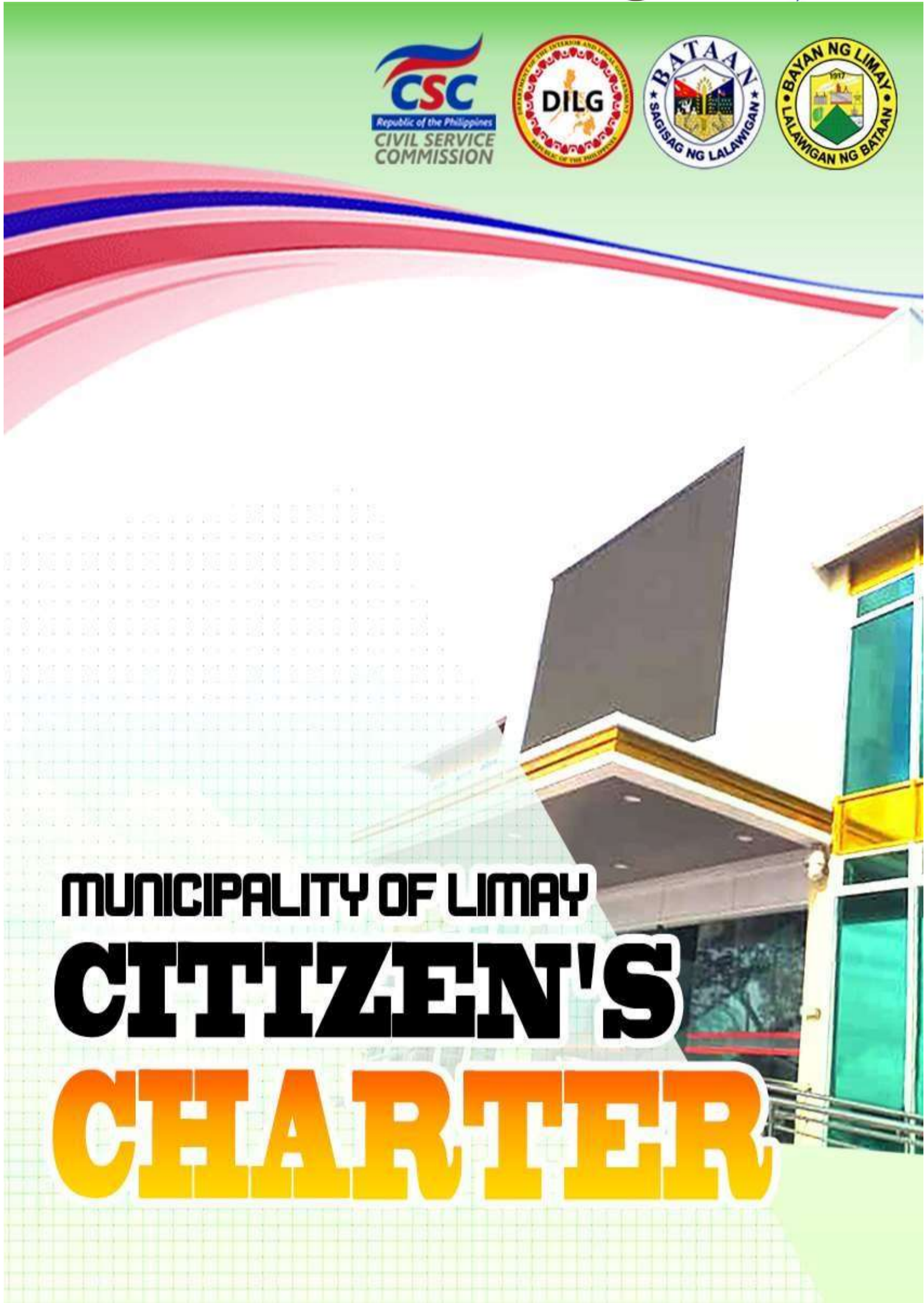




LOCAL GOVERNMENT UNIT OF LIMAY

**Harmonized CSM Report
2023 (1st Edition)**



MUNICIPALITY OF LIMAY
CITIZEN'S
CHARTER



MISSION

Bound by prayer and collective action for peace, unity and prosperity, We shall promote the emergence of responsive, inspired, productive, empowered and God-loving Limay citizens and organization.

VISION

The Municipality of Limay, by 2028, shall be on of the most progressive Local Government Units in Central Luzon where leadership excellence is anchored on inclusive public governance, synergetic private partnership and environment conservation.





OFFICE OF THE MUNICIPAL MAYOR

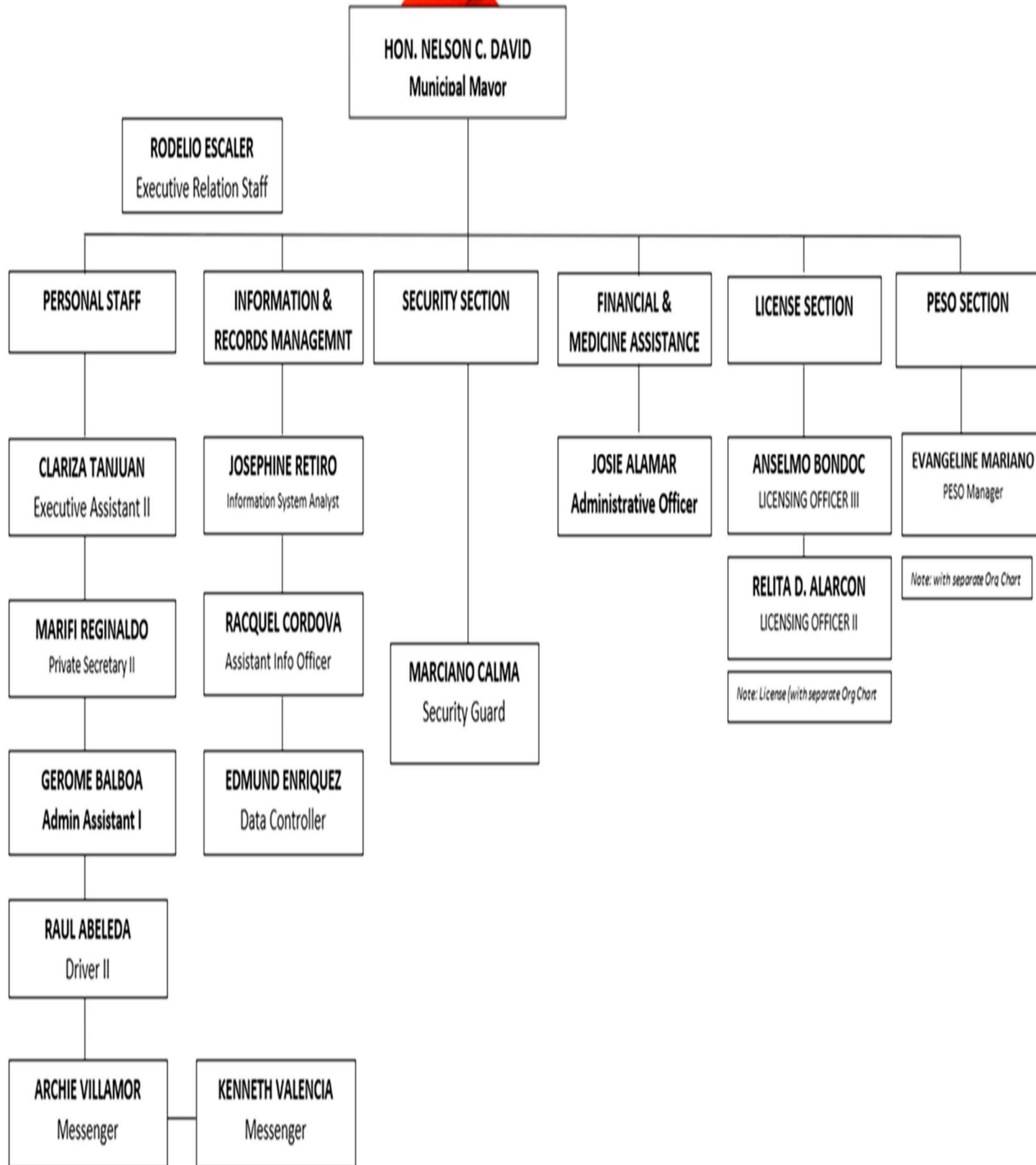
VISION

A flourishing first class municipality that envisions prosperous industries, providing quality education and people enamored by highly technical and skilled Limayans honed and empowered by sponsored program of the Local government.

MISSION

To create a supportive environment that nurture the need of children, youth, women and the elderly by promoting programs that invigorates their rights and privileges as a citizen of Limay.

To motivate the constituents to thrive in careers through local colleges, provision of skills training and endorsement to local industries. To encourage and implement business friendly policies which will stimulate investors to enter into various business activities within Limay area. To promote protection of the environment and preserve its natural habitat thereby developing eco-tourism within Limay. To empower healthy lifestyle, enamour health consciousness through establishment of medical programs meant to cater the needs of greater masses of Limay.





Services:	MAYOR'S CLERANCE			
Classification:	SIMPLE			
Type of Transaction:	Government-to-Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Cedula • Barangay Clearance • Police/NBI Clearance 		<ul style="list-style-type: none"> • Client • Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up request form		None	2 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
2. Submit filled-up request form to the Mayor's Office Staff	Check and review of Client/s submitted Requirements.	None	5 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Secure signature of the Municipal Mayor	None	5 minutes	Hon. Nelson C. David Municipal Mayor
	Release the Certification to the Client/s	None	5 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
TOTAL			17 Minutes	



Services:	LIBRENG LIBING PROGRAM (LLP)			
Classification:	SIMPLE			
Type of Transaction:	Government-to-Citizen			
Who may avail:	Bonified residents of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Registered Dearth Certificate Personal Letter Barangay Indigency Valid I.D. (Deceased and Relatives) Photo of the Funeral Service 		<ul style="list-style-type: none"> Office of the Mayor 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request application form	Issue AICs form to the client	None	1 minute	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
2. Filled-up and submit the application form	Check and review of Client/s submitted Requirements.	None	5 minutes	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Interview the relative of the deceased	None	5 minutes	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Secure the signature of the MSWD Head and Municipal Administrator on the AICs form	None	15 minutes	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Request the billing from the Funeral partner/s and process the payments in the Budget and Accounting Office	None	5 minutes	Lilibeth Mendoza Administrative Assistant I (Book Binder III)
TOTAL			31 Minutes	



Services:	RECEIVING OF INCOMING DOCUMENTS			
Classification:	SIMPLE			
Type of Transaction:	Government-to-Citizen and Government-to-Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		<ul style="list-style-type: none"> Client/s 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit documents to Mayor's Office Staffs	Review the purpose of the submitted documents	None	2 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Put a receiving stamp, signature and date on the submitted documents	None	1 minute	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Give the photocopy of the document to the client	None	1 minute	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
TOTAL			4 Minutes	



Services:	RESERVATION AND RENTING OF MULTI-PURPOSE HALL AND SPORTS COMPLEX			
Classification:	SIMPLE			
Type of Transaction:	Government-to-Citizen and Government-to-Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Form Contract 		<ul style="list-style-type: none"> Client/s Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit Request form to the Mayor's Office Staff	Check the availability of the facility/s.	None	1 minute	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Issue a contract and discuss the payments a	None	5 minutes	Lilibeth Mendoza Administrative Assistant I (Book Binder III)
2. Review and sign the contract for using the facility/s.	Refer the client to the Municipal Treasury for payment	None	1 minute	Lilibeth Mendoza Administrative Assistant I (Book Binder III)
3. Pay the rent to the request facility/s.		Multi-purpose hall (PHP800/hour) OR Sports Complex (PHP10,000/ hour w/ aircon)	1 minute	Robert Cantiga Administrative Assistant III
4. Submit the receipt	Photocopy the contract and receipt then give the original copy to the client	None	1 minute	Lilibeth Mendoza Administrative Assistant I (Book Binder III)
	Report to the facilitator/s of the multi-purpose Hall and Sport Complex	None	1 minute	Lilibeth Mendoza Administrative Assistant I (Book Binder III) Nestor Atendido Administrative Aide VI Marlon Magbanua Administrative Aide VI
TOTAL			10 minutes	



Services:	APPROVAL/ SIGNING OF DOCUMENTS			
Classification:	Approval and signing of various documents like Vouchers, Checks, Contracts, Payroll, Office Orders, Memorandum letters, letters request, resolution, etc.			
Type of Transaction:	Government to Citizen			
Who may avail:	All Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Complete documentary requirement as set by the requesting party 		<ul style="list-style-type: none"> Mayor' Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submission of requirements	Check the completeness of submitted documents	None	5 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
	Approval/ Signing of Documents	None	5-10 minutes	Hon. Nelson C. David Municipal Mayor
2. Receiving of approved/signed documents	Make logs of released document	None	3-5 minutes	Raven P. Humilde Private Secretary I Lilibeth Mendoza Administrative Assistant I (Book Binder III) Archie P. Villamor Administrative Aide VI
TOTAL			20 Minutes	

Note: Approval/ Signing of documents depend on the volume sensitivity of the transaction/ availability of Mayor.



Services:	Receiving of Incoming Documents thru email			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All Department Head/ Concern Department			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		<ul style="list-style-type: none"> • Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Notify	Review the email	None	1 minute	Judy Ann L. Montallana Administrative Assistant Marifi M. Reginaldo Executive Assistant II Rodelio D. Escaler Chief of Staff
	Print emails	None	1 minute	Judy Ann L. Montallana Administrative Assistant I Marifi M. Reginaldo Executive Assistant II
	Give email to the concern department	None	1 minute	Judy Ann L. Montallana Administrative Assistant I Marifi M. Reginaldo Executive Assistant II Rodelio D. Escaler Chief of Staff
TOTAL			3 minutes	



Services:	Schedule of Wedding/ Schedule of Appointment			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Form from MCR Marriage License 		<ul style="list-style-type: none"> Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request form from MCR	Schedule the date of the wedding	None	1 minute	Judy Ann L. Montallana Administrative Assistant Marifi M. Reginaldo Executive Assistant II Rodelio D. Escaler Chief of Staff
2. Check the availability of the schedule	Signed and approved the date and time of wedding	None	1 minute	Judy Ann L. Montallana Administrative Assistant Marifi M. Reginaldo Executive Assistant II Rodelio D. Escaler Chief of Staff Nelson C. David Municipal Mayor
3. Courtesy to the Mayor	Refer to MCR	None	1 minute	Nelson C. David Municipal Mayor
TOTAL			3 minutes	



OFFICE OF THE ADMINISTRATOR

VISION

A dedicated, committed and output oriented administration aimed at building an atmosphere of transparency towards good governance.

MISSION

It serves as an arm of the administration in the implementation of programs, projects and activities in order to achieve the vision and mission of the municipal government of Limay.

Our Citizen's Charter will serve as a tool to educate the public of our services and to make our governance easier for both client and service provider.

It will expedite action on all transactions as well as upgrade our frontline services dealing with the public. It seeks to cut bureaucratic red tape and clean up transactions in the government. And to carry this into effect, do close monitoring to ensure effective implementation and imposes stiff penalties on violators.

ORGANIZATIONAL CHART



Danilo E. Datay
Municipal Administrator



Baby Joan M. Subong
Administrative Assistant I (Bookbinder)



Ramil M. Garcia
Admin Relation



Services:	Check / D.V / P.O Approval and Signing			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Agency, Inter-Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Signature of Supplier (for POs)- Original Signature of Mun. Accountant and Mun. Treasurer (for DV)-original Signature of Mun. Treasurer (for Checks) 		<ul style="list-style-type: none"> Client Inter-Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit the documents at Municipal Administrator Office.	Receive and Log the transaction to the log book sheet	None	5 mins	Baby Joan M. Subong Ad.-As I (Bookbinder III)
	Upon verifying the authenticity and completeness of the documents, forward to the Mun. Administrator for signature.	None	2 mins	
	Check, Review before Signing all documents	None	2 minutes	Danilo E. Datay Municipal Administrator
	Upon re-checking the completeness of the signature of the Mun. Administrator, documents will be recorded to the log book.	None	5 minutes	Baby Joan M. Subong Ad.-As I (Bookbinder III)
	Forward the signed documents to concern department/s	None		
TOTAL			14 minutes	



Office:	Municipal Administrator's Office			
Services:	Monitor advisories and memoranda issued by various agencies for guidance, information and proper dissemination.			
Classification:	SIMPLE			
Type of Transaction:	G2G-Government to Government			
Who may avail:	Agency, Inter-Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Advisory Memorandums 		<ul style="list-style-type: none"> National Agencies Admin Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
2. National Agency sends Memorandums	Receive memos for review	None	2 minutes	Danilo E. Datay Municipal Administrator
	Consultation	None	1 hour	Atty. Geremi Gonzales Legal Officer
	Prepare Memo for approval and/or dissemination	None	5 minutes	Danilo E. Datay Municipal Administrator
	Approval (If necessary)	None	10 minutes	Nelson C. David Mayor
2.1 Receive required report(s) via email				
	Send compliance letter and/or required reports via email to concerned agency	None	3 minutes	Danilo E. Datay Municipal Administrator
TOTAL			1 Hour & 20 minutes	



Office:	Municipal Administrator's Office			
Services:	Issuance of Vaccination Certificate			
Classification:	SIMPLE			
Type of Transaction:	G2C- Government to Citizen's			
Who may avail:	Citizen's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Vaccination Card Valid I.D 		<ul style="list-style-type: none"> Client Admin Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Present Valid I.D and Vaccination Card	Review the vaccination card & id of requester.	None	5-10 minutes	Baby Joan M. Subong Ad.-As I (Bookbinder III)
	Verify if data has been registered correctly	None		
	If incorrect, do the necessary revision	None		
	Upon Verifying if data has been registered correct, generated the vaccination certificate and then issue to the client.	None		
TOTAL			10 minutes	



MUNICIPAL ACCOUNTING OFFICE

VISION

*A team striving to protect financial integrity
of the Local Government Unit of Limay*

MISSION

*Provide excellent service with reliable and accurate
financial information.*



MUNICIPALITY OF LIMAY
 NATIONAL ROAD BRGY. TOWNSITE, LIMAY 2103, BATAAN
 lgulimay.accounting@limaybataan.ph

MUNICIPAL ACCOUNTING OFFICE

ORGANIZATIONAL CHART



**KRIS JEFFERSON
P. DIMALANTA**
Municipal Accountant

COMPONENT BARANGAY
ACCOUNTING



**RICHELLE T.
VILLEGAS**
Administrative Assistant III

OPERATIONAL
ACCOUNTING



**ALELI M.
MACATUGGAL**
Administrative Officer V



**JHANETH R.
NOTO**
Administrative Officer II



**SANDY R.
PERALTA**
Administrative Aide VI



**MA. TERESA P.
MATILLA**
Registration Officer II

GENERAL
ACCOUNTING



**MA. TERESA B.
HERNANDEZ**
Financial Analyst



**JOHN CARLO P.
ORACION**
Administrative Officer V



**ARIANE A.
AMBROCIO**
Accounting Staff



**GEE ROSE T.
MEDINA**
Administrative Officer II



**CLEMENTINA D.
BANDOLA**
Administrative Officer III

VISION

A team striving to protect financial integrity of the Local Government Unit of Limay.

MISSION

Provide excellent service with reliable and accurate financial information.



Services:	GF/SEF - For commercial claims; payment of construction projects
Classification:	SIMPLE
Type of Transaction:	Government to Citizen, Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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<ul style="list-style-type: none"> • Obligation Request • PR/PO/Acceptance Inspection/PAR/ICS • Bidding Documents • Approved Vouchers/ Signed Cheques 	<ul style="list-style-type: none"> • MBO • Procurement • BAC • Mayor's Office
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CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Budget Office forwards documents	1. Receives supporting documents with Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) from Municipal Budget Office (Appendix 28)	None	5 minutes	Aleli Macatuggal Budget Officer III
	2. Checks the completeness and propriety of the supporting documents based on legal bases.	None	5 minutes	Aleli Macatuggal Budget Officer III
	3. Prepares Disbursement Vouchers (Appendix 31)	None	5 minutes	Aleli Macatuggal Budget Officer III
	4. Prepares Bureau of Internal Revenue	None	5 minutes	Aleli Macatuggal Budget Officer III



	Certifications; a. 2306 - Certificate of Final Tax Withheld at Source b. 2307 - Certificate of Creditable Tax Withheld at Source			
	5. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes 30 minutes	GF - Ma Teresa Matilla Registration Officer III SEF - Maria Theresa Hernandez Financial Analyst
	6. Municipal Accountant signs CAFOA (Appendix 28), Disbursement Vouchers (Appendix 31), and BIR Forms 2306 and 2307	None	10 minutes	Aleli Macatuggal Budget Officer III
	7. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Treasury Office receives the complete set of documents	8. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
Mayor Office forwards complete set of documents	9. Receives complete set of documents with duly signed cheque from Office of the Mayor	None	5 minutes	Aleli Macatuggal Budget Officer III
Land Bank receives the advice	10. Prepares Accountant's Advice of Local Check Disbursement (<i>thru LBP WeAccess or Manual Form</i>)	None	10 minutes	Aleli Macatuggal Budget Officer III
	11.A. Authorizes Accountant's Advice of Local Check Disbursement:	None	5 minutes	Aleli Macatuggal Budget Officer III



	a. Approves LBP WeAccess, or b. Signs Manual Form			
	11.B. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
Municipal Treasurer's Office receives checks	12.A. Logs and transmits documents with cheque to Municipal Treasurer's Office for release to corresponding payees	None	5 minutes	Sandy R. Peralta Admin Aide II
Land Bank receives Accountant's Advice of Local Check Disbursement	12. B. Transmits Accountant's Advice of Local Check Disbursement to Land Bank of the Philippines	None	15 minutes	Sandy R. Peralta Admin Aide II
TOTAL			1 hour & 35 minutes	



Services:	GF/SEF - GRANTING OF CASH ADVANCE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>UPON CASH ADVANCE</p> <ul style="list-style-type: none"> • Obligation Request • PR/PO/Acceptance Inspection/PAR/ICS • Bidding Documents • Approved Vouchers/ Signed Cheques <p>UPON LIQUIDATION</p> <ul style="list-style-type: none"> • Liquidation Report • Disbursement Voucher of Cash Advance • Obligation Request • Check • Training Design and/or Invitation Letter (for Seminars & Trainings) • Travel Authority, Itinerary of Travel, Certificate of Appearance (for Travel Local) • Approved Payroll • Recipients and/or Beneficiaries (for assistance) 		<ul style="list-style-type: none"> • MBO • Procurement • BAC • Mayor's Office • Treasury Office • Accounting Office • Budget Office • Treasury Office • End User • End User • Human Resource (HR) Office End User 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Budget Office forwards documents	1. Receives supporting documents for payment with Certification on Appropriations, Funds and Obligation of Allotment	None	3 minutes	Aleli Macatuggal Budget Officer III



	(CAFOA) from Municipal Budget Office (Appendix 28)			
	2. Checks the completeness and propriety of the supporting documents based on legal bases.	None	5 minutes	Aleli Macatuggal Budget Officer III
	3. Prepares Disbursement Vouchers (Appendix 31)	None	5 minutes	Aleli Macatuggal Budget Officer III
	4. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes 30 minutes	GF - Ma Teresa Matilla Registration Officer III SEF - Maria Theresa Hernandez Financial Analyst
	5. Municipal Accountant signs CAFOA (Appendix 28) and Disbursement Vouchers (Appendix 31)	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the documents for cheque preparation	7. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
Office of the Mayor forwards the documents	8. Receives complete set of documents with duly signed cheque from Office of the Mayor	None	5 minutes	Aleli Macatuggal Budget Officer III
LandBank receives the Accountant's Advice of Local Check Disbursement	9. Prepares Accountant's Advice of Local Check Disbursement (thru LBP WeAccess or Manual Form)	None	10 minutes	Aleli Macatuggal Budget Officer III
	10.A. Authorizes Accountant's Advice of Local Check Disbursement: a. Approves LBP WeAccess, or b. Signs Manual Form	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant



	10.B. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
Municipal Treasury Office receives the documents for release of check/s	11.A. Logs and transmits documents with cheque to Municipal Treasurer's Office for release to corresponding payees	None	5 minutes	Sandy R. Peralta Admin Aide II
	11. B. Transmits Accountant's Advice of Local Check Disbursement to Land Bank of the Philippines, if thru manual advice	None	15minutes	Sandy R. Peralta Admin Aide II
LIQUIDATION OF CASH ADVANCE				
Municipal Treasurer's Office forwards documents for liquidation	12. Receives complete set of documents for liquidation and supporting documents	None		Jhaneth R. Noto Admin Officer II
	13. Updates the monitoring of cash advances matrix for Liquidation Report No. Series	None	1 hour	Jhaneth R. Noto Admin Officer II
	14. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	3 hours	Jhaneth R. Noto Admin Officer II
	15. Authorizes the JEV	None	30 minutes	John Carlo P. Oracion Admin Officer V
	16. Prints, signs and attaches approved JEV to complete set of documents for liquidation	None	1 hour	Jhaneth R. Noto Admin Officer II
	17. Municipal Accountant signs liquidation report (Appendix 35) and Journal Entry Voucher (Appendix 30)	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
	18. Endorses documents with duly signed JEV for scanning	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives hard copies of the complete set of documents for examination	19. Scans JEV and supporting documents for Accounting office compilation of soft copies while hard copies for sending to COA.	None	1 hour	Sandy R. Peralta Admin Aide II
TOTAL			9 hours & 33 minutes	



Services:	TF – GRANTING OF CASH ADVANCE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Approved Vouchers • Signed Cheques 		<ul style="list-style-type: none"> • Municipal Mayor's Staff • Municipal Mayor's Staff 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Mayor's Office forwards documents	1. Receives supporting documents from end-users	None	5 minutes	Aleli Macatuggal Budget Officer III
	2. Checks the completeness and propriety of the supporting documents.	None	5 minutes	Aleli Macatuggal Budget Officer III
	3. Prepares Fund Utilization Request and Status (<i>Appendix 29</i>)	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	4. Prepares Disbursement Vouchers (<i>Appendix 31</i>)	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	5. Prepares Journal Entry Voucher (<i>Appendix 30</i>) in Electronic New Government Accounting System (eNGAS)	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	6. Municipal Accountant signs CAFOA (<i>Appendix 28</i>), Disbursement Vouchers (<i>Appendix 31</i>), and BIR Forms 2306 and 2307	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	7. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the complete set of documents for cheque preparation	8. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
Office of the Mayor forwards documents with duly signed cheque	9. Receives complete set of documents with duly signed cheque from Office of the Mayor	None	5 minutes	Aleli Macatuggal Budget Officer III



	10. Prepares Accountant's Advice of Local Check Disbursement (<i>thru LBP WeAccess or Manual Form</i>)	None	10 minutes	Aleli Macatuggal Budget Officer III
	11.A. Authorizes Accountant's Advice of Local Check Disbursement: a. Approves LBP WeAccess, or b. Signs Manual Form	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	11.B. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
Municipal Treasurer's Office receives documents for release to corresponding payees	12.A. Logs and transmits documents with cheque to Municipal Treasurer's Office for release to corresponding payees	None	3 minutes	Sandy R. Peralta Admin Aide II
Land Bank of the Philippines receives Accountant's Advice of Local Check Disbursement	12. B. Transmits Accountant's Advice of Local Check Disbursement to Land Bank of the Philippines	None	15minutes	Sandy R. Peralta Admin Aide II
LIQUIDATION OF CASH ADVANCE				
Municipal Treasurer's Office forwards complete set of documents for liquidation	12. Receives complete set of documents for liquidation and supporting documents	None	1 hour	Gee Rose T. Medina Admin Officer IV
	13. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	14. Authorizes the JEV	None	30 minutes	John Carlo P. Oracion
	15. Prints, signs and attaches approved JEV to complete set of documents for liquidation	None	1 hour	Gee Rose T. Medina Admin Officer IV
	16. Municipal Accountant signs liquidation report (Appendix 35) and Journal Entry Voucher (Appendix 30)	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives hard copies of the complete set of documents for examination	18. Scans JEV and supporting documents for Accounting office compilation of soft copies while hard copies for sending to COA.	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			8 hours & 38 minutes	



Services:	GF/SEF - For payment of payroll for permanent employees			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All Permanent Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>thru bank transfer</p> <ul style="list-style-type: none"> • Approved Payroll • Approved Daily Time Record • Proof of Authority to Debit <p>thru voucher / new salary</p> <ul style="list-style-type: none"> • Approved Disbursement Voucher • Approved Daily Time Record • Certified true copy of duly approved appointment • Assignment Order, if applicable • Certified true copy of Oath of Office • Certificate of Assumption • Statement of Assets and Liabilities and Net Worth • BIR Withholding Tax Certificates (Forms 1902 and 2305) • Payroll Information on New Employee (PINE) • Approved application for Leave/Certification of Leave Application, if applicable • Medical Certificate if on sick leave for more than five (5) days, if applicable • Clearance from money, property and legal accountabilities, if on leave for more than on (1) month, if applicable • Obligation Request • Check for payment 		<ul style="list-style-type: none"> • HRMO • Treasury • HRMO • MBO • Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
HRMO sends advance soft copies of the payroll for review and checking	1. Receives softcopy of payroll for pre-audit, reconciles with HR - payroll master, and proceeds with the submission of hardcopy of payroll (per transaction)	None	45 minutes	Clementina Bandola Admin Officer III
Municipal Budget Office forwards	2. Receives hardcopy	None	15 minutes	Clementina Bandola



hard copies of the payroll and supporting documents	of supporting documents/payroll for payment with Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) from Municipal Budget Office (Appendix 28)			Admin Officer III
	3. Checks the completeness and propriety of the supporting documents.	None	5 minutes	Clementina Bandola Admin Officer III
	4. Prepares temporary Journal Entry Voucher (Appendix 30)	None	5 minutes	Clementina Bandola Admin Officer III
	5. Municipal Accountant signs CAFOA (Appendix 28) and temporary Journal Entry Voucher (Appendix 30)	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
	7. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
	8. Endorse softcopy of payroll and temporary JEV for ENGAS JEV preparation	None	2 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff
	9. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	10. Authorizes JEV in eNGAS for Financial Statement Preparation	None	30 minutes	John Carlo P. Oracion Admin Officer V
	11. Prepare temporary JEV with supporting documents for fund transfer	None	3 minutes	Clementina Bandola Admin Officer III
	12. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	13. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Arianne A. Ambrocio (GF and SEF) and Gee Rose T. Medina Admin Officer IV (TF)



