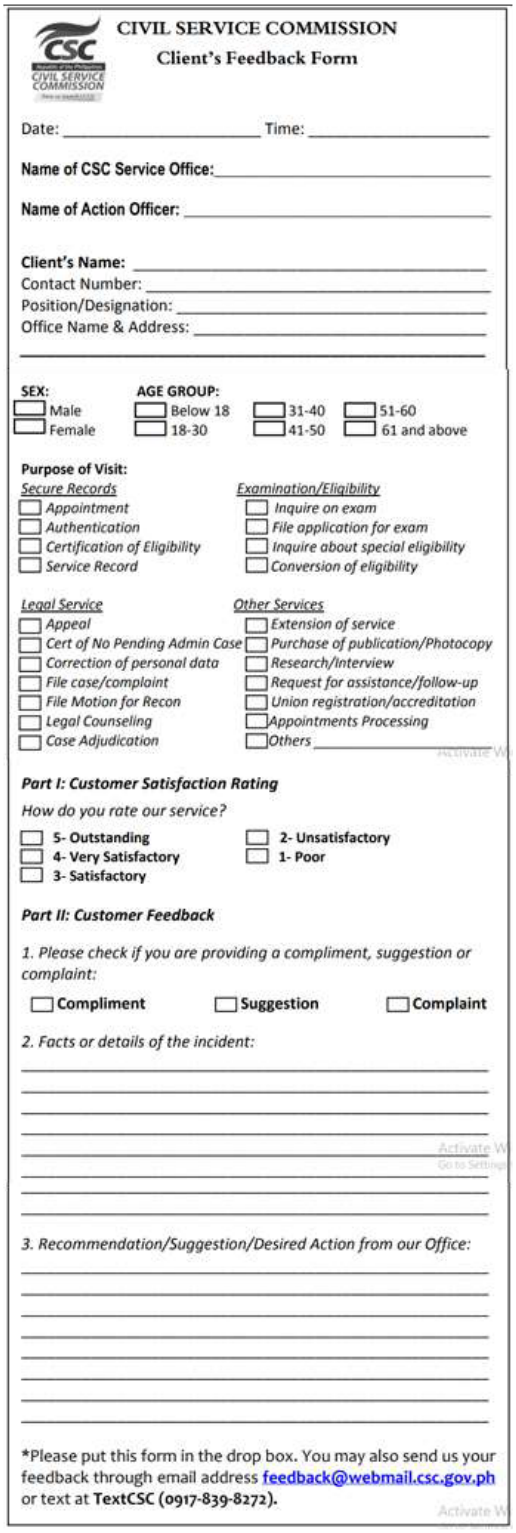
2. Facts or details of the incident:

_____
_____
_____
_____
_____
_____
_____
_____

3. Recommendation/Suggestion/Desired Action from our Office:

_____
_____
_____
_____
_____
_____
_____
_____

*Please put this form in the drop box. You may also send us your feedback through email address feedback@webmail.csc.gov.ph or text at **TextCSC (0917-839-8272).**



CIVIL SERVICE COMMISSION
Client's Feedback Form

Date: _____ Time: _____

Name of CSC Service Office: _____

Name of Action Officer: _____

Client's Name: _____
Contact Number: _____
Position/Designation: _____
Office Name & Address: _____
_____

SEX:
☐ Male ☐ Female

AGE GROUP:
☐ Below 18 ☐ 18-30 ☐ 31-40 ☐ 41-50 ☐ 51-60 ☐ 61 and above

Purpose of Visit:

Secure Records
- ☐ *Appointment*
- ☐ *Authentication*
- ☐ *Certification of Eligibility*
- ☐ *Service Record*

Examination/Eligibility
- ☐ *Inquire on exam*
- ☐ *File application for exam*
- ☐ *Inquire about special eligibility*
- ☐ *Conversion of eligibility*

Legal Service
- ☐ *Appeal*
- ☐ *Cert of No Pending Admin Case*
- ☐ *Correction of personal data*
- ☐ *File case/complaint*
- ☐ *File Motion for Recon*
- ☐ *Legal Counseling*
- ☐ *Case Adjudication*

Other Services
- ☐ *Extension of service*
- ☐ *Purchase of publication/Photocopy*
- ☐ *Research/Interview*
- ☐ *Request for assistance/follow-up*
- ☐ *Union registration/accreditation*
- ☐ *Appointments Processing*
- ☐ *Others* _____

Part I: Customer Satisfaction Rating

How do you rate our service?

- ☐ **5- Outstanding**
- ☐ **4- Very Satisfactory**
- ☐ **3- Satisfactory**
- ☐ **2- Unsatisfactory**
- ☐ **1- Poor**

Part II: Customer Feedback

1. Please check if you are providing a compliment, suggestion or complaint:

☐ **Compliment** ☐ **Suggestion** ☐ **Complaint**

2. Facts or details of the incident:

_____
_____
_____
_____
_____
_____
_____
_____

3. Recommendation/Suggestion/Desired Action from our Office:

_____
_____
_____
_____
_____
_____
_____
_____

*Please put this form in the drop box. You may also send us your feedback through email address feedback@webmail.csc.gov.ph or text at **TextCSC (0917-839-8272).**

RESOLUTION NO. 351-2020

MUNICIPAL ORDINANCE NO. 31-A-2020

REVISED REVENUE CODE 2020

Republic of the Philippines
Province of Nueva Ecija
Municipality of TALAVERA
-oOo-

OFFICE OF THE SANGGUNIANG BAYAN

MINUTES OF THE 41st REGULAR SESSION OF THE 10TH SANGGUNIANG BAYAN OF TALAVERA, NUEVA ECIJA, HELD ON JUNE 01, 2020 AT SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

ANSELMO B. RODIEL III	- Municipal Vice Mayor & Presiding Officer
REICHEL ANN R. VILLANUEVA	- Councilor
BELINDA E. PALILIO	- Councilor
REYNALDO B. BALDEDARA	- Councilor
ANGELINA A. SOLETA	- Councilor
FLORENTINO C. BALMATER	- Councilor
MARK RENIELEO F. RAYO	- Councilor
MANOLITO M. SILVA	- Councilor
JOEL T. DEL ROSARIO	- Councilor
NERITO S. SANTOS, JR.	- ABC President
ERICKA CLARISSE A. MENDOZA	- SK Federation President

RESOLUTION NO. 351-2020

WHEREAS, the Sangguniang Bayan passed and approved the updated Municipal Revenue Code of Talavera, Nueva Ecija on November 18, 2014;

WHEREAS, there is a need to update the Municipal Revenue Code of Talavera, Nueva Ecija as per Section 191 of RA 7160 which provide that:

> "Section 191. Authority of the Local Government Units to Adjust Rates of Tax ordinances – Local units shall have the authority to adjust the tax rates as prescribed herein not oftener than once every five (5) years, but in no case shall such adjustment exceed ten percent (10%) of the rates fixed under this Code."

NOW THEREFORE:

ON MOTION of Councilor FLORENTINO C. BALMATER duly seconded by Councilor REICHEL ANN R. VILLANUEVA and approved by all members present.

RESOLVED as it is HEREBY RESOLVED by this Sangguniang Bayan in session duly assembled to enact the following Ordinance to wit:

MUNICIPAL ORDINANCE NO. 31-A-2020

Be it ordained by the Sangguniang Bayan of the Municipality of Talavera, Province of Nueva Ecija, that:

CHAPTER 1. GENERAL PROVISIONS

Article A. Short Title and Scope

Section 1A.01. Short Title. This ordinance shall be known as the **Revenue Code of the Municipality of Talavera, Province of Nueva Ecija.**

Section 1A.02. Scope and Application. This Code shall govern the levy, assessment, and collection of taxes, fees, charges and other impositions within the territorial jurisdiction of this municipality.

Article B. Construction of Provisions

Section 1B.02. Words and Phrases Not Herein Expressly Defined. Words and phrases embodied in this Code not herein specifically defined shall have the same definitions as found in RA 7160, otherwise known as the Local Government Code of 1991.

Section 1B.03. Rules of Construction. In construing the provisions of this Code, the following rules of construction shall be observed unless inconsistent with the manifest intent of the provisions.

(a) *General Rules.* All words and phrases shall be construed and understood according to the common and approved usage of the language; but the technical words and phrases and such other words in this Code which may have acquired a peculiar or appropriate meaning shall be construed and understood according to such technical, peculiar or appropriate meaning.

(b) *Gender and Number.* Every word in the Code importing the masculine gender shall extend to both male and female. Every word importing the singular number shall apply to several persons or things as well; and every word importing the plural number shall extend and be applied to one person or thing as well.

(c) *Reasonable Time.* In all cases where any act is required to be done within the reasonable time, the same shall be deemed to mean such time as may be necessary for the prompt performance of the act.

(d) *Computation of Time.* The time within which an act is to be done as provided in this Code, or in any rule or regulation issued pursuant to the provisions thereof, when expressed in days, shall be computed by excluding the first day and including the last day, except if the last day falls on a Sunday or holiday, in which case the same shall be excluded in the computation and the business day following shall be considered the last day.

(e) *References.* All references to chapters, articles, or sections are to the Chapters, Articles or Sections in this Code unless otherwise specified.

(f) *Conflicting Provisions of Chapters.* If the provisions of different chapters conflict with or contravene each other, the provisions of each chapter shall prevail as to all specific matters and questions involved therein.

(g) *Conflicting Provisions of Sections.* If the provisions of the different sections in the same article conflict with each other, the provisions of the Section which is the last in point of sequence shall prevail.

Article C. Definition of Terms

Section 1C.01. Definitions. When used in this Code.

(a) *Business* means trade or commercial activity regularly engaged in as a means of livelihood or with a view to profit;

(b) *Charges* refer to pecuniary liability, as rents or fees against persons or property;

(c) *Cooperative* is a duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve a lawful, common, social, or economic end, making equitable contributions to the capital required and accepting a fair share of the risks and benefits of the undertaking in accordance with universally accepted cooperative principles.

(d) *Corporations* includes partnerships, no matter how created or organized, joint-stock companies, joint accounts (cuentas en participation), associations or insurance companies but does not include general professional partnerships and a joint venture or consortium formed for the purpose of undertaking construction projects or engaging in petroleum, coal, geothermal, and other energy operations or consortium agreement under a service contract with the government. General professional partnerships are partnerships formed by persons for the sole purpose of

exercising their common profession, no part of the income of which is derived from engaging in any trade or business;
The term "resident foreign" when applied to a corporation means a foreign corporation not otherwise organized under the laws of the Philippines but engaged in trade or business within the Philippines.

(e) *Countryside and Barangay Business Enterprise* refers to any business entity, association, or cooperative registered under the provisions of RA 6810, otherwise known as Magna Carta for Countryside and Barangay Business Enterprises (Kalakalan 20);

(f) *Fee* means a charge fixed by law or ordinance for the regulation or inspection of a business or activity. It shall also include charges fixed by law or agency for the services of a public officer in the discharge of his official duties;

(g) *Franchise* is a right or privilege, affected with public interest that is conferred upon private persons or corporations, under such terms and conditions as the government and its political subdivisions may impose in the interest of public welfare, security and safety;

(h) *Gross Sales or Receipts* include the total amount of money or its equivalent representing the contract price, compensation or service fee, including the amount charged or materials supplied with the services and depo

(i) sits or advance payments actually received during the taxable quarter for the services performed or to be performed for another person excluding discounts if determinable at the time of sales, sales return, excise tax, and value added tax (VAT);

(j) *Levy* means an imposition or collection of an assessment, tax, fee, charge, or fine.

(k) *License or Permit* is a right or permission granted in accordance with law or by a competent authority to engage in some business or occupation or to engage in some transactions.

(l) *Municipal Waters* include not only streams, lakes and tidal waters within the municipality, not being the subject of private ownership and not comprised within the national parks, public forest, timber lands, forest reserves or fishery reserves, but also marine waters included between two lines drawn perpendicularly to the general coastline from points where boundary lines of the municipality or city touch the sea at low tide and a third line parallel with the general coastline and fifteen (15) kilometers from it. Where two (2) municipalities are so situated on the opposite shores that there is less than fifteen (15) kilometers of marine waters between them, the third line shall be equally distant from opposite shores of the respective municipalities;

(m) *Operator* includes the owner, manager, administrator, or any other person who operates or is responsible for the operation of a business establishment or undertaking;

(m) *Privilege* means a right or immunity granted as a peculiar benefit, advantage or favor.

(n) *Persons* mean every natural or juridical being, susceptible of rights and obligations or of being the subject of legal relations;

(o) *Rental* means the value of the consideration, whether in money, or otherwise, given for the enjoyment or use of a thing.

(p) *Residents* refer to natural persons who have their habitual residence in the province, city, or municipality where they exercise their civil rights and fulfill their civil obligations, and to juridical persons for which the law or any other provision creating or recognizing them fixes their residence in a particular province, city or municipality. In the absence of such laws, juridical persons are residents or the province, city or municipality where they have their legal residence or principal place of business or where they conduct their principal business or occupation;

(q) R*evenue* includes taxes, fees and charges that a state or its political subdivision collects and receives into the treasury for public purposes.

(r) *Services* mean the duties, work or functions performed or discharged by a government officer, or by a private person contracted by the government, as the case may be.

(s) *Tax* means an enforced contribution, usually monetary in form, levied by the law making body on persons and property subject to its jurisdiction for the precise purpose of supporting governmental needs.

(t) *Vessels* include every type of boat, craft or other artificial contrivance, capable of being used, as a means of transportation on water.

CHAPTER II. 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 food 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 hoses; 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 Section19 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 himself or on commission, travels from place to place and 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 persons 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
	Proposed Rate
Less than 10,000.00	199.65
10,000.00 or more but less than 15,000.00	266.20
15,000.00 or more but less than 20,000.00	365.40
20,000.00 or more but less than 30,000.00	532.40
30,000.00 or more but less than 40,000.00	798.60
40,000.00 or more but less than 50,000.00	998.25
50,000.00 or more but less than 75,000.00	1,597.20
75,000.00 or more but less than 100,000.00	1,996.50
100,000.00 or more but less than 150,000.00	2,662.00
150,000.00 or more but less than 200,000.00	3,327.50
200,000.00 or more but less than 300,000.00	4,658.50
300,000.00 or more but less than 500,000.00	6,655.00
500,000.00 or more but less than 750,000.00	9,680.00
750,000.00 or more but less than 1,000,000.00	12,100.00
1,000,000.00 or more but less than 2,000,000.00	16,637.50
2,000,000.00 or more but less than 3,000,000.00	19,965.00
3,000,000.00 or more but less than 4,000,000.00	23,958.00
4,000,000.00 or more but less than 5,000,000.00	27,951.00
5,000,000.00 or more but less than 6,500,000.00	29,493.75
6,500,000.00 or more	Fixed rate of 29,493.75 plus Forty five (45%) of one percent (1%) in excess of 6.5M

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
	Proposed Rate
Less than 1,000.00	21.75
1,000.00 or more but less than 2,000.00	39.90
2,000.00 or more but less than 3,000.00	60.50
3,000.00 or more but less than 4,000.00	87.10
4,000.00 or more but less than 5,000.00	121.00
5,000.00 or more but less than 6,000.00	146.40
6,000.00 or more but less than 7,000.00	173.00
7,000.00 or more but less than 8,000.00	199.65
8,000.00 or more but less than 10,000.00	226.20
10,000.00 or more but less than 15,000.00	266.20
15,000.00 or more but less than 20,000.00	332.75
20,000.00 or more but less than 30,000.00	399.30
30,000.00 or more but less than 40,000.00	532.40
40,000.00 or more but less than 50,000.00	798.60
50,000.00 or more but less than 75,000.00	1,197.90
75,000.00 or more but less than 100,000.00	1,597.20
100,000.00 or more but less than 150,000.00	2,262.70

150,000.00 or more but less than 200,000.00	2,928.20
200,000.00 or more but less than 300,000.00	3,993.00
300,000.00 or more but less than 500,000.00	5,324.00
500,000.00 or more but less than 750,000.00	7,986.00
750,000.00 or more but less than 1,000,000.00	10,648.00
1,000,000.00 or more but less than 2,000,000.00	12,100.00
2,000,000.00 or more	Fixed rate of 12,100 plus Sixty percent (60%) of one percent (1%) in excess of 2M

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**
	Proposed Rate
400,000.00 or less	2.40%
More than 400,000.00	1.20%

The rate of 2.40 % per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of 1.20% 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 Proposed Rate
Less than 5,000.00	33.25
5,000.00 or more but less than 10,000.00	74.40
10,000.00 or more but less than 15,000.00	125.65
15,000.00 or more but less than 20,000.00	199.65
20,000.00 or more but less than 30,000.00	332.75
30,000.00 or more but less than 40,000.00	465.85
40,000.00 or more but less than 50,000.00	665.50
50,000.00 or more but less than 75,000.00	1,064.80
75,000.00 or more but less than 100,000.00	1,597.20
100,000.00 or more but less than 150,000.00	1,900.80
150,000.00 or more but less than 200,000.00	3,194.40
200,000.00 or more but less than 250,000.00	4,392.30
250,000.00 or more but less than 300,000.00	5,590.20
300,000.00 or more but less than 400,000.00	7,453.60
400,000.00 or more but less than 500,000.00	9,982.50
500,000.00 or more but less than 750,000.00	11,192.50
750,000.00 or more but less than 1,000,000.00	12,402.50
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	Fixed rate of 13,915.00 plus sixty percent (60%) of one percent (1%) in excess of 2M

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) Tax banks and other Banking Institutions (LFC 2-07)

Pursuant to the provisions of Sections 143 (f), 150 and 151 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 (LGC), as implemented by Articles 232 (f), 243 and 237 of the Implementing Rules and Regulations (IRR), municipalities and cities may impose taxes on business, including banks and banking institutions.