	14. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	15. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	16. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of the complete set of documents	18. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			4 hours & 37 minutes	



Services:	GF/SEF - For payment of payroll for Job Order and Contract of Service			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All Permanent Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>thru bank transfer</p> <ul style="list-style-type: none"> • Approved Payroll • Approved Daily Time Record • Proof of Authority to Debit <p>thru voucher</p> <ul style="list-style-type: none"> • Approved Disbursement Voucher • Approved Daily Time Record • Contract of Services - For newly hired • Payroll Information on New Employee (PINE) • Medical Certificate if on sick leave for more than five (5) days, if applicable • Obligation Request • Check for payment 		<ul style="list-style-type: none"> • HRMO • Treasury • HRMO • MBO • Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
HRMO sends an advance of soft copies of the payroll for checking	1. Receives softcopy of payroll for pre-audit, reconciles with HR - payroll master, and proceeds with the submission of hardcopy of payroll (per transaction)	None	30 minutes	Clementina Bandola Admin Officer III
Municipal Budget Office forwards hard copies of the payroll and supporting documents	2. Receives hardcopy of supporting documents/payroll for payment with Certification on Appropriations, Funds and Obligation of Allotment (CAFOA) from Municipal Budget Office (Appendix 28)	None	15 minutes	Clementina Bandola Admin Officer III



	3. Checks the completeness and propriety of the supporting documents.	None	5 minutes	Clementina Bandola Admin Officer III
	4. Prepares temporary Journal Entry Voucher (Appendix 30)	None	5 minutes	Clementina Bandola Admin Officer III
	5. Municipal Accountant signs CAFOA (Appendix 28) and temporary Journal Entry Voucher (Appendix 30)	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the complete set of documents for cheque preparation	7. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
	8. Endorse softcopy of payroll and temporary JEV for ENGAS JEV preparation	None	2 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff
	9. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	10. Authorizes JEV in eNGAS for Financial Statement Preparation	None	30 minutes	John Carlo P. Oracion Admin Officer V
	11. Prepare temporary JEV with supporting documents for fund transfer	None	3 minutes	Clementina Bandola Admin Officer III
	12. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	13. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Arianne A. Ambrocio (GF and SEF) and Gee Rose T. Medina Admin Officer IV (TF)
	14. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	15. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	16. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of the complete set of documents	18. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			4 hours & 22 minutes	



Services:	GF/SEF - For transactions through Petty Cash - Travelling Expenses (per diem)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Obligation Request • Travel Order (within the Province) • Authority to Travel (outside the Country) • Letter of Invitation of host/sponsoring Agency/Organization • Approved Itinerary of Travel • Authority to claim per diems & travelling expenses (JO) 		<ul style="list-style-type: none"> • Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Budget Office forwards documents	1. Receives supporting documents for payment with from employees with Petty Cash Voucher (Appendix 33)	None	5 minutes	Aleli Macatuggal Budget Officer III
	2. Checks the completeness and propriety of the supporting documents.	None	10 minutes	Aleli Macatuggal Budget Officer III
	3. Approves the disbursement through Petty Cash	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
Accountable officers/ employees receives duly signed documents	4. Returns duly signed documents to accountable officers/ employees	None	5 minutes	-proceeds to SDO for release
TOTAL			40 minutes	



Services:	GF/SEF /TF– REMITTANCES - BIR			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Payroll BIR Forms Subsidiary Ledger 		<ul style="list-style-type: none"> Treasury BIR online system In-charge Accounting Personnel 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Verifies the completeness and accuracy of working papers (per transactions)	None	30minutes	Clementina Bandola Admin Officer III
	2. Prepares supporting documents for remittance	None	10 minutes	Clementina Bandola Admin Officer III
	3. Prepares BIR Return thru eBIR Forms App	None	5 minutes	Clementina Bandola Admin Officer III
	4. Prints BIR returns and temporary JEV	None	3 minutes	Clementina Bandola Admin Officer III
	5. Signs returns	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Records documents with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the complete set of documents for cheque preparation	7. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
	8. Endorse softcopy of working papers (payroll and Check DJ) and temporary JEV for ENGAS JEV preparation	None	3 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff and Gee Rose T. Medina Admin Officer IV
	9. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Arianne A. Ambrocio (SEF and GF) Gee Rose T. Medina Admin Officer IV (TF)
	10. Authorizes JEV in eNGAS for Financial Statement	None	5 minutes	John Carlo P. Oracion Admin Officer V
	11. Prepare temporary JEV with supporting documents for fund transfer	None	3 minutes	Clementina Bandola Admin Officer III
	12. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	13. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Arianne A. Ambrocio (GF and SEF) and Gee Rose T. Medina Admin Officer IV (TF)
	14. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	15. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	16. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	18. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			5 hours	



Services:	GF/SEF – Remittances - PHIC Contribution of permanent employees (all funds) thru LBP online payment system			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Philhealth and concerned employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Payroll SPA / Billing Approved Payment 		<ul style="list-style-type: none"> Treasury Accounting/PHIC online system Accounting/LandBank online payment system 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Prepares supporting documents for remittance (per transactions)	None	45 minutes	Clementina Bandola Admin Officer III
	2. Prints the supporting documents and prepares temporary JEV	None	5 minutes	Clementina Bandola Admin Officer III
	3. Approves the payment through LBP online payment, and prints the proof of payment	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	4. Signs the documents	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	5. Records the documents with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the complete set of documents for compilation	6. Transmits the complete set of documents to Municipal Treasurer's Office for compilation of copies	None	10 minutes	Sandy R. Peralta Admin Aide II
	7. Endorse softcopy of payroll and temporary JEV for ENGAS JEV preparation	None	5 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff
	8. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	9. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	10. Prepare temporary JEV with supporting documents for fund transfer	None	5 minutes	Clementina Bandola Admin Officer III
	11. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	12. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	13. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	15. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	Arianne A. Ambrocio Accounting Staff
	16. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	18. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			4 hours & 5 minutes	



Services:	GF/SEF – Remittances - GSIS Contribution of permanent employees (all funds)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	GSIS and concerned employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Payroll Monthly Billing Approved Payment 		<ul style="list-style-type: none"> Treasury Accounting/GSIS eBCS System Treasury / LandBank 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Prepares supporting documents for remittance (per transactions)	None	30 minutes	Clementina Bandola Admin Officer III
	2. Prints the supporting documents and prepares temporary JEV	None	5 minutes	Clementina Bandola Admin Officer III
	3. Log in to GSIS ebcs system to download billing	None	3 minutes	Clementina Bandola Admin Officer III
	4. Upload corrected remittance thru gsis ebcs system	None	10 minutes	Clementina Bandola Admin Officer III
	5. Prints Summary of Totals of Remittance for payment	None	5 minutes	Clementina Bandola Admin Officer III
	6. Signs the documents	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	7. Records the documents with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
	8. Transmits the complete set of documents to Municipal Treasurer's Office for compilation of copies	None	10 minutes	Sandy R. Peralta Admin Aide II
	9. Endorse softcopy of payroll and temporary JEV for ENGAS JEV preparation	None	5 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff
	10. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	11. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	12. Prepare temporary JEV with supporting documents for fund transfer	None	5 minutes	Clementina Bandola Admin Officer III
	13. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	14. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	15. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	16. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	Arianne A. Ambrocio Accounting Staff
	17. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	18. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	19. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			4 hours & 5 minutes	



Services:	GF/SEF – Remittances – BANK LOANS & PAG-IBIG / SSS Contribution of Permanent and Non-permanent employees (all funds)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Concerned Agency and employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Approved Payroll Monthly Billing Approved Payment 		<ul style="list-style-type: none"> Treasury HRMO/Concerned Agency Treasury/Concerned Banks 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Prepares supporting documents for remittance	None	30 minutes	Clementina Bandola Admin Officer III
	2. Prints the supporting documents and prepares temporary JEV	None	5 minutes	Clementina Bandola Admin Officer III
	3. Log in to SSS portal for the encoding of online remittance / save remittance to flash drive for pag-ibig remittance	None	3 minutes	Clementina Bandola Admin Officer III
	5. Signs the documents	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Records the documents with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
Municipal Treasurer's Office receives the complete set of documents for compilation	7. Transmits the complete set of documents to Municipal Treasurer's Office for compilation of copies	None	10 minutes	Sandy R. Peralta Admin Aide II
	8. Endorse softcopy of payroll and temporary JEV for ENGAS JEV preparation	None	2 minutes	from Clementina Bandola Admin Officer III to Arianne A. Ambrocio Accounting Staff
	9. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	10. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	11. Prepare temporary JEV with supporting documents for fund transfer	None	5 minutes	Clementina Bandola Admin Officer III
	12. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	13. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	20 minutes	Arianne A. Ambrocio Accounting Staff
	14. Authorizes JEV of fund transfer in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	15. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	Arianne A. Ambrocio Accounting Staff
	16. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	17. Endorses documents with duly signed JEV for scanning	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	18. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			4 hours & 22 minutes	



Services:	GF/SEF – Distribution of CSBI SF			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	CSBI and concern employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Paid Loan Billing • Approved Journal Entry 		<ul style="list-style-type: none"> • Treasury • Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Endorses supporting documents for JEV Preparation	None	5 minutes	Clementina Bandola Admin Officer III
	2. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	3 minutes	Arianne A. Ambrocio
	3. Authorizes JEV in eNGAS	None	2 minutes	John Carlo P. Oracion Admin Officer V
	4. Prepare temporary JEV with supporting documents for fund transfer	None	2 minutes	Clementina Bandola Admin Officer III
	5. Coordinate with Municipal Treasurer's Office Personnel for the fund transfer, and endorse the temporary JEV for preparation of JEV in eNGAS	None	5 minutes	Clementina Bandola Admin Officer III
	6. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes	Arianne A. Ambrocio Accounting Staff
	7. Authorizes JEV of fund transfer in eNGAS	None	2 minutes	John Carlo P. Oracion Admin Officer V
	8. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	3 minutes	Arianne A. Ambrocio Accounting Staff
	9. Signs JEV	None	5 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	10. Endorses documents with duly signed JEV for scanning	None	2 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	11. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			2 hours & 34 minutes	



Services:	ALL FUNDS – Autho-Debit/Credit Transactions			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Auto debit/credit 		<ul style="list-style-type: none"> • Treasury Dept 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Received authodebit/credit documents from Municipal Treasurer's Office	None	10 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	2. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	3. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	4. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	30 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	5. Signs JEV	None	2 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. Endorses documents with duly signed JEV for scanning	None	3 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	7. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	2 hours	Sandy R. Peralta Admin Aide II
TOTAL			1 hour & 22 minutes	



Services:	TF – Grant, Utilization and Liquidation of Inter-Agency Transferred Funds			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Bank Statements 		<ul style="list-style-type: none"> Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Receives grant from source agencies	None		N/A
	2. Confirms the amount through legal documents (i.e. Bank statement, Official Receipt, etc.), and reviews Memorandum of Agreement/ Memorandum of Understanding, and/or pertinent laws	None	1 hour	Gee Rose T. Medina Admin Officer IV
	3. Utilizes funds strictly for the intended purpose by following the regular steps in processing payments through check, grant, utilization, and liquidation of cash advances, and/or payment of payroll.	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	4. Refer to usual routine for actual utilization thru: a. Cheque as payment for commercial claims/infrastructure projects, b. Cash advances for payment for commercial claim, c. Cash advances for payroll	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	5. Prepares liquidation report (Appendix 35) with complete and proper supporting documents	None	1 hour	Gee Rose T. Medina Admin Officer IV
	8. Prepares Certificate of Liquidation	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	9. Prepares a compilation of documents for each inter-agency transferred fund	None	2 hours	Gee Rose T. Medina Admin Officer IV
	10. Signs complete set of supporting documents for liquidation of inter-agency transferred funds	None	30 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	11. Forward copies of Certificate of Liquidation, and compilation of documents to Resident COA and office of the Source Agency; and coordinate with implementing office	None	1 day	Gee Rose T. Medina Admin Officer IV
TOTAL			1 day, 10 hours & 30 minutes	



Services:	GF/SEF - COLLECTION			
Classification:	SIMPLE			
Type of Transaction:	G2G- Government to Government, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official Receipts Report of Collections and Deposits 		<ul style="list-style-type: none"> Treasury Office Treasury Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1. Receives supporting documents from Municipal Treasurer's Office: a. Abstract of RPT Collections (Appendix 45) b. Report of Collections and Deposit (Appendix 34)	None		Jhaneth R. Noto Admin Officer II
	2. Checks the accuracy, completeness and propriety of the supporting documents.	None	30 minutes	Jhaneth R. Noto Admin Officer II
	3. Manually encodes the transaction to collection matrix	None	1 hour	Jhaneth R. Noto Admin Officer II
	4. Prepares temporary Journal Entry Voucher (Appendix 30)	None	30 minutes	Jhaneth R. Noto Admin Officer II
	5. Prepares CRJ (deposit to CIB only)	None	10 minutes	Jhaneth R. Noto Admin Officer II
	6. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	3 hours	Jhaneth R. Noto Admin Officer II
	7. Authorizes JEV in eNGAS	None	30 minutes	John Carlo P. Oracion Admin Officer V
	8. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	1 hour	Jhaneth R. Noto Admin Officer II
	9. Signs JEV	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
	10. Endorses documents with duly signed JEV for scanning	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	11. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	1 hour	Sandy R. Peralta Admin Aide II
TOTAL			9 hours & 40 minutes	

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Services:	TF - COLLECTION			
Classification:	SIMPLE			
Type of Transaction:	G2G- Government to Government, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official Receipts Report of Collections and Deposits 		<ul style="list-style-type: none"> Treasury Office Treasury Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Treasurer's Office forwards a. Abstract of RPT Collections (Appendix 45) b. Report of Collections and Deposit (Appendix 34)	1. Receives supporting documents from Municipal Treasurer's Office: a. Abstract of RPT Collections (Appendix 45) b. Report of Collections and Deposit (Appendix 34)	None		Gee Rose T. Medina Admin Officer IV
	2. Checks the accuracy, completeness and propriety of the supporting documents.	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	3. Manually encodes the transaction to collection matrix	None	1 hour	Gee Rose T. Medina Admin Officer IV
	4. Prepares temporary Journal Entry Voucher (Appendix 30)	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	5. Prepares CRJ (deposit to CIB only)	None	10 minutes	Gee Rose T. Medina Admin Officer IV
	6. Prepares Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	2 hours	Gee Rose T. Medina Admin Officer IV
	7. Authorizes JEV in eNGAS	None	30 minutes	John Carlo P. Oracion Admin Officer V
	8. Prints and signs approved JEV, and endorse to Municipal Accountant for signature	None	1 hour	Gee Rose T. Medina Admin Officer IV
	9. Signs JEV	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
	10. Endorses documents with duly signed JEV for scanning	None	1 hour	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	11. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	1 hour	Sandy R. Peralta Admin Aide II
TOTAL			8 hours & 40 minutes	



Services:	ALL FUNDS – Transmittal of Financial Documents to COA			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Approved JEV • Approved Vouchers • All attachments (soft copies) 		<ul style="list-style-type: none"> • Treasury • Treasury • In-charge accounting personnel 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Treasurer's Office forwards vouchers	1. Receives vouchers from Municipal Treasurer's Office	None	3 minutes	Sandy R. Peralta Admin Aide II
	2. Prints and secures signatures of approved JEV	None	5 minutes	Sandy R. Peralta Admin Aide II
	3. Produces e-copy of the documents	None	10 minutes	Sandy R. Peralta Admin Aide II
	4. Secure copy of transaction list generated from ENGAS	None	5 minutes	Sandy R. Peralta Admin Aide II
	5. Prepares Transmittal Letter	None	5 minutes	Sandy R. Peralta Admin Aide II
Commission on Audit receives the original hard copies	6. Safekeeps the original hard copy, and transmits the e-copy to Commission on Audit	None	1-2 hours	Sandy R. Peralta Admin Aide II
TOTAL			1 hour & 28 minutes	



Services:	Component Barangay Reports			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Cash Books • Annual Financial Reports • SCABAA • Comparative Annual Reports • BIR Annual Alphalist 		<ul style="list-style-type: none"> • All barangays 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
All component barangays forward cash books of various fund sources	1. Receives cash books of various fund sources from all component barangays	None		Richelle T. Villegas Admin Assistant
	2. Prepares separate Journal Cash Transaction (JCT) for each Barangay	None	1-3 hours	Richelle T. Villegas Admin Assistant
	3. Prepares General Ledger / Subsidiary Ledger, Pre & Post Trial Balance, and Monthly Financial Statement for each barangays	None	1 day	Richelle T. Villegas Admin Assistant
	4. Endorses forms, documents and reports to Municipal Accountant for signature	None	30 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
Commission on Audit receives Final reports	5. Finalizes reports to be submitted to Commission on Audit.	None	2-3 hours	Richelle T. Villegas Admin Assistant
TOTAL			3 hours & 30 minutes	



Services:	Recording of AuthoDebit/Credit Transactions			
	Transfers, whether receipt or disbursements, for financial transactions were made to transfer amount electronically between bank accounts of the municipality representing the settlement of obligation/receipt of receivables arising from previous transactions.			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Proof of disbursement 		Banks Municipal Treasurer's Office		
FOR REMITTANCES <ul style="list-style-type: none"> • Payroll • Remittance Forms • FOR FUNDING ERRORS <ul style="list-style-type: none"> • Disbursement Vouchers 		Municipal Treasurer's Office Municipal Treasurer's Office Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Treasurer's Office transmits copies of verified Authority to Debit Account	1. Receive autho-debit/credit documents from Municipal Treasurer's Office	None	10 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	2. Prepare Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	3. Authorize JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	4. Print and sign approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	5. Signs JEV	None	2 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. The Municipal Accountant will endorse documents with duly signed JEV for scanning	None	3 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	7. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	5 minutes	Sandy R. Peralta Admin Aide II
TOTAL			40 minutes	



Services:		Preparation of Monthly Statement of Bank Reconciliation		
		The bank reconciliation lowers the likelihood of errors in the data used to create accounts by guaranteeing that every transaction that has passed through the bank statements has been examined and verified.		
Classification:		SIMPLE		
Type of Transaction:		G2G – Government-to-Government		
Who may avail:		Municipality of Limay		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Monitoring of Checks Issued Bank Statement / Snapshots 		Municipal Accounting Office Banks		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	1.A. Verify the accuracy and completeness of recorded transactions in monitoring form of checks issued	None	1 day	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	1.B. Secures copy of Bank Statement	None	30 minutes	Banks
	2. Prepare Bank Reconciliation Statement	None	1 day	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	3. Prepare List of Outstanding Checks	None	30 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
COA received the Financial Report	4. Sign the correctness of the Bank Reconciliation Statement for submission to COA	None	30 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
TOTAL			2 days, 1 hour and 30 mins	



Services:	Recording of AuthoDebit/Credit Transactions Transfers, whether receipt or disbursements, for financial transactions were made to transfer amount electronically between bank accounts of the municipality representing the settlement of obligation/receipt of receivables arising from previous transactions.			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Proof of disbursement 		Banks Municipal Treasurer's Office		
FOR REMITTANCES <ul style="list-style-type: none"> • Payroll • Remittance Forms 		Municipal Treasurer's Office Municipal Treasurer's Office		
FOR FUNDING ERRORS <ul style="list-style-type: none"> • Disbursement Vouchers 		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Transmit copies of verified Authority to Debit Account	1. Receive authodebit/ credit documents from Municipal Treasurer's Office	None	10 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	2. Prepare Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV



	3. Authorize JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	4. Print and sign approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	John Carlo P. Oracion Admin Officer V / Gee Rose T. Medina Admin Officer IV
	5. Signs JEV	None	2 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. The Municipal Accountant will endorse documents with duly signed JEV for scanning	None	3 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	7. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	5 minutes	Sandy R. Peralta Admin Aide II
TOTAL			40 minutes	



Services:	Recording of Receipts and Disbursements through Bank Transfer			
	This refers to transactions in which collections were transferred by payees/source directly to our bank accounts. This includes receipt of National Tax Allotment (NTA), municipal share from Real Property Tax (RPT) collections, and other miscellaneous income. This also includes distribution of RPT to barangays, transfer of 20% share from NTA for Development Fund, and Socialized Housing Taxes.			
Classification:	SIMPLE			
Type of Transaction:	G2G – Government-to-Government			
Who may avail:	Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
RECEIPTS		Banks Municipal Treasurer's Office		
<ul style="list-style-type: none"> • Proof of receipts (Bank Statement, ADA, DV from PGB, or NCA) 				
DISBURSEMENTS		Banks Municipal Treasurer's Office		
<ul style="list-style-type: none"> • Proof of disbursements (Bank Statement and ADA) 				
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Treasurer's Office transmits copies of verified Authority to Debit Account	1. Receive authodebit/ credit documents from Municipal Treasurer's Office	None	10 minutes	John Carlo P. Oracion Admin Officer V
	2. Prepare Journal Entry Voucher (Appendix 30) in Electronic New Government Accounting System (eNGAS)	None	5 minutes	John Carlo P. Oracion Admin Officer V
	3. Authorize JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	4. Print and sign approved JEV, and endorse to Municipal Accountant for signature	None	10 minutes	John Carlo P. Oracion Admin Officer V
	5. Signs JEV	None	2 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	6. The Municipal Accountant will endorse documents with duly signed JEV for scanning	None	3 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
COA receives the hard copies of complete set of documents	7. Scans JEV and supporting documents for Accounting Office compilation of soft copies while hard copies send to COA	None	5 minutes	Sandy R. Peralta Admin Aide II
TOTAL			40 minutes	



Services:	TF - For commercial claims; payment of construction projects			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Bidding Documents Obligation Request Approved vouchers/Signed checks BIR Forms (2306/2307) 		<ul style="list-style-type: none"> BAC MBO Mayor's Office BIR online system 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Municipal Budget Office forwards documents	1. Receives supporting documents from end-users	None	5 minutes	Aleli Macatuggal Budget Officer III
	2. Checks the completeness and propriety of the supporting documents.	None	5 minutes	Aleli Macatuggal Budget Officer III
	3. Prepares Fund Utilization Request and Status (<i>Appendix 29</i>)	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	4. Prepares Disbursement Vouchers (<i>Appendix 31</i>)	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	5. Prepares Bureau of Internal Revenue Certifications; a. 2306 - Certificate of Final Tax Withheld at Source b. 2307 - Certificate of Creditable Tax Withheld at Source	None	5 minutes	Gee Rose T. Medina Admin Officer IV
	5. Prepares Journal Entry Voucher (<i>Appendix 30</i>) in Electronic New Government Accounting System (eNGAS)	None	30 minutes	Gee Rose T. Medina Admin Officer IV
	6. Municipal Accountant signs CAFOA (<i>Appendix 28</i>), Disbursement Vouchers (<i>Appendix 31</i>), and BIR Forms 2306 and 2307	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	7. Records the DVs with SDs in the logbook	None	5 minutes	Sandy R. Peralta Admin Aide II
	8. Transmits the complete set of documents to Municipal Treasurer's Office for cheque preparation	None	10 minutes	Sandy R. Peralta Admin Aide II
	9. Receives complete set of documents with duly signed cheque from Office of the Mayor	None	5 minutes	Aleli Macatuggal Budget Officer III
	10. Prepares Accountant's Advice of Local Check Disbursement (<i>thru LBP WeAccess or Manual Form</i>)	None	10 minutes	Aleli Macatuggal Budget Officer III
	11.A. Authorizes Accountant's Advice of Local Check Disbursement: a. Approves LBP WeAccess, or b. Signs Manual Form	None	10 minutes	Kris Jefferson P. Dimalanta Municipal Accountant
	11.B. Authorizes JEV in eNGAS	None	5 minutes	John Carlo P. Oracion Admin Officer V
	12.A. Logs and transmits documents with cheque to Municipal Treasurer's Office for release to corresponding payees	None	3minutes	Sandy R. Peralta Admin Aide II
Land Bank of the Philippines receives Accountant's Advice of Local Check Disbursement	12. B. Transmits Accountant's Advice of Local Check Disbursement to Land Bank of the Philippines	None	15minutes	Sandy R. Peralta Admin Aide II
TOTAL			2 hours & 8 minutes	



OFFICE OF THE MUNICIPAL AGRICULTURE

VISION

LIMAY, BATAAN, an Agro-Industrial town demonstrating a robust investor with diversified agro-industrial activities anchored on sustainable growth and social equity.

MISSION

To boost local economy by providing dynamic investment opportunities and creating conducive climate for agriculture, livelihood and growth enterprises development while ensuring rational increase in agricultural production as well as promoting competitiveness.

ORGANIZATIONAL CHART

Office of the Municipal Agriculturist



JOSELITO D. GALICIA
OIC-Municipal Agriculturist



JOANNE M. DIZON
Administrative Assistant III

Livestock Section

Crops Section

Fisheries Section



JOEY Q. DOMINGO
Livestock Inspector



ROMMEL H. NICOLAS
Agricultural Technician



IZZA RONA A. ARTUZ
Agricultural Technician



JEREMIE S. SAGRADO
Engr. I



FEDLYN VILLAVIRAY
Agricultural Technician



VICENTE F. NUÑEZ
Agricultural Technician



VICTORINO R. MINIMO
Agricultural Technician



ROSE C. SANTOS
Agricultural Technician



RENATO J. MANALANSAN
Agricultural Technician



Services:		TECHNICAL ASSISTANCE (CROPS/LIVESTOCK/FISHERIES)		
Classification:		SIMPLE		
Type of Transaction:		Government to Citizen, Government to Business		
Who may avail:		All		
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> None 		<ul style="list-style-type: none"> CLIENT OFFICE OF THE MUNICIPAL AGRICULTURIST 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Visit or Call at our Office (09999954273)	1. Receiving and recording of reports	None	3 minutes	JOANNE DIZON Administrative Assistant III
	2. Validation of the area / inspection of livestock and provision of recommendation /rendering technical assistance		8 hrs	Agricultural Extension Worker (AEW) assigned to concerned barangay:
TOTAL			8hrs and 3 Minutes	



Services:	ISSUANCE OF CERTIFICATION: LAND RECLASSIFICATION			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter Copy of Land Title Tax Declaration of Real Property 		<ul style="list-style-type: none"> CLIENT OFFICE OF THE MUNICIPAL AGRICULTURIST 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submission of complete requirements	1. Receiving and recording of request	None	3 minutes	JOANNE DIZON Administrative Assistant III
	2. Ocular inspection and validation of the area		8 hrs	JOSELITO D. GALICIA Supervising Agriculturist
	3. Preparation & Issuance of certification upon approval of the Municipal Agriculturist		5 Minutes	JOANNE DIZON Administrative Assistant III JOSELITO D. GALICIA Supervising Agriculturist
TOTAL			8hrs and 8 minutes	



Services:	MUNICIPAL FISHING BOAT REGISTRATION			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Fishfolks			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Certification from BFARMC Chairman • Barangay Certification • Cedula • ID picture (2x2) 1pc • Picture of owner depicting the banca • Accomplished Standard Boat Application Form 		<ul style="list-style-type: none"> • CLIENT • MFARMC • BARANGAY • OFFICE OF THE MUNICIPAL AGRICULTURIST 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submission of complete requirements	1. Receiving and recording of request	P10.00 – Non Motorized Banca P25.00 – Banca with LESS THAN 16HP Motor P40.00 – Banca with 16HP AND ABOVE Motor	3 Minutes	ROSE C. SANTOS AEW JOANNE DIZON Administrative Assistant III
	2. Issuance of Certificate of BoatR Number for fishing vessel/banca		5 Minutes	ROSE SANTOS AEW JOSELITO D. GALICIA Supervising Agriculturist
TOTAL			8 Minutes	



Services:	REGISTRY SYSTEM FOR BASIC SECTORS IN AGRICULTURE (RSBSA)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Farmers			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • ID picture (2x2) 1pc • Xerox copy of Valid ID • Barangay Certification • Accomplished Standard Form For RSBSA application 		<ul style="list-style-type: none"> • CLIENT • BARANGAY • OFFICE OF THE MUNICIPAL AGRICULTURIST 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submission of complete requirements	1.Receiving, reviewing, validating and recording of documents	None	3 Minutes	JEREMIE S. SAGRADO Engineer I
	2.Issuance of RSBSA Registration Number		5 Minutes	JEREMIE S. SAGRADO Engineer I JOSELITO D. GALICIA Supervising Agriculturist
TOTAL			8 Minutes	

OFFICE OF THE MUNICIPAL ASSESSOR

VISION

*A revenue generating unit committed to the proper, efficient, and effective
A revenue generating unit committed to the proper, efficient, and
effective administration and utilizing real property taxes as the
instrument for the development of the entire locality.*

MISSION

*Ensure that all real properties within our territorial jurisdiction are
properly listed and Accurately declared.*



ORGANIZATIONAL CHART

OFFICE OF THE MUNICIPAL ASSESSOR

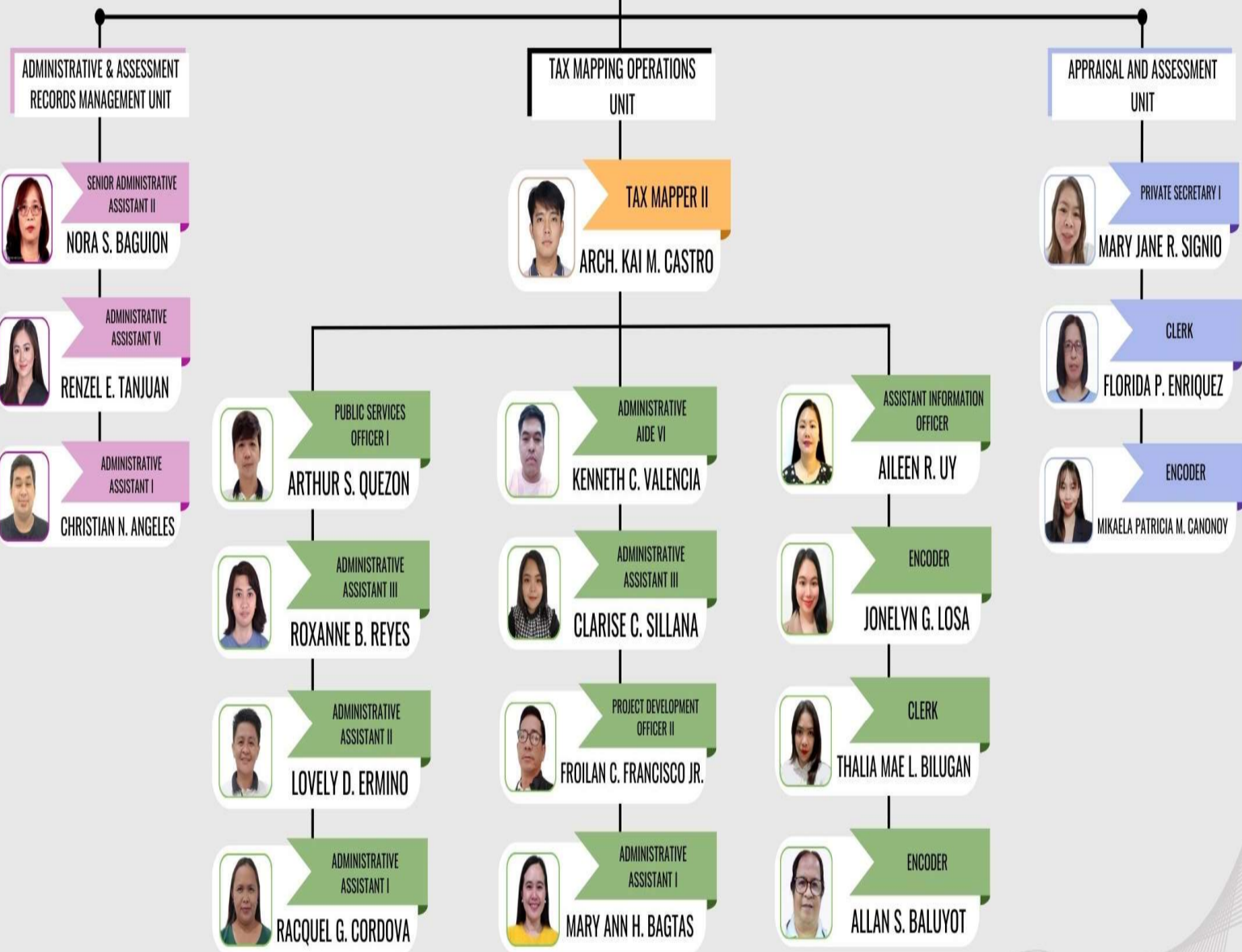
MUNICIPALITY OF LIMAY

ORGANIZATIONAL CHART



MUNICIPAL ASSESSOR

JOCELYN B. LINAO





Services	ISSUANCE OF TAX DECLARATION FOR TRANSFER OF OWNERSHIP (Land, Building, Machinery and Other Improvements)			
Classification	SIMPLE			
Type of Transaction	Government to Citizen			
Who may avail	All property owners and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Land: (2 copies each) <ul style="list-style-type: none"> • Transfer Certificate of Title (TCT) • Deed of Conveyance (Sale, Inheritance, Donation, Etc.) • Certificate Authorizing Registration from BIR • Transfer Tax Receipt • Real Property Tax Receipt (current Year) or Tax Clearance • Long Brown Envelope • P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office) 		*Property owner and/or Registry of Deeds *Property owner *Bureau of Internal Revenue *Provincial Treasurer's Office *Property owner and/or Municipal Treasurer's Office *Property Owner *Property Owner		
For Buildings, Machineries and Other Improvements: <ul style="list-style-type: none"> * Deed of Conveyance (Sale, Inheritance, Donation, Etc.) * Certificate Authorizing Registration from BIR * Transfer Tax Receipt * Real Property Tax Receipt (current Year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office) 		*Property Owner *Bureau of Internal Revenue *Provincial Treasurer's Office *Property owner and/or Municipal Treasurer's Office *Property Owner *Property Owner		
CLIENTS STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request for the Service	Provides service slip to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i> CHRISTIAN N. ANGELES <i>Administrative Assistant I</i>
2. Fills out and submits service slip together with the required documents	Gathers, reviews, evaluates submitted requirements	None	5 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
	Prepares/Types Tax Declaration	None	10 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i>
	Reviews, validates, approves and Signs Initial Tax Declaration	None	8 minutes	JOCELYN B. LINAO <i>Municipal Assessor</i>



	Issues Initial Tax Declaration to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
6. Brings the Initial Tax Declaration to the Prov'l. Assessor's Office for validation, assignment of Tax Declaration Number and final Approval.	None	P400.00 I.T. Fee (to be paid in Provincial Treasurer's Office)	None	<i>Provincial Assessor's Office</i>
TOTAL		P400.00 I.T. Fee - per Tax Declaration (to be paid in Provincial Treasurer's Office)	27 minutes For final approval at the Provincial Assessor's Office)	



Services	ISSUANCE OF TAX DECLARATION FOR SUBDIVISION AND/OR CONSOLIDATION, RECLASSIFICATION AND NEW DECLARATION OF LAND			
Classification	SIMPLE			
Type of Transaction	Government to Citizen			
Who may avail	All property owners and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Subdivision and/or consolidation of Land: (2 copies each) * Transfer Certificate of Title (TCT) * Approved Subdivision and/or consolidation plan (Blue Print) * Certificate Authorizing Registration from BIR * Real Property Tax Receipt (current Year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		*Property owner and/or Registry of Deeds *Property owner *Bureau of Internal Revenue *Property owner and/or Municipal Treasurer's Office *Property Owner *Property Owner		
For Reclassification of Land * Transfer Certificate of Title * Sangguniang Bayan Resolution/Ordinance * Certificate Authorizing Registration from BIR * Real Property Tax Receipt (current Year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		*Property owner and/or Registry of Deeds *Sangguniang Bayan *Bureau of Internal Revenue *Property owner and/or Municipal Treasurer's Office *Property Owner *Property Owner		
For New Declaration of Land * Original Certificate of Title (OCT) * Approved Plan (Blue Print) * Real Property Tax Receipt (current year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		*Property owner and/or Registry of Deeds *Property owner *Property owner and/or Municipal Treasurer's Office *Property Owner *Property Owner		
CLIENTS STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request for the Service	Provides service slip to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
2. Fills out and submits service slip together with the required documents	Gathers, reviews, evaluates submitted requirements	None	5 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
	Prepares/Types Tax Declaration	None	10 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i>



	Updates/plots the Title on the GIS Base Map, for final approval of Provincial Tax Mapping Division.	None	30 minutes	KAI M. CASTRO <i>Tax Mapper II</i>
	Reviews, validates, approves and Signs Initial Tax Declaration	None	8 minutes	JOCELYN B. LINAO <i>Municipal Assessor</i>
	Issues Initial Tax Declaration to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
7. Brings the Initial Tax Declaration to the Prov'l. Assessor's Office for validation, assignment of Tax Declaration Number and final Approval.	None	P400.00 I.T. Fee (to be paid in Provincial Treasurer's Office)	None	<i>Provincial Assessor's Office</i>
TOTAL		P400.00 I.T. Fee - per Tax Declaration (to be paid in Provincial Treasurer's Office)	57 minutes (For final approval at the Provincial Assessor's Office)	



Services	ISSUANCE OF TAX DECLARATION FOR NEW DECLARATION OF BUILDING, MACHINERY AND OTHER IMPROVEMENTS			
Classification	SIMPLE			
Type of Transaction	Government to Citizen			
Who may avail	All property owners and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Two (2) copies each: * Floor Plan * Building Permit * Occupancy Permit * Sworn Statement * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		* Property Owner * Engineering's Office * Engineering's Office * Attorney's Office * Property Owner *Property Owner		
CLIENTS STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request for the Service	Provides service slip to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
2. Fills out and submits service slip together with the required documents	Gathers, reviews, evaluates submitted requirements	None	5 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
	3.a Conducts ocular inspection of the property	None	Depends on the availability of Service	KAI M. CASTRO <i>Tax Mapper II</i> CHRISTIAN N. ANGELES <i>Administrative Assistant I</i>
	3.b Checks the aerial view of the property then returns to Assessment division	None	15 minutes	KAI M. CASTRO <i>Tax Mapper II</i>
	Prepares FAAS (Real Property Field Appraisal & Assessment Sheet- Building & Other Improvements)	None	45 minutes	JOCELYN B. LINAO <i>Municipal Assessor</i>
	Prepares/Types Tax Declaration	None	10 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i>
	Updates/plots the Title on the GIS Base Map, for final approval of Provincial Tax Mapping Division.	None	25 minutes	KAI M. CASTRO <i>Tax Mapper II</i>



	Reviews, validates, approves and Signs Initial Tax Declaration	None	8 minutes	JOCELYN B. LINAO <i>Municipal Assessor</i>
	Issues Initial Tax Declaration to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
9. Brings the Initial Tax Declaration to the Prov'l. Assessor's Office for validation, assignment of Tax Declaration Number and final Approval.	None	P400.00 I.T. Fee (to be paid in Provincial Treasurer's Office)	None	<i>Provincial Assessor's Office</i>
TOTAL		P400.00 I.T. Fee - per Tax Declaration (to be paid in Provincial Treasurer's Office)	1 hour and 52minutes (For final approval at the Provincial Assessor's Office)	



Services		ISSUANCE OF TAX DECLARATION FOR REASSESSMENT, DEPRECIATION AND CANCELLATION OF BUILDING, MACHINERY AND OTHER IMPROVEMENTS		
Classification	COMPLEX			
Type of Transaction	Government to Citizen			
Who may avail	All property owners and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Reassessment of building, machinery and other improvements * Floor Plan * Building Permit * Sworn Statement of the True Current & Fair Market value * Real Property Tax Receipt (current Year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		* Property Owner * Engineering's Office * Attorney's Office * Property Owner and/or Municipal Treasurer's Office * Property Owner *Property Owner		
For Depreciation of Building, Machinery and other improvements * Request Letter * Real Property Tax Receipt (current Year) or Tax Clearance * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		*Property Owner *Property Owner and/or Municipal Treasurer's Office * Property Owner *Property Owner		
For Cancellation of Building, Machinery and other improvements * Request Letter * Real Property Tax Receipt (current Year) or Tax Clearance * Owner's Sworn Affidavit * Long Brown Envelope * P400.00 I.T. Fee (to be paid in Prov'l. Treasurer's Office)		*Property Owner *Property Owner and/or Municipal Treasurer's Office * Attorney's Office *Property Owner *Property Owner		
CLIENTS STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request for the Service	Provides service slip to the client	None	2 minutes	NORA S. BAGUION Senior Admin Assistant II RENZEL E. TANJUAN Administrative Assistant VI
2. Fills out and submits service slip together with the required documents	Gathers, reviews, evaluates submitted requirements	None	5 minutes	NORA S. BAGUION Senior Admin Assistant II RENZEL E. TANJUAN Administrative Assistant VI



	Prepares/Types Tax Declaration	None	10 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i>
	Reviews, validates, approves and Signs Initial Tax Declaration	None	8 minutes	JOCELYN B. LINAO <i>Municipal Assessor</i>
	Issues Initial Tax Declaration to the client	None	2 minutes	NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i>
6. Brings the Initial Tax Declaration to the Prov'l. Assessor's Office for validation, assignment of Tax Declaration Number and final Approval.	None	P400.00 I.T. Fee (to be paid in Provincial Treasurer's Office)	None	<i>Provincial Assessor's Office</i>
TOTAL		P400.00 I.T. Fee - per Tax Declaration (to be paid in Provincial Treasurer's Office)	27 minutes (For final approval at the Provincial Assessor's Office)	



Services	INQUIRY			
Classification	SIMPLE			
Type of Transaction	Government to Citizen			
Who may avail	All property owners and/or authorized representative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
* Any document that is related to the query		*Property Owner		
CLIENTS STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Request for the Service	Attend to the Query	None	5 minutes (depends on the Query)	JOCELYN B. LINAO <i>Municipal Assessor</i> NORA S. BAGUION <i>Senior Admin Assistant II</i> RENZEL E. TANJUAN <i>Administrative Assistant VI</i> CHRISTIAN N. ANGELES <i>Administrative Assistant I</i>
TOTAL			5 minutes	



MUNICIPAL BUDGET OFFICE

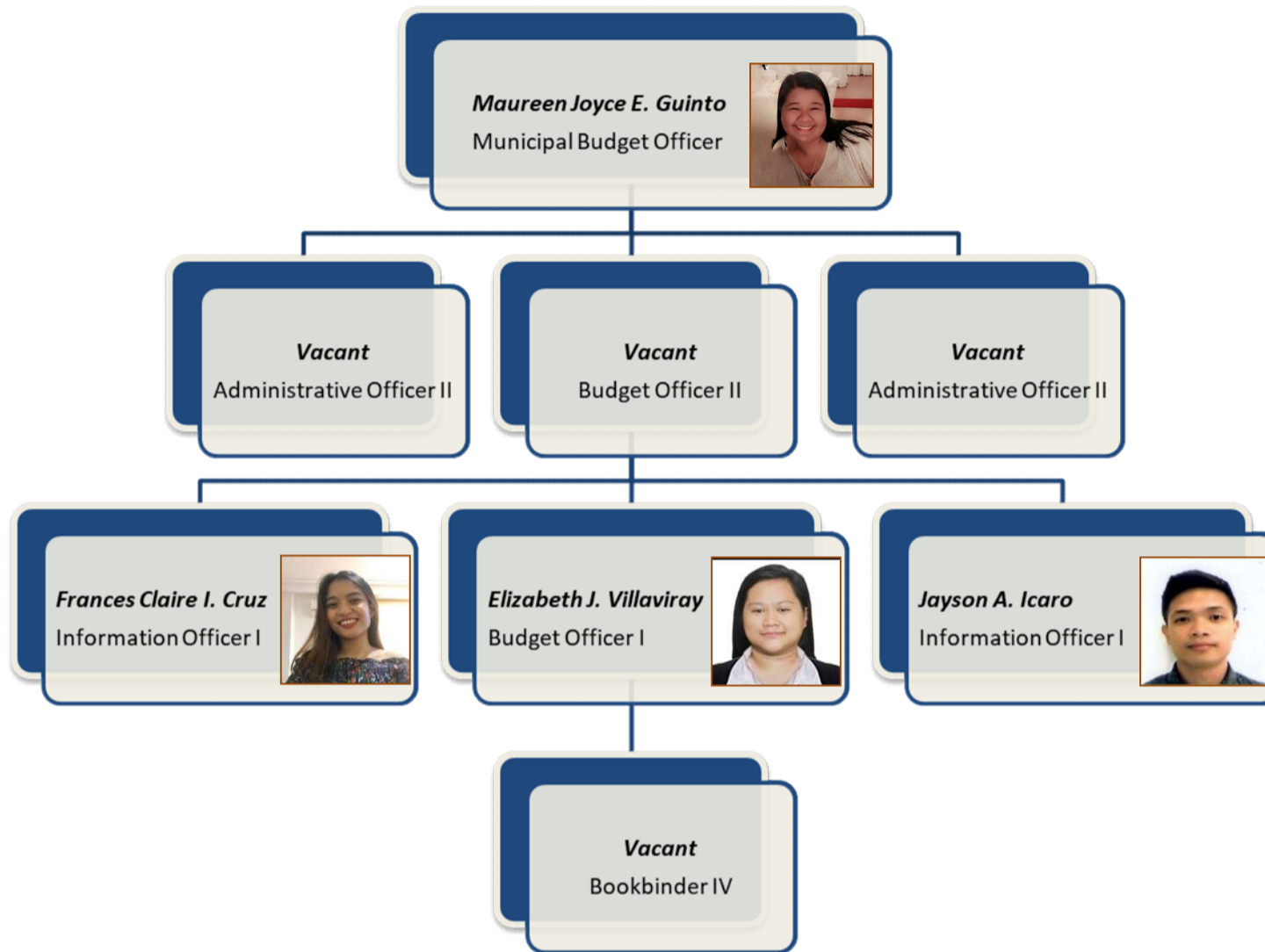
VISION

Create the fiscal environment whereby customer departments/offices and barangays achieve applicable qualities of prudence, resourcefulness and priority-based utilization for the effective delivery of public goods and services to people/communities of the municipality.

MISSION

To promote and implement public expenditure management policies that is sustainable and supportive of local and national development goals. To recommend fiscal policies that ensures efficiency, effectiveness, transparency and accountability in public spending.

ORGANIZATIONAL CHART





Services:	PREPARATION OF ANNUAL BUDGET			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Any person with transaction to the Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Annual Investment Program Budget Call Estimated Income Certified by Municipal Treasurer Budget Proposal Budget Message Appropriation Ordinance 		<ul style="list-style-type: none"> Local Departments/Offices Municipal Budget Office Municipal Mayor's Office Local Finance Committee Civil Society Organizations 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Prepare and Approve Annual Investment Program	Review if the PPAs included in the AIP coincides with the PPAs from the CDP and LDIP	None	1 month	Local Development Council Municipal Budget Officer Local Chief Executive
2. Issue of Budget Call	Provide copies of the Budget Call to accredited CSOs and Department Heads	None	1 day	Local Chief Executive
3. Conduct Budget Forum	Invite accredited CSOs to the Budget Forum	None	1 day	Local Chief Executive Local Finance Committee Local Department Heads Municipal Budget Officer Civil Society Organizations
4. Prepare and Submit Budget Proposals	Receive, review and consolidate the Budget Proposals Determine the expected outputs for the budget year and the estimated cost	None	1 month	Local Chief Executive Local Department Heads Municipal Budget Officer
5. Conduct Budget Hearing	Invite accredited CSOs to the budget hearing in relation to sectoral concerns	None	1 day	Local Chief Executive Local Finance Committee Local Department Heads Municipal Budget Officer Civil Society Organizations
6. Prepare and Submit Executive Budget to Sanggunian	Prepares Local Expenditure Program and submit the Executive Budget to the Sanggunian	None	1-2 months	Local Chief Executive Local Finance Committee Municipal Budget Officer
TOTAL			4 months	



Services:	PREPARATION OF SUPPLEMENTAL BUDGET			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Any person with transaction to the Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Supplemental Investment Program Statement of Funding Source Statement of Supplemental Appropriations 		<ul style="list-style-type: none"> Municipal Mayor's Office Municipal Treasurer's Office Municipal Budget Office Municipal Accounting Office 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Prepare List of PPAs needing Supplemental Appropriation	Consolidate PPAs needing Supplemental Appropriation and check for appropriations available for funding	None	1 day	Municipal Budget Officer Local Department Heads
2. Submit the Statement of Supplemental Appropriations for approval of the LCE	Prepare the Statement of Funding Source and Statement of Supplemental Appropriations and submit to LCE for approval	None	1 day	Municipal Budget Officer Local Chief Executive Municipal Treasurer Municipal Accountant
3. Submit the Approved Supplemental Budget to Sanggunian	Submit the Approved Supplemental Budget to the Sanggunian	None	1 day	Municipal Budget Officer
	Record the Supplemental Budget	None	1 day	Municipal Budget Office Staffs
TOTAL			3 days	



Services:	REVIEW OF THE ANNUAL AND SUPPLEMENTAL BUDGET OF THE BARANGAYS			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	12 Barangays of Municipality of Limay, Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Annual Budget and attachments Supplemental Budget and attachments 		<ul style="list-style-type: none"> Municipal Budget Office 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit Prepared Annual/Supplemental Budget approved by the Sangguniang Barangay concerned	Check the completeness of required documents for Annual/Supplemental Budget	None	1 day	Municipal Budget Officer
	Review the contents of Annual/Supplemental Budget if it conforms with legal bases	None	1 day	Municipal Budget Officer
	Return to respective Barangay if adjustments are needed	None	1 day	Municipal Budget Officer
2. Submit the required copies to the Budget Office	Check for completeness and endorse the reviewed Annual/Supplemental Budget to the Sangguniang Bayan	None	1 day	Municipal Budget Officer
TOTAL			3 days	



Services:	PROCESSING OF REQUEST FOR CERTIFICATION OF APPROPRIATION/OBLIGATION REQUEST			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Any person with transaction to the Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Supporting Documents for Disbursement (Payroll/Vouchers/ Contracts/Travel Order/Itinerary of Travel/Purchase Request) 		<ul style="list-style-type: none"> Implementing Unit 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit all documents for Disbursement	Check all attachments and confirm availability of appropriations	None	10 minutes	Municipal Budget Officer
	Prepare, Print and Encode Obligation Request Form	None	5 minutes	Municipal Budget Office Staffs
	Endorse the Obligation Request Form to Requisitioning Department Head for signature	None	5-10 minutes	Municipal Budget Office Staffs
	Endorse the Obligation Request Form to Municipal Budget Officer for signature	None	5 minutes	Municipal Budget Office Staffs
	Log in the Log Book and forward the documents to the Municipal Accounting Office	None	1 minute	Municipal Budget Office Staffs
TOTAL			30 minutes	



Services:	EARMARKING OF PURCHASE REQUESTS AND PROGRAM OF WORKS			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Any person with transaction to the Municipal Budget Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Purchase Request/Program of Work with supporting documents 		<ul style="list-style-type: none"> Municipal Budget Office 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit all documents for Earmarking	Check all attachments and confirm availability of appropriations	None	10 minutes	Municipal Budget Officer
	Encode Purchase Request/Program of Work details	None	5 minutes	Municipal Budget Office Staffs
	Endorse the Purchase Request Form to Municipal Budget Officer for initial	None	5 minutes	Municipal Budget Office Staffs
	Log in the Log Book and return the Documents to Procurement Section/implementing office	None	5 minutes	Municipal Budget Office Staffs
TOTAL			25 minutes	



Services:	ISSUANCE OF CERTIFICATION FOR AVAILABILITY OF FUNDS/APPROPRIATION			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government G2C – Government to Client			
Who may avail:	Agency Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter 		<ul style="list-style-type: none"> Municipal Budget Office 		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit a request for the certificate of availability of fund balance	Check for the availability of funds	None	5 minutes	Municipal Budget Office Staff
	Prepare and Print Certificate of availability of funds	None	5 minutes	Municipal Budget Office Staffs
	Endorse the certification to Municipal Budget Officer for signature	None	5 minutes	Municipal Budget Office Staffs
	Forward the Certification to the requesting office	None	5 minutes	Municipal Budget Office Staffs
TOTAL			20 minutes	



HUMAN RESOURCE MANAGEMENT OFFICE

VISION

The Human Resource Management Office envisages remaining as a model of professionalism, teamwork, honesty and integrity in all professed facet of government employment service.

MISSION

To nurture a competent and high-performing workforce in Human Resource Management Office which shall promote mandates and existing civil service laws, policies, rules and regulations.



ORGANIZATIONAL CHART



Services:	ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT/COMPENSATION/TRAVEL AUTHORITY			
Classification:	SIMPLE			
Type of Transaction:	Government to Government Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Form Proof of Employment, if not available in the HRMO Authorization Letter, if requestor / claimant is thru representative 		<ul style="list-style-type: none"> HRMO Client Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
3. Ask for Request Form	Issue Request Form	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
Submit the authorization letter if thru representative	Ask authorization letter if thru representative			
4. Fill up request form	Check request form if properly filled-up	None	10 minutes	Mary Lou L. Reyes
5. Submit filled-up request form to the HRMO	Prepare Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority depends on the availability of records	None	Within 2 days	Mary Lou L. Reyes
	Secure signature of the HRMO or Municipal Mayor	None	1 hour	Hon. Nelson C. David Liza D. Nava
6. Receive the Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority	Release the Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority	None	5 minutes	Mary Lou L. Reyes
Received information about the status of requested documents	Inform the client if still no available records found			
TOTAL			2 Days, 1 Hour and 20 Minutes	



Services:	APPLICATION FOR LEAVE			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	All Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> CSC Form No. 6 (Leave of Application Form) 		<ul style="list-style-type: none"> HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
3. Request leave application form	Issue Leave Application Form	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
4. Filled-up leave application form	Check leave application form if properly filled-up	None	30 minutes	Carol Lyn G. Cariño
5. Submit filled-up leave application form	Write down the available leave credits	None	30 minutes	Carol Lyn G. Cariño
6. Secure signature for approval of Department / Section Head / Officer-in-Charge	Approve or disapprove leave application	None	1 day	Department / Section Head / Officer-in-Charge
7. Submit application form to HR	Post and update leave balances	None	30 minutes	Carol Lyn G. Cariño
8. Secure signature of HRMO and Municipal Mayor	Certify the available leave credits	None	4 hours	Liza D. Nava
	Endorse to the approving authority the leave application form for approval	None	1 hour	Carol Lyn G. Cariño
	Approve or disapprove leave application		1 day	Hon. Nelson C. David
9. Received 1 copy of Leave form	Release 1 copy of Leave Form	None	30 minutes	Carol Lyn G. Cariño
TOTAL			2 Days, 7 Hours and 5 Minutes	



Services:	RECEIPT OF APPLICATION FOR EMPLOYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Application Letter • Resume/Bio-Data • Personal Data Sheet (PDS) 		<ul style="list-style-type: none"> • Client • Client • Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
5. Submit application indicating position applied for	Refer the application to the LCE and inform the applicant on the status of his/her application	None	Within 3 days	Hon. Nelson C. David Liza D. Nava Louriz Joy F. Serrano Charidel A. Sapuyot
6. Received information about the status of application.				
TOTAL			3 days	



Services:	HIRING/PROMOTION OF PLANTILLA PERSONNEL			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Government			
Who may avail:	Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Recommendation Letter approved by the LCE • Duly filled-up Personal Data Sheet (PDS) • Work Experience Sheet • PSA or MCR Authenticated Birth Certificate • PSA or MCR Authenticated Marriage Contract – if married • Medical Certificate • Transcript of Record / Diploma / Form 138 or Certification from School (Authenticated Copy) • Service Record • Certificate of Employment (Photocopy) • Training Certificate • Proof of Eligibility (Authenticated Copy) • Individual Performance Commitment and Review Form (IPCR) at least Very Satisfactory (VS) Performance in the last rating period – for promotion • Clearance – if transfer 		<ul style="list-style-type: none"> • Respective Department / Office • Client • Client • PSA or MCR • PSA or MCR • Municipal Health Office • Respective School • HRMO • From previous employer • Respective Agency who conduct the training/seminar • Professional Regulation Commission / Civil Service Commission • Respective Department • From previous agency 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Office / Department requests for the LCE authority to hire or promote an employee for	If granted, requests of publication of vacancies	None	2 days (Note: 15 days for publication of vacant	Charidel A. Sapuyot Liza D. Nava



plantilla position			position)	
	Inform/requires the employee to submit the required documents	None	1 day	Charidel A. Sapuyot
2. Submit the required documents	Receives, checks and evaluates the documents submitted	None	7 days	Charidel A. Sapuyot Liza D. Nava
	Schedule the date of PSB (for approval by the Chairman and the members)	None	1 day	Hon. Nelson C. David Liza D. Nava Flordeliza L. Fernando Respective Department/Section Head, OIC Charidel A. Sapuyot
	Prepares Appointment/s and secure the signature of LCE, OIC-HRMO, Department Head (Position Description Form) and Accounting (for funding) signature	None	10 days	Hon. Nelson C. David Liza D. Nava Kris Jefferson P. Dimalanta Respective Department/Section Head, OIC Charidel A. Sapuyot
3. Signed the Appointment/s	Inform the employee to sign the appointments	None	1 day	Charidel A. Sapuyot
	Make a schedule to CSC-Field Office for transmittal of appointments	None	1 day	Charidel A. Sapuyot Liza D. Nava
	Check and transmits the Appointment/s and supporting documents to CSC-Field Office for attestation	None	7 days	Charidel A. Sapuyot Jath Neil B. Tanarte Liza D. Nava
TOTAL			30 days	



Services:	ISSUANCE OF CERTIFICATE OF LEAVE CREDITS			
Classification:	SIMPLE			
Type of Transaction:	Government to Government Government to Citizen (Old Employees)			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Form Proof of Leave Credits if not available in the HRMO 		<ul style="list-style-type: none"> HRMO Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Ask for Request Form	Issue Request Form	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
Submit the authorization letter if thru representative	Ask authorization letter if thru representative			
2. Fill up request form	Check request form if properly filled-up	None	10 minutes	Carol Lyn G. Cariño
3. Submit filled-up request form to the HRMO	Prepare Certificate of Leave Credits depends on the availability of records	None	Within 2 days	Carol Lyn G. Cariño
	Secure signature of the HRMO or Municipal Mayor	None	1 hour	Hon. Nelson C. David Liza D. Nava
4. Receive the Certificate of Leave Credits	Release the Certificate of Leave Credits	None	5 minutes	Carol Lyn G. Cariño
Received information about the status of requested documents	Inform the client if still no available records found			
TOTAL			2 Days, 1 Hour and 20 Minutes	



Services:	GSIS LOAN APPLICATION VIA ELECTRONIC ONLINE			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Plantilla Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Active Member of GSIS who are eligible to loan 		<ul style="list-style-type: none"> GSIS Touch or Kiosk 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Apply available GSIS Loan thru their Branch, GSIS Touch or Kiosk	Access the GSIS Authorized Officer Website	None	10 minutes	Liza D. Nava Charidel A. Sapuyot
	Evaluate the loan application from the payroll if still qualified for GAA	None	15 minutes	Liza D. Nava Cindy Ann D. Mariano
	Approve / disapprove loan and inform the applicant about the status of loan application	None	5 minutes	Liza D. Nava Charidel A. Sapuyot
2. Received information about the status of loan application.				
TOTAL			30 minutes	



Services:	REQUEST FOR EMPLOYEE RECORDS 201 FILE			
Classification:	SIMPLE			
Type of Transaction:	Government to Government Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Form Authorization Letter, if requestor / claimant is thru representative 		<ul style="list-style-type: none"> HRMO Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Ask for Request Form	Issue Request Form	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
Submit the authorization letter if thru representative	Receive authorization letter if thru representative			
2. Fill up request form	Check request form if properly filled-up	None	10 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
3. Submit filled-up request form to the HRMO	Photocopy and certify the available employee records requested	None	Within 2 days	Louriz Joy F. Serrano Charidel A. Sapuyot Liza D. Nava
4. Receive records requested	Release the employee records	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
Received information about the status of requested documents	Inform the client if still no available records found			
TOTAL			2 Days, 1 Hour and 20 Minutes	