Accordingly, the following guidelines are hereby prescribed in accordance with Article 287 of IRR, to ensure the proper and effective exercise by cities and municipalities of their taxing powers under the LGC, as implemented under Rule XXX of the IRR, for guidance and compliance of all concerned.

Section 1. Coverage – (a) As used herein, the term "banks or banking institutions" shall refer to persons or entities engaged in lending of funds obtained from the public through the receipt of deposits or the sale of bonds, securities or obligations of any kind and all entities regularly conducting such operations. The terms "banks" and "banking institutions" are synonymous and interchangeable.

For purpose of this Circular, banks shall be classified as follows:

(1) Commercial Banks
(2) Thrift banks composed of –
  (i) Saving; and Mortgage banks;
  (ii) Stock savings and ;loan associations;
  (iii) Private Development Banks

(3) Regional unit banks consisting of rural banks;
(4) Specialized and unique Government banks like the Development Bank of the Philippines, which are governed by their respective charters;
(5) Other classes of banks as may be authorized by the Monetary Board of the Central Bank of the Philippines (Bangko Sentral ng Pilipinas); and
(6) Branches of the above-cited banks which have been authorized to be established nationwide by the the Monetary Board of the Bangko Sentral ng Pilipinas (BSP).

Banking institutions include the following:

(1) Entities regularly engaged in the lending of funds or purchasing of receivables of other obligations with funds obtained from the public through the issuance, endorsement or acceptance of debt instruments of any kind for their own account, or through the issuances of certificates of assignments or similar instruments with recourse, trust certificates, or of reproaches agreements, whether any of the means of obtaining funds from the public is done on a regular or only occasionally;
(2) Entities regularly engaged in the lending of funds which receive deposits only occasionally; and
(3) Trust companies, building and loan associations, non-stock savings and loan associations.

(a) Head Office – shall refer to the main office of the banking institutions indicated in the pertinent documents submitted to the Securities and exchange Commissions (SEC) and to other appropriate agencies; the city or municipality specifically mentioned in the Articles of Incorporation and other official registration papers as being the official address of said "Head Office" shall be considered as the site thereof.
(b) Branch – a field place in a locality established as a branch of a banking institution, as authorized by the Monetary Board of the BSP. However, a regional or extension offices of banks and banking institutions shall not be considered as a branch.

Section 2. Tax on the Gross Receipts of Banks and Banking Institutions. –

(a) The tax on banks and banking institutions may be levied on their gross receipts for the preceding calendar year, as follows:

(1) By municipalities at a rate not exceeding fifty five percent (55%) of one percent (1%) of the gross receipts for the preceding calendar year; and
(2) By cities including municipalities within the Metropolitan Manila area, at a rate not exceeding seventy five percent (75%) of one percent (1%) of the gross receipts for the preceding calendar year.

(b) For this purpose gross receipts shall only include the following:

(1) Interest from loans and discounts – this represents interest earned and actually collected on loans an discounts. The Following is a breakdown.
  (i) Discounts earned and actually collected in advance on bills discounted;
  (ii) Interest earned and actually collected on demand loan;
  (iii) Interest earned and actually collected on time loans, including the earned portions of interest collected in advance;
  (iv) Interest earned and actually collected on mortgage contracts receivables.

(2) Interest earned and actually collected on interbank loans;
(3) Rental of property – this represents the following rental income:
  (i) Earned portion of rental collected in advance from losses of safe deposit boxes;
  (ii) Rental earned and actually collected from lessees on bank premises and equipment.

(4) Income earned and actually collected from acquired assets.
(5) Income from sale or exchange of assets and property
(6) Cash dividends earned and received on equity investments.
(7) Bank commissions from lending activities.
(8) Income component of rentals from financial leasing.

At the time of the annual payment of the tax due, the Head Office or branch of a bank shall submit to the LGU concerned a notarized Joint Statement of Annual Income (Schedule of Annual Income) for the preceding calendar year in accordance with a sample form hereto attached as "Annex A" which shall be signed by a designated Officer of the Head Office and by the Branch Manager".

(c) All other income and receipts of banks and banking institutions not otherwise enumerated above shall be excluded from the taxing authority of the LGU concerned, such as:

(1) Interest earned under the expanded foreign currency deposit system
(2) Interest accumulated by lending institutions on mortgages insured under Republic Act No. 580 as amended otherwise known as Home Financing Act.
(3) Receipts from filing fees, service and other administrative charges.

Section 3. Non-separability of Banking Business. – Activities which are inherent, related, necessary or incidental to the banking business shall be treated as one business activity subject to the same tax thereon, which shall be computed on the basis of the combined gross receipts of all said banking activities, as defined above.

In view thereof, the provisions of Article 242 of the IRR requiring a person or entity to get a separate mayor's permit for each business activity shall not apply to the banking activities, as defined above.

Section 4. Situs of the Tax. – For purposes of collection of the tax, the following shall apply –

(a) All transactions filed with or negotiated in the branch shall be recorded in said branch and the gross receipts derived from said transaction shall be taxable by the city or municipality where such branch is located. This rule shall be applied to:

(1) Transactions negotiated with and approved by the branch manager under his own authority; or
(2) Transactions filed and negotiated in the branch but being beyond the approving authority of the branch manager, are forwarded to the Head Office for final approval.
(3) Transaction where the stated address in the loan application of the borrower is the city or municipality where the Bank has a branch, in which case the Head Office upon approval of the loan shall credit the transaction to the Bank Branch.

(b) The gross receipts derived from transactions made by the Head Office, except gross receipts recorded in the branches, shall be taxable by the city or municipality where said Head Office is located.

(c) In case there is a transfer or relocation of the Head Office or of any branch to another city or municipality, the bank shall give due notice of such transfer or relocation to the chief executive of the cities or municipalities concerned within fifteen (15) days after such transfer or relocation is effected.

(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
14. General consultancy services
15. All other similar activities consisting essentially of the sales of services for a fee.

Gross Sales/Receipts for the Preceding Calendar Year:	**Amount of Tax Per Annum**
	Proposed Rate
Less than 5,000.00	33.25
5,000.00 or more but less than 10,000.00	74.40
10,000.00 or more but less than 15,000.00	125.65
15,000.00 or more but less than 20,000.00	199.65
20,000.00 or more but less than 30,000.00	332.75
30,000.00 or more but less than 40,000.00	465.85
40,000.00 or more but less than 50,000.00	665.50
50,000.00 or more but less than 75,000.00	1,064.80
75,000.00 or more but less than 100,000.00	1,597.20
100,000.00 or more but less than 150,000.00	1,900.80
150,000.00 or more but less than 200,000.00	3,194.40
200,000.00 or more but less than 250,000.00	4,392.30
200,000.00 or more but less than 300,000.00	5,590.20
300,000.00 or more but less than 400,000.00	7,453.60
300,000.00 or more but less than 500,000.00	9,982.50
500,000.00 or more but less than 750,000.00	12,402.50
750,000.00 or more but less than 1,000,000.00	12,650.00
1,000,000.00 or more but less than 2,000,000.00	13,915.00
2,000,000.00 or more	Fixed rate of 13,915 plus sixty percent (60%) of one percent (1%) in excess of 2M

(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 peddlers 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.

(i) 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 conveyance and necessity or similar franchises:

Air-conditioned buses	3,000.00 per unit
Buses without air conditioning	1,500.00 per unit
"Mini" buses	1,500.00 per unit
Jeepneys/Fieras/Tamaraws	600.00 per unit

(j) Taxes Fees and Charges on Electric Cooperatives (ECs) Registered, Supervised and Controlled by the National Electrification Administration (NEA) (LFC No. 1-07)

Pursuant to the provisions of Sections 137, 143 and 232 of Republic Act No. 7160, otherwise known as the Local Government Code (LGC) of 1991, in relation to Section 133(n) of the same Code, provinces, cities and municipalities may impose franchise, business and real property taxes on electric cooperatives registered, supervised and controlled by the National Electrification Administration (NEA).

Accordingly, the following guidelines are hereby issued in accordance with Article 287 of the Implementing Rules and Regulations (IRR), prescribing the limitations, manner and procedures for the imposition of taxes, fees and charges on the subject electric cooperatives and to supplement Articles 226, 232 and 323 of the IRR, with a view o further clarifying the implementation of said provisions consistent with Republic Act No. 9136, otherwise known as the Electric Power Industry Reform Act of 2001 (EPIRA) and other related laws and national policies.

Section 1. Coverage. – This Circular prescribes the guidelines governing the taxing powers of provinces, cities and municipalities on electric cooperatives as provided for under Sections 137, 143 and 232 of the LGC.

Section 2. Definition of Terms – When used herein the term.

a. Ancillary Services – refer to those services that are necessary to support the transmission of capacity and energy from resources to loads while maintaining reliable operation of the transmission system in accordance with good utility practice and the Grid Code to be adopted in accordance with the Act (Section 4(a), EPIRA Law).

b. Appraisal – is the act or process of determining the value of property as of specific date for a specific purpose. It may also be defined as the act of estimating the value of property. It is an estimate or opinion of value, usually market value or value as defined by the appraiser. It is a conclusion which results from a logical and orderly analysis of facts (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

c. Assessment – is the act or process of determining the value of a property or proportion thereof subject to tax, including the discovery, listing, classification and appraisal of properties. (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

d. Assessment Level – is the percentage applied to the market value to determine the taxable value of the property. (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

e. Assessment Value – is the market value of the property multiplied by the assessment level. It is synonymous to taxable value. (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

f. Business – means trade or commercial activity regularly engaged in as a means of livelihood or with a view to profit (Section 131(d) of the Local Government Code of 1991 (LGC).

g. Distribution Wheeling Charges – refer to the regulated costs or charges for the use of a distribution system and/ or the availment of regulated services (Section 4(p), EPIRA Law).

h. Electric Cooperative – refers to a non-stock, non-profit membership corporation heretofore or organized for the purpose of supplying promoting, and encouraging the fullest use of electric service on an area coverage based at the lowest cost consistent with sound economy and the prudent management of the business of such corporation (Chapter 3, Section 15, PD 269).

i. Fair Market Value (FMV) – is the price at which a property may be sold by a seller who is not compelled to sell and bought by a buyer who is not compelled to buy. (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

j. Franchise – is a right or privilege, affected with public interest which is conferred upon private persons or corporations, under such terms and conditions as the government and its political subdivisions may impose in the interest of public welfare, security, and safety (Section 131(m) of the Local Government Code of 1991 (LGC).

k. Franchise Area – refers to a geographical area exclusively assigned or granted to a distribution utility for distribution of electricity (Section 4(w), EPIRA Law.

l. Generation Charges – refer to the cost or charges associated with the acquisition of purchased power. General costs include only those costs that are reasonable, prudently incurred and are eligible for recovery pursuant to the provisions of Republic Act No. 9136 (EP RA Law).

m. Gross Sales or Receipts – include the total amount of money or its equivalent representing the contract price, compensation or service fee, including the amount charged or materials supplied with the services and deposits or advance payments actually or constructively received during the taxable quarter for the services performed or to be performed for another person excluding discounts if determinable at the time of sales, sales return, excise tax. And value-added tax (VAT) (Section 131 (n) of the Local Government Code of 1991 (LGC).

n. Machinery – embraces machines, equipment, mechanical contrivances, instruments, appliances or apparatus which may or may not be attaches permanently or temporarily to the real property. It includes the physical facilities for production, the installations and appurtenant service facilities, those which are mobile, self-powered or self-propelled, and those not permanently attached to the real property which are actually, directly and exclusively used to meet the needs of the particular industry, business or activity and which by their very nature and purpose are designed for, or necessary to its manufacturing, mining, logging, commercial, industrial or agricultural purposes, without which such industry or facility cannot function. (Manual on Real Property Appraisal and Assessment Operations, BLGF, January 2006).

o. Reinvestment Fund – refers to the ERC approved costs or charges imposed on all the electric cooperatives consumers to finance the expansion and rehabilitation/ upgrading of their existing electric power system (ERC).

p. Stranded Contract Costs of Eligible Contracts of Distribution Utilities – refer to the excess of the contracted cost of electricity under eligible contracts of Distributions Utilities over the actual selling price of the contracted energy output of such contracts that would be incurred upon Retail Competition and Open Access. For this purpose, "eligible contracts" are contracts which have been approved by the ERB (now ERC) as of 31 December 2000 (Rule 4(ffff), IRR of EPIRA Law.

q. Stranded Contracts of NPC – refer to the contracted cost of electricity under eligible contracts of NPC over the actual selling price of the contracted energy output of such contracts in the market. Such contracts shall have been approved by the ERB (now ERC) as of 31 December 2000 (Rule 4(gggg), IRR of EPIRA Law.

r. Transmission Charge – refers to the regulated costs or charges for the use of a transmission system which may include the availmant of ancillary services (Section 4 (aaa), EPIRA Law.

s. Universal Charge – refers to the charge, if any, imposed for the recovery of the Stranded Debts, Stranded Contract Costs of Eligible Contracts of Distribution Utilities and other purposes pursuant to Section 34 of the RA 9136, its Implementing Rules and Regulations (IRR). The universal charge is imposed on all electricity end-users for the following purposes:

(i) Payment for the stranded debts in excess of the amount assumed by the National Government and Stranded contract costs of distribution utilities resulting from the restructuring of the industry;
(ii) Missionary electrifications;
(iii) The equalization of the taxes and royalties applied to indigenous or renewable sources of energy vis-à-vis imported energy fuels;
(iv) An environmental charge equivalent to one-fourth of one centavo per kilowatt-hour (P0.0025/ kwh)., which shall accrue to an environmental fund to be used solely for watershed rehabilitation and management;
(v) A charge to account for all forms of cross-subsidies for period of not exceeding three (3) years.

t. System Loss Charge – refers to the cost or charge to recover the costs of allowable systems loss as allowed and/ or approved by the Energy Regulatory Commission.

Section 3. Tax on Gross Receipts of ECs. – (a) The tax on ECs may be levied on their gross receipts for the preceding calendar year on:

(1). Business Tax by municipalities as distributor at the rate imposed under their enabling tax ordinance.

For the purpose of assessing the electric cooperatives of business tax and for the equitable distribution of its benefits derived therefrom the gross receipts shall be based on the sales

made to end-users within the respective jurisdiction of each local government unit (LGU).

(b) For this purpose the franchise and business taxes shall be based on ECs' gross receipts as follows:

(1) Before the effectivity of the EPIRA Law (1997-2001), franchise and business taxes shall be based on the total gross receipts pursuant to Section 131(n) of the LGC.

(2) Upon the effectivity of the EPIRA Law (2002), the basis shall be as follows:

Gross Receipts:
Less:
NPC Charges
TransCo Charges
Reinvestment Fund
Universal Charges

(3) On the charges being remitted by ECS to NPC and TransCo the local government units may impose local taxes considering that both Companies are Government-owned and Controlled Corporations (GOCCs), whose tax exemptions have been withdrawn under Section 193 of the LGC. Said charges pertain to their gross receipts and therefore, the LGUs concerned may directly bill said Corporations for taxation purposes.

Section 4. Imposition of Real Property Taxes on ECs.

(1) All taxable real properties such as land, buildings and other improvements owned by NPC, which were transferred to PSALM and TRANSCO, are subject to the real property tax, with an assessment level fixed by an Ordinance, of not exceeding ten percent (10%)

Section 5. Exemption from Local Taxation – All ECs registered, supervised and controlled by the NEA shall be:

(1) Exempt from the payment of said local taxes for the period of their Provisional Registration with the Cooperative Development Authority (CDA). (1993/1994 – May 4, 1997)

Section 6. Penalties, Surcharges and Interest.

(a) No surcharges and interest shall be imposed on the tax liabilities of electric cooperatives during the period covered by the TRO issued by the Supreme Court in the case of PHILRECA, et al. vs. The Secretary of DILG and the Secretary of Finance, G. R. No. 143076.

(b) ECs shall be subject to a maximum interest of up to thirty-six (36) months or seventy-two percent (72%) of the taxes on its real property tax delinquencies.

(c) The sanggunian may impose a surcharge not exceeding twenty-five percent (25%) of the amount of taxes, fees and charges not paid on time and an interest at the rate not exceeding two percent (2%) per month of the unpaid taxes, fees or charges including surcharges until such amount is fully paid but in no case shall the total interest on the unpaid amount or portion thereof exceed thirty-six (36) months. (Sec. 168, LGC)

Section 7. Mayor's Permit Fee and Other Regulatory Fees. –

(a) Local government units are authorized to collect the Mayor's Permit fee and other regulatory fees and charges from the head office and sub-stations of ECs.

(b) No such fee or charge shall be based on capital investment or gross sales or receipts of the person or business liable thereof.

Section 2A.03. 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 2A.04. Exemption. Business engaged in the production, manufacture, refining, distribution or sale of oil, gasoline, and other petroleum products shall not be subject to any local tax imposed in this Article.

Article B. Situs of Tax

Section 2B.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 city 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 city 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 - a building 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 city 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 city 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 city 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 city or municipality where the factory, project office, plant or plantation is located.

4. 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.

5. 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 city or municipality where the factory is located; and

   Forty percent (40%) to the city or municipality where the plantation is located.

6. 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.

7. 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.

8. 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.

9. 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 dais factory shall be taxable by this municipality along with the sales made in the principal office.

(c) Port of Loading - the city 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 city 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 C. Payment of Business Taxes

Section 2C.01. Payment of Business Taxes.

(a) The taxes imposed under Section 2A.01 and Section 2B.01 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 Section 2A.01 and Section 2B.01 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 Section 2A.01 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 2C.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 2C.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 2C.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 Licensing Officer shall assign every application for the termination or 6 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 Licensing Officer 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 D. Tax on Ambulant and Itinerant Amusement Operators

Section 2D.01. Imposition of Tax. There is hereby imposed a tax on ambulant and itinerant amusement operators during fiestas and fairs at the following rates per day:

Circus, carnivals, or the like	P 100.00
Merry-Go-Round, roller coaster, ferris wheel, swing, shooting gallery and other similar contrivances	100.00
Sports contest/exhibitions	100.00

Section 2D.02. Time of Payment. The tax herein imposed shall be payable before engaging in such activity.

Article E. Tax on Mining Operations

Section 2E.01. Definitions. When used in the Article.

(a) *Minerals* refer to naturally occurring inorganic substances (found in nature) whether in solid, liquid, gaseous or any intermediate state.

(b) *Mineral Products* shall mean things produced and prepared in a workable state by simple treatment processes such as washing or drying but without undergoing any chemical change or process or manufacturing by the lessee, concessionaire or owner of mineral lands.

(c) *Quarry Resources* means any common stone or other common mineral substances such as but not restricted to marble, granite, volcanic cinders, basalt, tuff, and rock phosphate.

Section 2E.02 . Imposition of Tax. There is hereby levied an annual tax at the rate of two percent (2 %) based on the gross receipts for the preceding year of mining operations.

Section 2E.03 Situs of the Tax. Payment of the tax shall be made to this municipality which has jurisdiction over the mining area. In case the area transcends two (2) or more local government units, payment shall be made to the municipality having the largest area.

Section 2E.04. Exclusion. Extraction of the following are excluded from the coverage of the tax levied herein:

(a) Mineral Products such as ordinary stones, sand, gravel, earth and other quarry resources;

(b) Indigenous petroleum such as mineral oil, hydrocarbon gas, bitumen, crude asphalt, mineral gas and all other similar or naturally associated substances.

Section 2E.05. 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.

Section 2E.06 . Administrative Provisions.

(a) The Municipal Treasurer shall keep a registry of mining operators on which all instruments concerning mining rights, such as acquisition, sub-lease, operating agreements, transfers, assignments, condonment, cancellation and others, are recorded.

(b) It shall be the duty of every lessee, owner, or operator to make a true and complete return setting forth the quantity and the actual market value of the minerals or mineral products or quarry resources to be removed.

Article F. Tax on Forest Concessions and Forest Products

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

(a) *Forest Products* means timber, pulp-wood/chipwood, firewood, fuel wood and minor forest products such as bark, tree tops, resins, gum, wood, oil, honey, beeswax, nipa, rattan or other forest growth such as grass, shrub, and flowering plants, the associated water, fish, scenic, historical, recreational, and geologic resources in forest lands.

(b) *Forest Lands* include the public forest, the permanent forest or the forest reserves, and forest reservations.

Section 2F.02 . Imposition of Tax. There is hereby imposed a tax on forest concessions and forest products at a rate of two percent (2 %) of the annual gross receipts of the concessionaire during the preceding year.

Section 2F.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.

CHAPTER III. PERMIT AND REGULATORY FEES

Article A. Mayor's Permit Fee on Business

Section 3A.01. 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 definition of business size is here by adopted:

Enterprise Scale	Asset Limit	Work Force
Micro		1 – 10
Micro A	1.00 – 50,000.00	
Micro B	51,000.00 – 100,000.00	
Micro C	100,001.00 – 200,000.00	
Micro D	200,001.00 – 500,000.00	
Micro E	500,001.00 – 1,000,000.00	
Micro F	1,000,001.00 – 3,000,000.00	
Small		11 – 99
Small A	3,000,001.00 – 5,000,000.00	
Small B	5,000,001.00 – 10,000,000.00	
Small C	10,000,001.00 – 15,000,000.00	
Medium		100 – 199
Medium A	15,000,001.00 – 35,000,000.00	
Medium B	35,000,001.00 – 55,000,000.00	
Medium C	55,000,001.00 – 75,000,000.00	
Medium D	75,000,001.00 – 100,000,000.00	
Large	100,000,001.00 and above	200 and above

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

1) On business subject to graduated Fixed taxes

Enterprise Scale	Asset Limit	Amount of Fee Per Annum
Micro		
Micro A	1.00 – 50,000.00	240.00
Micro B	51,000.00 – 100,000.00	340.00
Micro C	100,001.00 – 200,000.00	540.00
Micro D	200,001.00 – 500,000.00	1,140.00
Micro E	500,001.00 – 1,000,000.00	2,240.00
Micro F	1,000,001.00 – 3,000,000.00	6,540.00
Small		
Small A	3,000,001.00 – 5,000,000.00	12,040.00
Small B	5,000,001.00 – 10,000,000.00	22,040.00
Small C	10,000,001.00 – 15,000,000.00	32,040.00
Medium		
Medium A	15,000,001.00 – 35,000,000.00	70,040.00
Medium B	35,000,001.00 – 55,000,000.00	110,040.00
Medium C	55,000,001.00 – 75,000,000.00	150,040.00
Medium D	75,000,001.00 – 100,000,000.00	200,040.00
Large	100,000,001.00 and above	200,040.00+1/10 of 1% of Asset Limit

There shall be collected an additional 5 % fee for the issuance of a Mayor's Permit to non-resident contractor operating or undertaking an activity within the municipality.

2) Retail dealers in foreign/ domestic/ fermented/ distilled liquors and Tobacco , manufactured tobacco, amusement places, golf Courses, etc.

Enterprise Scale	Asset Limit	Amount of Fee Per Annum
Micro		
Micro A	1.00 – 50,000.00	264.00
Micro B	51,000.00 – 100,000.00	374.00
Micro C	100,001.00 – 200,000.00	594.00
Micro D	200,001.00 – 500,000.00	1,254.00
Micro E	500,001.00 – 1,000,000.00	2,464.00
Micro F	1,000,001.00 – 3,000,000.00	7,194.00
Small		
Small A	3,000,001.00 – 5,000,000.00	13,244.00
Small B	5,000,001.00 – 10,000,000.00	24,244.00
Small C	10,000,001.00 – 15,000,000.00	35,244.00
Medium		
Medium A	15,000,001.00 – 35,000,000.00	77,044.00
Medium B	35,000,001.00 – 55,000,000.00	121,044.00
Medium C	55,000,001.00 – 75,000,000.00	165,044.00
Medium D	75,000,001.00 – 100,000,000.00	220,044.00
Large	100,000,001.00 and above	220,044.00+1/10 of 1% of Asset Limit

Section 3A.02. 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.03. Administrative Provisions.

(a) Supervision and control over establishments and places. The Municipal Mayor shall supervise and regulate all establishments and places subject to the payment of the permit fee. He shall prescribe rules and regulations as to the mode or manner on which they shall be conducted in so far 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 Business Permits and Licensing Office (BPLO), as mandated by Municipal Ordinance No. 26 – 08.. 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. Location sketch of the new business
   b. Paid-up capital of the business as shown in the Articles of Incorporation, if a corporation or partnership, or a sworn statement of the capital invested by the owner or operator, if a sole proprietorship
   c. A certificate attesting to the tax exemption if the business is tax exempt
   d. Certification from the office in charge of zoning that the location of the new business is in accordance with zoning regulations
   e. Tax clearance showing that the operator has paid all tax obligations in the municipality
   f. Barangay clearance
   g. 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
   h. Provision of Trash Can and proper segregation (3 garbage bin)
   i. Lessors Permit (if renting commercial space)
   j. Requirement from National Government Agencies.

2. For renewal of existing business permits

   a. Previous year's Mayor's permit
   b. three (3) copies of the annual or quarterly tax payments
   c. three (3) copies of all receipts showing payment of all regulatory fees as provided for in this Code
   d. Certificate of tax exemption from local taxes or fees, if exempt
   e. Lessors Permit (if renting commercial space)
   f. Requirement from National Government Agencies

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 be refused to (1) any person who previously violated any ordinance or regulation governing permits granted; (2) whose business establishment or undertaking does not conform with zoning regulations, and safety, health and other requirements of the municipality; (3) who has unsettled tax obligation, debt or other liability to the government; (4) 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.

(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 One Hundred Pesos (P 100.00).

(d) A metal plate with a corresponding registry number shall be provided by the BPLO for every business establishment at a cost of 250.00.

(e) The BPLO shall keep a register of all businesses which shall set forth, among others, the name and address of the owner.

(f) Posting of Permit. Every permittee shall keep his permit and corresponding metal plate 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 and metal plate shall be immediately produced upon demand by the Municipal Mayor, the Municipal Treasurer or any of their duly authorized representatives.

(g) 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, provided, there is an extension granted by the Sangguniang Bayan. The Sangguniang Bayan enacted a Municipal Ordinance granting a Grace period for the Renewal of Mayor's Permits and Licenses up to the Last Working day of January for the year 2006 and thereafter, pursuant to Resolution No.27-2006. It shall have a continuing validity only upon renewal thereof and payment of the corresponding fee.

(h) Revocation of Permit. When a person doing business under the provisions of this Code violates any provision of this Article, refuses to pay an indebtedness or liability to the municipality or abuses his privilege to do business to the injury of the public moral or peace; or 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, the Municipal Mayor may, after investigation, revoke the Mayor's Permit. 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 maybe imposed by the Court for violation of any provision of this Ordinance governing the establishment and maintenance of business, and to prohibit the exercise thereof by the person whose privilege is revoked, until restores by the Sangguniang Bayan.

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 twelve (12) months.

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. Permit Fee for Cockpits Owners/Operators/Licensees/ Promoters and Cockpit Personnel

Section 3B.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 3B.02. Imposition of Fees. There shall be collected the following Mayor's Permit Fees from cockpit operators/owners/licensees and cockpit personnel annually:

(a) From the owner/operator/licensees of the cockpit:

1.	Application filing fee	P	100.00
2.	Annual cockpit permit fee		550.00

(b) From cockpit personnel

1.	Promoters/Hosts	220.00
2.	Pit Manager	110.00
3.	Referee	110.00
4.	Bet Taker "Kristo/Llamador"	165.00
5.	Bet Manager "Maciador/Kasador"	110.00
6.	Gaffer "Mananari"	165.00
7.	Cashier	110.00
8.	Derby (Matchmaker)	110.00

Section 3B.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 3B.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. The applicant must secure Sangguniang Bayan resolution authorizing the establishment, operation and maintenance of cockpits before securing permit.

(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 3B.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 C. Special Permit Fee for Cockfighting

Section 3C.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 gamecockers or cockfighting "afficionados" with "pot money" awarded to the proclaimed winning entry.

Section 3C.02. Imposition of Fees. There shall be collected the following fees per event for cockfighting:

(a)	Special Cockfights (Pintakasi)	1,200.00
(b)	Special Derby Assessment from Promoters of -	
	Two-Cock Derby	2,000.00
	Three-Cock Derby	3,000.00
	Four-Cock Derby	4,000.00
	Five-Cock Derby	5,000.00

Section 3C.03. Exclusions. Regular cockfights i.e., those held during Sundays, legal holidays and local fiestas and international derbies shall be excluded from the payment of fees herein imposed.

Section 3C.04. 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.

Section 3C.05. 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 3C.06. 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 D. Fees on Impounding of Astray Animals

Section 3D.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 3D.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	500.00
(b)	All other animals	200.00

Section 3D.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 3D.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 5 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 seven (7) days after the date of impounding shall be sold at public auction under the following procedures:

1. The Municipal Treasurer shall post notice for five (5) days in three (3) 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 seven (7) 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 3D.05. Penalty. Owners whose animals are caught astray and incurring damages to plants and properties shall pay the following fines:

(a)	First offense	P 110.00 per day
(b)	Second offense	220.00 per day
(c)	For the third offense and each subsequent offense	330.00 per day

In addition to the fine, the owners shall pay the amount of damage incurred, if any, to the property owner.

Article E. Permit Fee on Circus and Other Parades

Section 3E.01. Imposition of Fee. There shall be collected a Mayor's Permit Fee of 200.00 per day on every circus and other parades using banners, floats or musical instruments carried on in this municipality.

Section 3E.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 five (5) days before the scheduled date of the circus or parade and on such activity shall be held.

Section 3E.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 3E.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 F. Registration and Transfer Fees on Large Cattle.