Services	ADMINISTRATIVE INVESTIGATION			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Government Government to Citizen			
Who may avail:	Complainants (Employees and Private), Local Chief Executive, Department Head			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Original copy of Notarized affidavit-complaint contains the following: <ul style="list-style-type: none"> ○ Full name and address of the complainant; ○ Full name and address of the person/s complained of as well as his/her/their position/s and office/s; ○ A narration of the relevant and material facts which shows the acts or omissions allegedly committed; ○ Certified true copies of documentary evidence and affidavits of his/her witnesses, if any; and ○ Certification of statement of Non-Forum Shopping • Show Cause Order 		<ul style="list-style-type: none"> • Client • LCE 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Complainant submits affidavit of complaint	Interview the complainant and receive and review of complaint submitted.	None	2 hours	Liza D. Nava
	Refer the complaint to the LCE and Chairman of Disciplinary Committee	None	2 days	Hon. Nelson C. David Danilo E. Datay Liza D. Nava
	Assigned a Secretariat for the case	None	5 minutes	Liza D. Nava



	Issue Show Cause Order with signature of LCE.	None	1 day	Hon. Nelson C. David Liza D. Nava Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
2. Receive the show cause order and submit a counter Affidavit/Comment under oath within seventy-two (72) hours	Schedule the date of the preliminary investigation to Disciplinary Committee	None	1 day	Liza D. Nava Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
	Conduct preliminary investigation	None	1 day	Danilo E. Datay Liza D. Nava Department / Section Head or OIC of Respondent Engr. Wilmer P. Galut Cecilia H. Sapuyot Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
	Transcribe Minutes of the Meeting	None	20 days (subject to extension if	Liedy Mae A. Abasolo Cindy Ann D.



			necessary)	Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
	Review the investigation report and set another schedule of investigation for additional witnesses, if necessary.	None	5 days	Danilo E. Datay Liza D. Nava Department / Section Head or OIC of Respondent Engr. Wilmer P. Galut Cecilia H. Sapuyot Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
	Transcribe Minutes of the Meeting	None	20 days (subject to extension if necessary)	Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
	Issue Formal Charge with signature of LCE.	None	1 day	Hon. Nelson C. David Liza D. Nava Liedy Mae A. Abasolo Cindy Ann D. Mariano Rhena D. Ramos Danilo R. Santos



				Charidel A. Sapuyot Louriz Joy F. Serrano Jath Neil B. Tanarte
3. Receive the Formal Charge and submit a counter Affidavit/Comment under oath within seventy-two (72) hours	Draft decision or resolution	None	5 days	Danilo E. Datay Liza D. Nava
	Submit decision or resolution to the LCE			
TOTAL			(SUBJECT TO EXTENSION IF NECESSARY PURSUANT TO RRACCS)	



Services:	HIRING OF CONSULTANCY / CONTRACT OF SERVICE (COS) AND JOB ORDER (JO)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Resume or Bio Data with approved Signature of LCE for hiring • Duly filled-up Personal Data Sheets (PDS) • Contract for JO and COS Personnel together with duties and responsibilities • Notarized Contract (3 Original copies) • SSS, PAG-IBIG, PHILHEALTH Requirements for updating of employment status • BIR Requirements: <ol style="list-style-type: none"> a. Sworn Statement (Annex B RR-11-2018) b. Registration Fee Receipt 		<ul style="list-style-type: none"> • Client • Client • HRMO • Contracted Service Provider • SSS, PAG-IBIG, PHILHEALTH • Bureau of Internal Revenue 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
7. Submit Resume or Bio-Data with approved signature of LCE to the HRMO	Checking of Bio-Data or Resume and issued PDS to the applicants	None	5 minutes	Liza D. Nava Louriz Joy F. Serrano
2. Signing of Contract for newly hired applicants	The newly hired applicant is given a list of other requirements that he/she need to comply	None	Within 1 day	Louriz Joy F. Serrano
4. Return Notarized Contract and all the requirements given to the HRMO	For checking of all documents submitted and endorse it to the assigned department	None	10 minutes	Liza D. Nava Louriz Joy F. Serrano
TOTAL			1 Day and 15 Minutes	



Services:	APPLICATION FOR ON-THE-JOB TRAINING			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Students from Colleges / Universities who requires OJT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Resume of the student with approved Signature of LCE Recommendation Letter from the School for accommodation of their students. Memorandum of Agreement (MOA) Waiver of Rights of Parents Medical Certificate (For fit to work of students) 		<ul style="list-style-type: none"> Client Respective School 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit Resume or Bio-Data with recommendation letter from the School to the Mayor's Office and secure signature from the LCE	Received and check the documents submitted to be approved by LCE and endorse to the HRMO	None	10 minutes	Liza D. Nava Louriz Joy F. Serrano
2. Forward Resume with approved signature from the LCE and other requirements to the HRMO	Checking of documents and Orientation of the students for the rules and regulations.	None	15 minutes	Liza D. Nava Louriz Joy F. Serrano
	Prepare endorsement for respective office assignment	None	10 minutes	Liza D. Nava Louriz Joy F. Serrano
3. Receive endorsement letter and proceed to assigned office	Release the endorsement Letter	None	1 minute	Liza D. Nava Louriz Joy F. Serrano
4. Accept the certificate of completion	Checking of Daily Time Record before releasing Certificate of Completion at the end of OJT Hours	None	1 Hour	Liza D. Nava Louriz Joy F. Serrano Danilo E. Santos
TOTAL			1 Hour and 36 Minutes	



Services:	TIMEKEEPING OF LPC PART-TIMER INSTRUCTOR DAILY TIME RECORD (DTR)			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Part-timer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Monthly and Semi-monthly Daily Time Record 		<ul style="list-style-type: none"> Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit signed copy of a manual DTR of a part timer	Receive, Checking and Saving of daily time record	None	3 hrs	Louriz Joy F. Serrano
	Printing of DTR from LHRMS-System and checking DTR's against teaching load schedule	None	3 hrs	Louriz Joy F. Serrano
	Submit the time kept DTR to the Payroll Master	None	2 minutes	Louriz Joy F. Serrano Liedy Mae A. Abasolo
TOTAL			6 hours and 2 minutes	



Services:	ISSUANCE OF SERVICE RECORD, CERTIFICATE OF EMPLOYMENT/COMPENSATION/TRAVEL AUTHORITY			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Form Proof of Employment if not available in the HRMO Authorization Letter, if requestor / claimant is thru representative 		<ul style="list-style-type: none"> Client HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
8. Ask for Request Form	Issue Request Form	None	5 minutes	Louriz Joy F. Serrano Charidel A. Sapuyot
Submit the authorization letter if thru representative	Ask authorization letter if thru representative			
9. Fill up request form	Check request form if properly filled-up	None	10 minutes	Mary Lou L. Reyes
10. Submit filled-up request form to the HRMO	Prepare Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority depends on the availability of records	None	Within 2 days	Mary Lou L. Reyes
	<ol style="list-style-type: none"> Create / Validate if content of Service Record, COE, COC and Travel Authority are correct Secure signature of the HRMO or Municipal Mayor 	None	1 Hour	Liza D. Nava Hon. Nelson C. David Liza D. Nava
11. Receive the Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority	Release the Service Record / Certificate of Employment / Certificate of Compensation / Travel Authority	None	5 minutes	Mary Lou L. Reyes
Received information about the status of requested documents	Inform the client if still no available records found			
TOTAL			2 Days, 1 Hour and 20 Minutes	



Services:	PROCESSING OF DAILY TIME RECORD FOR SALARY			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Permanent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Monthly Daily Time Record (DTR) • Certificate of Appearance • Travel Order 		<ul style="list-style-type: none"> • HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
12. Submit Manual DTR and Collect Soft Copy of attendance to HRMO through email or Google Drive in Monthly format	Receive signed manual DTR and collect soft copy of attendance. Process, arranged and upload to LHRMS-Control System.	None	4 hours	Danilo R. Santos
13. Submit Certificate of Appearances and Travel order.	Compile/Record Certificate of appearance & Travel Authority to LHRMS-system. Checking of daily time record / check if the dtr is incomplete logs or not. Input and transfer dtr from LHRMS-System and check the absences and then save into the system.	None	15 hours	Danilo R. Santos Mary Lou L. Reyes Jath Neil B. Tanarte Rhena D. Ramos
	check leave copy (if with leave or without leave file, and if with compensatory time off) and encode the leave to respective DTR of employees.	None	1 hour	Danilo R. Santos Mary Lou L. Reyes Jath Neil B. Tanarte Rhena D. Ramos Carol Lyn G. Cariño
	Report list of absences to payroll master through email	None	20 mins	Danilo R. Santos Mary Lou L. Reyes Jath Neil B. Tanarte Rhena D. Ramos Cindy Ann D. Mariano
Total			20 hours & 20 minutes	



Services:	PROCESSING OF DAILY TIME RECORD FOR SALARY			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	LSB - Teachers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Semi-Monthly Daily Time Record (DTR) • Accomplishment report and Locator slip from (LSB Teachers) • Individual daily log and accomplishment report 		<ul style="list-style-type: none"> • LSB Teachers • HRMO • Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit the daily time record and accomplishment report of LSB Teachers at the HRMO Office.	Check the acquired tardiness, under time and absences of LSB employee based on actual logs collected from every biometric machine to LHRMS- Control system.	None	4 hours	Danilo R. Santos Mary Lou L. Reyes
2. Submit Accomplishment report and Locator's slip	Compile/Record Accomplishment Reports, Locator slip & IDLAR to LHRMS- Control System.	None	3 minutes	Danilo R. Santos Mary Lou L. Reyes
	Counter checking of individual logs and accomplishment report of LSB teachers and then report list of absences to payroll master.	None	4 hours	Danilo R. Santos Mary Lou L. Reyes Liedy Mae A. Abasolo
TOTAL			8 hrs & 3 min	



Services:	PROCESSING OF DAILY TIME RECORD FOR SALARY			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Contract of Service and Job Order employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Semi-Monthly Daily Time Record (DTR) Manual DTR Certified by Immediate Supervisor 		<ul style="list-style-type: none"> All schools within Limay area HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit Manual DTR and Collect Soft Copy of attendance to HRMO through email or Google Drive in semi-monthly format	Receive signed manual DTR and retrieve soft copy of attendance. Process, arrange and upload to LHRMS-Control System.	None	4 hours	Danilo R. Santos
	1. Generate daily time record. 2. Check if the dtr is complete logs or not and if with compensatory time Off. 3. Input and check the absences and then add the minutes of late and under time based on the generated DTR and then save in LHRMS-Control system.	None	12 hours	Danilo R. Santos Mary Lou L. Reyes Jath Neil B. Tanarte Rhena D. Ramos
TOTAL			16 hours	



Services:	JOB ORDER PAYROLL			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Job Order Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Daily Time Record from Biometric System • Manual DTR Certified by Immediate Supervisor • Certificate of Justification for Adjustment (if any) • Amendment for Salary Adjustment (if any) • Employment Contract for Additions (if any) • Resignation Letter for Deletions (if any) • Suspension Letter for temporary deletion (if any) • E4, MDR and MDF of new hired employee 		<ul style="list-style-type: none"> • Job Order Employee • HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit Employment Contract for new hired, Letter of Resignation approved by the LCE, and Suspension Letter.	Add the new employee and delete who is resigned and suspended.	None	5 Minutes	Liedy Mae A. Abasolo Louriz Joy F. Serrano
2. Submit Amendment as approved by the LCE	Input new salary if any	None	5 Minutes	Liedy Mae A. Abasolo Louriz Joy F. Serrano
3. Generate DTR from LHRM System and Attendance Management Program in semi-monthly format.	3.1 Search the DTR of specific employee in LHRM System or in PC Drive 3.2 Check the absences and add the minutes of late and undertime based on the generated DTR. 3.3 Input manually the total number of days and total minutes of late and undertime in payroll excel format.	None	6 Hours	Liedy Mae A. Abasolo Mary Lou L. Reyes Danilo R. Santos Jath Neil B. Busi Rhena D. Ramos



4. Submit Salary Adjustment form attached Certificate of Justification	Input manually in payroll excel format the adjustment if any.	None	1 Hour	Liedy Mae A. Abasolo Mary Lou L. Reyes Danilo R. Santos Jath Neil B. Busi Rhena D. Ramos
5. Submit E4 for SSS, MDR for PhilHealth, and MDR for Pag-IBIG (for new employee only)	Input manually in payroll excel format all mandatories (SSS, PhilHealth and Pag-IBIG)	None	1 Hour	Liedy Mae A. Abasolo Louriz Joy F. Serrano
6. Submit any attachment for additional deduction.	If there is an additional deduction like uniform fee, donation, loan, tax, BIR Registration and etc., add column and input it manually in payroll excel format for new computation of net pay.	None	1 Hour	Liedy Mae A. Abasolo Louriz Joy F. Serrano
	Once completed all the actions mention above print the payroll. (4 copies)	None	1 Hour	Liedy Mae A. Abasolo
	Print the payroll secure signature by authorize signatory. (4 copies)	None	1 Hour	Liedy Mae A. Abasolo Liza D. Nava/ Charidel A. Sapuyot Danilo E. Datay
7. Received through Logbook	Submit the payroll with signature of authorize signatory and attachment to Budget Office. (3 copies)	None	15 Minutes	Liedy Mae A. Abasolo Budget Office
	Send the soft copy of payroll through email to Budget Office and Accounting Office.	None	2 Minutes	Liedy Mae A. Abasolo
	If there is a revision and correction edit the payroll excel format. Reprint, re-signed, resubmit and resend.	None	1 Hour	Liedy Mae A. Abasolo Liza D. Nava/ Charidel A. Sapuyot Danilo E. Datay
	Once it was checked by the Budget and Accounting Office send a copy to Treasurer's Office through email.	None	2 Minutes	Liedy Mae A. Abasolo
8. Wait the payroll process until it will be paid in cash.				
TOTAL			1.5 days and 29 minutes	



Services:	CONTRACT OF SERVICE PAYROLL			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Contract of Service Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Daily Time Record (DTR) • Accomplishment Report for modular classes • Certificate of Justification for Adjustment (if any) • Amendment for Salary Adjustment (if any) • Employment Contract for Additions (if any) • Resignation Letter for Deletions (if any) • Suspension Letter for temporary deletion (if any) • E4, MDR and MDF for new hired employee 		<ul style="list-style-type: none"> • Contract of Service Employee • HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
9. Submit Employment Contract for new hired, Letter of Resignation approved by the Local Chief Executive LCE, and Suspension Letter.	Add the new employee and delete who is resigned and suspended.	None	5 Minutes	Liedy Mae A. Abasolo Louriz Joy F. Serrano
10. Submit Amendment as approved by the Local Chief Executive (LCE)	Input new salary if any	None	5 Minutes	Liedy Mae A. Abasolo Louriz Joy F. Serrano
11. Generate DTR from LHRM System and Attendance Management Program in semi-monthly format.	11.1 Search the DTR of specific employee in LHRM System or in PC Drive 11.2 Check the absences and add the minutes of late and undertime based on the generated DTR. 11.3 Input manually the total number of days and total minutes of late and undertime in payroll excel format.	None	6 Hours	Liedy Mae A. Abasolo Mary Lou L. Reyes Danilo R. Santos Jath Neil B. Busi Rhena D. Ramos
12. Submit Salary Adjustment form attached Certificate of Justification	Input manually in payroll excel format the adjustment if any.	None	1 Hour	Liedy Mae A. Abasolo Mary Lou L. Reyes Danilo R. Santos Jath Neil B. Busi Rhena D. Ramos
13. Submit E4 for SSS, MDR for PhilHealth, and MDR for Pag-IBIG (for new employee only)	Input manually in payroll excel format all mandatories (SSS, PhilHealth and Pag-IBIG)	None	1 Hour	Liedy Mae A. Abasolo Louriz Joy F. Serrano
14. Submit any	If there is an additional deduction	None	1 Hour	Liedy Mae A. Abasolo



attachment for additional deduction.	like uniform fee, donation, loan, tax, BIR Registration and etc., add column and input it manually in payroll excel format for new computation of net pay.			Louriz Joy F. Serrano
	Print the payroll. (4 copies)	None	1 Hour	Liedy Mae A. Abasolo
	Print the payroll secure signature by authorize signatory. (4 copies)	None	1 Hour	Liedy Mae A. Abasolo Liza D. Nava/ Charidel A. Sapuyot Danilo E. Datay
15. Received through Logbook	Submit the payroll with signature of authorize signatory and attachment to Budget Office. (3 copies)	None	15 Minutes	Liedy Mae A. Abasolo Budget Office
	Send the soft copy of payroll through email to Budget Office and Accounting Office.	None	2 Minutes	Liedy Mae A. Abasolo
	If there is a revision and correction edit the payroll excel format. Reprint, re-signed, resubmit and resend.	None	1 Hour	Liedy Mae A. Abasolo Liza D. Nava/ Charidel A. Sapuyot Danilo E. Datay
	Once it was checked and finalized by Accounting Office upload the salary of Contract of Service via Online Landbank Weaccess.	None	1.5 Hours	Liedy Mae A. Abasolo
	When it was uploaded successfully submit Auto Debit and Transaction Acknowledgment of Online Landbank Weaccess to Treasurer's Office for approval.		2 Minutes	Liedy Mae A. Abasolo Treasurer's Office
16. Wait the payroll process until it will be credited to their respective ATM.				
TOTAL			13.5 Hours and 29 minutes	



Services:	HONORARIUM, INCENTIVE , AND ALLOWANCE PAYROLL			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Contract of Service Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request Letter of Allowance approved by the Local Chief Executive (LCE) 		<ul style="list-style-type: none"> HRMO Mayor's Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
17. Submit approved request letter by Local Chief Executive	Received the approved request letter.	None	1 Minute	Liza D. Nava Liedy Mae A. Abasolo
	Input the amount given by Local Chief Executive		1 Hour	Danilo R. Santos Liedy Mae A. Abasolo
	Print the payroll secure signature by authorize signatory. (4 copies)	None	1 Hour	Liedy Mae A. Abasolo Liza D. Nava / Charidel A. Sapuyot
18. Received payroll through Logbook	Submit the payroll with signature of authorize signatory to Budget Office.		3 Minutes	Liedy Mae A. Abasolo Budget Office
	Send the soft copy of payroll through email to Budget Office and Accounting Office.	None	2 Minutes	Liedy Mae A. Abasolo
19. Wait the payroll process until it will be paid in cash.		None		Treasurer's Office
Total			2 Hours and 6 Minutes	



Services:	CONTRACT OF SERVICE and JOB ORDER OVERTIME PAYROLL			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Contract of Service Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Daily Time Record (DTR) Letter of Overtime Request approved by the Local Chief Executive (LCE) 		<ul style="list-style-type: none"> HRMO Client Budget, Accounting and Treasury 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
20. Submit the letter of Overtime Request approved by the LCE.	<p>Received the overtime request letter.</p> <p>Provide photocopy of overtime request for timekeeper.</p>	None	3 Minutes	Liza D. Nava Liedy Mae A. Abasolo Danilo R. Santos
	<p>Print the DTR and count the total hours of overtime.</p> <p>Double check the total hours of overtime.</p>		1 Hour	Danilo R. Santos Liedy Mae A. Abasolo
	<p>Input manually in payroll excel format the total number of hours.</p> <p>Remark the date of overtime.</p>	None	30 Minutes	Liedy Mae A. Abasolo
	Print the payroll and secure signature of authorize signatory. (4 copies)	None	30 Minutes	Liedy Mae A. Abasolo Liza D. Nava / Charidel A. Sapuyot
21. Received payroll through Logbook	Submit the payroll with signature of authorize signatory to Budget Office.		3 Minutes	Liedy Mae A. Abasolo Budget Office
	Send the soft copy of payroll through email to Budget Office and Accounting Office.	None	2 Minutes	Liedy Mae A. Abasolo



	If there is a revision and correction edit the payroll excel format. Reprint, re-signed, resubmit and resend.	None	30 Minutes Hour	Liedy Mae A. Abasolo Liza D. Nava/ Charidel A. Sapuyot Danilo E. Datay
	Once checked and finalized by Accounting Office. <ul style="list-style-type: none"> For Contract of Service (COS) employees upload the Overtime pay via Online Landbank Weaccess. For Job Order (Jo) employees send the copy of payroll to Treasurer's Office through email. 	None	30 Minutes	Liedy Mae A. Abasolo
	For COS employees, once successfully uploaded submit Auto Debit and Transaction Acknowledgment of Online Landbank Weaccess to Treasurer's Office for approval.	None	1 Minute	Liedy Mae A. Abasolo Treasurer's Office
22.	For COS employees, wait the payroll process until it will be credited to their respective ATM. <ul style="list-style-type: none"> For JO employees, wait the payroll process until it will be paid in cash. 	None		Treasurer's Office
Total			3 Hours and 7 Minutes	



Services:	PAYROLL (REGULAR PAYROLL)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Those who are employed (Permanent, Elective, Co-Term and Temporary)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Transmittal of report from Timekeeper (DTR including approved leave) • Billing from GSIS, PAG-IBIG and Bank Loan 		<ul style="list-style-type: none"> • HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits transmittal of accomplished report of DTR	Input and attach necessary documents and deductions based on transmittal and billing	None	2 days	Jath Niel B. Tanarte Danilo R. Santos Mary Lou L. Reyes Rhena R. Dela Rea
2.	Prepare payroll	None	1 day	Cindy Ann D. Mariano
3.	Counter checked and have it sign by Department Heads concerned	None	10 minutes	Cindy Ann D. Mariano Liza D. Nava Rhena R. Dela Rea
4. Received payroll with signature of respective Department Heads	Submit finished payroll to Budget and Accounting Department for counter checking and balance	None	2 days	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
5.	Process Findes (Landbank Report)	None	3 hours	Cindy Ann D. Mariano
6.	Upload Landbank Report through Weaccess System to release the payroll	None	5 minutes	Cindy Ann D. Mariano
7.	Inform the authorized signatories to approve the pending report from Weaccess System	None	5 minutes	Cindy Ann D. Mariano Danilo E. Datay Rosalinda A. Atienza
TOTAL			3 Days and 3 Hours and 5 minutes	



Services:	PAYROLL (RATA)			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Respective Department Heads who are entitled to RATA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Attendance Report Filed Leave Form 		<ul style="list-style-type: none"> HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits attendance report of Department Heads	Assess, checks and records attendance of the Department Heads base on DTR's and filed leave forms	None	1 day	Carol Lyn G. Cariño Jath Niel B. Tanarte Danilo R. Santos Mary Lou L. Reyes Rhena R. Dela Rea
2.	Prepare payroll	None	1 hour	Cindy Ann D. Mariano
3.	Counter check and sign prepared payroll	None	5 minutes	Cindy Ann D. Mariano Liza D. Nava
4.	Submit finished payroll to Budget and Accounting Department for counter checking and balance	None	1 hour	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
5.	Processed Findes (Landbank Report)	None	10 minutes	Cindy Ann D. Mariano
6.	Upload Landbank Report through Weaccess System to release the payroll	None	5 minutes	Cindy Ann D. Mariano
7.	Inform the authorized signatories to approve the pending report from Weaccess System	None	5 minutes	Cindy Ann D. Mariano Danilo E. Datay Rosalinda A. Atienza
TOTAL			1 Day and 2 Hours and 25 minutes	



Services:	PAYROLL – FIRST SALARY			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Those who are newly appointed (Permanent, Co-Term and Temporary)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent • Certified copy of Oath of Office • Certificate of Assumption • Statement of Assets, Liabilities and Net Worth (SALN) • Approved DTR • Payroll Information on New Employee or any equivalent document (Personal Data Sheet PDS) 		<ul style="list-style-type: none"> • HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits necessary documents of newly hired employee	Assess submitted documents	None	1 day	Charidel A. Sapuyot Liza D. Nava
2.	Prepares voucher with mandatory remittances such as GSIS, Phil and PagIbig	None	15 minutes	Cindy Ann D. Mariano
3.	Counter check and sign prepared voucher	None	5 minutes	Cindy Ann D. Mariano Liza D. Nava
4.	Submit finished voucher to Budget and Accounting Department for counter checking and balance	None	3 minutes	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
5.	Release payroll	None	10 minutes	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
TOTAL			1 Day and 33 minutes	



Services:	PAYROLL – MONETIZATION OF LEAVE CREDITS			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Those who are employed (Permanent, Elective, Co-Term and Temporary)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished and approved Leave form 		<ul style="list-style-type: none"> HRMO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit accomplished and approved leave form for monetization	Assess necessary documents needed	None	5 minutes	Carol Lyn G. Cariño Liza D. Nava
2.	Prepares payroll for monetization of leave credits	None	5 minutes	Cindy Ann D. Mariano
3.	Counter check and sign the payroll	None	5 minutes	Cindy Ann D. Mariano Liza D. Nava
4.	Submit the payroll for Monetization of Leave credits to Budget and Accounting Department	None	30 minutes	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
5.	Processed Findes (Landbank Report)	None	10 minutes	Cindy Ann D. Mariano
6.	Upload Landbank Report through Weaccess System to release the payroll	None	5 minutes	Cindy Ann D. Mariano
7.	Inform the authorized signatories to approve the pending report from Weaccess System	None	5 minutes	Cindy Ann D. Mariano Danilo E. Datay Rosalinda A. Atienza
TOTAL			1 hour and 5 minutes	



Services:	PAYROLL – LEAVE APPLICATION FOR TERMINAL LEAVE			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Those who were separated from the service (Permanent, Elective, Co-Term and Temporary)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Certified True copy of Leave Card • Leave Application as of last date of service • GSIS Clearance • General Clearance • Certificate of No pending Administrative Case • Service Record • Notarized Statement of Assets, Liabilities and Net Worth (SALN) • Letter of Resignation • Applicant's authorization (in affidavit form) to deduct all financial obligations 		<ul style="list-style-type: none"> • HRMO • GSIS 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit terminal leave application and necessary documents	Receives terminal leave application and other required documents needed for processing	None	5-10 minutes	Carol Lyn G. Cariño Liza D. Nava
2.	Assess necessary documents needed	None	10 minutes	Cindy Ann D. Mariano
3.	Prepares payroll and compute applications for terminal leave	None	5 minutes	Cindy Ann D. Mariano
4.	Counter check and sign the payroll application for Terminal Leave Pay	None	10 minutes	Cindy Ann D. Mariano Liza D. Nava
5.	Submit finished payroll to Budget and Accounting Department for counter checking and balance	None	10 minutes	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
6.	Release Terminal Leave Pay	None	1 day	Santa Clandia Lapating
TOTAL			1 Day and 45 minutes	



Services:	PAYROLL – SUBSISTENCE			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Health Workers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Attendance Report Filed Leave form 			<ul style="list-style-type: none"> HRMO 	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits attendance report and filed leave form	Assess, checks and record attendance of the entitled health workers base on DTS's and filed leave form	None	1 day	Carol Lyn G. Cariño Jath Niel B. Tanarte Danilo R. Santos Mary Lou L. Reyes Rhena R. Dela Rea
2.	Prepares payroll	None	3 hours	Cindy Ann D. Mariano
3.	Counter check and sign the payroll	None	5 minutes	Cindy Ann D. Mariano Liza D. Nava
4.	Signs the payroll by OIC-Municipal Health	None	5 minutes	Cindy Ann D. Mariano Mary Ellen E. Enriquez
5.	Submit finished payroll to Budget and Accounting Department for counter checking and balance	None	10 minutes	Cindy Ann D. Mariano Jayson Icaro Elizabeth Villaviray Frances Claire Cruz Clementina Bandola
6.	Processed Findes (Landbank Report)	None	10 minutes	Cindy Ann D. Mariano
7.	Upload Landbank Report through Weaccess System to release the payroll	None	5 minutes	Cindy Ann D. Mariano
8.	Inform the authorized signatories to approve the pending report from Weaccess System	None	5 minutes	Cindy Ann D. Mariano Danilo E. Datay Rosalinda A. Atienza
TOTAL			1 Day 3 hours and 40 minutes	



MUNICIPAL DISASTER RISK REDUCTION OFFICE

VISION

Equip with understanding and managing their hazards and adaptive to climate change, and create a pro-active defense and disaster risk reduction programs towards a safer and resilient community.

MISSION

Educate and understand the social of resiliency and preparedness of the community, understand climate change and hazards in order to develop a well-prepared, independent citizenry against disasters.



Organizational Chart

ORGANIZATIONAL CHART



Services:	Submission of Situational Report			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Inter-Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Compliance Report		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Respond to following Memorandum from PDRRMO/OCD, NDRRMC and Office of The Mayor.	1. Monitoring/Coordination	None	3hrs.	Jaime G. Dolatre MDRRMO Maricar R. Reyes MDRRMO-Assistant
	2. Identify, asses, manage hazard and damages that may occur their locality.	None	3hrs.	
	3. Collections of data from the partners agencies like MSWDO/OMA/BDRRMC etc.	None	1hr.	
	4. Make Situational Report for disaster before, during and after.	None	1hr.	
	5. Send Situational Report.	None	15mins.	
TOTAL			8hours and 15mins	



Services:	Advisory			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Public Information and Dissemination		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
To timely received early warnings (weather forecast, climate outlook, water level monitoring, earthquake bulletin and other information) related to disaster prevention, mitigation and preparedness.	1. Monitoring/Coordination	None	3hrs.	Jaime G. Dolatre MDRRMO Maricar R. Reyes MDRRMO-Assistant
	2. Identify, asses, manage hazard and damages that may occur their locality.	None	3hrs.	
	3. Collections of data from the partners agencies like MSWDO/OMA/BDRRMC etc.	None	1hr.	
	4. Make Situational Report for disaster before, during and after.	None	1hr.	
TOTAL			8hours and 15mins	



Services:	Request for Resource Speakers/Trainer			
Classification:	Complex			
Type of Transaction:	Government/Government to Citizen			
Who may avail:	All Government Agencies, LGU's and other Government Sectors			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit a letter Addressed to DRRMC Secretariat and have its hard copy received or 2. Send the request letter through MDRRMO e-mail address rescuelimay19@gmail.com	1. Receives the Request Letter and Classification of training being requested.	None	5mins	Jaime G. Dolatre MDRRMO
	2. Receives the training design (in case provided) And coordinate with concerned Division or Government agency.	None	1day	Maricar R. Reyes MDRRMO-Assistant
	3. Informs the Requesting entity of the status of their request.	None	1day	
	4. Prepare Training Materials needed.	None	2days	
TOTAL			4days and 5minutes	



Services:	Invited/Attend Trainings, Orientation and Seminars			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	Inter-Agency			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Knowledge Information About DRR-CCA		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Trainings, Orientation and Seminars	1. Invitation Letter from the higher agencies like NDRRMC, OCD, DILG, PDRRMO, DOST-PHIVOLCS.	None	10mins	Jaime G. Dolatre MDRRMO Maricar R. Reyes MDRRMO-Assistant
	2. Confirmation who attend the Trainings and Seminars etc.	None	10mins	
	3. Travel authority to be sign by LCE.	None	10 mins	
	4. Attend the Trainings, Orientation and Seminars.	None	5 days	
TOTAL			5days and 35minutes	



Services:	Plan Formulation/Updating			
Classification:	Highly Technical			
Type of Transaction:	Government to Government/ Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Plans, Programs and Activities (Compliance)		MDRRMO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Respond to Memorandum from National Agencies Under R.A 10121 UPDATING LDRRM PLANNING, CONTINGENCY PLANNING, Other CCA-DRRM PLANNING AND BDRRM PLANNING	<ol style="list-style-type: none"> 1. Conduct research Administration, operations planning and development initiatives on DRRM. 2. Design the plans and coordinate climate change DRRM activities consistent with the NDRRMC's standards and guidelines. 3. Involve the most vulnerable sectors: women, children, senior citizen, and PWD in risk assessment and planning. 4. Yearly updating AIP/PPA 5. Assessment of BDRRM PLAN of 12 Brgys. 	None	Whole year round	Jaime G. Dolatre MDRRMO Maricar R. Reyes MDRRMO-Assistant
TOTAL			Indefinite	



LIMAY PUBLIC SAFETY OFFICE

VISION

LPSO is dedicated to maintaining a safe and secure living, enhance learning and working environment the highest professional standards and provide exceptional service to the community.