Section 3F.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 3F.02. Imposition of Fee. The owner of a 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	110.00
(b)	For Certificate of Transfer	55.00
(c)	For Registration of Private Brand	150.00

The transfer fee shall be collected only once if a large cattle is transferred more than once in a day.

Section 3F.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 3F.04. Administrative Provisions.

(a) Large cattle shall be registered with the Municipal Treasurer upon reaching the age of two (2) years.

(b) The ownership of a 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 3F.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 G. Permit Fee for Excavation

Section 3G.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.

		Amount of Fee
(a)	For crossing streets with concrete pavement:	
1.	For crossing concrete pavement (minimum area 2.00 x .600 m., 12 sq.m.)	500.00
2.	For crossing across base of streets with concrete pavement, per linear meter (boring method)	500.00

(b)	For crossing streets with asphalt pavement:		
	1.	Minimum fee	100.00
	2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.80m)	100.00
(c)	For crossing the streets with gravel pavement:		
	1.	Minimum fee	100.00
	2.	Additional fee for each linear meter crossing the streets (minimum width of excavation, 0.3 meters)	100.00
(d)	For crossing existing curbs and gutters resulting in the damage		200.00
(e)	Additional fee for every week of delay In excess of excavation period provided in the Mayor's permit		100.00

Section 3G.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, must secure before the Sangguniang Bayan a Resolution authorizing the excavation.

A cash deposit in the amount equal to ten percent of the project cost or minimum of P 1,000.00 per linear meter whichever is higher 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 fifteen (15) days after the purpose of the excavation is accomplished.

Section 3G.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 the municipality 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 H. Fee for Sealing and Licensing of Weights and Measures

Section 3H.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 3H.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 3H.03. Calibration and Sealing of Dispensing Pumps. - All dispensing pumps used in retail outlets must be properly calibrated once every sixty (60) days and sealed by a duly authorized calibrating entity immediately after calibration. A dispensing pump that is not calibrated and sealed or goes off-calibration shall be clearly marked with an "out of order" sign and shall not be used until the said pump is recalibrated and resealed.

Section 3H.04. Area Coverage - Establishments, Wet and Dry Market, Supermarkets, Meat shops, LPG Refilling Station, Gasoline Stations, Other Manufacturing firms and Truck Scale

Section 3H.05. 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 PROPOSED RATE
(a)	For sealing linear metric measures:	
	Not over one (1) meter	100.00
	Measure over one (1) meter	150.00
(b)	For sealing metric measures of capacity:	
	Not over ten (10) liters	100.00
	Over ten (10) liters	150.00
(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.	250.00
	With capacity of more than 300 kg. but not more than 3,000 kg.	300.00
	With capacity of more than 3,000 kg. but not more than 5,000 kg.	750.00
	With capacity of more than 5,000 kg.	1,500.00
(d)	For sealing apothecary balances of precision the fee shall be doubled	
(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	110.00
	For each extra weight	15.00

(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 75 % for each instrument shall be collected.

(1)	For sealing linear metric measures:	
	Not over one (1) meter	45.00
	Measure over one (1) meter	85.00
(2)	For sealing metric measures of capacity:	
	Not over ten (10) liters	45.00
	Over ten (10) liters	85.00
(3)	For sealing metric instruments of weights:	
	With capacity of not more than 30 kg.	85.00

With capacity of more than 30 kg. But not more than 300 kg.	165.00
With capacity of more than 300 kg. but not more than 3,000 kg.	190.00
With capacity of more than 3,000 kg.	375.00

(4) For sealing apothecary balances of precision the fee shall be doubled

(5) 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	85.00
For each extra weight	15.00

(6) For sealing/ calibration fuel dispensing pumps per nozzle — 200.00/ 90 days

Section 3H.06. 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 3H.07. 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 3H.08. Exemptions.

(a) All instruments for weights and measures used in government work of 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 3H.09. Administrative Provisions.

(a) The official receipt for the fee issued for the sealing of a weight or measure shall serves 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 3H.10. 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 rested, 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 3H.11. Penalties

(a) Any person who shall violate the provisions of paragraphs (a) to (f) and paragraph (l) of Section 3K.06 shall, upon conviction, be subject to a fine of not less than Two hundred pesos (P200.00) but not more than One thousand pesos (P1,000.00) or by imprisonment of not more than one (1) year, or both, upon the discretion of the court.

(b) Any person who shall violate the provisions of paragraph of (g) of Section 3K.06 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 five (5) years, 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 3K.06 shall, upon conviction, be subject to a fine of not less than Three hundred pesos (P300.00) or imprisonment not exceeding one (1) year, or both, upon the discretion of the court.

Article I. Permit Fee on Film-Making

Section 3I.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	1,000.00/film
b.	Commercial advertisements	1,000.00/film
c.	Documentary film	1,000.00/film
d.	Videotape coverage	1,000.00/coverage

In cases of extension of filming time, the additional amount required must be paid prior to extension to filming time.

Section 3I.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 J. Permit Fee for Agricultural Machinery and Other Heavy Equipment

Section 3J.01. Imposition of Fees. There shall be collected an annual permit fee at the following rates for each agricultural machinery or heavy equipment from resident operators of said machinery within the Municipality.

		Rate of Fee Per Annum
a.	Handtractors	100.00
b.	Light Tractors	200.00
c.	Heavy Tractors	500.00
d.	Bulldozer	500.00
e.	Forklift	500.00
f.	Heavy Graders	500.00
g.	Light Graders	500.00
h.	Mechanized Threshers	500.00
i.	Manual Threshers	150.00
j.	Cargo Truck	500.00
k.	Dump Truck	500.00
l.	Road Rollers	500.00
m.	Payloader	500.00
n.	Primemovers/Flatbeds	500.00
o.	Backhoe	500.00
p.	Rockcrusher	500.00
q.	Batching Plant	500.00
r.	Transit/Mixer Truck	500.00
s.	Crane	500.00
t.	Other agricultural machinery or heavy equipment not enumerated above	500.00

Section 3J.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 3J.03 . Administrative Provisions. The Municipal Engineer and Municipal Agriculturist shall keep a registry of all heavy equipment and agricultural machinery respectively, which shall include the make, brand of the heavy equipment and agricultural machinery, name, address and contact number of the owner.

Article K. Permit Fees on Tricycle Operation

Section 3K.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 3K.02. Imposition of Fees. There shall be collected an annual fee payable on or before January 20 of the year for the operation of tricycle-for-hire.

a. Fees on tricycle operations:

		Proposed Rate	
		NEW APPLICATION	RENEWAL
1.	Initial Registration	110.00	
2.	Inspection fee	100.00	100.00
3.	Body Number	50.00	
4.	Identification Card	40.00	40.00
5.	Parking Permit	100.00	50.00
6.	Renewal		40.00

b. Other fees on tricycle operations:

1.	Filing fee	
	a. For the first five (5) units	P 1,000.00
	b. For each additional unit	200.00
2.	Fare adjustment fee for fare increase	25.00
3.	Filing fee for amendment of MTOP	150.00

c. Private Tricycle, Kolong-kolong and motor bikes used for business

		Proposed Rate	
		NEW APPLICATION	RENEWAL
1.	Initial Registration Fee	110.00	
2.	Inspection fee	100.00	
3.	Parking Permit	75.00	
4.	Renewal fee		100.00

Section 3K.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. The Body Number of Tricycle is permanently assigned to motorcycle together with the sidecar.

Section 3K.04. Administrative Provisions.

1. Tricycle Operations

(a) Prospective operators of tricycles should first secure a Motorized Tricycle Operator's permit (MTOP).

(b) The Sangguniang Bayan of this municipality shall:

1. Issue franchise to Tricycle Operators Drivers Association of Talavera before the issuance of MTOP.

2. 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.

3. 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 form the Land Transportation Office (LTO).

4. The grantee of the MTOP shall carry a common carriers insurance sufficient to answer for any liability it may incur to passengers and third parties in case of accidents;

5. Operators of tricycles-for-hire shall employ drivers duly licensed by LTO for tricycles-for-hire.

6. 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;

7. 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.

8. 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 Twelve Pesos (P 12.00) plus 1.00 per km. in excess of four (4.0) 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 zones which cover 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:

Mayor or Representative	Chairman
SB Chairman Committee on Transportation	Vice Chairman
Municipal Treasurer	Member
Permits & Licensing Officer	Member
General Services Officer	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.

2. Private Tricycle, Kolong-kolong and motor bikes used for business

(a) The owner shall submit the following to the Office of the Municipal Treasurer:

1. Copy of Certificate of Registration and Official Receipt issued by Land Transportation (LTO)
2. Copy of Driver's License
3. Community Tax Certificate
4. Barangay Clearances
5. Deed of Sale if acquired through another person

(b) A metal plate and sticker shall be issued by the Office of the Municipal Mayor for all private and for hire Tricycle, Kolong-kolong, motorbikes, and motorcycle with any kind of sidecar.

Article L. Permit Fee on Occupation/Calling Not Requiring Government Examination

Section 3L.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	Adjusted Rate of Fee/Annum
(a) On employees and workers in generally Considered "Offensive and Dangerous Business Establishments"	200.00
(b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	200.00
c) On employees and Workers in food or eatery establishment	200.00
(d) On employees and workers in night or night and day establishment	200.00
(e) All occupation or calling subject to periodic inspection, surveillance and /or regulations by the Municipal Mayor, like animal trainer, auctioneer, barber, bartender, beautician, bondsman, bookkeeper, butcher, blacksmith,	

carpenter, carver, chambermaid, cook, 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	200.00

Section 3L.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 3L.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; hardwares; 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 o 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 is
sued 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 3L.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 3L.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 3L.06. Administrative Provisions.

(a) 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 under personal data for reference purpose.

(b) Persons engaged in the abovementioned occupation or calling with valid Mayor's Permit shall be required to surrender such permit and the 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.

(c) Requirement/ documents to be presented before issuance of occupational permit

1. Application Form
2. Barangay Clearance
3. Police Clearance
4. Health Certificate
5. Community Tax Certificate
6. Picture

Article M. Building Permit

Section 3M.01. No person, firm or corporation, including any agency or instrumentality of the government shall erect, conduct, alter, repair, move, convert or demolished any building or structure o cause the same to be done without first obtaining a building permit therefore from the building official of this municipality and without authority from the Sangguniang Bayan.

Section 3M.02. Imposition of Fee. There shall be collected from each applicant for a building permit fees pursuant to Department Order 155, Series of 1992 dated September 25, 1992 of the Department of Public Works and Highways.

Section 3M.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 Building Official/ Municipal Mayor.

Section 3M.04. Administrative Provisions. The application for the construction and or repair shall be in writing and shall set forth the required information, such as the location and the general dimension of the building and/or other infrastructure of the owners as well as that of the architecture or engineer who draw the plan, an estimate of the entire cost of proposed work, and the following:

a. Description of the work to be covered by the permit applied for;

   General drawing showing:

   b.1. Floor and roof plans
   b.2. Foundation and footing plans
   b.3. Transferee and longitudinal plan
   b.4. Elevation
   b.5. Framing plans showing complete forming of the building or structure
   b.6. Isometric view of plumbing layout
   b.7. Electrical layout, and
   b.8. Detail of structure and architectural parts.

b. Description and ownership of the lot on which the proposed work to be done as evidence by TCT and / or copy of the contract of lease over the lot if applicants is not the registered owner;

c. The use or occupancy for which the proposed work is intended;

d. Estimated Cost of the proposed work.

To be submitted together with such application are at least five sets of corresponding plans and specification 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 a license 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 under the building code.

Section 3M.04. Penalty. In case of violations, the applicable administrative fines and penal provisions of the building code shall govern.

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

				Proposed Rate
500	to	2,000 liters	P	250.00
2,001	to	5,000 liters		500.00
5,001	to	20,0000 liters		1,000.00

20,001 to 50,000 liters	1,000.00
50,0001 to 100,000 liters	1,500.00
Over 100,000 liters	2,000.00
b. Storage of cinematographic film	500.00
c. Storage of celluloid	500.00
d. Storage of calcium carbide	
1) Less than 50 cases	200.00
2) 50 to 99 cases	250.00
3) 100 or more cases	500.00
e. Storage of tar, resin and similar materials	
1) Less than 1,000 kls.	150.00
2) 1,000 to 2,500 kls.	200.00
3) 2,500 to 5,000 kls.	250.00
4) Over 5,000 kls.	500.00
f. Storage of coal deposits	
1) Below 100 tons	250.00
2) 100 tons or above	500.00
g. Storage of combustible, flammable or explosive Substance not mentioned above	1,000.00

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 therefore.

Article O. Permit and Inspection Fee on Machineries and Engines

Section 3O.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:

	Proposed Rate
(a) Internal combustible engines:	
1. 2 HP and below P	100.00
2. 5HP and below but not lower than 3 HP	200.00
3.10HP and below but not lower than 5 HP	300.00
4.14HP and below but not lower than 10HP	400.00
5. Above 15HP	500.00
(b) Other stationery engines or machines:	
1. 3 HP and below	100.00
2. 5 HP and below but not lower than 3 HP	200.00
3. 10 HP and below but not lower than 5 HP	300.00
4. 14 HP and below but not lower than 10 HP	400.00
5. Above 14 HP	500.00

(c) Electrical generators and other machine propelled by electric motors used commercially will be levied the same rates found in subsection (1).

Section 3O.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 3O.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 P. Permit Fee for Inspection and Verification of Subdivision

Section 3P.01. Imposition of Fee. **There shall be collected a Mayor's Permit Fee for the verification and inspection of subdivision in this municipality, in accordance with the rates prescribed by the HLURB:**

Section 3P.02. Time of Payment. The fees imposed in this article shall be paid by the subdivision owner or his representative to the Municipal Treasurer before verification or inspection is conducted.

Section 3P.03. Administrative Provisions. The Municipal Mayor shall administer the provision of this article and other existing ordinance, executive orders, laws, regulating to, and governing subdivision and housing projects.

Article Q. Permit Fee for Zoning/Locational Clearance

Section 3Q.01. Imposition of Fee. There shall be collected a Mayor's Permit Fee Locational Clearance and Zoning/Locational Clearance for all structures constructed in this municipality in accordance with prescribed HLURB rates.

Section 3Q.02. Time of Payment. The fees in this Article shall be paid by the applicant or his representative to the Municipal Treasurer when zoning/locational clearance is granted.

Section 3Q.03. Administrative Provision. It shall be the duty of the Zoning Administrator or the duly designated local official to secure annually from HLURB pertinent rules and regulations required to implement this article and to obtain the revised schedule of fees as soon as they are promulgated and become effective.

Article R. Permit Fee for Temporary Use of Roads, Streets, Sidewalk, Alleys, Patios, Plazas and Playgrounds

Section 3R.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 authority from the Sangguniang Bayan and pay a fee in the following schedule:

1) For construction	P 100.00 /sq.m. per week or fraction thereof
2) Others	100.00 /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 3R.02. Time of Payment. The fee shall be paid to the Municipal Treasurer upon application of the permit with the Municipal Mayor.

Section 3R.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 S. Permit Fee for the Conduct of Group Activities

Section 3S.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:

	Proposed Rate
1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	200.00
2. Dances	200.00
3. Coronation and ball	200.00
4. Promotional sales	100.00
5. Other Group Activities	200.00

Section 3S.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 3S.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 3S.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 T. Clean and Green Fee

Section 3T.01. Imposition of Fee. Every person who shall operate a business or hold any program or activity within the jurisdiction of the Municipality of Talavera shall be required to pay reasonable amount upon the issuance of the Mayor's Permit: as follows

1. Business

Asset Limit	Amount of Fee Per Annum
1.00 – 50,000.00	100.00
50,000.01 – 5,000,000.00	400.00
5,000,000.01 – 10,000,000.00	600.00
10,000,00.01	800.00

2. Activity/Program — 100.00 per activity

Section 3T.02. Time of Payment. The fee imposed on this article shall be paid to Municipal Treasurer upon filing of permit with the Municipal Mayor.