MISSION

The Government of Limay is committed to deliver efficient and accessible services that will benefit the whole Limayans, uplift their quality of living through safe and healthy community with modern and socio-eco-friendly approach, to lead in all areas of practices to effectively translate and educate for safety and security needs of its community.



ORGANIZATIONAL CHART



Services:	Road Clearing Monitoring and Reporting			
Classification:	Simple			
Type of Transaction:	Government to Government, Government to Citizen			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of weekly and monthly road clearing reports of 12 barangays		12 Barangays .MPSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit weekly road clearing report of 12 barangays to MPSO	Received weekly road clearing report	None	2 mins.per barangay	Cecilia H. Sapuyot Admin.Assist. IV
	Review all submitted weekly report of 12 barangays	None	5 mins. Per barangay	Cecilia H. Sapuyot Admin.Assist. IV
	Consolidate road clearing report of 12 barangays	None	3 mins. Per barangay	Cecilia H. Sapuyot Admin.Assist. IV
	Filed road clearing report of 12 barangays	None	2 mins.per barangay	Cecilia H. Sapuyot Admin.Assist. IV
2. Submit monthly road clearing report of 12 barangays to MPSO	Received monthly road clearing report	None	2 mins.per barangay	Cecilia H. Sapuyot Admin.Assist. IV
	Review and consolidate monthly road clearing report of 12 barangays	None	5 mins. Per barangay	Cecilia H. Sapuyot Admin.Assist. IV
	Submit monthly road clearing report to DILG	None	2 mins.	Cecilia H. Sapuyot Admin.Assist. IV
	Filed monthly road clearing report of 12 barangays	None	2 mins.per barangay	Cecilia H. Sapuyot Admin.Assist. IV
3. Road monitoring of barangays	Monitored 2 barangays per day	None	1 hour per barangay	Cecilia H. Sapuyot Admin.Assist. IV
TOTAL			4 hours & 59 mins.	



Services:	POPs Plan Reporting			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of 1st sem and 2nd sem accomplishment report of PNP, LSU, BFP and MSWDO regarding POPs Plan		.MPSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit 1st sem and 2nd sem accomplishment report of PNP, LSU, BFP & MSWDO to MPSO	Receive 1st sem & 2nd sem accomplishment report of PNP, LSU, BFP & MSWDO	None	2 mins.	Cecilia H. Sapuyot Admin. Assist. IV
	Review all submitted accomplishment report	None	5 hrs.	Cecilia H. Sapuyot Admin. Assist. IV
	Encode documents to Reporting Form 1 and Reporting Form 2 of DILG POPs Plan portal, then submit to PO/RO	None	5 days	Cecilia H. Sapuyot Admin. Assist. IV
	TOTAL		5 days, 5 hrs. & 2 mins.	



Services:	Disiplina Muna Report			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of monthly Disiplina Muna Report		MPSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	Getting details and documentation to department concern	None	2 days	Cecilia H. Sapuyot Admin.Assist. IV
	Prepare report on Disiplina Muna for compliance of DILG National Advocacy Campaign (MC No. 2019 - 181)	None	2 days	Cecilia H. Sapuyot Admin.Assist. IV
	Review, sign and submit to DILG	None	3 mins.	Cecilia H. Sapuyot Admin.Assist. IV Jaime G. Dolatre OIC- MPSO
DILG	Received and acknowledge submitted report	None	3 mins.	DILG personnel
	Scan hard copy of report & submit via e-mail	None	3 mins.	Cecilia H. Sapuyot Admin.Assist. IV
	TOTAL		4 days and 9 mins	



Services:	Civil Society Organization/ Requirements for Accreditation			
Classification:	Simple			
Type of Transaction:	Government to Citizens/Government to Government			
Who may Avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Civil Society Organization requirements for accreditation		.MPSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Enquire about the requirements of CSO accreditation	Explain the process of accreditation	None	5 mins.	Cecilia H. Sapuyot Admin.Assist. IV
	Giving forms for accreditation	None	1 min.	Cecilia H. Sapuyot Admin.Assist. IV
2. Submit all the requirements for CSO accreditation	Review all the requirements	None	3 mins.	Cecilia H. Sapuyot Admin.Assist. IV
	Submit requirements to Sangguniang Bayan for accreditation	None	10 mins.	Cecilia H. Sapuyot Admin.Assist. IV
3. Giving of resolution to all accredited CSOs (from SB)	Received resolution for accredited CSO	None	1 min.	Cecilia H. Sapuyot Admin.Assist. IV
	Giving of resolution to accredited CSO	None	1 min.	Cecilia H. Sapuyot Admin.Assist. IV
	Prepare certificate of accreditation to accredited CSO	None	5 mins.	Cecilia H. Sapuyot Admin.Assist. IV
	Submit certificate of accreditation at Mayor's Office for signing of LCE	None	1 min.	Cecilia H. Sapuyot Admin.Assist. IV
4. Follow up certificate of accreditation	Giving of certificate of accreditation	None	1 min.	Cecilia H. Sapuyot Admin.Assist. IV
	TOTAL		19 mins	



MUNICIPAL ENGINEERING OFFICE

VISION

We exist to provide infrastructure and other engineering services of excellent quality that will accelerate the progress of the Municipality of Limay and uplift the living condition of its residents.

MISSION

We shall be a world class engineering office that shall be the benchmark of excellence in the Philippines



ORGANIZATIONAL CHART



BILLING PREPARATION TO COMPLETION				
Services:				
Classification:	COMPLEX			
Type of Transaction:	Government to Contractor			
Checklist of Requirements	Where to Secure			
COA Billing Form	MEO			
Request Letter (Signed by Contractor)	Contractor			
Previous Voucher (if there was previous payment released)	Treasury / Contractor			
Statement of Work	Contractor			
Contractor's Affidavit	Contractor			
Contractors Acceptance	Barangay Officials / School Heads / Requisitioner / Municipal Engineer			
Certificate of Inspection	MEO			
Certificate of Project Completion	MEO			
Progress Photos	Contractor			
Performance Securing Declaration (if less than 5 million Contract Price)	Contractor			
Performane Bond (if more than 5 million)	Contractor			
Approved CSHP from DOLE	Contractor			
As Built (if needed)	Contractor			
Warranty Bond (if witout Retention)	Contractor			
Variation Order (if any)	Contractor			
Suspension or Resumption (if any)	Contractor			
Certificate of Time Extension (if any)	Contractor			
Test Results (Compressive Strength Test, Tensile, Flexural, FDT, etc.)	Contractor			
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit of request of contractor for billing documents.	Received Letter	None	1/2 day	Engr. Ernesto G. Cabana Municipal Engineer
				Engr. Benedicto A. Corpuz Zoning Officer III
				Engr. Wilmer Galut Engineer III



2. Evaluate SWA / Project Site and Attachments	Joint Inspection with Contractor	None	3 days	Engr. Benedicto A. Corpuz Zoning Officer III
				Engr. Wilmer Galut Engineer III
				Engr. Berlyn Jordan Project Development Officer II
				Engr. Irish Jill Gamiao Engineer I
				Engr. Angelica D. Serso Engineer I
				Engr. Abegail S. Maglaque Civil Engineer
				Jonathan Cañete Construction and Maintenance General Foreman
				Rogelio San Pedro Jr. Draftsman III
				Leonardo Paolo III Project Inspector
				Arch. Frances Remel Arceo Architect
				Arch. John Lerry Tira-tira Architect I
				Arch. Angel Allaine Samson Architect
Arch. Sharlene M. Gregorio Admin Officer II				
3. Submit billing to Budget / Procurement	Check / Evaluate	None	1/2 day	Jayson Icaro Admin Officer II
				Claire Cruz Admin Officer II
				Elizabeth Villaviray Admin Officer II
				Christine Joy Gomez Admin Officer V
4. Follow up release of billing	Filing of Voucher	None	3 days	Abegaile Calderon Admin Assistant I
				Aleli Macatunggal Budget Officer III
TOTAL			7 DAYS	



Services:	I. SECURING A BUILDING PERMIT
Classification:	COMPLE X
Type of Transaction:	Government to Citizen, Government to Business
Who may avail:	Government Agencies, Private Individual, Investors, Business Establishment Owner, National Government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit Application Form must be accompanied with Ancillary permit form – Architectural, Civil/Structural, Electrical, Mechanical, etc as required.	CLIENT MEO MPDO TREASURY BFP ASSESS OR OTHER AGENCIES CONCERNED (IF APPLICABLE)
2. Title • In case the applicant is the registered owner of the lot: 3copies – Certified true copy of OCT/TCT in file with the Registry of Deeds • In case the applicant is not the registered owner of the lot: (in addition to the above). 3 copies – Duly notarized copy of the Contract of Lease or Sale 3 copies – Duly notarized copy of the Deed of Absolute Sale.	- DPWH - DENR - DAR - HLURB - NGCP - ATO - DOTC - DOH - DEPED - DA
3. 3 copies Tax Declaration	
4. 3 copies Current Real Property Tax Receipt	
5. Five (5) sets of survey plans, designs, specifications and other documents prepared, signed and sealed over the printed names of the duly licensed and registered: (Blueprint 20”x30”) <i>- Architect, in case of architectural documents;</i> <i>- Civil Engineer, in case of civil/structural documents;</i> <i>- Registered/Professional Electrical Engineer, in case of electrical documents;</i> <i>- Registered/Professional Mechanical Engineer, in case of mechanical documents;</i> <i>- Sanitary Engineer, in case of sanitary documents;</i> <i>- Master Plumber, in case of plumbing documents;</i> <i>- Electronics Engineer, in case of electronics documents;</i> <i>- Environmental Planner, who is also an (Architect or Civil Engineer) in case of Developmental/environmental documents;</i> <i>Interior Designer, in case of interior design documents;</i> <i>- Geodetic Engineer, in case of lot survey documents; and</i> <i>- Agricultural Engineer, in case of agricultural building documents</i>	
6. 5 Sets Bill Of Materials	
7. 5 Sets Specifications	
8. 2 copies Structural Design Computation for 3 storey above residential building and 2 storey above commercial building.	
9. DOLE Certificate (CSHP-Construction Safety and Health Program)	
10. PTR/PRC ID of Engineers	
11. 5pcs Long Envelop	
12. Two (2) copies written clearances from any Regulatory Agencies concerned: - Municipal Zoning Administrator (MPDO) – for locational/land use clearance. - Bureau of Fire Protection – for all types of building/structure. - DPWH – for RROW and Easement of all types of building/structure along the national road and public creek or river/bodies of water. - DENR – for Environmental Compliance Certificate (ECC) of Environmentally Critical Project such as Gas station. - DAR – Department of Agrarian Reform - HLURB – for subdivision - National Grid Corporation – for all types of building along the high-tension transmission lines - ATO - DOTC - DOH - for health concerns - DEPED - for schools - DA - Department of Agriculture	



CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDER
1. Secure application form with list of requirements.	Explain all requirements	None	10 minutes	Evelyn S. Gabriel Admin Assistant IV
2. submit duly accomplished forms and required documents to Building Permit Staff.	Initially verify and check the requirements	None	30 minutes	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
3. Securing 1st Endorsement to Bureau of Fire Clearances and Zoning.	Prepare transmittal form for Fire Clearance then segregate application for Zoning	None	30 minutes	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
4. Line and Grade Verification	Ocular Inspection for line and grade verification to establish and determine setbacks and grades in relation to access road, property lines, street or Highways, utility lines and Construction of other infrastructure project.	None	1 day	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
5	Technical Pre-Evaluation	None	1 day	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
	Line and Grade-evaluates Line and Grade and related documents	LEGEND: CATEGORY 1 – Construction/Renovation up to Two (2) storey building CATEGORY 2 – Construction/Renovation of Three (3) up to Four (4) storey building with Roof Deck, Attic or Penthouse. CATEGORY 3 – Construction/Renovation of Five (5) storey building or Higher with Deck		
	Civil Engineer evaluates Structural plans and related documents			
	Sanitary Engineer sanitary/plumbing plans and related documents.			
6	Return Plans and Documents for Corrections if there are Deficiencies. (applicants will be receiving notification via txt) (IF NO DEFICIENCIES, Proceed to 8) Discuss deficiencies to client	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV



7. Re-Submit Corrected/Lacking Plan and Pertinent Documents	Review re- submitted Plans and Documents. Consolidate final evaluation	None	30 minutes	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
8	Assessment Preparation of Assessment of Corresponding Fees For Building, Electrical, Mechanical, Sanitary/ Plumbing	See attached for schedule of fees (NBCP PD1096)	1 day	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
9. Receive the order of payment if the application is found to be complete and in order. Pay amount due to Municipal Treasurer's Office (CTO).	Issuance of Order of Payment Give the order of payment to client	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV
10. Submit Order of payment with Official receipt to The Office of the Building Official	Control and Record Permit to the logbook (Preparation of Tarp)	None	60 minutes	Evelyn S. Gabriel Admin Assistant IV
11	Processing and Approval Consolidate all requirements and process the permit for final signature of Evaluator and Approval of Building Official (After approval, clients will receive notification via text)	None	1 day	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
12. Receive 1 set of approved plans and documents to applicant	Release Approved Building Permit	None	30 minutes	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
TOTAL			7 Days	

(Processing time- depends on the completeness of documents and compliance to the provision of the National Building Code and 5 working days allowable period for extension due to unusual circumstances)



Services:	II. SECURING A OCCUPANCY CERTIFICATE/PERMIT			
Classification:	COMPL EX			
Type of Transaction:	Government to Citizen, Government to Business			
Who may avail:	Government Agencies, Private Individual, Investors, Business Establishment Owner, National Government			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. • Application of Certificate of Occupancy together with: - A duly notarized Certificate of Completion from duly licensed Architect or Civil Engineer and Electrical Engineer in charge on construction.			CLIE	
2. 1 - Complete Set of As-built Plans and specifications, duly signed and sealed by respective professional discipline			NT	
3. Daily Construction Logbook			MEO	
4. Certificate of Completion, duly notarized			BFP	
5. Fire safety Inspection Certificate from Fire Marshall if all fire safety requirements are complied.			TREASURY	
CLIENT STEPS	AGENCY ACTION	FEE S	TIME FRAME	SERVICE PROVIDER
1. Secure Certificate of Completion Forms.	Explain all requirements	None	20 minutes	Evelyn S. Gabriel Admin Assistant IV
2. Submit accomplished forms and documents of Completion.	Check accomplished forms and documents. Prepare transmittal slip (TS)	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV
3	Building Inspection and Initial Evaluation Inspectorate Team conduct site/ocular inspection of the completed building/structure in accordance with the approved plans and specifications.	None	1 Day for Category 1	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
	Technical Inspector prepares and submits consolidated report. (Optional, if the inspectors found no deviations/violations proceed to 6)		1½ Days for Category 2	
	Issue Inspection Report (I.R.) that listed the needed corrections or other pertinent documents needed. (if there are deficiencies, applicants will be receiving notification via txt)		1 Day for Category 3	
4. Make the necessary corrections, and then submit, including additional documents listed in the report.	Technical Inspector conduct re-inspection to check deficiencies stated in report. Conduct final evaluation, review recommendation	None	1 day	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
5. Secure endorsement for Fire Safety Final Inspection to BFP – Limay Fire Station	Endorsement to BFP Prepare transmittal form for Final Inspection of BFP	None	30 minutes	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
6. Pay amount due to CTO after issuance of order of payment.	Prepare assessment and issue order of payment to applicant.	see attached schedule of fees (NBCP PD 1096)	1 day	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
7. Submit Order of Payment with O.R	Support Staff will record the OR to the Logbook	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV
8	Processing and Approval Support Section prepare the Certificate of Occupancy to be signed and approved by the enforcement Section and the Building Official (After approval, clients will receive notification via text)	None	2 days	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
9. Receive the duly signed approved certificate	Release Certificate of Occupancy	None	10 minutes	Evelyn S. Gabriel Admin Assistant IV
TOTAL			5 Days	

Processing time- depends on the completeness of documents and compliance to the provision of the National Building Code and 5 working days' allowable period for extension due to unusual circumstances).



Services:	II. I. SECURING OTHER BUILDING- RELATED PERMITS
Classification:	COMPLETE X
Type of Transaction:	Government to Citizen, Government to Business
Who may avail:	Government Agencies, Private Individual, Investors, Business Establishment Owner, National Government
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
GROUND PREPARATION AND EXCAVATION PERMIT This permit is secured prior to actual ground preparation and excavation after the building line is established. Requirements: <ul style="list-style-type: none"> Accomplished Permit Form (DPWH FORM NO. 2003-008-B) 	CLIENT MEO MPDO TREASURY BFP ASSESSOR OTHER AGENCIES CONCERNED (IF APPLICABLE) - DPWH - DENR - DAR - HLURB - NGCP - ATO - DOTC - DOH - DEPED - DA
FENCING PERMIT This is secured prior to actual construction of a fence up to 1.80m high. Requirements: <ul style="list-style-type: none"> Accomplished Fencing Permit Form (DPWH FORM NO. 2003-013-B) Fencing plans, details and structural details Bill of Materials and Cost Estimates Lot survey plan sign and sealed by Geodetic Engineer Transfer Certificate with Title (TCT) Deed of Sale/Lease Contract/Contract to sell (If the TCT is not in the name of the owner/applicant) Updated Real Property Tax Declaration Certificate of Real Property Tax Payment Barangay Construction Clearance Row Clearance (DPWH if along National Road) 	
SIDEWALK CONSTRUCTION PERMIT This permit is secured prior to the construction and repair of sidewalk. Requirement(s): <ul style="list-style-type: none"> Accomplished Permit Form (DPWH FORM NO. 2003-009-B) Sketch plan of sidewalk to be constructed/repared. 	
This permit is secured whenever the erection of scaffolding occupies street lines. Requirement(s): <ul style="list-style-type: none"> Accomplished Permit Form (DPWH FORM NO. 2003-011-B) Sketch plan of street line to be occupied 	
REPAIR PERMIT This permit is secured for remedial work done on any damaged or deteriorated portion/s of building/structure to restore to its original condition. Requirement(s): <ul style="list-style-type: none"> Accomplished Permit Form (DPWH Form No. 2003-018-13) Scope of work/layout 	
DEMOLITION PERMIT This permit is secured prior to the systematic dismantling or destruction of a building or structure in whole or in part. Requirement(s): <ul style="list-style-type: none"> Accomplished Demolition Permit (DPWH Form) (notarized) Sketch plan of building area to be demolished Certificate of Real Property Tax Payment Tax Declaration 	
OTHER PERMITS - TYPES AND REQUIREMENT(S): ELECTRICAL PERMIT (FOR EXISTING BUILDING/STRUCTURE) This document is required before putting up new or additional, or alteration of electrical installations involving at least 20 outlets or a capacity of 4kw. Requirement(s): <ul style="list-style-type: none"> Electrical Permit Application Form (DPWH Ancillary Form No. 2003-001-E) signed by Professional Electrical Engineer Electrical Plans and Specifications Bill of Materials and Cost Estimates Barangay Construction Clearance Transfer Certificate of Title Tax Declaration Tax Receipt/Amilyar Deed of Sale or written consent of the owner MECHANICAL PERMIT (FOR EXISTING BUILDING/STRUCTURE) This document is required before the installation of new or additional, removal or alteration of machinery of at least 20 horsepower (hp). Requirement(s): <ul style="list-style-type: none"> Mechanical Permit Application Form (DPWH Ancillary Form No. 2003-001-M) signed by Professional Mechanical Engineer Mechanical Plans and Specifications Bill of Materials and Cost Estimates SANITARY/PLUMBING PERMIT (FOR EXISTING BUILDING/STRUCTURE) This document is required before the installation of new or additional or alteration of plumbing system, water supply, storm drainage, and water purification and sewerage treatment plants. Requirement(s): <ul style="list-style-type: none"> Sanitary/Plumbing Permit Application Form (DPWH Ancillary Form No. 2003-001-P) signed by Sanitary Engineer/Master Plumber Sanitary/Plumbing Plans and Specifications Bill of Materials and Cost Estimates 	

ERECTION OF SCAFFOLDING PERMIT



CLIENT STEPS	AGENCY ACTION	FEE S	TIME FRAME	SERVICE PROVIDER
1.1. Secure building related permit prescribed application form with list of requirements.	Explain how to fill up forms and the list of requirements.	None	10 minutes	Evelyn S. Gabriel Admin Assistant IV
2.2. Submit duly accomplished forms and documents.	Check submitted forms and documents. Forward documents to evaluation section	None	30 minutes	Evelyn S. Gabriel (Admin Assistant IV) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
3	Inspection/Technical Evaluation Ocular Inspection for required permit: electrical, mechanical, sanitary, plumbing, temporary/service connection of existing building/structure, repair, demolition etc. Evaluate electrical plans and specifications, mechanical plans and specifications, sanitary/plumbing plans and specifications or the case may be, and electrical layout for service/temporary connection, and fire safety clearances	None	1 day	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
4	Assess corresponding fee for electrical, mechanical, sanitary /plumbing, service /temporary connection as the case may be.	see attached schedule of fees (NBCP PD 1096)	1 day	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV) Engr. Ernesto G. Cabana (Municipal Engineer)
5	Processing and Approval Engineering Staff process the Application to be signed and approved by the enforcement Section and the Building Official (After approval, clients will receive notification via text)	None	1 day	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
6. Pay amount due to CTO after issuance of order of payment.	Prepare assessment and issue order of payment to applicant.		30 minutes	Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
7. Submit Order of Payment with O.R	Control and Record Permit to the logbook	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV
8	Processing and Approval Support Section prepare the Certificate of Occupancy to be signed and approved by the enforcement Section and the Building Official (After approval, clients will receive notification via text)	None	2 days	Evelyn S. Gabriel (Admin Assistant IV) Engr. Ernesto G. Cabana (Municipal Engr) Angelica D. Serso (Engineer I) Brigida M. San Pedro (Engineer IV)
9. Receive the duly signed and approved permit.	Release approved permit to the client	None	30 minutes	Evelyn S. Gabriel Admin Assistant IV
TOTAL			5 Days	

Processing time- depends on the completeness of documents and compliance to the provision of the National Building Code and 5 working days' allowable period for extension due to unusual circumstances).

NEW SCHEDULE OF FEES AND OTHER CHARGES

1. *Bases of assessment*

- a. Character of occupancy or use of building/structure
- b. Cost of construction
- c. Floor area
- d. Height

2. Regardless of the type of construction, the cost of construction of any building/structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter

LOCATION	GROUP	F	J
All Cities and Municipalities	A, B, C, D, E, G, H, I	P8, 000	P6, 000

3. Construction/addition/renovation/alteration of buildings/structures under Group/s and Sub-Divisions shall be assessed as follows:

a. Division A-1

	Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meters.....		P 2.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....		2.40
iii. Above 20.00 sq. meters to 50.00 sq. meters.....		3.40
iv. Above 50.00 sq. meters to 100.00 sq. meters.....		4.80
v. Above 100.00 sq. m to 150 sq. meters.....		6.00
vi. Above 150.00 sq. meters.....		7.20

Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters
 Therefore area bracket is 3.a.iv.
 Fee = P 4.80/sq. meter
 Building Fee = 75.00 x 4.80 = P 360.00

b. Division A-2

	Area in sq. meters	Fee per sq. meter
i. Original complete construction up to 20.00 sq. meters.....		P 3.00
ii. Additional/renovation/alteration up to 20.00 sq. meters regardless of floor area of original construction.....		3.40
iii. Above 20.00 sq. meters to 50.00 sq. meters.....		5.20
iv. Above 50.00 sq. meters to 100.00 sq. meters.....		8.00
v. Above 150.00 sq. meters.....		8.40

c. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

	Area in sq. meters	Fee per sq. meter
i.	Up to 5,000.....	P 23.00
ii.	Above 5,000 to 6,000.....	22.00
iii.	Above 6,000 to 7,000.....	20.50
iv.	Above 7,000 to 8,000.....	19.50
v.	Above 8,000 to 9,000.....	18.00
vi.	Above 9,000 to 10,000.....	17.00
vii.	Above 1,000 to 1,500.....	16.00
viii.	Above 15,000 to 20,000.....	15.00
ix.	Above 20,000 to 30,000.....	14.00
x.	Above 30,000.....	12.00

NOTE: Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

First 5,000 sq. meters @ 23.00.....	P 11,500.00
Next 1,000 sq. meters @ 22.00.....	2,200.00
Next 1,000 sq. meters @ 20.50.....	2,050.00
Next 1,000 sq. meters @ 19.50.....	1,950.00
Next 1,000 sq. meters @ 18.00.....	1,800.00
Next 1,000 sq. meters @ 17.00.....	1,700.00
Next 5,000 sq. meters @ 16.00.....	8,000.00
Next 5,000 sq. meters @ 15.00.....	7,500.00
Next 10,000 sq. meters @ 14.00.....	14,000.00
Last 2,000 sq. meters @ 12.00.....	2,400.00
Total Building Fee	P 53,100.00

d. Divisions C-2/D-1, 2, 3

	Area in sq. meters	Fee per sq. meter
i.	Up to 5,000.....	P 12.00
ii.	Above 5,000 to 6,000.....	11.00
iii.	Above 6,000 to 7,000.....	10.20
iv.	Above 7,000 to 8,000.....	9.60
v.	Above 8,000 to 9,000.....	9.00
vi.	Above 9,000 to 10,000.....	8.40
vii.	Above 10,000 to 15,000.....	7.20
viii.	Above 15,000 to 20,000.....	6.60
ix.	Above 20,000 to 30,000.....	6.00
x.	Above 30,000.....	5.00

NOTE: Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

e. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

a. Total Connected Load (kVA)

	Fee
i. 5 kVA or less.....	P 200.00
ii. Over 5 kVA to 50 kVA.....	P 200.00 + P 20.00/kVA
iii. Over 50 kVA to 300 kVA.....	1,100.00 + 10.00/kVA
iv. Over 300 kVA to 1,500 kVA.....	3,600.00 + 5.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....	9,600.00 + 2.50/kVA
vi. Over 6,000 kVA.....	20,850.00 + 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

b. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

		Fee	
i. 5 kVA or less.....	P	40.00	
ii. Over 5 kVA to 50 kVA.....	P	40.00 +	P 4.00/kVA
iii. Over 50 kVA to 300 kVA.....		220.00 +	2.00/kVA
iv. Over 300 kVA to 1,500 kVA.....		720.00 +	1.00/kVA
v. Over 1,500 kVA to 6,000 kVA.....		1,920.00 +	0.50/kVA
vi. Over 6,000 kVA.....		4,170.00 +	0.25/kVA

NOTE: Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned/installed by the owner/applicant as shown in the electrical plans and specifications.

c. Pole/Attachment Location Plan Permit

i. Power Supply Pole Location.....	P	30.00/pole
ii. Guying Attachment.....	P	30.00/attachment

This applies to designs/installations within the premises.

d. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

Use or Character of Occupancy	Electric Meter	Wiring Permit Issuance
Residential	P 15.00	P 15.00
Commercial/Industrial	60.00	36.00
Institutional	30.00	12.00

e. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

f. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.

5. Mechanical Fees

a. Refrigeration, Air Conditioning and Mechanical Ventilation:

i. Refrigeration (cold storage), per ton or fraction thereof.....	P	40.00
ii. Ice Plants, per ton or fraction thereof.....		60.00
iii. Packaged/Centralized Air Conditioning Systems:		
Up to 100 tons, per ton.....		90.00
iv. Every ton or fraction thereof above 100 tons.....		40.00
v. Window type air conditioners, per unit.....		60.00
vi. Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent.....		40.00
vii. In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered individually.		