CHAPTER IV. SERVICE FEES

Article A. Secretary's Fees

Section 4A.01. Imposition of Fees. There shall be collected the following fees from every person requesting for copies of official records and documents from the offices of this municipality.

		Proposed Rate
(a)	For every page or fraction thereof typewritten (not including the certificate and notation)	100.00
(b)	For each certificate of correctness (with seal of Office) written on the copy or attached thereto	100.00
(c)	For certifying the official act of the Municipal Judge or other judicial certificate with seal	100.00
(d)	For certified copies of any papers, records, decrees, judgment or entry of which any person is entitled to demand and receive a copy (in connection with judicial proceedings) for each page	100.00
(e)	Photocopy or any other copy produced by copying machine per page	100.00
(f)	Other clearances/certificates	100.00

Section 4A.02. Exemption. The fees imposed in this Article shall not be collected for copies furnished to other offices and branches of the government for official business, except for those copies required by the Court at the request of the litigant, in which case, charges shall be in accordance with the above-mentioned schedule.

Section 4A.03. 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 a copy of any municipal record or document is made.

Article B. Local Civil Registry Fees

Section 4B.01. Imposition of Fees. There shall be collected for services rendered by the Municipal Local Civil Registrar of this municipality the following fees:

		Proposed Rate
(a)	Marriage Fees:	
1.	Application for marriage license:	
	- Both are residents of the town	200.00
	- If one is non-resident	250.00
	- If one is a foreigner	700.00
2.	Marriage license fee	2.00
	- Service Fee	100.00
3.	Marriage solemnization fee	100.00
	- Service Fee	100.00
4.	Marriage Sponsors fee per head	150.00
5.	Marriage Counseling Fee:	
	a. Pre-Marriage Counseling	50.00
	b. Family Planning Fee	50.00

(b) For registration of the following:

1.	Legitimation by Decree of the Court		750.00
2.	Legitimation by Other Mean		300.00
3.	Adoption		750.00
4.	Annulment of Marriage		2,500.00
5.	Divorce/Legal Separation		2,500.00
6.	Naturalization		1,000.00
7.	Change of Name; Sex; Correction of entry in the day and or month in the Date of Birth		
	- Filing Fee (RA 9048)	2,000.00	
	- Correction of Clerical Error	500.00	
	Filing Fee for Migrant Petitioner		
	- Change of First Name; Sex; Correction of entry in the day and or month in the Date of Birth	500.00	
	- Clerical or typographical error	300.00	
8.	Supplemental Report		300.00
9.	Election of Citizenship for Registration		3,000.00
10.	Registration of Legal Instrument		300.00
11.	Registration fee per registrant under Alien Social Integration (Act of 1995 – RA 7919)		5,000.00
12.	Other legal documentation for record purposes		200.00
13.	Service Fee: Birth, Marriage, Death		100.00
14.	Service Fee (Birth, Marriage and Death for PSA Copy)		125.00
15.	Service Fee (Cenomar for PSA Copy)		130.00

(c) Fees for Delayed Registration

1.	Birth	250.00
2.	Marriage	250.00
3.	Death	250.00
4.	Court Order	250.00

(d) For Certified Copies/ photo copies of any Document 150.00
For Abroad 200.00

(e) Certification Fees 75.00
For Abroad 150.00

(f) Endorsement Fee 200.00

(g) Burial Fees:

1.	Burial Permit Fee or transfer of cadaver	150.00
2.	Fee for exhumation of cadaver	150.00
3.	Fee for removal of cadaver	
	a. From Talavera to Transfer within the province	150.00
	b. From Talavera to outside the province	300.00
4.	Cemetery Lot	100.00
5.	Funeral Service Fee	200.00
6.	Opening of the Niche	200.00
7.	Removal of Skeletal remains	200.00

Section 4B.02. Exemptions. The fee imposed in this Article shall not be collected in the following cases:

(a) Issuance of certified copies of documents for official use at the request of a competent court or other government agency, except those copies required by courts at the request of litigants, in which case the fee should be collected.

(b) Issuance of birth certificates of children reaching school age when such certificates are required for admission to the primary grades in a public school.

(c) Burial permit of a pauper, per recommendation of the Municipal Mayor.

Section 4B.03. Time of Payment. The fees shall be paid to the Municipal Treasurer before registration or issuance of the permit, license or certified copy of local registry records or documents.

Section 4B.04. Administrative Provision. A marriage license shall not be issued unless a certification is issued by the Family Planning Coordinating Council that the applicants have undergone lectures on family planning.

Article C. Police Clearance Fee

Section 4C.01. Imposition Fee. There shall be paid for each police clearance certificate obtained from the Station Commander of the Philippine National Police of this municipality the following fees:

		Proposed Rate
1.	For employment, scholarship, study grant, and other purposes not hereunder specified	100.00
2.	For change of name	100.00
3.	For application for Filipino citizenship	550.00
4.	For passport or visa application	100.00
5.	For firearms permit application	250.00
6.	For PLEB clearance	100.00

Section 4C.02. Time of Payment. The service fee provided under this Article shall be paid to the Municipal Treasurer upon application for police clearance certificate.

Article D. Sanitary Inspection Fee

Section 4D.01. Imposition of Fee. There shall be collected the following annual fees from each business establishment in this municipality or house for rent, for the purpose of supervision and enforcement of existing rules and regulations and safety of the public in accordance with the following schedule:

		Proposed
a.	For house for rent	200.00 / unit
b.	For each business, industrial, or agricultural establishment	
	With an area of 25 sq.m. or more but less than 50 sq.m.	200.00
	With an area of 50 sq.m. or more but less than 100 sq.m.	250.00
	With an area of 100 sq.m. or more but less than 200 sq.m.	300.00
	With an area of 200 sq.m. or more but less than 500 sq.m.	350.00

With an area of 500 sq.m. or more but less than 1000 sq.m.	400.00
With an area of 1,000 sq.m. or more	750.00

Section 4D.02. Time of Payment. The fees imposed in this Article shall be paid to the Municipal Treasurer upon filing of the application for the sanitary inspection certificate with the Municipal Health Officer and upon renewal of the same every year thereafter within the first twenty (20) days of January.

Section 4D.03. Administrative Provisions.

(a) The Municipal Health Officer or his duly authorized representative shall conduct an annual inspection of all establishments and buildings, and accessories and houses for rent, in order to determine their adequacy of ventilation, general sanitary conditions and propriety for habitation.

(b) The Municipal Health Officer shall require evidence of payment of the fee imposed herein before he issues the sanitary inspection certificate.

Article E. Service Fees for Health Examination

Section 4E.01. Imposition of Fee. There will be collected a fee of Fifty Pesos (P50.00) from any person who is given a physical examination by the Municipal Health Officer or his duly authorized representative, as required by existing ordinances.

A fee of Ten Pesos (P 10.00) shall be collected for each additional copy of subsequent issuance of a copy of the initial medical certificate issued by the Municipal Health Officer.

Section 4E.02. Time of Payment. The fee shall be paid to the Municipal Treasurer before the physical examination is made and the medical certificate is issued.

Section 4E.03. Administrative Provisions.

(a) Individuals engaged in an occupation or working in the following establishments, are hereby required to undergo physical and medical examination before they can be employed and once every six months (6) thereafter.

1. Food establishments – establishments where food or drinks are manufactured, processed, stored, sold or served.
2. Public swimming or bathing places.
3. Dance schools, dance halls and night clubs - include dance instructors, hostess, cooks, bartenders, waitresses, etc.
4. Tonsorial and beauty establishments - include employees of barber shops, beauty parlors, hairdressing and manicuring establishments, exercise gyms and figure slenderizing saloons, facial centers, aromatherapy establishments, etc.
5. Massage clinics and sauna bath establishments - include masseurs, massage clinic/sauna bath attendants, etc.
6. Hotel, motels and apartments, lodging, boarding, or tenement houses, and condominiums.

(b) Owners, managers or operators of the establishments shall see to it that their employees who are required to undergo physical and medical examinations have been issued the necessary medical certificates.

(c) The Municipal Health Officer shall keep a record of physical and other health examinations conducted, and the copies of medical certificates issued indicating the name of the applicant, the date and the purpose for which the examination was made.

Section 4E.04 . Penalty. A fine of Two Hundred Pesos (P 200.00) shall be paid by the owner, manager or operators of the establishment for each employee found to be without the necessary medical certificates.

Article F. Land Re-classification Fee

Section 4F.01. Imposition of Fee. There shall be collected/ imposed from every owner of the land a land-reclassification fee of Seventy Five Centavos (P1.50) for every Square Meter (Sq. M.) re-classified within the territorial jurisdiction of this municipality.

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Section 4F.02. Time of Payment. The fee shall be paid to the Municipal Treasurer before the Sangguniang Bayan Resolution is made and issued.

Section 4F.03. Administrative Provisions.

(a) Scope and Limitations.

1. Cities and municipalities with comprehensive land use plans reviewed and approved in accordance with EO 72 (1993), may authorize the reclassification of agricultural lands into non-agricultural uses and provide for the manner of their utilization or disposition, subject to the limitations and other conditions prescribed in this Order.

2. Agricultural lands may be reclassified in the following cases:

   (a) When the land ceases to be economically feasible and sound for agricultural purposes as determined by the Department of Agriculture (DA), in accordance with the standards and guidelines prescribed for the purpose; or

   (b) where the land shall have substantially greater economic value for residential, commercial, or industrial purposes as determined by the sanggunian concerned, the city/municipality concerned should notify the DA, HLRB, DTI, DOT and other concerned agencies on the proposed reclassification of agricultural lands furnishing them copies of the report of the local development council including the draft ordinance on the matter for their comments, proposals and recommendations within seven (7) days upon receipt.

3. However, such reclassification shall be limited to a maximum of the percentage of the total agricultural land of a city or municipality at the time of the passage of the ordinance as follows:

   (a) For highly urbanized and independent component cities, fifteen percent (15%);

   (b) For component cities and first to third class municipalities, ten percent (10%); and

   (c) For fourth to sixth class municipalities, five percent (5%).

4. In addition, the following types of agricultural lands shall not be covered by the said reclassification :

   (a) Agricultural lands distributed to agrarian reform beneficiaries subject to Section 65 of RA 6557;

   (b) Agricultural lands already issued a notice of coverage or voluntarily offered for coverage under CARP;

   (c) Agricultural lands identified under AO 20, s. of 1992, as nonnegotiable for conversion as follows:

      1. All irrigated lands where water is available to support rice and other crop production;
      2. All irrigated lands where water is not available for rice and other crop production but within areas programmed for irrigation facility rehabilitation by DA and National Irrigation Administration (NIA); and

3. All irrigable lands already covered by irrigation projects with form funding commitments at the time of the application for land conversion or reclassification.

Article G. Local Assessment Fees and Charges

Section 4G.01. Imposition of Fee. There shall be collected/ imposed the following fees and charges performed by the Municipal Assessor's Office:

		Proposed Rate
1. True Copy of Tax Declaration	-	150.00
2. Certification Fee	-	150.00
3. Transfer Fee	-	150.00
4. Verification	-	100.00
5. Inspection Fee		
(a) Area less than 500 Sq. M.	-	300.00
(b) 501 to 1000 Sq. M.	-	350.00
(c) 1001 to 2000 Sq. M.	-	400.00
(d) 2001 to 5000 Sq. M.	-	500.00
(e) 5001 to 1 hectare	-	700.00
(f) Above 1 hectare	-	1,000.00

Section 4G.02. Time of Payment. The fee shall be paid to the Municipal Treasurer before the documents/ inspection is made and certifications issued.

CHAPTER V. MUNICIPAL FEES AND CHARGES

Article A. Fishery Rentals, Fees and Charges

Section 5A.01. Definitions. When used in this Article.

(a) *Marginal Fisherman* refers to an individual engaged in subsistence fishing which shall be limited to the sale, barter or exchange of marine products produced by himself and his immediate family, and whose annual net income from 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.

(b) *Municipal Waters* include not only streams, lakes and tidal waters within this municipality, not being the subject of private ownership, and not comprised within national parks, public forests, timber lands, forest reserves, or fishery reserves, but also marine waters included between two (2) lines drawn perpendicular to the general coastline from points where the boundary lines of the municipality to the sea at low tide and a third parallel with the general coastline and fifteen (15) kilometers from it.

(c) *Vessels* include every sort of boat, craft, or other artificial contrivance used as a means of transportation on water.

Section 5A.02. Fishery Rentals, Fees and Charges. This municipality shall have the exclusive authority to grant the following fishery privileges within its municipal waters and impose rentals, fees, or charges therefrom:

(a) To erect fish corrals, oyster, mussel, or other aquatic beds or bangus fry areas.

(b) To gather, take or catch bangus fry, prawn fry or kawag-kawag or fry of other species and fish from municipal waters by nets, traps or other fishing gears. However, marginal fishermen shall be exempt from any rentals, charge or any other imposition whatsoever.

Section 5A.03. Grant of Fishery Rights by Public Auction. Exclusive fishery privileges to erect fish, corrals, oyster mussel of aquatic beds or "bangus" fry areas and to take or catch "bangus" fry or "kawag-kawag" or fry of other species of fish for propagation shall be awarded to the highest bidder in a public auction to be conducted by a committee upon authorization of the Sangguniang Bayan.

However, duly registered organizations and cooperatives of marginal fishermen shall have the preferential right to such fishery privileges without being required to undergo the bidding. In the absence of such organizations and cooperatives or upon failure to exercise their preferential right, other parties may participate in the said public bidding.

For this purpose, there is hereby created a committee to conduct the public auction to be constituted as follows:

(a) The Mayor or his duly authorized representative as Chairman;

(b) The Vice Mayor and eight (8) members of the Sangguniang Bayan,

(c) The Municipal Treasurer.

The Committee shall advertise the call for sealed bids for the leasing or a zone or zones of municipal waters in public auction for two (2) consecutive weeks in the bulletin board of the municipal hall. If no bids are received within two (2) weeks, such notice shall be posted for another two (2) weeks. If after said two (2) notices for the grant of exclusive fishery rights through public auction, there are no interested bidders, the Sangguniang Bayan shall grant the rights within the definite area or portion of the municipal waters to any interested individual upon payment of a license fee fixed herein.

The notice advertising the call for bids shall indicate the date and time when such bids shall be filed with the Municipal Treasurer.

An application to participate in the public bidding shall be submitted to the Municipal Mayor in a form prescribed therefor. Upon submitting a sealed bid, a person shall accompany such bid with a deposit of at least Five Thousand Pesos (P5,000.00) which amount shall be deducted from the first rental by the person should the bid be awarded to him.

At the time and place designated in the notice, the Committee sitting en banc shall open all the bids and award the lease to the qualified bidder offering the highest bid. The lease shall be executed within ten (10) days after the award is made by a committee and if the successful bidder refuses to accept, or fails or neglects to execute the lease within such time, his deposit shall be forfeited to the municipal government, in such a case, another bidding shall be held in the manner provided above.

The deposits of the unsuccessful bidders shall be returned upon the execution of the lease contract by the successful bidder or before the calling of another bid.

At the time and place designated in the notice, the Committee sitting en banc shall open all the bids and award the lease to the qualified bidder offering the highest bid. The lease shall be executed ten (10) days after the award is made by the Committee and should the successful bidder refuse to accept, or fails or neglects to execute the lease within such time, his deposit shall be forfeited to the Municipal Government. In such case, another bidding shall be held in the manner herein prescribed.

Section 5A.04. Duration of Lease. The grant of lease of fishery rights through public auction shall be for a period of two (2) years.

Section 5A.05. Imposition of Fees. There shall be collected the following license fee for the grant of exclusive fishery rights to erect fish corrals, operate fishponds or oyster, mussel or aquatic beds, or take or catch "bangus" fry or "kawag-kawag" or fry of other species of fish for propagation, if there are no interested bidders in the public auction.