For evaluation purposes:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.a.i.):

- 1.10 kW per ton, for compressors up to 5 tons capacity.
- 1.00 kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- 3.50 kW per ton, for compressors up to 50 tons capacity.
- 3.25 kW per ton, for compressors above 5 up to 50 tons capacity.
- 3.00 kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):		
0.90	kW per ton, for compressors 1.2 to 5 tons capacity.	
0.80	kW per ton, for above 5 up to 50 tons capacity.	
0.70	kW per ton, for compressors above 50 tons capacity.	
b. Escalators and Moving Walks, funiculars and the like:		
i.	Escalator and moving walk, per kW or fraction thereof.....	P 10.00
ii.	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof.....	20.00
iii.	Every lineal meter or fraction thereof in excess of 20.00 lineal meters.....	10.00
iv.	Funicular, per kW or fraction thereof.....	200.00
	(a) Per lineal meter travel.....	20.00
v.	Cable car, per kW or fraction thereof.....	40.00
	(a) Per lineal meter travel.....	5.00
c. Elevators, per unit:		
i.	Motor driven dumbwaiters.....	P 600.00
ii.	Construction elevators for material.....	2,000.00
iii.	Passenger elevators.....	5,000.00
iv.	Freight elevators.....	5,000.00
v.	Car elevators.....	5,000.00
d. Boilers, per kW:		
i.	Up to 7.5 kW.....	P 500.00
ii.	Above 7.5 kW to 22 kW.....	700.00
iii.	Above 22 kW to 37 kW.....	900.00
iv.	Above 37 kW to 52 kW.....	1,200.00
v.	Above 52 kW to 67 kW.....	1,400.00
vi.	Above 67 kW to 74 kW.....	1,600.00
vi.	Every kW or fraction thereof above 74 kW.....	5.00
NOTE: (a) Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.		
(b) Steam from this boiler used to propel any prime-mover is exempted from fees.		
(c) Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.		
e.	Pressurized water heaters, per unit.....	P 200.00
f.	Water, sump and sewage pumps for commercial/industrial use, per kW or fraction thereof.....	60.00
g.	Automatic fire sprinkler system, per sprinkler head.....	4.00
h. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, Nuclear or solar Generating Units and the like, per kW:		
i.	Every kW up to 50 kW.....	P 25.00
ii.	Above 50 kW up to 100 kW.....	20.00
iii.	Every kW above 100 kW.....	3.00
i.	Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet.....	P 20.00
j.	Gas Meter, per unit.....	P 100.00
k.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher.....	P 4.00
l. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:		

i.	Up to 50 kW.....	P	10.00
ii.	Above 50 kW to 100 kW.....		12.00
iii.	Every above 100 kW or fraction thereof.....		3.00
m.	Pressure Vessels, per cu. meter or fraction thereof.....	P	60.00
n.	Other Machinery/Equipment for commercial/ Industrial/Institutional Use not elsewhere specified, per kW or fraction thereof.....	P	60.00
o.	Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal metes or fraction thereof.....	P	10.00
p.	Weighing Scale Structure, per ton or fraction thereof.....	P	50.00
	NOTE: Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.		
6.	Plumbing Fees		
a.	Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".		
b.	Every fixture in excess of one unit:	P	24.00
i.	Each water closet.....	P	7.00
ii.	Each floor drain.....		3.00
iii.	Each sink.....		3.00
iv.	Each lavatory.....		7.00
v.	Each faucet.....		2.00
vi.	Each shower head.....		2.00
c.	Special Plumbing Fixtures:		
i.	Each slop sink.....	P	7.00
ii.	Each urinal.....		4.00
iii.	Each bath tub.....		7.00
iv.	Each grease trap.....		7.00
v.	Each garage trap.....		7.00
vi.	Each bidet.....		4.00
vii.	Each dental cuspidor.....		4.00
viii.	Each gas-fired water heater.....		4.00
ix.	Each drinking fountain.....		2.00
x.	Each bar or soda fountain sink.....		4.00
xi.	Each laundry sink.....		4.00
xii.	Each laboratory sink.....		4.00
xiii.	Each fixed-type sterilizer.....		2.00
d.	Each water meter.....	P	2.00
i.	12 to 25 mm Ø.....	P	8.00
ii.	Above 25 mm Ø.....		10.00
e.	Construction of septic tank, applicable in all Groups		
i.	Up to 5.00 cu. meters of digestion chamber.....	P	24.00
ii.	Every cu. meter or fraction thereof In excess of 5.00 cu. meters.....		7.00
7.	Electronics Fees		
a.	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, Internet service, cellular, paging		

	and other types/forms of wired or wireless communications..... P	
	2.40 per port	
b.	Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cellsites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location	P 1,000.00 per location
c.	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus/equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoor or outdoors.....	P 10.00 per unit
d.	Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user terminal is connected	P 2.40 per outlet
e.	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement/background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected	P 2.40 per termination
f.	Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	P 1,000.00 per location
g.	Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception.....	P 1,000.00 per structure
h.	Electronic or electronically-controlled indoor and outdoor signages and display systems, including TV monitors, multi-media signs, etc.	P 50.00 per unit
i.	Poles and attachment:	
i.	Per Pole (to be paid by pole owner).....	P 20.00
ii.	Per attachment (to be paid by any entity who attaches to the pole of others)	20.00
j.	Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above	P 50.00 per unit
8.	Accessories of the Building/Structure Fees	



a.	All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).		
b.	Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom of the roof slab or the top of girts, whichever applies.		
c.	Bank and Records Vaults with interior volume up to 20.00 cu. meters.....	P	20.00
i.	In excess of 20.00 cu. meters.....		8.00
d.	Swimming Pools, per cu. meter or fraction thereof:		
i.	GROUP A Residential.....	P	3.00
ii.	Commercial/Industrial GROUPS B, E, F, G.....		36.00
iii.	Social/Recreational/Institutional GROUPS C, D, H, I.....		24.00
iv.	Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
v.	Swimming pool shower rooms/locker rooms:		
(a)	Per unit or fraction thereof.....	P	60.00
(b)	Residential GROUP A.....		6.00
(c)	GROUP B, E, F, G,.....		18.00
(d)	GROUP C, D, H,.....		12.00
e.	Construction of firewalls separate from the building:		
i.	fraction thereof	P	3.00
ii.	Provided, that the minimum fee shall be.....		48.00
f.	Construction/erection of towers: Including Radio and TV towers, water tank supporting structures and the like:		
	Use or Character of Occupancy	Self-Supporting	Trilon (Guyed)
i.	Single detached dwelling units.....	P 500.00	P 150.00
ii.	Commercial/Industrial (Groups B, E, F, G) up to 10.00 meters in height.....	2,400.00	240.00
(a)	Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
iii.	Educational/Recreational/Institutional (Groups C, D, H, I) up to 10.00 meters in height.....	1,800.00	120.00
(a)	Every meter or fraction thereof in excess of 10.00 meters.....	120.00	12.00
g.	Storage Silos, up to 10.00 meters in height.....	P 2,400.00	
i.	Every meter or fraction thereof in excess of 10.00 meters.....		150.00
ii.	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule		
h.	Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:		
i.	Smokestacks, up to 10.00 meters in height, measured from the base.....		P 240.00
(a)	Every meter or fraction thereof in excess of 10.00 meters.....		12.00
ii.	Chimney up to 10.00 meters in height, measured from the base.....		48.00
(a)	Every meter or fraction thereof in excess of 10.00 meters.....		2.00

i.	Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas	P	48.00
j.	Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume		12.00
k.	Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters.....		12.00
i.	Every cu. m or fraction thereof in excess of 2.00 cu. meters.....	P	12.00
ii.	For all other than Groups A and B up to 10.00 cu. meters.....		480.00
(a)	Every cu. meter or fraction thereof in excess of 10.00 cu. meters.....		24.00
I.	Construction of Water and Waste Water Treatment Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume.....	P	7.00
m.	Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:		
i.	Above ground, up to 10.00 cu. meters.....	P	480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters.....		24.00
ii.	Underground, up to 20.00 cu. meters.....		540.00
	Every cu. meter or fraction thereof in excess of 20.00 cu. meters.....		24.00
n.	Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:		
i.	Underground, per cu. meter or fraction thereof of excavation.....	P	3.00
ii.	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank.....		3.00
iii.	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.		
o.	Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:		
i.	Construction of permanent type.....	P	10.00
ii.	Construction of temporary type.....		5.00
iii.	Inspection of knock-down temporary type, per unit		24.00
p.	Construction of buildings and other accessory structures within cemeteries and memorial parks:		
i.	Tombs, per sq. meter of covered ground areas.....	P	5.00
ii.	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area		5.00
iii.	Totally enclosed mausoleums, per sq. meter of floor area		12.00
iv.	Totally enclosed mausoleums, per sq. meter of floor area		5.00
v.	Columbarium, per sq. meter.....		18.00
9.	Accessory Fees		
a.	Establishment of Line and Grade, all sides fronting or abutting streets, esteros, rivers and creeks, first 10.00 meters.....	P	24.00
i.	Every meter or fraction thereof in excess of 10.00 meters.....		2.40



b. Ground Preparation and Excavation Fee

i. While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

(a) Inspection and Verification Fee	P 200.00
(b) Per cu. meters of excavation	3.00
(c) Issuance of GP & EP, valid only for thirty (30) days or superseded upon issuance of Building Permit	50.00
(d) Per cu. meter of excavation for foundation with basement.....	4.00
(e) Excavation other than foundation or basement, per cu. meter.....	3.00
(f) Encroachment of footings or foundations of buildings/structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00

c. Fencing Fees:

i. Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof.....	P 3.00
ii. In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
iii. Made of indigenous materials, barbed, chicken or hog wires, per lineal meter.....	2.40

d. Construction of Pavements, up to 20.00 sq. meters..... P 24.00

e. In excess of 20% or fraction thereof of paved
areas intended for commercial/industrial/institutional
use, such as parking and sidewalk areas,
gasoline station premises, skating rinks, pelota
courts, tennis and basketball courts and the like P 3.00

f. Use of Streets and Sidewalks, Enclosures and
Occupancy of Sidewalks up to 20.00 sq. meters, per
calendar month P 240.00

i. Every sq. meter or fraction thereof in excess of
20.00 sq. meters P 12.00

g. Erection of Scaffoldings Occupying Public Areas, per calendar month.

i. Up to 10.00 meters in length.....	P 150.00
ii. Every lineal meter or fraction thereof in excess of 10.00 meters	12.00

h. Sign Fees:

i. Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area.....	P 120.00
(a) Every sq. meter or fraction thereof in excess of 4.00 sq. meters.....	24.00
ii. Installation Fees, per sq. meter or fraction thereof of display surface:	

Type of Sign Display	Business Signs	Advertising Signs
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Neon	P 36.00	P 52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

iii. Annual Renewal Fees, per sq. meter of display surface or fraction thereof:

Type of Sign Display	Business Signs	Advertising Signs
Neon	P 36.00, min. fee shall be P 124.00	P 46.00, min. fee shall be P 200.00
Illuminated	P 18.00, min. fee shall be P 72.00	P 38.00, min. fee shall be P 150.00
Others	P 12.00, min. fee shall be P 40.00	P 20.00, min. fee shall be P 110.00
Painted-on	P 8.00, min. fee shall be P 30.00	P 12.00, min. fee shall be P 100.00

i. Repairs Fees:

- i. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, For all Groups..... P 5.00
- ii. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofing shall be assessed in accordance with the following rate, For all Groups 5.00
- iii. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

j. Raising of Buildings/Structures Fees:

- i. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
- ii. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

k. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:

- i. Buildings in all Groups per sq. meter floor area..... P 3.00
- ii. Building Systems/Frames or portion thereof per vertical or horizontal dimensions, including Fences 4.00
- iii. Structures of up to 10.00 meters in height..... 800.00
 - (a) Every meter or portion thereof in excess of 10.00 meters 50.00
- iv. Appendage of up to 3.00 cu. meter/unit 50.00
 - (a) Every cu. meter or portion thereof in excess of 3.00 cu. meters..... 50.00
- v. Moving Fee, per sq. meter of area of building/structure to be moved 3.00

10.	<i>Certificates of Use or Occupancy (Table II.G.1. for fixed costing)</i>		
a.	Division A-1 and A-2 Buildings:		
i.	Costing up to P150,000.00	P	100.00
ii.	Costing more than P150,000.00 up to P400,000.00		200.00
iii.	Costing more than P400,000.00 up to P850,000.00	P	400.00
iv.	Costing more than P850,000.00 up to P1,200,000.00		800.00
v.	Every million or portion thereof in excess of P1,200,000.00		800.00
b.	Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4 and I-1 Buildings:		
i.	Costing up to P150,000.00	P	200.00
ii.	Costing more than P150,000.00 up to P400,000.00		400.00
iii.	Costing more than P400,000.00 up to P850,000.00		800.00
iv.	Costing more than P850,000.00 up to P1,200,000.00		1,000.00
v.	Every million or portion thereof in excess of P1,200,000.00		1,000.00
c.	Divisions C-1, 2/D-1, 2, 3 Buildings:		
i.	Costing up to P150,000.00	P	150.00
ii.	Costing more than P150,000.00 up to P400,000.00		250.00
iii.	Costing more than P400,000.00 up to P850,000.00		600.00
iv.	Costing more than P850,000.00 up to P1,200,000.00		900.00
v.	Every million or portion thereof in excess of P1,200,000.00		900.00
d.	Division J-1 Buildings/structures:		
i.	With floor area up to 20.00 sq. meters	P	50.00
ii.	With floor area above 20.00 sq. meters up to 500.00 sq. meters		240.00
iii.	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters		360.00
iv.	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters		480.00
v.	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters		1,200.00
	With floor area above 10,000.00 sq. meters		2,400.00
e.	Division J-2 Structures:		
i.	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories.		
ii.	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above.		
iii.	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows:		
	(a) First 10.00 meters of height from the ground	P	800.00
	(b) Every meter or fraction thereof in excess of 10.00 meters		50.00

f.	Change in Use/Occupancy, per sq. meter or fraction thereof of area affected	P	5.00
11. Annual Inspection Fees			
a.	Divisions A-1 and A-2:		
i.	Single detached dwelling units and duplexes are not subject to annual inspections.		
ii.	If the owner request inspections, the fee for each of the services enumerated below is	P	120.00
	Land Use Conformity Architectural Presentability Structural Stability Sanitary and Health Requirements Fire-Resistive Requirements		
b.	Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:		
i.	Appendage of up to 3.00 cu. meters/unit.....	P	150.00
ii.	Floor area to 100.00 sq. meters.....		120.00
iii.	Above 100.00 sq. meters up to 200.00 sq. meters.....		240.00
iv.	Above 200.00 sq. meters up to 350.00 sq. meters.....		580.00
v.	Above three hundred 350.00 sq. meters Up to 500.00 sq. meters.....		720.00
vi.	Above 500.00 sq. meters up to 750.00 sq. meters.....		960.00
vii.	Above 750.00 sq. meters up to 1,000.00 sq. meters.....		1,200.00
viii.	Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters.....		1,200.00
c.	Divisions C-1, 2, Amusement Houses, Gymnasias and the like:		
i.	First class cinematographs or theaters.....	P	1,200.00
ii.	Second class cinematographs or theaters.....		720.00
iii.	Third class cinematographs or theaters.....		520.00
iv.	Grandstands/Bleachers, Gymnasias and the like.....		720.00
d.	Annual plumbing inspection fees, each plumbing unit	P	60.00
e.	Electrical Inspection Fees:		
i.	A one time electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.		
ii.	Annual Inspection Fees are the same as in Section 4.e.		
f.	Annual Mechanical Inspection Fees:		
i.	Refrigeration and Ice Plant, per ton:		
(a)	Up to 100 tons capacity	P	25.00
(b)	Above 100 tons up to 150 tons		20.00
(c)	Above 150 tons up to 300 tons		15.00
(d)	Above 300 tons up to 500 tons.....		10.00
(e)	Every ton or fraction thereof above 500 tons.....		5.00
ii.	Air Conditioning Systems:		
	Window type air conditioners, per unit	P	40.00
iii.	Packaged or centralized air conditioning systems:		
(a)	First 100 tons, per ton		25.00

	(b) Above 100 tons, up to 150 tons per ton	20.00
	(c) Every ton or fraction thereof above 500 tons	8.00
iv.	Mechanical Ventilation, per unit, per kW:	
	(a) Up to 1 kW	P 10.00
	(b) Above 1 kW to 7.5 kW	50.00
	(c) Every kW above 7.5 kW	20.00
v.	Escalators and Moving Walks; Funiculars and the like:	
	(a) Escalator and Moving Walks, per unit.....	P 120.00
	(b) Funiculars, per kW or fraction thereof.....	50.00
	(c) Per lineal meter or fraction thereof of travel.....	10.00
	(d) Cable Car, per kW or fraction thereof	25.00
	(e) Per lineal meter of travel.....	2.00
vi.	Elevators, per unit:	
	(a) Passenger elevators.....	P 500.00
	(b) Freight elevators.....	400.00
	(c) Motor driven dumbwaiters.....	50.00
	(d) Construction elevators for materials	400.00
	(e) Car elevators	500.00
	(f) Every landing above first five (5) landings for all the above elevators.....	50.00
vii.	Boilers, per unit:	
	(a) Up to 7.5 kW.....	P 400.00
	(b) 7.5 kW up to 22 kW	550.00
	(c) 22 kW up to 37 kW	600.00
	(d) 37 kW up to 52 kW.....	650.00
	(e) 52 kW up to 67 kW	800.00
	(f) 67 kW up to 74 kW.....	900.00
	(g) Every kW or fraction thereof above 74 kW	4.00
viii.	Pressurized Water Heaters, per unit.....	P 120.00
ix.	Automatic Fire Extinguishers, per sprinkler head.....	P 2.00
x.	Water, Sump and Sewage pumps for buildings/structures for commercial/ industrial purposes, per kW:	
	(a) Up to 5 kW.....	P 55.00
	(b) Above 5 kW to 10 kW.....	90.00
	(c) Every kW or fraction thereof above 10 kW.....	P 2.00
xi.	Diesel/Gasoline Internal Combustion Engine, Gas Turbine/Engine, Hydro, Nuclear or Solar Generating Units and the like, per kW:	
	(a) Per kW, up to 50 kW.....	P 15.00
	(b) Above 50 kW up to 100 kW.....	10.00
	(c) Every kW or fraction thereof above 100 kW.....	2.40
xii.	Compressed air, vacuum, commercial/ institutional/industrial gases, per outlet.....	P 10.00
xiii.	Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof, whichever is higher.....	P 2.00
xiv.	Other Internal Combustion Engines, including Cranes, Forklifts, Loaders, Mixers, Compressors and the like,	
	(a) Per unit, up to 10 kW.....	100.00
	(b) Every kW above 10 kW.....	3.00
xv.	Other machineries and/or equipment for commercial/ industrial/institutional use not elsewhere specified, per unit:	
	(a) Up to ½ kW.....	P 8.00
	(b) Above ½ kW up to 1 kW.....	23.00
	(c) Above 1 kW up to 3 kW.....	39.00
	(d) Above 3 kW up to 5 kW.....	55.00
	(e) Above 5 kW up to 10 kW.....	80.00
	(f) Every kW above 10 kW or fraction thereof.....	4.00
xvi.	Pressure Vessels, per cu. meter or fraction thereof.....	P 40.00
xvii.	Pneumatic tubes, Conveyors, Monorails for materials handling, per lineal meter or fraction thereof.....	P 2.40
xviii.	Weighing Scale Structure, per ton or fraction thereof.....	P 30.00



xix.	Testing/Calibration of pressure gauge, per unit.....	P	24.00
	(a) Each Gas Meter, tested, proved and sealed, per gas meter.....		30.00
xx.	Every mechanical ride inspection, etc., used in amusement centers of fairs, such as ferris wheel, and the like, per unit.....	P	30.00
g.	Annual electronics inspection fees shall be the same as the fees in Section 7. of this Schedule.		
12.	Certifications:		
a.	Certified true copy of building permit.....	P	50.00
b.	Certified true copy of Certificate of Use/Occupancy.....		50.00
c.	Issuance of Certificate of Damage.....		50.00
d.	Certified true copy of Certificate of Damage.....		50.00
e.	Certified true copy of Electrical Certificate.....		50.00
f.	Issuance of Certificate of Gas Meter Installation.....	P	50.00
g.	Certified true copy of Certificate of Operation.....		50.00
h.	Other Certifications.....		50.00

NOTE: The specifications of the Gas Meter shall be:

- Manufacturer.....
- Serial Number.....
- Gas Type.....
- Meter Classification/Model.....
- Maximum Allowable Operating Pressure – psi (kPa).....
- Hub Size - mm (inch).....
- Capacity - m³/hr. (ft³/hr.).....



OFFICE OF THE GENERAL SERVICES

VISION

With a high degree of ethical standards in the delivery of our services.

MISSION

To provide excellent public service through leadership and best practices in managing of facilities, supplies, maintenance, solid waste and other support services.



INTERNAL SERVICE

Services:	Issuance of Property Clearance (End of Service)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipality of Limay Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Clearance Form one (1) original and one (1) photocopy.		HRMO, Client, GSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
2. Submit the Clearance form to the GSO Record Section. (Photocopy and original copy)	2.1 Log and verify the request.	None	5 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
	2.2 Cancellation or Transfer of Accountabilities.	None	10 minutes	<i>John Paulo G. Bruzo</i> Gen. Services Planning Asst <i>Jann Amieil R. Bañaga</i> Admin Asst V
	2.3 Submit to GSO Head for Approval.	None	10 minutes	<i>Reynaldo C. Cabral</i> GSO-OIC
3. Secure the processed Clearance form (Photocopy)	3.1 Release of Clearance Form (Photocopy)	None	3 minutes	<i>Jann Amieil R. Bañaga</i> Admin Asst V
TOTAL		None	30 minutes	



Services:	Repair and Maintenance Request			
Classification:	Simple			
Type of Transaction:	G2C/G2B/G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed request letter. One (1) original and one (1) photocopy.		Client, GSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
2. Submit the Request Letter to Admin Section with photos if applicable.	2.1 Receive the letter and forward it to the GSO Head for assessment.	None	5 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst <i>Reynaldo C. Cabral</i> GSO-OIC
3. Receive feedback from the GSO Office.	3.1 Notify the client for actions to be taken.	None	5 minutes	<i>Ralfh D. Ortojan</i> Engineer <i>Jaime Bagtas S. Bagtas</i> Engineer <i>John Paulo G. Bruzo</i> Gen. Services Planning Asst
	3.2 Update the Logbook	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
TOTAL		None	14 minutes	

Services:	Registration of Service Vehicle
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Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipality of Limay Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sales Invoice of Vehicle		Client or GSO Office		
GSIS Application Form		GSIS		
Engine and Chassis Stencils		GSO Office		
Photocopy of OR/CR		Client or GSO Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Danica Banuelos Encoder</i> <i>Liza M. Pangilinan Storekeeper III</i>
2. Submit the requirements to GSO Office	2.1 Check and verify the documents. Upon completion of the needed documents, GSO will secure and fill out forms.	None	5 minutes	<i>Danica Banuelos Encoder</i> <i>Liza M. Pangilinan Storekeeper III</i>
	2.2 Emission Testing of Vehicle at Emission Testing Center	None	15 minutes	
	2.3 Submit the emission test result to LTO together with the Policy.	None	15 minutes	
	2.4 Process the payment of the Insurance Policy and Registration fee.		2 hours	
	2.5 Secure the result of motor vehicle registration/Insurance Policy	None	45 minutes	
3. Secure the photocopy of the registered OR/CR of the vehicle at the GSO Office - Admin Section	3.1 Forward the photocopy of OR/CR to the client.	None	2 minutes	
	3.2 Log the details of the registered vehicle.	None	2 minutes	
TOTAL		None	1 hr 26 mins	

Services:	Request for Return of Unserviceable Items
Classification:	Simple



Type of Transaction:	G2G			
Who may avail:	Municipality of Limay Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transmittal letter 1 Original, 1 Photocopy)		Client		
Property Acknowledgment Receipt (PAR)		GSO Office		
Inventory Custodian Slip (ICS)		GSO Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
2. Submit the transmittal letter to the GSO Admin Section. (Photocopy and original copy)	2.1 Review the transmittal letter and transmit it to GSO Head for approval.	None	3 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst <i>Reynaldo C. Cabral</i> GSO-OIC
3. Deliver the Unserviceable items	3.1 Notify the client to deliver the Unserviceable Items to the GSO Office.	None	3 minutes	<i>John Paulo G. Bruzo</i> Gen. Services Planning Asst <i>Jann Amieil R. Bañaga</i> Admin Asst V
4. Secure copy of ICS/PAR with annotation as returned to GSO Office.	4.1 Prepare inventory and inspection report	None	10 minutes	<i>John Paulo G. Bruzo</i> Gen. Services Planning Asst <i>Jann Amieil R. Bañaga</i> Admin Asst V
	4.3 Update Physical Inventory Form.	None	5 minutes	<i>Jann Amieil R. Bañaga</i> Admin Asst V
TOTAL		None	23 minutes	

Services:	Request of Gas Slip
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Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipality of Limay Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Purchase Order (P.O.)		Warehouseman /Dispatcher		
Trip ticket		Warehouseman /Dispatcher		
Sales Invoice		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Danica Banuelos Encoder/ Alfredo Santos Asst Dispatcher</i>
2. Ask for a PO from the dispatcher.	2.1 Record the driver's name, vehicle type, plate number, and quantity/type of fuel.	None	5 minutes	<i>Alfredo Santos Asst Dispatcher Alan M. Calimbas Warehouseman</i>
3. Receive the PO, present it to the Fuel Station, and get a copy of the sales invoice.	3.1 Provide PO to the client	None	3 minutes	<i>Alfredo Santos Asst Dispatcher Alan M. Calimbas Warehouseman</i>
4. Forward the sales invoice and a trip ticket to the GSO Office	4.1 Record the sales invoice and trip ticket	None	5 minutes	<i>Alan M. Calimbas Warehouseman Rhodora A. Heredia Admin Asst V</i>
TOTAL		None	15 minutes	

Services:	Request of Service Vehicle
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Classification:	Simple			
Type of Transaction:	G2G/G2C			
Who may avail:	Government employees/public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Travel Order - for travel outside Limay, Bataan (One original and one (1) photocopy.		Mayor's Office		
Pass slip - for travel along Vicinity of Limay, Bataan		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Sign the logbook	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Danica Banuelos Encoder</i> <i>Alfredo Santos Asst Dispatcher</i>
2. Submit the approved travel order/pass slip to warehouseman/dispatcher	2.1 Assess and log the request	None	5 minutes	<i>Alfredo Santos Asst Dispatcher</i> <i>Alan M. Calimbas Warehouseman</i>
	2.2 Check the availability of the Municipal Service		2 minutes	<i>Alfredo Santos Asst Dispatcher</i>
3. Receive feedback.	3.1 Schedule the travel request	None	5 minutes	<i>Alfredo Santos Asst Dispatcher</i>
4. Sign the trip ticket	4.1 Log the travel details (Date/time, destination, passenger name, odometer)	None	5 minutes	<i>Driver</i>
	4.2 Transport client/package	None	15 minutes	<i>Driver</i>
	4.3 Log the travel details prior to return in the Municipal Bldg. or Motorpool.	None	3 minutes	<i>Danica Banuelos Encoder</i> <i>Alfredo Santos Asst Dispatcher</i>
TOTAL		None	37 minutes	



Services:	Withdrawal of janitorial/office/maintenance supply			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Municipality of Limay Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requisition and Issue Slip (RIS) one(1) original and one(1) photocopy.		Client, GSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Sign the logbook	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Alex Andrade</i> Warehouseman
2. Submit the RIS to the GSO Store room. (Photocopy and original copy)	2.1 Check the completeness and Availability of supply.	None	5 minutes	<i>Alex Andrade</i> Warehouseman
	2.2 Fill up the significant details in RIS and record them in the logbook.	None	10 minutes	<i>Alex Andrade</i> Warehouseman
	2.3 Forward the RIS to the GSO Head for Approval	None	3 minutes	<i>Alex Andrade</i> Warehouseman <i>Reynaldo C. Cabral</i> GSO-OIC
3. Receive items and secure a received copy of the RIS and sign the "Received by" portion.	3.1 Release of items to the requestor and release of the received copy.	None	15 minutes	<i>Alex Andrade</i> Warehouseman
	3.2 File the RIS.	None		<i>Alex Andrade</i> Warehouseman
TOTAL		None	35 minutes	



EXTERNAL SERVICES

Services:	Provision of Equipment/Items for Community Services			
Classification:	Simple			
Type of Transaction:	G2C/G2G			
Who may avail:	Government Agencies/Public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed request letter. one (1) original and one (1) photocopy.		Client, GSO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1.Fill up the logbook.	1.1 Acknowledge the client and prepare a logbook to be signed by the client.	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
2. Submit the signed request letter to the GSO Admin Section. (Photocopy and original copy)	2.1 Log and verify the request.	None	3 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst
	2.2 Coordinates with the GSO head for evaluation	None	5 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst <i>Reynaldo C. Cabral</i> GSO-OIC
	2.3 Check the availability of equipment/items.	None	5 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Julie Ann C. Busi</i> Eng'g Asst <i>Alex Andrade</i> Warehouseman
	2.4 Forward the request letter to the Mayor's Office for Approval.	None	15 minutes	<i>Reynaldo C. Cabral</i> GSO-OIC <i>Hon. Nelson C. David</i> Municipal Mayor
	2.5 Received the request letter for action to be taken.	None	1 minute	<i>Reynaldo C. Cabral</i> GSO-OIC
	2.6 Inform the client to pick up Equipment/Items in the GSO Office.	None	3 minutes	<i>Ralfh D. Ortojan</i> Engineer <i>Rhodora A. Heredia</i> Admin Asst V
3. Sign Acknowledgment Receipt	3.1 Furnish Acknowledgment Receipt to the client for signature.	None	1 minute	<i>Rhodora A. Heredia</i> Admin Asst V
	3.2 Check the condition of equipment/Items returned.	None	5 minutes	<i>Rhodora A. Heredia</i> Admin Asst V <i>Ralfh D. Ortojan</i> Engineer <i>Alex Andrade</i> Warehouseman
	3.3 Log the transaction in the logbook.	None	2 minutes	<i>Rhodora A. Heredia</i> Admin Asst V
TOTAL		None	42 minutes	



LOCAL CIVIL REGISTRY OFFICE

VISION

The MCRO, costumer friendly office that provide the quality civil registration services attuned to global demands and committed the highest standard in the field of civil registration.

MISSION

Promote and institutionalize effective Civil Registration System and deliver quality services irrespective of creed, class and culture pursuant to Civil Registration Law.

Republic of the Philippines
Province of Bataan
Municipality of Limay
OFFICE OF THE MUNICIPAL CIVIL REGISTRY

ORGANIZATIONAL CHART



ANALIZA R. GULTIANO
MUNICIPAL CIVIL



MARIVIC L. TEODORO



JEFEL D. LUNO
ADMIN ASST. III



TERESA D. PARINA



NOVA M. LUNA
CLERK



MARIA ELENA D. BAUTISTA
CLERK





Services:	I. REGISTRATION OF NEWBORNS			
About the service:	<p>Republic Act No. 3753 mandates the establishment of a civil register in the Philippines where acts, events, legal instruments, and court decrees concerning the civil status of person shall be recorded.</p> <p>The birth of the child, being a vital event of a person shall be registered within thirty (30) days from the time of birth of the child in the Civil Registry Office of the place the birth occurred. If the birth will be registered after the reglementary period, the client shall apply for delayed registration of birth.</p>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ Parents/Guardian/relatives of the newborn child ▪ Attendants at birth i.e. midwife, physician, nurse – ▪ Administrators of hospitals, clinics or similar institutions (attendants at birth certifying on facts of birth) 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Accomplished Certificate of Live Birth 4 copies, with signature of the attendant at birth (Municipal Form 102) • Marriage Certificate of parents, if married • Valid ID of parents/guardian/authorized person • For unmarried parents, they are required to appear before the Notary Public or Civil Registrar to execute: • Affidavit of Admission of paternity /Acknowledgement • Affidavit to Use the Surname of the father to be executed by the mother • Additional document for minor parents • Affidavit of Attestation of parent for minor parent/s 		<ul style="list-style-type: none"> ➤ Limay Emergency & Birthing Facility/ Barangay Health Centers of the place of birth ➤ Local Civil Registrar Office ➤ Gov't institutions ➤ Notary Republic/ Local Civil Registrar Office ➤ Notary Republic / Local Civil Registrar Office ➤ Notary Republic / Local Civil Registrar Office 		
FOR MARRIED PARENTS				
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDER
1. Submit the document/s to the receiving Staff, present copy of Marriage certificate if available and Valid ID	Examine the certificate of live birth (Municipal Form 102) / and other documents	NONE	5 mins	Jefel D. Luno <i>Administrative Assistant III</i>
2. Wait for the document to be processed	If entries are complete and no error, process the registration, assign number and log in registry book submit to the Civil Registrar or authorized signatory for registration, Approves and signs the document	NONE	8 mins	Jefel D. Luno <i>Administrative Assistant III</i> Marivic Teodoro <i>Assist. Reg. Officer</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
3. Receives registered copy of the document Note: As per compliance with Data Privacy Act of 2012 the copy of the document will be released to the parents/guardian of the child or duly authorized person	Release the copy of the registered document	NONE	2 mins	Jefel D. Luno <i>Administrative Assistant III</i>



4. For Advance endorsement to PSA (Optional) Client pays the required fee at the Municipal Treasury Office	The MTO Collection Clerk receives the payment	P 100.00	5 mins	<i>MTO Clerk</i>
TOTAL		P 100.00	20 mins	

FOR UNMARRIED PARENTS

CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDER
1. Submit the accomplished Certificate of Live Birth, present Valid ID of both parents	Examine the certificate of live birth (Municipal Form 102) and attached documents	NONE	5 mins	Jefel D. Luno <i>Administrative Assistant III</i>
2. The father of the child executes the Affidavit of Admission of Paternity at the back of the Certificate of Live Birth and the mother of the child executes the Affidavit to Use the Surname of the Father in the before the Mun. Civil Registrar	If entries are complete and no error, prepare the Affidavit of Admission of Paternity at the back of the Birth Certificate and the Affidavit to Use the Surname of the father. Administer the signing of Affidavit	NONE	20 mins	Jefel D. Luno <i>Administrative Assistant III</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
3. Wait for the document to be processed	Process the registration of the Certificate of Live birth and Legal instruments, assign number submit to the Civil Registrar or authorized signatory for approval	NONE	7 mins	Jefel D. Luno <i>Administrative Assistant III</i>
4.	Approves and signs the registry document Record in Birth and Register.	NONE	2 mins	Analiza R. Gultiano <i>Municipal Civil Registrar</i> Maria Elena Bautista
5. Receives registered copy of the document	Release the copy of the registered document	NONE	1 min	Jefel D. Luno <i>Administrative Assistant III</i>
6. For Advance endorsement to PSA (Optional) Client pays the required fee at the Municipal Treasury Office	The MTO Collection Clerk receives the payment	P 100.00	5 mins	<i>MTO Clerk</i>
TOTAL		P 100.00	40 mins	

Note: As per compliance with Data Privacy Act of 2012 the copy of the document will be released to the parents/guardian of the child or duly authorized person

HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES

- Fill out the feedback form that are available at information desk and drop it in the box provided at our office
- You can file your complaint directly to the MCR

Your voice is very important to us, we want to serve you the best.



Services:	II. DELAYED REGISTRATION OF BIRTH				
About the service:	<p>A report of vital event made beyond the reglementary period is considered delayed.</p> <p>BIRTH shall be registered within thirty (30) days from the time of birth.</p> <p>Delayed registration of birth and Death just like ordinary registration made at the time of the event shall be filed at the Office of the City Civil Registry of the place where the event occurred following the lapse of the reglementary period to register.</p> <p>The births will be registered after the ten-day posting of notice of application for delayed registration.</p>				
Classification:	HIGHLY TECHNICAL				
Type of Transaction:	Government to Citizen				
Who may avail the service?	<ul style="list-style-type: none"> ▪ Parent/s, guardian ▪ Physicians, nurses, midwives or attendants at birth declare 				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Required documents for delayed registration Birth:					
<ol style="list-style-type: none"> 1. Accomplished Certificate of birth 2. PSA Negative Result Certification 3. At least two documentary evidences showing the name of the child – date and place of birth - name of mother and father <ul style="list-style-type: none"> ○ Baptismal Certificate ○ Medical Record – ○ Health Card or Baby book – ○ School Records (Form 137 / Transcript of Records) ○ Barangay Certification – ○ Voter’s Certification from COMELEC – ○ ID Community Tax Certificate of Father ID & Community Tax Certificate of Mother 4. Joint Affidavit of Two (2) Disinterested Persons 5. If married, Marriage Certificate <p><i>If parents are not married and the child will be registered under the surname of the father: (children born on or after March 19, 2004 RA 9255)</i></p> <ul style="list-style-type: none"> ▪ Affidavit of Acknowledgement ▪ Affidavit to use the surname of the father, to be executed by the mother/legal guardian or by the child himself if age is 7- 15 years old (with school ID) ▪ Affidavit of Attestation executed by parent/legal guardian of the child. <p><i>NOTE: In case the party seeking late registration of birth of an illegitimate is not the mother of the child, the party shall, in addition to the foregoing facts, declare in a sworn statement the present whereabouts of the mother.</i></p>			<ul style="list-style-type: none"> ➤ Limay Emergency & Birthing Facility /Brgy. Health Center of place of birth ➤ Philippine Statistics Authority (PSA) ➤ Church ➤ Hospitals / Clinic ➤ Health Centre ➤ School ➤ Barangay ➤ COMELEC ➤ Municipality / Barangay ➤ Notary Republic ➤ Local Civil Registrar’s Office / PSA ➤ Notary Republic / Local Civil Registrar’s Office ➤ Notary Republic / Local Civil Registrar’s Office ➤ Notary Republic / Local Civil Registrar’s Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME		SERVICE PROVIDERS
1. Present document for delayed registration and requirements - Certificate of Live Birth	Examine the document to be registered if correctly filled up and with complete entries and examine required documents. Verify from the database/archive	NONE	15 mins	15 mins	Jefel D. Luno <i>Administrative Assistant III</i>



-Death Certificate	whether the record is available.				
2. See the Employees In-Charge for interview	Interview applicant and prepare the affidavit at the back of the document	NONE	10 mins	10 mins	Jefel D. Luno <i>Administrative Assistant III</i>
3. Execute Affidavit of delayed registration before the LCR Registration of birth of Non-Marital child 3.1 Execute Affidavit of Admission of Paternity (Father) 3.2 Execute AUSF	Administer the Oath Prepare the Affidavit of Admission of Paternity and Affidavit to Use the Surname of the Father Administer the Oath	NONE	2 mins	17mins 5 mins	Analiza R.Gultiano <i>Municipal Civil Registrar</i> Jefel D. Luno <i>Administrative Assistant III</i> Nova M. Luna <i>Clerk</i> Analiza R.Gultiano <i>Municipal Civil Registrar</i>
4.	Records the application and issue transaction slip and advise the client to come back after the ten-day posting of notice.	NONE	3 mins	3 mins	Jefel D. Luno <i>Administrative Assistant III</i>
TOTAL		NONE	30 mins	50 mins	
Registration and Released of Document					
1. Returns after the ten-day posting period present the transaction slip and valid ID to Employee In-charge, Receives registered copy of the document	Reviews and register after the ten- day posting of notice signs and register the registry document	NONE	5 mins	5 mins.	Jefel d. Luno <i>Administrative Assistant III</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
2. Receives the registered document	Releases the registered document	NONE	2 mins	2 mins	Jefel D. Luno <i>Administrative Assistant III</i>
3. For Advance endorsement to PSA (Optional) Client pays the required fee at the Municipal Treasury Office	The MTO Collection Clerk receives the payment	P 100.00	5 mins	5 mins	<i>MTO Clerk</i>
TOTAL		P 100.00	7 mins	7 mins	
<p>HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p>Your voice is very important to us, we want to serve you the best.</p>					



III. REGISTRATION OF MARRIAGE

In Ordinary marriage, the time for submission of the Certificate of Marriage is fifteen (15) days following the solemnization of marriage while the marriage exempts from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

SIMPLE for on-time registration

Government to Citizen

- Solemnizing Officer/Secretary of the Church or Trial Court
- The Owner/s of the document

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

For On-time Registration:

- Marriage Certificate in four copies

- Office/Church of the Solemnizing Officer

AGENCY ACTION	FEES		TIME FRAME	SERVICE PROVIDERS
Receiving staff check the completeness and correctness of the contents of the document			3 mins	Marivic L. Teodoro <i>Assist. Reg. Officer</i>
Process the registration and forward the document to MCR for Signature.			5 mins	Marivic L. Teodoro <i>Assist. Reg. Officer</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
The MTO Collection Clerk receives the payment		Solemnization P 100. 00	5 mins	<i>MTO Clerk</i>
Issue the document to the client			2 mins	Marivic L. Teodoro <i>Assist. Reg. Officer</i>
The MTO Collection Clerk receives the payment	Advance Copy P 100.00 Courier expense P120.00 from Limay to PSA Manila P130.00 from Limay to PSA Olongapo If the client opted to mail the document by himself no payment for courier will be collected		5 mins	<i>MTO Clerk</i>
TOTAL		P 100.00	P 100.00	10 mins

Copy For Solemnizing Officer/Secretary of the Church or Trial Court will be issued to them. If they will get the owner's copy. Kindly present authorization letter from the owners of the document.

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Services:	IV. DELAYED REGISTRATION OF MARRIAGE			
About the service:	<p>A report of vital event made beyond the reglementary period is considered delayed.</p> <p>In Ordinary marriage, the time for submission of the Certificate of Marriage is fifteen (15) days following the solemnization of marriage while the marriage exempts from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.</p>			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ Solemnizing Officer/Secretary of the Church or Trial Court ▪ The Owner/s of the document 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Marriage Certificate in four copies • Affidavit of Delayed Registration executed by either the Solemnizing Officer or the Owner of the document, stating the exact place, and date of marriage, the facts and circumstances surrounding the marriage and the reason or cause of delay (53:1a) • Certification issued by the Church or Solemnizing Officer indicating the date of the said marriage based on their record or log book. • Submission of the application for marriage license bearing the date when the license was issued except for marriage exempt from marriage license • Certificate of Live Birth of children • CENOMAR (to ascertain if the marriage has not been registered in other LCRO) 		<ul style="list-style-type: none"> ➤ Office/Church of the Solemnizing Officer ➤ Office/Church of the Solemnizing Officer ➤ Public Attorney's Office (PAO) / Notary Republic ➤ Church / Judge/Solemnizing Officer ➤ MCRO/Solemnizing Officer ➤ PSA / LCRO ➤ PSA / LCRO 		
CLIENT STEPS	AGENCY ACTION	FEEES	TIME FRAM E	SERVICE PROVID ERS
1. Client submits documents to the receiving staff	<ul style="list-style-type: none"> -Receiving staff check the completeness and correctness of the contents of the document and of requirements -MCR interviews the document owners -PSA 		10 mins	<p>Marivic L. Teodoro <i>Assist. Reg. Officer</i></p> <p>Analiza R. Gultiano <i>Municipal Civil Registrar</i></p>
for unavailable COM				



<p>2. Client waits while the reconstructed Certificate of Marriage being prepared. 2.2. Signs the affidavit of delayed registration at the back of Marriage Certificate</p>	<p>-Prepare the reconstructed Certificate of Marriage -Administer the Oath -Issue transaction slip stating the date when to claim the copy of the registered Certificate of Marriage. Marriage will be registered after Ten-day posting of notice. Advise the client to return after the posting for release of Owner's copy</p>		<p>25 mins 5 mins 3 mins</p>	<p>Marivic L. Teodoro <i>Assist. Reg. Officer</i> Analiza Gultiano <i>Municipal Civil Registrar</i> Marivic L. Teodoro <i>Assist. Reg. Officer</i></p>
<p>3. Claim the copy of the Registered COM on the date stated in the transaction slip.</p>	<p>Issue two copies of the document, one for the owner and the other for the solemnizing officer</p>		<p>2 mins</p>	<p>Marivic L. Teodoro <i>Assist. Reg. Officer</i></p>
<p>4. For Advance endorsement to PSA (Optional) Client pays the required fee at the Municipal Treasury Office</p>	<p>The MTO Collection Clerk receives the payment</p>	<p>Advance Copy P 100.00 *Courier expense P 120.00 from Limay to PSA Manila P 130.00 from Limay to PSA Olongapo -If the client opted to mail the document by himself no payment for courier will be collected</p>	<p>5 mins</p>	<p><i>MTO Clerk</i></p>
<p>TOTAL (Regular)</p>		<p>P 100.00</p>	<p>15 mins</p>	
<p><i>(With Reconstruction Of COM)</i></p>			<p>35 mins</p>	
<p>HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p>Your voice is very important to us, we want to serve you the best.</p>				



Services:	V. REQUESTING CERTIFIED TRUE AND MACHINED COPIES AND FORM 1A, 2A AND 3A OF CIVIL REGISTRY DOCUMENTS (Birth, Marriage, Death Certificates and other Certifications)				
About the service:	Certified true copy and machine copy of birth certificate, marriage certificate and death certificate may be secured from the Office of the Municipal Civil Registrar. However, the law declares that birth, marriage and death records are CONFIDENTIAL and accessible only to persons specified by the law.				
Classification:	SIMPLE				
Type of Transaction:	Government to Citizen				
Who may avail the service?	<ul style="list-style-type: none"> ▪ The owner of the document ▪ His/her spouse, parent, direct descendant/s, guardian or institution legally in-charge of him/her, if minor ▪ The person authorized by the Owner In case of the person's death, the nearest of kin				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • Valid I.D of the owner of the document • Requestor's ID • Authorization letter from the owner of the document if the requestor is neither his spouse nor his parents. If the requester is either the legal spouse or direct descendant a document that proves the relationship to owner of the document must be presented. 			<ul style="list-style-type: none"> ➤ Gov't Institutions ➤ Gov't Institutions ➤ Owner of the document 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME		SERVICE PROVIDERS
1. Client fill out the request form for certified true copy and certified machined copy, present the form and ID to the employee in-charged. -If the person authorized by the owner, present the authorization letter together with the valid ID of document owner/s and ID of authorized representative.	-Receiving staff verifies the availability of the record. If record is not registered, the client is given the checklist of requirements for late registration of document. If record is available, the employee in-charge print the document/s or photocopy -If the client request for form 1A, 2a, or 3A, EIC will check the book and page number of document owner/s. - Retrieve from file the requested documents for reproduction or preparation of transcription of document -Issue order of payment and advised the client to proceed to MTO for	<i>Certified Machine Copy</i> -P 40.00 per document <i>Certified True Copy (Form 1A, 2A, 3A)</i> -P 50.00 per document	5 mins	10 mins	Marivic L. Teodoro <i>Assist. Registration officer</i> Jefel D. Luno <i>Administrative Assistant III</i> Nova M. Luna <i>Clerk</i>



	payment.				
2. Client pays the required fee at the Municipal Treasury Office	The MTO Collection Clerk receives the payment		5 mins	5 mins	<i>MTO Clerk</i>
3. Client returns at MCR and present the official receipt to EIC 3.1	-Retrieve from file the requested documents for reproduction or preparation of transcription of the requested document/s. -Records in the log sheet the name of the requestor, type and registry number of the document requested		2 mins 1 min	2 mins 1 min	<i>Nova M. Luna Clerk</i>
4. Client is advised to wait until his request is given to him.	-Approves and signs the document/s		1 min	1 min	<i>Analiza R. Gultiano Municipal Civil Registrar</i> <i>Marivic L. Teodoro Assist. Registration officer</i> <i>Jefel D. Luno Administrative Assistant III</i>
5. Client receives the requested document	-Issues document		1 min	1 min	<i>EIC</i>
TOTAL			15 mins	20 mins	

(Processing time may vary depending on the number of clients on that day)

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Services:		VI. REGISTRATION OF DEATH			
About the service:		<p>Death is a permanent disappearance of all evidence of life at any time after live birth has taken place.</p> <p>Registration shall be made in the Office of the Civil Registrar of the Municipality where it occurred within thirty (30) days from the time of death (Section 5, P.D. 651 14:2a)</p> <p>If the deceased died without medical attendance, it is the responsibility of the nearest relative or person who has the knowledge of the death to report the same within forty-eight (48) hours to the Municipal Health Officer. The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of death certificate to the Office of the Civil Registrar within the reglementary period of thirty (30) days.</p> <p>In the absence of a health officer or his authorized representative in the place of registration, or when it is a non-working holiday and health officer of his authorized representative is not expected to be in his office, the occurrence of death should be reported within the prescribed period to the Mayor or to any member of the Sangguniang Bayan or to the SB Secretary who shall issue the certificate of death for burial purpose. As the case may be, he shall sign the medical certification portion of death and the same shall be accepted for registration by the Civil Registrar concerned, provided that the Certificate of Death and Register of Death shall carry a remark that registration was made pursuant to Section 91 of P.D. No 856</p>			
Classification:		SIMPLE for on-time registration HIGHLY TECHNICAL for delayed registration			
Type of Transaction:		Government to Citizen			
Who may avail the service?		<ul style="list-style-type: none"> ▪ Immediate Family / Relative of the Deceased person ▪ Messenger of the hospital 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<p>Required Documents for DEATH:</p> <ol style="list-style-type: none"> 1. Accomplished Death Certificate with signature of Attendant/physician/MHO/ Embalmer <p style="background-color: #00FF00; display: inline-block; padding: 2px;">Requirements for delayed registration:</p> <ol style="list-style-type: none"> 1. PSA Negative Result 2. Affidavit for late registration by the informant 3. Accomplished Affidavit of Delayed Registration found at the back of death certificate or in separate form 4. Authenticated copy of the certificate of burial, cremation or of other means of corpse disposal with O.R. 5. Approval for registration by health officer in the box provided in the death certificate 		<ul style="list-style-type: none"> ➤ Limay Emergency & Birthing Facility <ul style="list-style-type: none"> ○ Lamao Barangay Health Center ➤ Municipal Treasury Office ➤ Philippine Statistics Authority (PSA) ➤ Notary Public/MCR ➤ Notary Public/ MCR ➤ Funeral Parlor/home that provided the service ➤ Cemetery/Crematory Administrator ➤ MHO Limay Emergency & Birthing Facility 			
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME		SERVICE PROVIDERS
1. Client submits the documents to the	Receiving staff examines the		5 mins		Jefel D. Luno



receiving staff	document and ascertains whether it is timely or delayed. Check if the form is properly filled up and signatures are complete. Then issue order of the payment and advise the client to proceed to MTO.				<i>Administrative Assistant III</i> Marivic Teodoro <i>Assist. Reg. Officer</i>
2. Client pays the fee for burial permit at MTO	The Office of the Municipal Treasurer's Collection Clerk receives the payment	<i>Burial Permit -P 50.00</i> <i>Transfer Permit -P 50.00</i> <i>Advance Copy for PSA (optional) -P 100.00</i>		5 mins	<i>MTO Clerk</i>
3.1 Clients present the O.R. for burial permit and advise to wait while the document is being process 3.2 For delayed registration Signs the Affidavit for delayed registration at the back of the Death Certificate	Prepare the documents for registration. The Municipal Civil Registrar approves, signs and then orders the document to be registered. Prepare the affidavit Administer the Oath		5 mins		Jefel D. Luno <i>Administrative Assistant III</i> Marivic L. Teodoro <i>Assist. Reg. Officer</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
4. Clients receives copy of the registered document and signs in the log sheet Delayed Registration Receives the transaction slip	Issue the copy to the client Issue transaction slip indicating date when to claim the document and give instruction		2 mins		Jefel Luno <i>Administrative Assistant III</i> Marivic L. Teodoro <i>Assist. Reg. Officer</i>
TOTAL			15 mins	5 mins	
5. Client returns on the date indicated on the transaction slip to claim the registered document.	Issues the owner's copy to the client	NONE	5 mins		
TOTAL		NONE	5 mins		
<i>(Processing time may vary depending on the number of clients on that day. If the client request for Certified copy of the document, another ten (10) minutes will be added on the processing time)</i>					



Services:	VII. REGISTRATION OF LEGAL INSTRUMENTS/ LEGITIMATION OF NATURAL CHILD				
About the service:	<p>As a general rule, all legal instruments shall be registered in the civil registry of the place where they were executed except the following;</p> <ul style="list-style-type: none"> • Affidavit of Reappearance – where the parties to the subsequent marriage are residing; • Marriage Settlement – where the marriage was recorded; • Admission of Paternity; and • Acknowledgement, Legitimation, Voluntary Emancipation of Minor, Parental Authorization or Ratification of Artificial Insemination – where the birth of the child was recorded <p>Not falling under the aforementioned exceptions are the following registrable instruments;</p> <ul style="list-style-type: none"> • Acknowledgement; • Acquisition of Citizenship • Certificate of Legal Capacity to Contract Marriage • Option to elect Philippine Citizenship; • Partition and distribution of properties of spouses and delivery of the children’s legitimate; and • Waiver of rights or rights of absolute community <p>All legal instruments executed abroad shall be registered under the Civil Registry Office of Manila.</p>				
Classification:	HIGHLY TECHNICAL				
Type of Transaction:	Government to Citizen				
Who may avail the service?	<ul style="list-style-type: none"> ▪ Owner of the document to be processed if the person is of legal age ▪ Parents/ Guardian of the child 				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
<p>For Acknowledgement</p> <ul style="list-style-type: none"> • Birth Certificate of the Child • Affidavit of Acknowledgement / Paternity • Valid ID and Community Tax Certificate of the parents <p>Legitimation</p> <ul style="list-style-type: none"> • Birth Certificate of the Child • Joint Affidavit of Legitimation of Parents • Marriage Contract/Certificate of Parents • Certificate of NO Marriage (CENOMAR/CEMAR) of Parents 			<ul style="list-style-type: none"> ➤ Philippine Statistics Authority (PSA) ➤ Notary Republic/ Public Attorney’s Office/LCRO ➤ Gov’t Institution for valid ID / Municipality or Barangay for Community Tax Certificate ➤ Philippine Statistics Authority (PSA) ➤ Notary Republic/MCR ➤ Local Civil Registrar’s Office / PSA ➤ Philippine Statistics Authority (PSA) 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME		SERVICE PROVIDERS
1. Client submits necessary requirements to the receiving staff	<p>-Receiving Staff checks the validity and completeness of required documents Retrieved the affected document</p> <p>-If complete and verified, processes the legal instrument</p>		8 mins		<p>Jefel D. Luno <i>Administrative Assistant III</i></p> <p>Nova Luna <i>Clerk</i></p>



	-If not, returns the legal instrument to the client for completion				
2. Client pays the fee at the MTO	The Office of the Municipal Treasurer's Collection Clerk receives the payment	<i>Acknowledgement Processing Fee</i> -P 150.00 <i>Legitimation Processing Fee</i> -P 150.00 <i>Birth Available</i> -P 40.00		5 mins	<i>MTO Clerks</i>
3. Client waits while processing	-Annotate the affected Certificate of Live birth -Prepares the certification of Registration of legal instrument, certified true copy of the civil registry documents with annotated legal instrument and endorsement letter to PSA, East Avenue Quezon City in four (4) sets -Reviews, approves and signs the original documents		23 mins		Jefel D. Luno <i>Administrative Assistant III</i> Nova Luna <i>Clerk</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
4. The Client receives the owner's copy	-Issue the 1 set of the processed documents. -Endorse one (1) set of processed of legitimation and its attachments to the PSA Quezon City -If the client opted to submit personally to CDLI PSA QC, 2 set of the document will be issued tot eh client -Scan documents for E-filing and files the original civil registry documents with its attachment		5 mins		Jefel D. Luno <i>Administrative Assistant III</i> Nova Luna <i>Clerk</i>
TOTAL			35 mins	5 mins	

(Processing time may vary depending on the number of clients on that day)

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Services:	VIII. OUT-OF TOWN REPORTING OF BIRTHS			
About the service:	Out-of-town reporting of birth occurs when the Certificate of Live Birth is presented to the Civil Registrar of a city or municipality which is not the place of birth, not for registration but to be forwarded to the Civil Registrar of the city/municipality where the birth occurred.			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ Owner of the document to be processed if the person is of legal age ▪ Parents/Guardian of the document's owner 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • PSA Negative Result Certification • Affidavit of Two (2) Disinterested Persons • Affidavit of Late Registration • Medical Record / Certification from the Hospital • Baptismal • Health Card or Baby book • School Records • Barangay Certification • Marriage Certificate (if married) • Voters Certification <p>For non-marital children born on that will be registered under the last name of the Father;</p> <ul style="list-style-type: none"> • This rule shall apply to all non-marital children born during the effectivity of Executive Order 209 known as "Family Code of the Philippines. This includes all unregistered births and registered births where the non-marital children use the surname of the mother • Affidavit to Use the Surname of the Father (AUSF) to be executed by the mother. If the child concerned is 7 to 17 years of age, he/she will be the one to execute AUSF with the attestation of the mother/guardian • Affidavit of Admission of Paternity at the back of the Certificate of Live Birth should be signed by the acknowledging Father. • Valid ID and CTC of both parents / of the child if he/she executed the AUSF 		<ul style="list-style-type: none"> ➤ Philippine Statistics Office (PSA) ➤ Notary Republic ➤ Notary Republic ➤ Hospital / Health Center ➤ Church ➤ Health Centre / Clinic / Hospital ➤ School ➤ Barangay ➤ Philippine Statics Office (PSA) / LCRO ➤ COMELEC ➤ Local Civil Registrar's Office / Notary Republic ➤ Gov't Institutions for Valid ID / Barangay or Municipality for Community Tax Certificate 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Client presents all the requirements to the receiving staff	Reviews and examine the requirements submitted	NONE	10 mins	Jefel D. Luno <i>Administrative Assistant III</i>
2. Provide data	Interview the applicant and Prepare the Certificate of Birth	NONE	25 mins	Jefel D. Luno <i>Administrative Assistant III</i>
3. Executes Affidavit for delayed registration and signs	Administers Oath in the Affidavit for the Delayed Registration	NONE	5 mins	Analiza R. Gultiano <i>Municipal Civil Registrar</i>



the Oath in the Certificate of Birth				
3.1 for Non -marital Children Parents executes AAP and AUSF before the MCR	Prepare AAP and AUSF Administer the OATH			Jefel D. Luno <i>Administrative Assistant III</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
4. Wait for notification of the office if the document has been registered by the concern M/CCR	Prepare transmittal and forward the documents to the concern C/MCR for registration. Notify the client if the document is already registered by the concern M/CCR	NONE	10 mins	Jefel Luno <i>Administrative Assistant III</i>
TOTAL		NONE	40 mins	
<i>For non-marital children AAP and AUSF will be prepared at LCRO for 15 minutes. The total processing is 55 minutes.</i>				
<p style="text-align: center;">HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p style="text-align: center;">Your voice is very important to us, we want to serve you the best.</p>				



Services:	IX. APPLYING FOR MARRIAGE LICENSE			
About the service:	The Local Civil Registrar of the Municipality shall issue a marriage license where either contracting party habitually resides. The license shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration of said period if the contracting parties have not made use of it.			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ Contracting Parties 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • PSA/CMC of birth certificate of both contracting parties • Valid ID's of the applicants • Marriage Counseling Certificate • Pre-Marriage Orientation Compliance Certificate • Parental Consent if applicant is between ages 18 years old and 21 year old • Parental Advice if applicant is between ages 21 years old and 25 years old • At least one of the contracting parties must be a resident of the place where the local civil registry is located • Certificate of NO Marriage (CENOMAR) from PSA • Decree of absolute nullity – if the applicant/s is/are annulled • Death Certificate of previous spouse if widow/widower If one of the applicants is a foreigner; • Legal Capacity • Passport, Birth Certificate/ Family register (Authenticated/Apostilled) • If Divorced - Decree of Absolute Divorce. (Authenticated/Apostilled) • If widowed- Authenticated / Apostilled Certificate of Death. • Affidavit of Discrepancy may be required if there is/are discrepancies on the requirements (except in CENOMAR) 		<ul style="list-style-type: none"> ➤ Local Civil Registry Office / Philippine Statistics Authority (PSA) ➤ Gov't institutions ➤ MSWD Accredited Counselor, head of the church ➤ PMO/Municipal Social Welfare & Dev't Office ➤ Municipal Civil Registry Office (Father to sign before the LCR, if deceased the mother will sign the Consent) ➤ Municipal Civil Registry Office (Both parents will sign before the LCR) ➤ Philippine Statistics Authority (PSA) ➤ Trial Court that issued the Decree of Absolute nullity ➤ Local Civil Registry Office / PSA where the death was registered ➤ Issued by respective diplomatic or consular official in the Philippines ➤ Issued by concern agencies in their country ➤ Notary Republic Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Pay the fee for application and	Issue order of payment and refer	<i>Application fee for Marriage</i>		<i>MTO Clerks</i>



PMOC seminar. Contracting parties will attend the seminar on the date set by the PMOC Committee, after the completion of requirements, both contracting parties will go to MCRO to file application for marriage license	them to PMOC committee for schedule of Orientation and counseling	<i>License</i> -P 150.00 <i>Marriage Counseling Fee</i> -P 100.00	10 mins	Marivic L. Teodoro <i>Assist. Reg. Officer</i>
TOTAL		P 250.00	10 mins	
2. Applicants present their requirements to the receiving staff	The receiving staff examines the requirements Interviews the applicants	NONE	10 mins	Marivic Teodoro <i>Assist. Reg. Officer</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
3. Applicants accomplish the application for Marriage License 3.1 Take an Oath before the MCR Applicants affix signatures on the application form Parents sign the consent/ advice	-Prepares the Parents Advise/Consent (for 18-21 / 21-25 years old) If all requirements are complete, receives the application for marriage license, - review and check the information supplied on application form Administers the Oath and signing. -Encodes the entries from the application and assign registry number	NONE	20 mins	Marivic Teodoro <i>Assist. Reg. Officer</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i> Marivic Teodoro <i>Assist. Reg. Officer</i>