		Amount of Fee
1.	Operation of fishponds or oyster culture beds, per hectare	200.00
2.	Catching "bangus" fry or "kawag-kawag"	
	less than 1,000 sq.m.	1,000.00
	1,000 sq.m. or more but less than 2,000 sq.m.	1,600.00

2,000 sq.m. or more but less than 4,000 sq.m.	3,000.00
4,000 sq.m. or more but less than 6,000 sq.m.	4,400.00
6,000 sq.m. or more but less than 8,000 sq.m.	6,000.00
8,000 sq.m. or more	8,000.00

3. Fish corrals or fishpens in inland fresh waters:

Less than 500 sq.m.	200.00
500 sq.m. or more but less than 1,000 sq.m.	400.00
1,000 sq.m. or more but less than 5,000 sq.m.	720.00
5,000 sq.m. or more but less than 10,000 sq.m.	1,000.00
10,00 sq.m. or more	1,200.00

4. Fish corrals erected in sea

Less than 3 meters deep	60.00
3 meters deep or more but less than 5 meters	120.00
5 meters deep or more but less than 8 meters	400.00
8 meters deep or more but less than 10 meters	600.00
10 meters deep or more but less than 15 meters	1,000.00
15 meters deep or more	1,600.00

Section 5A.06. Privilege of Residents to Take Fish in Municipal Waters. Any person who is not a grantee of license or privilege to engage in commercial fishing is hereby allowed to fish for domestic use in every municipal water, for as long as no communal fishery therein is not yet established; Provided, That, such fishing shall not take place within two hundred (200) meters from a fish corral licensed by this municipality; and that such fish caught under this privilege shall not be sold.

Furthermore, no rental fee, charge, or any other imposition whatsoever shall be collected from marginal fishermen.

Section 5A.07. Time and Manner of Payment.

(a) The annual rental for the lease shall be paid in advance. For the initial year of the lease, the rental shall be paid at the time all the necessary documents granting the lease are executed, and the subsequent installments within the first twenty (20) days after the anniversary date of the grant of such lease. The deposit made by the successful bidder accompanying the sealed bid shall be applied against the rental due from him.

The Sangguniang Bayan shall set aside not more than one-fifth (1/5) of the area earmarked for the gathering of fry, as may be designated by the Bureau of Fisheries, as government "bangus" fry reservation.

(b) The license fee for the grant of exclusive fishery rights in the municipal waters for at least the corresponding current quarter shall be paid in advance.

(c) The license fees for the privilege to catch fish from municipal waters with nets, traps, and other fishing gears and the operation of fishing vessels shall be paid upon application for a license and within the first twenty (20) days of January of every year for subsequent renewal thereof.

Section 5A.08. Administrative Provisions.

(a) A licensee of other localities shall not fish within the municipal waters of this Municipality without first securing the necessary permit from the Municipal Mayor and paying the corresponding fee to the Municipal Treasurer.

(b) No fish net without eyelet or the opening of which is at least one-fourth (1/4) inch shall be used in this municipal waters.

(c) Failure to pay the rental of license fees for fishery rights for two (2) consecutive years shall cause automatic cancellation of said fishing rights.

Section 5A.09. Applicability of Pertinent Provisions of Laws. All existing laws, rules and regulations governing municipal waters and municipal fisheries are hereby adopted as part of this Article.

Article B. Rentals of Personal and Real Properties Owned by the Municipality

Section 5B.01. Imposition. The following rates of rental fees for the use of real and personal properties of this municipality shall be collected:

		Rate of Rental
1) Land Only (per sq.m)		
(a)	Located in commercial/industrial area	200.00/ Month
(b)	Located in residential area	100.00/ Month
(c)	Others	100.00/Month

2) Building (per sq.m of floor area)

		Day Time	Night Time
(a)	Located in commercial/institutional area		
	i. Function Room	100.00	125.00
	ii. Gym	50.00	50.00
	iii. Multi-Purpose Hall (Mayor's Hall)	5,000.00	7,000.00
(b)	Located in residential area	50.00	50.00
(c)	Others	50.00	50.00

(Note: For multi-storey structures rates can be categorized based on floor location as in ground floor, corner, etc.) The multi-purpose Hall (Mayor's Hall) can be rented in day time hours between 8:00 am to 2 p.m. and for night time hours between 3:00 pm to 8 p.m. succeeding hour and a fraction thereof: 500.00 per hour.

3) Vehicles and Equipment:

(a)	Dump Truck/ Loader	1,800.00/ Truck Load
(b)	Back Hoe	1,500/ hour
(c)	Grader	3,000/ hour
(d)	Shuttle Bus	2,000/day
(e)	LED wall	P 20,000.00 for the first four (4) hours, succeeding hour and a fraction thereof: P4,000.00 per hour
(f)	Others	

4) Other Properties that may be acquired after the promulgation of this ordinance)	As may be decided by the Sangguniang Bayan

Section 5B.02. Time of Payment. The fees imposed herein shall be paid to the Municipal Treasurer or his duly authorized representative, before the use or occupancy of the property.

Article C. Service Charge for Garbage Collection

Section 5C.01. Imposition of Fee. There shall be collected from every owner or operator of a business establishment an annual garbage fee in accordance with the following schedule:

Manufacturers, Millers, Assemblers, Processors and Similar Business	
a. Not more than 100 sq. m.	1,500.00
b. More than 100 sq. m.	3,000.00

Hotels, Apartments, Motels, Lodging Houses and Movie houses	
a. Not more than 100 sq. m.	1,000.00
b. More than 100 sq. m.	1,500.00
Restaurants, Day and Night Clubs,	
a. Not more than 50 sq. m.	3,000.00
b. More than 50 sq. m.	7,500.00
Cafes, and Eateries	
a. Not more than 50 sq. m.	750.00
b. More than 50 sq. m.	1,000.00
Hospitals, Clinics, Laboratories and similar businesses	
a. Not more than 10 sq. m.	2,000.00
b. More than 10 sq. m.	3,000.00
Malls and Supermarket	
a. Not more than 10 sq. m.	4,000.00
b. More than 10 sq. m.	6,000.00
Retailers	
a. Not more than 10 sq. m.	600.00
b. More than 10 sq. m.	750.00
Services	
a. Not more than 10 sq. m.	600.00
b. More than 10 sq. m.	750.00
Other Business not mentioned above	
a. Not more than 10 sq. m.	2,000.00
b. More than 10 sq. m.	4,000.00

Section 5C.02. Time of Payment. The fees prescribed in this Article shall be paid to the Municipal Treasurer upon filing of business permit/ license.

Section 5C.03. Administrative Provisions.

(a) The owner or operator of the aforementioned business establishments shall provide for his premises the required garbage can or receptacle, which shall be placed in front of his establishment before the time of garbage collection.

(b) The Sanitary Inspector (for the Municipal Health Officer) shall inspect once every month of the said business establishment to determine whether garbage is properly disposed of within the premises.

(c) This Article shall not apply to business operators or establishments which provides their own system of garbage disposal.

Article D. Charges for Parking

Section 5D.01. Imposition of Fee. There shall be collected fees for the use of municipal owned parking area or designated streets for pay parking in accordance with the following schedule:

a. Parking Rates

Vehicle Type	One time parking

Private Cars and Service Vehicles	10.00
Passenger Jeepneys	10.00
Cargo Trucks/Delivery Vans	100.00

b. Parking Fee for PUJ (Annual)

c. Towing Fee of P300.00 and impounding fee of P100.00/day shall be collected from owners of vehicles who shall violate this Article.

Section 5D.02. Time of Payment. The fees herein imposed shall be paid to the Municipal Treasurer or to his duly delegated representative upon parking thereat.

Article E. Cemetery Charges

Section 5E.01. Imposition of Fees. There shall be collected the following rental fees for a period of five (5) years for the rental of Municipal Cemetery lots:

		Fee for Lease Period
(a)	Rental fee for each burial lot	100.00
(b)	For every additional layer thereof	50.00
(c)	For niches	50.00

Section 5E.02. Time of Payment. The fee shall be paid to the Municipal Treasurer upon application for a burial permit prior to the construction thereon of any structure whether permanent or temporary, or to the interment of the deceased. Thereafter, the fee shall be paid within twenty (20) days before the expiration of the lease period.

The fee shall not be collected in a pauper's burial, upon recommendation of the Municipal Mayor.

Section 5E.03. Administrative Provisions.

(a) As used in this Article, Municipal Cemetery shall refer to the lot owned by this municipality located at Talavera.

(b) A standard cemetery lot shall be three (3) meters long and one (1) meter wide or three (3) square meters.

(c) Except in cases allowed under existing laws and regulations, no person may be buried or interred, permanently or temporarily, other than in properly designated cemeteries or burial grounds.

(d) In addition to the burial permit, a certificate of death issued by the attending physician or Municipal Health Officer; or, if no medical officer is available, by the Municipal Mayor, Municipal Administrator, or any member of the Sangguniang Bayan shall be required.

(e) Any construction of whatever kind or nature in the public cemetery whether for temporary or perpetual use, shall only be allowed after the approval of a permit issued by the Municipal Mayor, upon recommendation of the Municipal Health Officer.

(f) In case a lessee intends to renew the lease after its termination, he must inform the Municipal Treasurer within thirty (30) days before the expiry date of the lease, and shall pay the corresponding fees therefor.

(g) It shall be the duty of the Municipal Treasurer to prepare and submit to the Municipal Mayor a list of the leases that are to expire five (5) days prior to the expiration date. The Municipal Treasurer shall send a reminder to the lessee of the expiration of his lease, two (2) weeks prior to the expiration date of the lease.

(h) The Municipal Treasurer shall keep a register in account of the cemetery, together with such additional information as may be required by the Sangguniang Bayan.

Article F. Slaughter and Corral Fees

Section 5F.01. Imposition of Fees. There shall be imposed the following:

(a) *Permit Fee to Slaughter.* Before any animal is slaughtered for public consumption, a permit fee therefor shall be secured from the Municipal Veterinarian or his duly authorized representative who will determine whether the animal is fit for human consumption, thru the Municipal Treasurer upon payment of the corresponding fee, as follows:

	Per Head
Large cattle	P 50.00
Hogs	15.00
Goat/Sheep	15.00
All others	5.00

(b) *Slaughter Fee.* The fee shall be paid to cover the cost of serve in the slaughter of animals at the municipal slaughterhouse, in accordance with the following rates:

Large cattle	P 50.00
Hogs	15.00
Goat/Sheep	15.00
All others	5.00

(c) *Corral Fee/ Ante Mortem*, per head, per day or fraction thereof:

Large cattle	P 50.00
Hogs	15.00
Goat/Sheep	15.00
All others	5.00

(a) *Post Mortem*, per kilo:

Large cattle	P 3.00
Hogs	3.00
Goat/Sheep	3.00
All others	1.50

Section 5F.02. Prohibition. Permit to slaughter shall not be granted nor the corresponding fee collected on animals condemned by the Municipal Veterinarian.

Section 5F.03. Time of Payment.

(a) *Permit Fee.* The fee shall be paid to the Municipal Treasurer upon application for a permit to slaughter with the Municipal Veterinarian.

(b) *Slaughter Fee.* The fee shall be paid to the Municipal Treasurer or his authorized representative before the slaughtered animal is removed from the public slaughterhouse, or before the slaughtering of the animal if it takes place elsewhere outside the public slaughterhouse.

(c) *Corral Fee.* The fee shall be paid to the Municipal Treasurer before the animal is kept in the city corral or any place designated as such. If the animal is kept in the coral beyond the period for, the fees due on the unpaid period shall first be paid before the same animal is released from the corral.

Section 5F.04. Time of Payment.

(a) The slaughter of any kind of animal intended for sale shall be done only in the city slaughterhouse designated as such by the Sangguniang Bayan. The slaughter of animals intended for home consumption may be done elsewhere, except large cattle which shall be slaughtered only in the public slaughterhouse. The animal slaughtered for home consumption shall not be sold.

(b) Before issuing the permit for the slaughter of large cattle the Municipal Treasurer shall require for branded cattle, the production of the certificate of ownership and certificate of transfer showing title in the name of the person applying for the permit if he is not the original owner. If the applicant is not the original owner, and there is no certificate of transfer made in his favor, one such certificate shall be issued and the corresponding fee to be collected therefor.

For unbranded cattle that have not yet reached the age of branding, the Municipal Treasurer shall require such evidence as will be satisfactory to him regarding the ownership of the animal for which permit to slaughter has been requested.

For unbranded cattle of the required age, the necessary certificate of ownership and/or transfer shall be issued, and the corresponding fees collected therefor before the slaughter permit is granted.

(c) Before any animal is slaughtered for public consumption, a permit therefor shall be secured from the Municipal Veterinarian or his duly authorized representative, through the Municipal Treasurer. The permit shall bear the date and month of issue and the stamp of the Municipal Veterinarian, as well as the page of the book in which said permit number is entered and wherein the name of the permittee, the kind and sex of the animal to be slaughtered appears.

(d) The permit to slaughter as herein required shall be kept by the owner to be posted in a conspicuous place in his/her stall at all times.

CHAPTER VI - COMMUNITY TAX

Section 6.01. Imposition of Tax. There shall be imposed a community tax on persons, natural or juridical, residing in the municipality.

Section 6.02. Individuals Liable to Community Tax. Every inhabitant of the Philippines who is a resident of this municipality, eighteen (18) years of age or over who has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year, or who is engaged in business or corporation, or who owns real property with an aggregate assessed value of One Thousand (P1,000.00) Pesos or more, or who is required by law to file an income tax return shall pay an annual community tax of Five (P5.00) Pesos and an annual additional tax of One Peso (P1.00) for every One Thousand Pesos (P1,000.00) of income regardless of whether from business, exercise of profession or from property which in no case shall exceed Five Thousand Pesos (P5,000.00)

In the case of husband and wife, the additional tax herein imposed shall be based upon the total property owned by them and the total gross receipts or earnings derived by them.

Section 6.03. Juridical Persons Liable to Community Tax. Every corporation no matter how created or organized, whether domestic or resident-foreign, engaged in or doing business in the Philippines whose principal office is located in this Municipality shall pay an annual Community Tax of Five Hundred Pesos (P500.00) and an additional tax, which in no case, shall exceed Ten Thousand Pesos (P10,000.00) in accordance with the following schedule:

(a) For every Five Thousand (P5,000.00) Pesos worth of real property in the Philippines owned by it during the preceding year based on the valuation used in the payment of real property tax under existing laws, found in the assessment rolls of this municipality where the real property is situated - Two (P2.00) Pesos; and

(b) For every Five Thousand (P5,000.00) Pesos of gross receipts or earnings derived by it from its business in the Philippines during the preceding year - Two (P2.00) Pesos.

The dividends received by a corporation from another corporation shall, for the purpose of the additional tax, be considered as part of the gross receipts or earnings of said corporation.

Section 6.04. Exemptions.

The following are exempted from the Community Tax:

(a) Diplomatic and consular representatives; and
(b) Transient visitors when their stay in the Philippines does not exceed three (3) months.

Section 6.05. Place of Payment. The Community Tax shall be paid in the Office of the Municipal Treasurer or to the deputized Barangay Treasurer.

Section 6.06. Time of Payment ; Penalties for Delinquency.

(a) The Community Tax shall accrue on the first (1st) day of January each year which shall paid not later than the last date of February of each year.

(b) If a person reaches the age of eighteen (18) years or otherwise loses the benefit of exemption on or before the last day of June, he shall be liable for the community tax on the day he reaches such age or upon the day the exemption ends. However, if a person reaches the age of eighteen (18) years or loses the benefit of exemption on or before the last day of March, he shall have twenty (20) days to pay Community Tax without becoming delinquent.

(c) Persons who come to reside in the Philippines or reach the age of eighteen (18) years on or after the first (1st) day of July of any year, or who cease to belong to an exempt class on or after the same dare, shall not be subject to the Community Tax for that year.

(d) Corporations established and organized on or before the last day of June shall be liable for the Community Tax for that year. But corporations established and organized on or before the last day of March shall have twenty (20) days within which to pay Community Tax without becoming delinquent. Corporations established and organized on or after the first day of July shall not be subject to the Community Tax for that year.

(e) If the tax is not paid within the time prescribed above, there shall be added to the unpaid amount an interest of twenty-four (24%) percent per annum from the due date until it is paid.

Section 6.07. Community Tax Certificate. A Community Tax Certificate shall be issued to every person or corporation upon payment of the Community Tax. A Community Tax Certificate may also be issued to any person or corporation not subject to the Community Tax upon payment of One Peso (P1.00).

Section 6.08. Presentation of Community Tax Certificate on Certain Occasions.

(a) When an individual subject to the Community Tax acknowledges any document before a notary public, takes the oath of office upon election or appointment to any position in the government service; receives any license, certificate, or permit from any public authority; pays any tax or fee, receives any money from public funds, transacts any official business; or receives any salary or wage from any person or corporation, it shall be the duty of any person, officer or corporation with whom such transaction is made or business done or from whom any salary or wage is received to require such individual to exhibit the Community Tax Certificate.

The presentation of Community tax Certificate shall not be required in connection with the registration of a voter.

(b) When through its authorized officers, any corporation subject to the Community Tax receives any license, certificate, or permit from any public authority, pays any tax or fee, receives money from public funds, or transacts other official business it shall be the duty of the public official with whom such transaction or business is made or done, to require such corporation to exhibit the Community Tax Certificate.

(c) The Community Tax Certificate required in the two preceding paragraphs shall be the one issued for the current year, except for the period from January until the fifteenth (15) of April each year, in which case, the certificate issued for the preceding year shall suffice.

Section 6.09. Collection and Allocation of Proceeds of the Community Tax.

(a) The Municipal Treasurer shall deputize the Barangay Treasurers, subject to existing laws and regulations, to collect the Community Tax payable by individual taxpayers in their respective jurisdictions; provided, however, that said Barangay Treasurer shall be bonded in accordance with existing laws.

(b) One Hundred Percent (100%) of the proceeds of the Community Tax actually and directly collected by the Municipal Treasurer shall accrue entirely to the general fund of this Municipality .

In cases, where the community tax were secured or requisitioned from the Provincial Treasurer, the Municipal Treasurer shall remit payments to the Provincial Treasurer.

The proceeds of the Community Tax collected through the Barangay Treasurers shall be apportioned as follows:

(1) Fifty (50%) percent shall accrue to the general fund of the Municipality; and
(2) Fifty (50) percent shall accrue to the Barangay where the tax is collected.

CHAPTER VII. GENERAL ADMINISTRATIVE PROVISIONS
Article A. Collection and Accounting of Municipal Taxes and Other Impositions

Section 7A.01. Tax Period. Unless otherwise provided in this Ordinance, the tax period for all local taxes, fees, and charges imposed under this Ordinance shall be the calendar year.

Section 7A.02. Accrual of Tax. Unless otherwise provided in this Ordinance, all taxes and charges imposed herein shall accrue on the first (1st) day of January of each year. However, new taxes, fees or charges, or changes in the rate of existing taxes, fees, or charges, shall accrue on the first (1st) day of the quarter next following the effectivity of the Ordinance imposing such new levies or taxes.

Section 7A.03. Time of Payment. Unless specifically provided herein, all taxes, fees, and charges imposed in this Ordinance shall be paid within the first twenty (20) days of January or each subsequent quarter as the case may be.

Section 7A.04. Surcharge for Late Payment. Failure to pay the tax described in this Article within the time required shall subject the taxpayer to a surcharge of twenty-five percent (25%) of the original amount of tax due, such surcharge to be paid at the same time and in the same manner as the tax due.

Section 7A.05. Interest on Unpaid Tax. In addition to the surcharge imposed herein, where the amount of any other revenue due to the municipality except voluntary contributions or donations, is not paid on the date fixed in the ordinance, or in the contract, expressed or implied, or upon the occurrence of the event which has given rise to its collection, there shall be collected as part of that amount an interest at the rate not to exceed two percent (2%) per month from the date it is due until it is paid, but in no case shall the total interest on the unpaid amount or a portion thereof exceed thirty-six (36) months.

Where an extension of time for the payment of the tax has been granted and the amount is not paid in full prior to the expiration of the extension, the interest above-mentioned shall be collected on the unpaid amount from the date it becomes originally due until fully paid.

Section 7A.06. Collection. Unless otherwise specified, all taxes, fees and charges due to this municipality shall be collected by the Municipal Treasurer or his duly authorized representatives.

Unless otherwise specifically provided in this Ordinance or under existing laws and ordinances, the Municipal Treasurer is hereby authorized, subject to the approval of the Municipal Mayor, to promulgate rules and regulations for the proper and efficient administration and collection of taxes, fees and charges herein levied and imposed.

Section 7A.07. Issuance of Receipts. It shall be the duty of the Municipal Treasurer or his authorized representative to issue the required official receipt to the person paying the tax, fee or charge wherein the date, amount, name of the person paying and the account for which it is paid, are shown.

The Ordinance Number and the specific section thereof upon which collections are based shall invariably be indicated on the face of all official receipts acknowledging payment of taxes, fees, or charges.

Section 7A.08. Record of Persons Paying Revenue. It shall be the duty of the Municipal Treasurer to keep a record, alphabetically arranged and open to public inspection during office hours, of the names of all persons paying municipal taxes, fees and charges. He shall, as far as practicable, establish and keep current the appropriate tax roll for each kind of tax, fee or charge provided in this Ordinance.

Section 7A.09. Accounting of Collections. Unless otherwise provided in this Ordinance and other existing laws and ordinances, all monies collected by virtue of this Ordinance shall be accounted for in accordance with the provisions of existing laws, rules and regulations and credited to the General Fund of the Municipality.

Section 7A.10. Examination of Books of Accounts. The Municipal Treasurer shall, by himself or through any of his deputies duly authorized in writing, examine the books of accounts and other pertinent records of the business establishments doing business within the municipality, and subject to municipal taxes, to ascertain, assess and collect the true and correct amount of the tax due from the taxpayer concerned. Such examination shall be made during regular business hours once every year for every tax period, which shall be the year immediately preceding the examination. Any examination conducted pursuant to the provisions of this Section shall be certified to by the examining official and such certificate shall be made of record in the books of accounts of the taxpayer concerned.

In case the examination herein authorized is to be made by a duly authorized deputy of the Municipal Treasurer, there shall be written authority issued to the former which shall specifically state the name, address and business of the taxpayer whose books of accounts and pertinent records are to be examined, the date and place of such examination, and the procedure to be followed in conducting the same.

For this purpose, the records of the Revenue District Office of the Bureau of Internal Revenue shall be made available to the Municipal Treasurer, his deputy or duly authorized representative.

The forms and the guidelines to be observed for the proper and effective implementation of this Section shall be those prescribed by the Department of Finance.

Section 7A.11. Accrual to the General Fund of Fines, Costs, and Forfeitures. Unless otherwise provided by law or ordinance, fines, costs, forfeitures, and other pecuniary liabilities imposed by the court for violation of any municipal ordinance shall accrue to the General Fund of the municipality.

Article B. Civil Remedies for Collection of Revenues

Section 7B.01. Local Government's Lien. Local taxes, fees, charges and other revenues herein provide constitute a lien, superior to all liens, charges or encumbrances in favor of any person, enforceable by appropriate administrative or judicial action, not only upon any property or rights therein which may be subject to lien but upon also property used in business, occupation, practice of profession or calling, or exercise of privilege with respect to which the lien is imposed. The lien may only be extinguished upon full payment of the delinquent local taxes, fees, and charges including related surcharges and interest.

Section 7B.02. Civil Remedies. The civil remedies for the collection of local taxes, fees, or charges, and related surcharges and interest resulting from delinquency shall be:

(a) By administrative action through distraint of goods, chattels or effects, and other personal property of whatever character, including stocks and other securities, debts, credits, bank accounts, and interest in and rights to personal property, and to levy upon real property and interest in or rights to real property; and

(b) By judicial action.

Either of these remedies or all may be pursued concurrently or simultaneously at the discretion of the Municipal Treasurer.

Section 7B.03. Distraint of Personal Property. The remedy by distraint shall proceed as follows:

(a) Seizure. Upon failure of the person owing any local tax, fee or charge to pay the same at the time required, the Municipal Treasurer or his deputy may, upon written notice, seize or confiscate any personal property belonging to the person or any personal property subject to the lien, in sufficient quantity to satisfy the tax, fee or charge in question, together with any increment thereto incident to delinquency and the expenses of seizure. In such case, the Municipal Treasurer or his deputy shall issue a duly authenticated certificate based upon the records of this office showing the fact of delinquency and the amount of the tax, fee or charge and penalty due. Such certificate shall serve as sufficient warrant for the distraint of personal property aforementioned, subject to the taxpayer's right to claim exemption under the provisions of existing laws. Distrained personal property shall be sold at public auction in the manner herein provided for.

(b) Accounting of Distrained Goods. The officer executing the distraint shall make or cause to be made an account of the goods, chattels or effects distrained, a copy of which signed by himself shall be left either with the owner or person from whose possession the goods, chattels, or effects are taken, or at the dwelling or place of business of that person and with someone of suitable age and discretion, to which list shall be added a statement of the sum demanded and a note of the time and place of sale.

(c) Publication. The officer shall forthwith cause a notification to be exhibited in not less than three (3) conspicuous places in the territory of the local government units where the distraint is made; specifying the time and place of sale, and the articles distrained. The time of sale shall not be less than twenty (20) days after notice to the owner or possessor of the property as above specified and the publication or posting of the notice. One place for the posting of the notice shall be at the Office of the Municipal Mayor.

(d) Release of Distrained Property Upon Payment Prior to Sale. If not any time prior to the consummation of the sale, all proper charges are paid to the officer conducting the same, the goods or effects distrained shall be restored to the owner.

(e) Procedure of Sale. At the time and place fixed in the notice, the officer conducting the sale shall sell the goods or effects so distrained at public auction to the highest bidder for cash. Within five (5) days after the same, the Municipal Treasurer, shall make a report of the proceedings in writing to the Municipal Mayor.

Should the property distrained be not disposed of within one hundred and twenty (120) days from the date of distraint, the same shall be considered as sold to the local government unit concerned for the amount of the assessment made thereon by the Committee on Appraisal and to the extent of the same amount, the tax delinquencies shall be canceled.

Said Committee on Appraisal shall be composed of the Municipal Treasurer as Chairman, with a representative of the Commission on Audit and the Municipal Assessor as Members.

(f) Disposition of Proceeds. The proceeds of the sale shall be applied to satisfy the tax including the surcharges, interest, and other penalties incident to delinquency, and the expenses of the distraint and sale. The balance over and above what is required to pay the entire claim shall be

returned to the owner of the property sold. The expenses chargeable upon the seizure and sale shall embrace only the actual expenses of seizure and preservation of the property pending the sale, and no charge shall be imposed for the services of the local officer or his representative. Where the proceeds of the sale are insufficient to satisfy the claim, other property may, in like manner, be distrained until the full amount de, including all expenses, is collected.

(g) Levy on Real Property. After the expiration of the time required to pay the delinquency tax, fee or charge, real property may be levied on before, simultaneously or after the distraint of personal property belonging to the delinquent taxpayer. To this end, the Municipal Treasurer, shall prepare a duly authenticated certificate showing the name of the taxpayer and the amount of the tax, fee or charge, and penalty due from him. Said certificate shall operate with the force of a legal execution throughout the Philippines. Levy shall be effected by writing upon said certificate of description of the property upon which levy is made. At the same time, written notice of the levy shall be mailed to or served upon the Assessor and Register of Deeds of the municipality who shall annotate the levy on the tax declaration and certificate of title of the property, respectively, and the delinquent taxpayer or, if he be absent from the municipality, to his agent or the manager of the business in respect to which the liability arose, or if there be none, to the occupant of the property in question.

In case the levy on real property is not issued before or simultaneously with the warrant of distraint on personal property, and the personal property of the taxpayer is not sufficient to satisfy his delinquency, the Municipal Treasurer, shall within thirty (30) days after execution of the distraint, proceed with the levy on the taxpayer's real property.

A report on any levy shall, within ten (10) days after receipt of the warrant, be submitted by the levying officer to the Sangguniang Bayan.

(h) Penalty for Failure to Issue and Execute Warrant. Without prejudice to criminal prosecution under the Revised Penal Code and other applicable laws, the Municipal Treasurer, if he fails to issue or execute the warrant of distraint or levy after the expiration of the time prescribed, or if he is found guilty of abusing the exercise thereof by competent authority, shall be automatically be dismissed from the service after due notice and hearing.

(i) Advertisement and Sale. Within thirty (30) days after levy, the Municipal Treasurer shall proceed to publicly advertise for sale or auction the property or a usable portion thereof as may be necessary to satisfy the claim and cost of sale; and such advertisement shall cover a period of at least thirty (30) days. It shall be effected by posting a notice at the main entrance of the city hall, and in a public and conspicuous place in the barangay where the real property is located, and by publication once a week for three (3) weeks in a newspaper of general circulation in the municipality. The advertisement shall contain the amount of taxes, fees or charges, and penalties due thereon, and the time and place of sale, the name of taxpayer against whom the taxes, fees or charges are levies, and a short description of the property to be sold. At any time before the date fixed for the sale, the taxpayer may stay the proceedings by paying the taxes, fees, charges, penalties and interests. If he fails to do so, the sale shall proceed and shall be held either at the main entrance of the municipal hall or on the property to be sold, or at any other place as determined by the Municipal Treasurer, conducting the sale and specified in the notice of sale.

Within thirty (30) days after the sale, the Municipal Treasurer or his deputy shall make a report of the sale to the Sangguniang Bayan, and which shall form part of his records. After consultation with the Sangguniang Bayan, and which shall form part of his records. After consultation with the Sanggunian, the Municipal Treasurer shall make and deliver to the purchaser a certificate of sale, showing proceedings of the sale, describing the property sold, stating the name of the purchaser and setting out the exact amount of all taxes, fees, charges and related surcharges, interests, or penalties: Provided, however, that any excess in the proceeds of the sale over the claim and cost of sales shall be turned over to the owner of the property. The Municipal Treasurer may, by a duly approved ordinance, advance an amount sufficient to defray the costs of collection by means of the remedies provided for in this Ordinance, including the preservation or transportation in case of personal property, and the advertisement and subsequent sale, in cases of personal and real property including improvements thereon.

(j) Redemption of Property Sold. Within one (1) year from the date of sale, the delinquent taxpayer or his representative shall have the right to redeem the property upon payment to the Municipal Treasurer of the total amount of taxes, fees or charges, and related surcharges, interests or penalties from the date of delinquency to the date of sale, plus interest of not more than two percent (2%) per month on the purchase price from the date of purchase to the date of redemption. Such payment shall invalidate the certificate of sale issued to the purchaser and the owner shall be entitled to a certificate of redemption from the Municipal Treasurer or his representative.

The Municipal Treasurer or his deputy upon surrender by the purchaser of the certificate of sale previously issued to him, shall forthwith return to the latter the entire purchase price paid by him plus the interest of not more than two percent (2%) per month herein provided for, the portion of the cost of sale and other legitimate expenses incurred by him, and said property thereafter shall be free from the lien of such taxes, fees or charges and other related surcharges, interests, and penalties.

The owner, shall not, however, be deprived of the possession of said property and shall be entitled to the rentals and other income thereof until the expiration of the time allowed for its redemption.

(k) Final Deed of Purchaser. In case the taxpayer fails to redeem the property as provided herein, the Municipal Treasurer shall execute a deed conveying to the purchaser so much of the property as has been sold, free from liens of any taxes, fees, charges, related surcharges, interests and penalties. The deed shall sufficiently recite all the proceedings upon which the validity of the sale depends.

(l) Purchase of Property by the Municipality for Want of Bidder. In case there is no bidder for the real property advertised for sale as provided herein or if the highest bid is for an amount insufficient to pay the taxes, fees, or charges, related surcharges, interests, penalties and cost, the Municipal Treasurer shall purchase the property on behalf of the municipality to satisfy the claim and within two (2) days thereafter shall make a report to his proceedings which shall be reflected upon the records of his office. It shall be the duty of the Registrar of Deeds concerned upon registration with his office of any such declaration of forfeiture to transfer the title of the forfeited property to this municipality without the necessity of an order from a competent court.

Within one (1) year from the date of such forfeiture the taxpayer or any of his representative, may redeem the property by paying to the Municipal Treasurer the full amount of the taxes, fees, charges and related surcharges, interests or penalties, and the costs of sale. If the property is not redeemed as provided herein, the ownership thereof shall be fully vested on the municipality.

(m) Resale of Real Estate Take for Taxes, Fees or Charges. The Sangguniang Bayan may, by a duly approved ordinance, and upon notice of not less than twenty (20) days, sell and dispose of the real property acquired the preceding paragraph at public auction. The proceeds of the sale shall accrue to the general fund of this municipality.

(n) Collection of Delinquent Taxes, Fees, Charges or Other Revenues Through Judicial Action. The municipality may enforce the collection of delinquent taxes, fees, charges or other revenues by civil action in any court of competent jurisdiction. The civil action shall be filed by the Municipal Treasurer within the period prescribed in Section 194 of the Republic Act No. 7160, as implemented under Article 284 of the Implementing Rules and Regulations (IRR).

(o) Further Distraint or Levy. The remedies by distraint and levy may be repeated if necessary until the full amount due, including all expenses is collected.

(p) Personal Property Exempt from Distraint of Levy. The following property shall be exempt from distraint and the levy, attachment or execution thereof for delinquency in the payment of any local tax, fee or charge, including the related surcharge and interest:

1. Tools and the implements necessarily used by the delinquent taxpayer in the trade or employment;
2. One (1) horse, cow, carabao, or other beast of burden, such as the delinquent taxpayer may select, and necessarily used by him in his occupation;
3. His necessary clothing, and that of all his family;

4. Household furniture and utensils necessary for housekeeping and used for that purpose by the delinquent taxpayer, such as he may select, of a value not exceeding Ten Thousand Pesos (₱10,000.00);
5. Provisions, including crops, actually provided for individual or family use sufficient for four (4) months;
6. The professional libraries of doctors, engineers, lawyers and judges;
7. One fishing boat and net, not exceeding the total value of Ten Thousand Pesos (P10,000.00), by the lawful use of which a fisherman earns his livelihood; and
8. Any material or article forming part of a house or improvement of any real property.

Article C. Taxpayer's Remedies

Section 7C.01. Periods of Assessment and Collection.

(a) Local taxes, fees, or charges shall be assessed within five (5) years from the date they became due. No action for the collection of such taxes, fees, or charges, whether administrative or judicial, shall be instituted after the expiration of such period: Provided, that taxes, fees, or charges which have accrued before the effectivity of the Local Government Code of 1991 may be assessed within a period of five (5) years from the date they became due.

(b) In case of fraud or intent to evade the payment of taxes, fees, or charges, the same may be assessed within ten (10) years from discovery of the fraud or intent to evade payment.

(c) Local taxes, fees, or charges may be collected within five (5) years from the date of assessment by administrative or judicial action. No such action shall be instituted after the expiration of said period: Provided, however, that taxes, fees and charges assessed before the effectivity of the LGC of 1991 may be assessed within a period of three (3) years from the date of assessment.

(d) The running of the periods of prescription provided in the preceding paragraphs shall be suspended for the time during which:

1. The treasurer is legally prevented from making the assessment of collection;
2. The taxpayer requests for a reinvestigation and executes a waiver in writing before expiration of the period within which to assess or collect; and
3. The taxpayer is out of the country or otherwise cannot be located.

Section 7C.02. Protest of Assessment. When the Municipal Treasurer or his duly authorized representative finds that correct taxes, fees, or charges have not been paid, he shall issue a notice of assessment stating the nature of the tax, fee or charge, the amount of deficiency, the surcharges, interests and penalties.

Within sixty (60) days from the receipt of the notice of assessment, the taxpayer may file a written protest with the Municipal Treasurer contesting the assessment; otherwise, the assessment shall become final and executory. The Municipal Treasurer shall decide the protest within sixty (60) days from the time of its filing. In cases where the protest is denied, the taxpayer shall have thirty (30) days from the receipt of denial or form the lapse of the sixty-day period prescribed herein within which to appeal with the court of competent jurisdiction otherwise the assessment becomes conclusive and unappealable.

Section 7C.03. Claim for Refund of Tax Credit. No case or proceeding shall be maintained in any court for the recovery of any tax, fee, or charge erroneously or illegally collected until a written claim for refund or credit has been filed with the Municipal Treasurer. No case or proceeding shall be entertained in any court after the expiration of two (2) years from the date of payment of such tax, fee or charge, or from the date the taxpayer is entitled to a refund or credit.

Section 7C.04. Legality of this Code. Any question on the constitutionality or legality of this Ordinance may be raised on appeal within thirty (30) days from the effectivity thereof to the Secretary of Justice who shall render a decision within sixty (60) days from the date of receipt of the appeal: Provided, however, that such appeal shall not have the effect of suspending effectivity of this Ordinance and the accrual and payment of the tax, fee or charge levied herein: Provided finally, that within thirty (30) days after the receipt of the decision or the lapse of the sixty-day period without the Secretary of Justice acting upon the appeal, the aggrieved party may file the appropriate proceedings with a court of competent jurisdiction.

Article D. Miscellaneous Provisions

Section 7D.01. Power to Levy Other taxes, Fees or Charges. The municipality may exercise the power to levy taxes, fees or charges on any base or subject not otherwise specifically enumerated herein or taxed under the provisions of the National Internal revenue Code, as amended, or other applicable laws: Provided, that the taxes, fees or charges shall not be unjust, excessive, oppressive, confiscatory or contradictory to declared national policy. Provided, further, that the ordinance levying such taxes, fees or charges shall not be enacted without any prior public hearing conducted for the purpose.

Section 7D.02. Publication of the Revenue Code. Within ten (10) days after its approval, a certified copy of this Ordinance shall be published in full for three (3) consecutive days in a newspaper of local circulation. Provided, however, that in cases where there are no newspapers of local circulation, the same may be posted in at least two (2) conspicuous and publicly accessible places.

Section 7D.03. Public Dissemination of this Code. Copies of this Revenue Code shall be furnished to the Municipal Treasurer for public dissemination.

Section 7D.04. Authority to Adjust Rates. The Sangguniang Bayan shall have the sole authority to adjust tax rates as prescribed herein not oftener than once every five (5) years, but in no case shall such adjustment exceed ten percent (10%) of the rates fixed under this Code.

Section 7D.05. Withdrawal of Tax Exemption Privileges. Unless otherwise provided in this Revenue Code, tax exemptions or incentives granted to, or presently enjoyed by all persons, whether natural or juridical, including government-owned or controlled corporations, except local water districts, cooperatives duly registered under RA 6938, non-stock and non-profit hospitals and educational institutions, business enterprises certified by the Board of Investment (BOI) as pioneer or non-pioneer for a period of six (6) and four (4) years, respectively, from the date of registration, business entity, association, or cooperatives registered under RA 6810, and printer and/or publisher of books or other reading materials prescribed by DECS as school texts or references, insofar as receipts from the printing and/or publishing thereof are concerned, are hereby withdrawn.

CHAPTER VIII. GENERAL PENAL PROVISIONS

Section 8.01. Penalties for Violation of Tax Ordinance. Any person or persons who violates any of the provisions of this Ordinance or the rules or regulations promulgated by authority of this Ordinance shall, upon conviction, be punished by a fine of not less than One Thousand Pesos (₱1,000.00) nor more than Five Thousand Pesos (₱5,000.00), or imprisonment of not less than one (1) month nor more than six (6) months, or both, at the discretion of the court.

If the violation is committee by any juridical entity, the President, General Manager, or the individual entrusted with the administration thereof at the time of the commission of the violation shall be held responsible or liable therefor.

Punishment by a fine or imprisonment as herein provided for, shall not relieve the offender from the payment of the tax, fee or charge imposed under this Ordinance.

CHAPTER IX. FINAL PROVISIONS

Section 9.01. Separability Clause. If for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid by competent authority, such judgment or action shall not affect or impair the other sections or provisions thereof.

Section 9.02. Applicability Clause. All other matters relating to the impositions in this Ordinance shall be governed by pertinent provisions of existing laws and other ordinances.

Section 9.03. Repealing Clause. All existing ordinances, rules and regulations, or part thereof, in conflict with, or inconsistent with any provisions of this Ordinance are hereby repealed or modified accordingly.

Section 9.04. Special Transitory Provisions.

(a) Pending enactment of a Separate Market Code, existing provisions on markets and slaughterhouse fees of this Code are retained and deemed to be in full force and effect. Similarly, provisions for fishery/ hatchery rentals and fees shall be in full force and effect.

(b) The tax on special levy shall be collected upon enactment by Sangguniang Bayan of an enabling ordinance.

Section 9A.05. Effectivity.

This Ordinance shall take effect on **January 2021,** and after completion of required publication in a local newspaper of general circulation in the Province of Nueva Ecija and posting in municipality's conspicuous places.

ENACTED, June 01, 2020. Talavera, Nueva Ecija.

SIGNATURES

REICHEL ANN R. VILLANUEVA
Councilor

BELINDA E. PALILIO
Councilor

REYNALDO B. BALDEDARA
Councilor

ANGELINA A. SOLETA
Councilor

FLORENTINO C. BALMATER
Councilor

MARK RENIELEO F. RAYO
Councilor

MANOLITO M. SILVA
Councilor

JOEL T. DEL ROSARIO
Councilor

NERITO S. SANTOS, JR.
ABC Federation President

ERICKA CLARISSE A. MENDOZA
SK Federation President

CERTIFIED CORRECT:

JASMIN G. RIVERA
Secretary to the Sangguniang Bayan

ATTESTED:

ANSELMO B. RODIEL III
Municipal Vice Mayor & Presiding Officer

APPROVED:

NERIVI S. MARTINEZ
Municipal Mayor
Date: 09-08-2020

SB/Jas'

DEPARTMENT HEAD AND STAFF

Office of the Municipal Mayor
headed by Mayor Nerito S. Santos, Jr.

Office of the Sangguniang Bayan Office
headed by Vice Mayor Nerivi S. Martinez

Municipal Accounting Office
headed by Mrs. Maribel G. Octavio

Municipal Agriculture Office
headed by Mrs. Flordeliza P. Cuison

Municipal Assesssor's Office
headed by Mr. Mario E. Balmater

Municipal Budget Office
headed by Mrs. Evelyn V. Mangalili

Municipal Business Permits and Licenses Office
headed by Mrs. Rosemarie B. Reyes

Municipal Civil Registrar's Office
headed by Mrs. Bleszilda F. Casas

Municipal Cooperative and Entrepreneurship Development Office
headed by Mr. Arturo L. Ilagan

Municipal Disaster Risk Reduction and Management Office
headed by Ar. Denmark E. Ramos

Municipal Engineering Office
headed by Engr. Alfredo S. Atraje

General Services Office
headed by Engr. Mark Jerbert P. Gelacio

Human Resource Management Office
headed by Mrs. Chona V. Salazar

Operation of Market Office
supervised by Mrs. Rosemarie B. Reyes

Municipal Environment and Natural Resources Office
headed by Engr. Lilibeth M. Manalo

Municipal Labor, Employment and Manpower Development Office
headed by Mr. Kevin Y. Tolentino

Municipal Planning and Development Office
headed by Mrs. Evina G. Pablo

Municipal Social Welfare and Development Office
headed by Mrs. Ma. Theresa B. Florencondia

Municipal Health Office (RHU I)
headed by Dr. Yolanda C. Lucas

Municipal Health Office (RHU II)
headed by Dr. Ronaldo L. Santos, supervised by Dr. Yolanda C. Lucas

Municipal Health Office (RHU III)
headed by Dr. Maureen Margaret DR. Masigan, supervised by Dr. Yolanda C. Lucas

Municipal Health Office (Nutrition Office)
headed by Mr. Arjhay P. Bernardo, supervised by Dr. Yolanda C. Lucas

Municipal Tourism Office
headed by Mrs. Nina DV. Agrave

Municipal Treasury Office
headed by Mrs. Emylou M. Donesa

Municipal Youth and Development Office
headed by Mr. Amador Allan A. Reyes

Traffic Enforcers
supervised by Engr. Mark Jerbert P. Gelacio

PASASALAMAT

Ang Task Force Committee, kasama ang mga Pinuno ng bawat Tanggapan, ay nagpapaabot ng buong pusong pasasalamat kay *Pangalawang Punong Bayan Nerivi S. Martinez, Sangguniang Bayan*, at kay *Punong Bayan Nerito S. Santos, Jr*. Sa kanilang pagtutulungan at suporta, matagumpay nating naisakatuparan ang aklat na ito. Isang malaking pasasalamat at MABUHAY kayong lahat!

MENSAHE

Ipinagmamalaki kong inihahatid sa inyo ang aming Talavera Citizens Charter Book, isang mahalagang hakbang sa pagpapahusay ng serbisyo publiko dito sa ating bayan. Sa paglulunsad ng dokumentong ito, ipinapakita natin ang ating dedikasyon na magbigay ng mas epektibo, transparente, at mabilis na serbisyong pampubliko sa ating mga mamamayan.

Sa pagsusuri ng mga nilalaman ng Citizens Charter Book, makikita natin ang mga hakbang na aming isinagawa upang mas lalong mapabuti ang serbisyong publiko. Inaanyayahan namin kayong magbigay ng inyong mga komento, suhestiyon, at puna upang mas mapaunlad pa ang aming mga serbisyo. Ito ay ating kolektibong gawain, at sa tulong at kooperasyon ng bawat isa, mas mapaglilingkuran natin ang pangangailangan ng ating komunidad.

Sa tulong ng Citizens Charter Book, nais naming maging modelo sa ibang bayan at siyudad sa ating bansa pagdating sa serbisyong pampubliko. Pinaniniwalaan namin na ang pagkakaroon ng transparent at accountable na pamahalaan ay pangunahing hakbang tungo sa kaunlaran.

Maraming salamat po sa inyong suporta at pakikiisa. Sa pagtutulungan natin, patuloy nating itataguyod ang kaunlaran at kaginhawaan para sa lahat ng mga taga-Talavera.

Mabuhay po tayong lahat!

NERITO S. SANTOS, JR.
Punong Bayan

MENSAHE

Ako ay lubos na nagagalak na magbigay ng aking mensahe para sa aming Talavera Citizens Charter Book. Ang dokumentong ito ay isang mahalagang hakbang sa pagpapalakas ng ating serbisyo publiko, at ito ay nagpapakita ng aming pagtutok sa pagpapabuti, transparensiya, at kahusayan ng mga serbisyong inihahatid namin sa inyong lahat.

Ang Citizens Charter Book ay isang patunay na kami ay nagmamasid sa mga pangangailangan ng ating komunidad. Ipinapakita nito ang aming layunin na magkaroon ng mas epektibo at makatarungan na pamamahala. Gayundin, ito ay isang hamon sa amin na laging maging bukas sa mga komento, suhestiyon, at puna mula sa inyo.

Sa tulong ng inyong pakikipagtulungan, kami ay mahigit na handa na magbigay ng dekalidad na serbisyong pampubliko. Kasama namin kayo sa aming adhikain na mapanatili ang kaunlaran at kaginhawaan para sa ating bayan.

Maraming salamat po sa inyong tiwala at suporta. Itaguyod natin ang mas makatarungan at progresibong Talavera na para sa lahat.

Mabuhay tayong lahat!

NERIVI S. MARTINEZ
Pangalawang Punong Bayan