4. Records all the documents then advise the applicants to come back for the issuance of license after the ten (10) day posting period		NONE	5 mins	Marivic Teodoro <i>Assist. Reg. Officer</i>
TOTAL		NONE	35 mins	
Issuance of the Marriage License				
5. Returns at the MCRO for the release of the Marriage License after the ten days posting of notice	Prepares the license Approves and signs the license		5 mins	Analiza R. Gultiano <i>Municipal Civil Registrar</i>
6. Pay License Fee Receives the License	Receives payment Issues License	<i>License Fee</i> -P 2.00	3 mins	<i>MTO Clerks</i> Marivic L. Teodoro <i>Assist. Reg. Officer</i>
TOTAL		P 2.00	8 mins	
<p>HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p>Your voice is very important to us, we want to serve you the best.</p>				



Services:	X. FILING PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) and CHANGE OF FIRST NAME under R.A. 9048	
About the service:	Republic Act 9048 is an act authorizing the Municipal Civil Registrar or the Consul General to correct the clerical error or typographical error in any entry and / or change of first name or nickname in the civil register without need of a judicial order, amending for this purpose, Article 376 and 412 of the Civil Code of the Philippines	
Classification:	HIGHLY TECHNICAL	
Type of Transaction:	Government to Citizen	
Who may avail the service?	<ul style="list-style-type: none"> ▪ Owner of the document subject to correction if the person is of legal age ▪ Parents/Guardian of the document's owner ▪ Authorized person 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>For Correction of Clerical Errors or CCE</p> <ul style="list-style-type: none"> • PSA Authenticated and Certified True Copy of the certificate containing the erroneous entry or entries (with 1 photocopy) <p>Any of the following documents that supports the petition for correction</p> <ul style="list-style-type: none"> • Birth Certificate of father / mother / brother/ sister / son and daughter • Marriage Contract of petitioner (if married) • Baptismal Certificate • School Records (form 137, 138 or Transcript of Record) • Driver License, PRC ID, SSS ID, Senior Citizen ID • Insurance Record • Passport • Residence Certificate • Voter's Affidavit <p>Requirements for correction of clerical error may vary depending on the entry/ies to be corrected and additional documents may be required</p>		<ul style="list-style-type: none"> ➤ PSA / Local Civil Registrar Office ➤ PSA ➤ PSA ➤ Church ➤ School ➤ Gov't Institutions ➤ Phil Health ➤ Department of Foreign Affairs (DFA) ➤ Municipality of Limay/ Barangay ➤ COMELEC
<p>For Change of First Name or CFN (2 copies each)</p> <ul style="list-style-type: none"> • PSA Authenticated and Certified True Copy of the Certificate containing the erroneous entry or entries • NBI Clearance (not older than 1 year) • Latest Police Clearance • Certificate of Employment (if employed) • Affidavit of Non-Employment (if not employed) • Copy of business permit (if engaged in business) • Baptismal Certificate (If available) • Marriage Contract (if married) • Certificate of Live Birth of Children (if parent) • Voter's Affidavit (if 18 years old and above) • Publication in local newspaper (for 2 consecutive weeks) 		<ul style="list-style-type: none"> ➤ PSA / Local Civil Registrar Office ➤ National Bureau of Investigation (NBI) ➤ Philippine National Police ➤ Current employer ➤ Notary Republic ➤ City Municipality, License Section ➤ Church ➤ PSA/LCRO ➤ PSA/LCRO ➤ COMELEC ➤ Any Local Publishing Company ➤ School



<p>3.2 For CFN Receive the Notice</p> <p>-Client will go to Publishing Co. and return to LCRO to submit Affidavit of publication after 2 consecutive weeks of publication</p>	<p>-Issues Notice for Publication for CFN only.</p> <p>-Advise to publish the notice for Publication and submit the affidavit of Publication after it has been published for 2 consecutive weeks.</p> <p>-Advise the client to come back once the petition has been affirmed by PSA and Certificate of finality is available</p>			5 mins	Teresa C. Pariña <i>LTOO II</i>
<p>3.3 Submit the affidavit of Publication and newspaper clips to LCRO</p>	<p>Prepares the Record Sheet, Notice for Posting and Certificate of Posting, Post Notice for posting for ten (10) days</p> <p>LCR renders the decision for CCE after the ten (10) days posting and for CFN after receipt of Affidavit of Publication</p> <p>Transmits the petition to PSA, East Avenue Quezon City for affirmation Notify the petitioner once the decision of the MCR has been affirmed by the PSA Legal</p>		5 mins	5 mins	Analiza R. Gultiano <i>Municipal Civil Registrar</i>
TOTAL			55 mins	60 mins	
Issuance of Certificate of Finality and Annotation of Affected document of the Correction:					
<p>1. Petitioner comes back for release of the affirmed decision with its attachment and wait for further instructions from the LCRO.</p> <p>Receives the copy of the approved petition and its attachment</p>	<p>Once the approved petition was affirmed by the CRG, the clerk prepares the following</p> <p>1. Certificate of Finality 2. Record Sheet 3. Annotated / Unannotated civil registry document 2. CTMC of the petition MCR certifies the documents</p> <p>Notify the client to get the copy of the document Release the document to the petitioner and give instruction</p>	NONE		10 mins	Teresa C. Pariña <i>LTOO II</i>
TOTAL		NONE		10 mins	
<p>HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p>Your voice is very important to us, we want to serve you the best.</p>					



Services:	XI. FILING OF PETITION FOR CORRECTION OF CLERICAL ERROR IN THE ENTRY IN THE DAY AND / OR MONTH IN THE DATE OF BIRTH AND SEX
About the service:	<p>Republic Act 10172 is an act authorizing the Municipal Civil Registrar of the Consul General to correct clerical error or typographical error in the entry in SEX and DAY and / or MONTH in the date of birth in the civil register without need of a judicial order, amending for this purpose, Article 376 and 412 of the Civil Code of the Philippines</p> <p>The correction in the entry of SEX shall be filed personally with the LCRO / Philippine Consulate where the record sought to be corrected is recorded. No petition for correction of sex can be filed for the deceased persons under RA 10172. The case may be filed in the proper court.</p>
Classification:	HIGHLY TECHNICAL
Type of Transaction:	Government to Citizen
Who may avail the service?	<ul style="list-style-type: none"> ▪ For correction of entry in SEX the owner of the document shall file the petition for correction personal at the office of the LCR/Consul General of the place the COLB was registered ▪ For minors, the parent of the child or legal guardian but the child's personal appearance is required to the office of MCR/CG ▪ For correction of entry on the day and/or month in the date of birth: Any person of legal age, having direct and personal interest in the correction of a clerical or typographical error in the day and/or month in the date of birth of a person in the civil register for birth, may file the petition. A person is considered to have direct and personal interest when he is the owner of the record, or the owner's spouse, children, parents, brothers, sisters, grandparents, guardian, or any other person duly authorized by law or by the owner of the document sought to be corrected; Provided; however, that when a person is a minor or physically or mentally incapacitated, the petition may be filed on his/her behalf by his/her spouse, or any of his/her children, parents, brothers; sisters; grandparents, guardians, or persons duly authorized by law.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • PSA COPY and Certified True Copy of the Certificate containing the erroneous entry or entries • Certificate or clearance that the owner of the document has no pending administrative, civil or criminal case, or no criminal record, which shall be obtained from: <ul style="list-style-type: none"> ○ Employer (if employed) ○ NBI Clearance ○ Police Clearance • Affidavit of Non-employment (if not employed) • Baptismal Certificate • Medical Record • Earliest school record (Form 137) • Medical Certification issued by Government physician (for correction of entry in sex) • Marriage Contract (if married) • Voter's Affidavit (if 18 years old and above) • Affidavit of Publication (in local newspaper for 2 consecutive weeks) 	<ul style="list-style-type: none"> ➤ Philippine Statistics Authority (PSA) ➤ Current Employer (if employed) ➤ National Bureau of Investigation (NBI) ➤ Philippine National Police (PNP) ➤ Notary Republic ➤ Church ➤ Any hospitals /clinic where the Client has recent check up ➤ School ➤ Accredited Government Physician ➤ Local Civil Registrar Office / PSA ➤ COMELEC ➤ Any Local Publishing company 			
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS

FIRST VISIT				
1.a. Petitioner presents his document needed correction to the Employee In-charged	The receiving staff examines the clerical error in the document, issues the checklist of requirements and instructs the petitioner to come back once all the requirements are completed		10 mins	Teresa C. Pariña <i>LTOO II</i>
Total Processing Time			10 mins	
FILING OF PETITION				
1.b. Petitioner submits the necessary documents for filing a petition to the receiving staff	Checks and verifies if the documents presented are authentic, complete and duly certified and forward to MCR for final assessment. After the approval of MCR, prepare the petition		20 mins	Teresa C. Pariña <i>LTOO II</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
2. Client pays the fee at the Municipals Treasurer's Office	Issues order of payment and advise the petitioner to proceed to MTO to pay the filing fee	<i>Correction of Entry in Sex and day/ month of birth date</i> -P 3,000.00 <i>Migrant Petition</i> -P 500.00 <i>Courier Expense</i> -P 260.00	5 mins	<i>MTO Clerks</i>
3. Petitioner sign the petition	-Prepares the petition, ask the petitioner to review and sign the petition. -Check the petition, administer the oath of the petitioner -Prepare and Issue the notice and advise the client to go to Publishing for publication of the Notice then returns to MCRO to submit Affidavit of Publication		10 mins	Teresa C. Pariña <i>LTOO II</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>
4. Client will go to Publishing Co. and return to LCRO to submit Affidavit of publication after 2 consecutive weeks of publication				
5.	-Prepares the Record Sheet, Notice for Posting and Certificate of Posting, Post Notice for 10 days The LCR render decision after the receipt of Affidavit of Publication -Transmits the petition to PSA East Avenue Quezon City for		10 mins 5 mins	Teresa C. Pariña <i>LTOO II</i> Analiza R. Gultiano <i>Municipal Civil Registrar</i>



	Affirmation -Notify the petitioner once the decision of the MCR has been affirmed by PSA Legal			
TOTAL			50 mins	
Issuance of Certificate of Finality and Annotation of Affected document of the Correction:				
Petitioner comes back for the release of the affirmed decision with its attachment and wait for further instructions from the LCRO	-Once the approved petition was affirmed by the CRG, the clerk will prepare the following (in 5 sets); 1.Certificate of Finality 2.Record Sheet 3.Annotated / Unannotated Certificate of Live Birth/ Certificate of Marriage/ Certificate of Death 4.CTMC of the petition After these documents are prepared the client will be notified for the issuance of "Owner's Copy" and ask Client whether the documents will be forwarded to PSA Manila/Pampanga or submit to PSA CRS Quezon City personally by the Client.	NONE	10 mins	Teresa C. Pariña <i>LTOO II</i>
TOTAL		NONE	10 mins	
HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES				
<ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR 				
Your voice is very important to us, we want to serve you the best.				



Services:	XII. ALLOWING THE ILLGITIMATE CHILD TO USE THE SURNAME OF THE FATHER PURSUANT TO REPUBLIC ACT 9255			
About the service:	<p>Republic Act No 9255 (An Act allowing the illegitimate Child to Use the Surname of their Father, amending for the Purpose Article 176 of Executive Order 209, otherwise known as the Family Code of the Philippines) was signed by President Gloria Macapagal-Arroyo on 24 February 2004 and took effect on 19 March 2004.</p> <p>Pursuant to Amended Implementing Rules and Regulation of RA 9255 (Administrative Order No. 1 series of 2023). This rule shall apply to all non-marital children born during the effectivity of Executive Order 209 known as “Family Code of the Philippines”. This includes all unregistered births and registered births where the non-marital children use the surname of the mother.</p> <p>AO NO. 1 series of 2023 amended AO NO. 1 series of 2016 to give retroactive effect for all births occurring within and outside the Philippines in accordance with Rule 1 of this Administrative Order.</p>			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ All non-marital children born on August 3, 1988 – March 18, 2004, this includes all unregistered births and registered births under the surname of the mother 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Birth Certificate of the Child -PSA copy • Affidavit to Use the Surname of the Father (executed by the mother of the child) • Affidavit of Admission of Paternity if not yet acknowledged by the father • Valid ID and Community Tax Certificate of both parents and ID of child <p>If the child is 7 years old and above born on or after March 19, 2004;</p> <ul style="list-style-type: none"> • AUSF to be executed by the child, owner of the document. <ul style="list-style-type: none"> • Attestation of the mother/legal guardian (for minor child) 		<ul style="list-style-type: none"> ➤ Philippine Statistics Authority (PSA) ➤ Notary Republic / Local Civil Registry Office ➤ Notary Republic / Local Civil Registry Office ➤ Gov’t Institutions for Valid ID/ Municipal Treasury Office / Barangay for Community Tax Certificate ➤ Notary Republic / Local Civil Registry Office ➤ Notary Republic / Local Civil Registry Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Client submits necessary requirements for AUSF to the receiving staff	<p>The receiving staff check the concern document and the validity and completeness of supporting documents.</p> <p>If complete, processes the AUSF</p> <p>If not, returns the requirements to the client for completion</p>		10 mins	Jefel D. Luno <i>Administrative Assistant III</i>
2. Client waits while the document is	Retrieves document from file. Prepares and types proper annotation to the original civil		30 mins	Jefel D. Luno <i>Administrative Assistant III</i>



being processed and recorded the Registry Book of Legal Instruments	<p>registry document</p> <p>Prepares and prints the certification of AUSF, certified true copy of civil registry documents with annotation and endorsement letter to PSA East Avenue Quezon City</p> <p>Reviews, approves and signs the original documents with annotations of AUSF, as well as its supporting documents</p>		10 mins	Analiza Gultiano <i>Municipal Civil Registrar</i>
3. Client pays the fee at the MTO	Issue order of payment and advise the client to proceed to MTO for payment. The Municipal Treasurer's Office Collection Clerk receives the payment	<p><i>Legitimation</i> -P 150.00</p> <p><i>Certified Machine Copy of Civil Registry Document</i> -P 40.00 /copy</p>	5 mins	<i>MTO Clerks</i>
4. Receives his personal copy of document with annotated AUSF and sign the log sheet	<p>Releases the document</p> <p>Forwards the other set of copies of AUSF to the Philippines Statistics Office or the client will be the one to mail the document to PSA</p> <p>Files the original civil registry documents with annotation together with pertinent papers on AUSF</p>		5 mins	Jefel D. Luno <i>Administrative Assistant III</i>
TOTAL		P 190.00	60 mins	

(Processing time may vary depending on the number of clients on that day)

HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES

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Services:	XIII. REGISTRATION OF COURT DECREE/ ORDER, ANNOTATIONS IN THE DOCUMENT AFFECTED BY THE COURT DECREE / ORDER
About the service:	<p>These are the court orders which are registrable. It has undergone judicial proceeding and the petition was approved by the competent court.</p> <ol style="list-style-type: none"> 1. ADOPTION 2. ANNULMENT OF MARRIAGE / DECLARATION OF ABSOLUTE NULLITY OF MARRIAGE 3. LEGAL SEPARATION 4. CORRECTION OF ENTRY 5. PRESUMPTIVE DEATH OF SPOUSE 6. Other court orders / decrees <p>The Court Decree should be registered at the LCRO of place where the trial court is functioning.</p>
Classification:	HIGHLY TECHNICAL
Type of Transaction:	Government to Citizen
Who may avail the service?	<ul style="list-style-type: none"> ▪ Clerk of Court ▪ Owner of the Document or Person Authorized by the owner of the document ▪ Adoptive Parents (for Adoption)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Court ORDER/DECISION – should be registered first at the LCRO of place where the court is functioning ▪ Certificate of Authenticity issued by LCR of the place where court is functioning ▪ Certificate of Finality ▪ Certificate of Registration of the court decree/order issued by LCR of the place where the court is functioning <p>Note: The above-mentioned requirements should be photocopied in 3 sets</p> <ul style="list-style-type: none"> ▪ Photocopy of the Civil Registry Document (10 copies) ▪ For annulment CMC of Judicial Decree of Annulment issued LCR concerned. <p>All documents must be authenticated by the Civil Registrar or authorized staff of the CCR/MCR where the documents were registered.</p>		<ul style="list-style-type: none"> ➤ Trial Court where the decision was issued. It should be registered first at the LCRO of place where the court is functioning ➤ LCRO where the Decree was registered ➤ LCRO where the Decree was registered ➤ LCRO where the Decree was registered <ul style="list-style-type: none"> ➤ Local Civil Registry Office (Limay) ➤ LCRO where the Decree was registered 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Client submits documents to the receiving staff	The receiving staff retrieves the civil registry documents affected by the court order / decree from file and checks the documents then		10 mins	Teresa C. Pariña LTOO II



	forwarded to MCR			
2. The client waits while the document is being processed	The Municipal Civil Registrar reviews, verifies the authenticity of the presented documents. If no discrepancy in the documents, complete, verified the authenticity processes the documents Prepare (in 5 sets) advise the client to pay the processing at MTO		40 mins	Analiza R. Gultiano <i>Municipal Civil Registrar</i>
3. Pay the fee at the MTO and present the receipt to the LCRO staff	MTO staff receives payments and issue receipt	<i>Court Decree -P 500.00</i>	5 mins	<i>MTO Staff</i>
4. Receives the documents,	Issue 1 set of documents and give instruction to client on how and when to request annotated copy from PSA. If the client opted to bring the document personally to PSA QC, 2 sets of the documents will be issued to him/her.		5 mins	Teresa C. Pariña <i>LTOO II</i>
TOTAL		P 500.00	60 mins	

(Processing time may vary depending on the number of clients on that day)

HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES

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Services:	XIV. REQUESTING PSA COPY OF REGISTRY DOCUMENTS (BIRTH, MARRIAGE AND DEATH CERTIFICATES AND CENOMAR) THRU BATCH REQUEST SYSTEM (BREQS)			
About the service:	<p>The BREQS is a scheme where PSA authorizes a partner to receive requests for PSA-issued copies and certifications of civil registry documents from the public and issue the documents to its clientele. The authorized partner becomes known as a BREQS User. The actual processing of the requests is done by the Serbilis Outlet assigned to service the BREQS User. At present, the following documents can be applied through the BREQS User:</p> <ul style="list-style-type: none"> • Copies of birth, marriage and death documents, • Copies of Annotated or endorsed documents provide copies of said documents have already been issued by NSO previously, and • Certificates of No Record of Marriage (“Singleness”) <p>The documents resulting from applications applied through BREQS are same as what clients can get if they go to a Serbilis Outlet and file the applications there instead.</p>			
Classification:	SIMPLE for requesting PSA copy HIGHLY TECHNICAL -releasing the documents			
Type of Transaction:	Government to Citizen			
Who may avail the service?	<ul style="list-style-type: none"> ▪ Owner of the Document ▪ Parents/ Guardian, Legal Spouse or ▪ Authorized person by the owner 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ▪ Valid I.D of the owner of the document ▪ Requestor’s ID ▪ Authorization letter from the owner of the document if the requestor is neither his spouse nor his parents. <p><i>Note: If the requester is either the legal spouse or direct descendant, a document that proves the relationship to owner of the document must be presented. If not direct descendant an Affidavit of Kinship must be submitted stating that he/she is the nearest surviving kin of the owner of the document.</i></p>		<ul style="list-style-type: none"> ➤ Gov’t Institutions for valid ID ➤ Gov’t Institutions for valid ID ➤ Owner of the document 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Get PSA application form from Information desk officer Client accomplish the application	-Assist the client and explain how to fill out the form		5 mins 3 mins	Information Desk Personnel



form 1.1 Submit the accomplished form to employee in-charged.	-Receives and review completeness and correctness of entries supplied in the form			Maria Elena Bautista <i>Clerk</i> Nova Luna <i>Clerk</i>
2. Proceeds to MTO to pay the necessary fees	Issue order of payment for service fee to be paid at MTO MTO Clerk receives payment and issue OR	Birth, Marriage, and Death Certificate <i>Service Fee (MTO Limay) - P 40.00</i> Cenomar/ Cemar <i>Service Fee (MTO Limay) - P 40.00</i>	2 mins	<i>MTO Clerk</i>
3. Present the Official receipt to EIC of LCRO and pay the fee for PSA copy 3.1 Receives the Acknowledgment Sheet	Prepare 2 copies acknowledgment Sheet for every application. Indicate in the form the date and time when the requested document is available for claim -Issue one copy of Acknowledgement Sheet claiming the document and gives instruction	Birth, Marriage, and Death Certificate <i>Fee for PSA - P 155.00</i> Cenomar/ Cemar <i>Fee for PSA - P 210.00</i>	5 mins	Maria Elena Bautista <i>Clerk</i>
TOTAL			15 mins	
Release of Requested Document				
4. Return on the date stated on the Acknowledgment sheet to claim the requested document. - Receives the document and sign in the log book.	Verifies the Acknowledgement Sheet and ID then release the documents.	NONE	5 mins	Maria Elena Bautista <i>Clerk</i> Nova Luna <i>Clerk</i> Teresa C. Pariña <i>LTOO II</i>
TOTAL		NONE	5 mins	
<i>(Processing time may vary depending on the number of clients on that day)</i>				
<p>HOW TO FILE FEEDBACK, COMPLAINT AND SUGGESTION TO IMPROVE OUR SERVICES</p> <ul style="list-style-type: none"> ➤ Fill out the feedback form that are available at information desk and drop it in the box provided at our office ➤ You can file your complaint directly to the MCR <p>Your voice is very important to us, we want to serve you the best.</p>				



IMPORTANT

This Office strictly implements RA 10173 otherwise known as DATA PRIVACY ACT OF 2012. This office can not issue any documents from which the identity of an individual is apparent or can be reasonably or directly ascertained without the consent of the individual whose personal information is processed.

Hence, original and certified true copy of Certificate of Live Birth, Certificate of Marriage and certificate of Death can only be issued to:

1. The owner of the document or through a duly authorized representative;
2. His/her spouse, parent, direct descendants, guardian or institution legally in-charge of him/her, if minor
3. The court or proper public official whenever absolutely necessary in administrative, judicial or other official proceedings to determine the identity of a person.
4. In case of the person's death, the newest of kin.

If the requester is either the legal spouse or direct descendant/nearest of kin a document that proves the relationship to owner of the document must be presented.

MUNICIPAL HEALTH OFFICE

VISION

To provide quality services through intensified implementation of preventive, curative and rehabilitative components of health care at the primary level.

MISSION

Healthy families and community with access to quality health care services at a well-equipped health facility managed by competent health staff.



ORGANIZATIONAL CHART



Services:	Out Patient Consultation			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Infant, Children, Adults of other ages			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Patient's Record or Individual Treatment Record (ITR) from BHS		Barangay Health Stations.		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Approach the Information desk / Triage Area of the Rural Health Unit and handed over the ITR to Triage Staff.	Received the ITR from the client Check the ITR and complete the details if necessary. Obtain patient's chief complaints, patient's History and Vital Signs Encode the patient in electronic medical records Give patient the queuing number	None	5 Minutes	Triage Staff: Dianna Sison Maria Lourdes Nitorreda Rosalea Albes Angelina Roque
Received number for queuing.	Assist the client for the queuing process	None	3 Minutes	Triage Staff: Dianna Sison Maria Lourdes Nitorreda Rosalea Albes Angelina Roque BARANGAY HEALTH WORKERS
Enter the Doctor's Room	The doctors will give medical advice and prescription. The doctor will give referral depending on the client's needs. (Laboratory, X-ray) Advise client to go to Pharmacy to get the prescribed medicine/s..	None	15 Minutes	MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAE CRUZ, MD ANA PATRICIA TINIO, MD
Clients will go to the Pharmacy section and handed over the ITR and prescription.	Pharmacist will dispense the medicine and advise the client regarding the dosage of the prescribed medicine	None	5 minutes	CATHLENNE DYAN B. REYES, RPh CLAIRE DANE ANDRES, RPH
TOTAL			28 minutes	



Services:	Immunization Services			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Client (0-2 y/o)			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
1. Child's Record 2. Individual Treatment Record 3. Maternal Record 4. Referral from BHS		Barangay Health Stations Client Rural Health Unit		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Inquire for immunization service at Limay RHU	New Client: Obtain client's information, encode to masterlist and give health teachings regarding immunization	None	5 Minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan BARANGAY HEALTH WORKERS
Patient will que for vaccination	Assist the client for the queuing process and vaccination process	None	10 Minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan BARANGAY HEALTH WORKERS
TOTAL			15 minutes	



Services:	Maternal Care Services			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Pregnant Mothers			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Home Based Maternity Record (HBMR) Maternal Record Referral from BHS		Barangay Health Stations Client RHU		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
The client will go to the RHU and ask the RHM for the Maternal Health Services	The midwife will receive and update the HBMR to record the client's information.	NONE	3-5 minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan BARANGAY HEALTH WORKERS
Patient will que for pre-natal check-up	Midwife will do the Pre-natal assessment and do the health teachings. Provisions of Vitamin A. Give referral for hemoglobin test and urinalysis.	NONE	10-15 minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan BARANGAY HEALTH WORKERS
Patient will wait for further instructions	Midwife will refer the high-risk client to the doctor for further assessment.	NONE	2 minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan BARANGAY HEALTH WORKERS
TOTAL			15-20 minutes	



Services:	Family Planning Services			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Reproductive Age			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Individual Treatment Record (ITR) Family Planning Form		BARANGAY HEALTH STATIONS Client RHU		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
The client will go to the RHU and ask the RHM for the Family Planning Program Services	Register the client to the TCL for family Planning	NONE	5 minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan
2. Client will choose their preferred method	RHM will assess the needs of the client and will do the health teachings about family planning and administer the chosen method: DMPA, PILLS, CONDOM, LAM, SDM, IUD ADVISED THE CLIENT FOE NEXT VISIT	NONE	10 minutes	RURAL HEALTH MIDWIVES on duty: Sunshine Colyn Camba Fatima Barrios Gina Bautista Yjasmin Rosadenio Rodalyn David Marilyn Elardo Teresita Urbano Rosalie Castillo Reyda Lagdaan
TOTAL			15 MINUTES	



Services:	NATIONAL TUBERCULOSIS PROGRAM			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Any person of all ages with cough for two weeks			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Individual Treatment Record Sputum Referral / Result X-ray result PPD result		CLIENT / RURAL HEALTH UNIT		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Patient will seek consultation if he/she experienced TB symptoms.	The doctors will conduct assessment give sputum request, x-ray request or PPD request. Scheduled the client for sputum collection	NONE	10 minutes	MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAEAL CRUZ, MD ANA PATRICIA TINIO, MD
Client collects quality sputum specimen on the day of schedule	Fill-up NTP laboratory form NTP coordinator will assess the patient and instruct the procedure for the proper sputum collection Advised the client the schedule of result	NONE	10 minutes	ALOHA D. TEODORO, RN NTP Program Coordinator
Received the Sputum result on the day of schedule	Give the sputum result and treat the patient accordingly The treatment regimen will be identified by the doctors depending on the Xray-result, sputum exam result and PPD result Enroll the patient in TB client list for regimen	NONE	5 minutes	ALOHA D. TEODORO, RN MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAEAL CRUZ, MD ANA PATRICIA TINIO, MD
TOTAL			25MINUTES	



Services:	Sanitary Permit and Health Card			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	BUSINESS OWNER / FOODHANDLERS			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
For Sanitary Permit: Businnes Application Form (to secure from Licensing Office) Official Receipt (payment of Permit Fee) For Health Card: Stool Exam Result Urinalysis Result Picture (1x1) Hepa B result Typhidot result		MUNICIPAL HALL OF LIMAY RURAL HEALTH UNIT		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Application Client Secure business permit application from licensing office.	Municipal Health Office will received validate the requirements.	NONE	5-10 minutes	AMY BANTOG and CARMELA BASSIG Sanitation Officer
Assessment Client will go to the Municipal health office and submit all the requirements.	Sanitation Inspector will check all the requirements and schedule the inspection of the establishment.	NONE	3 minutes	AMY BANTOG and CARMELA BASSIG Sanitation Officer
Registration and Issuance Client will Pay the amount due at the municipal treasury. Bring the Official receipt at the Municipal Health Office for issuance of the permit.	RSI will register the business and signed the application form and advised to go to the licensing office for final assessment and wait for the issuance of permit and health card	Health Card Fee P50.00 for renewal and P100.00 for new (to pay at the Municipal Treasury) Sanitary Permit P100.00 (to pay at the Municipal Treasury)	5 minutes	AMY BANTOG and CARMELA BASSIG Sanitation Officer MARY ELLEN E. ENRIQUEZ, MD MHO - OIC
Received the permit	Check and issued the permit	none	3-5 minutes	AMY BANTOG and CARMELA BASSIG Sanitation Officer
TOTAL		150.00	15-20 MINUTES	



Services:	Laboratory, Ultrasound and X-ray Services			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
EXAMINATION REQUEST		RURAL HEALTH UNIT		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Client will Secure a referral or request from a doctor	Issued a referral laboratory / X-ray request	NONE	3 minutes	MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAE L CRUZ, MD ANA PATRICIA TINIO, MD
Client will Bring the request to the laboratory, X-ray and ultrasound.	Received the laboratory/X-ray request from the client. Encode the information in record book	NONE	3 minutes	NORAYDA R. ALIM, RMT Med.Tech – Laboratory Jefferson Andrade X-ray Technician Ma. Gloria Romelyn Lab. Technician - Ultrasound
Client collects and submit specimen to the laboratory	The preparation will be based on the type of examination. For request like CBC, URINALYSIS, FECALYSIS – Examination is on the same day. For Blood Chemistry and other exam that requires fasting. Laboratory personnel will advise the client for the date of extraction. For X-ray – Examination is on the same day. For Ultrasound – The technician will advised the client for the schedule date (Every Monday, Thursday and Friday)	NONE	10 minutes	NORAYDA R. ALIM, RMY Med.Tech – Laboratory Jefferson Andrade X-ray Technician Ma. GloriA Romelyn Lab. Technician – Ultrasound EDILBERTO ILANO, MD
Received the results	Issued the result	None	3 minutes	NORAYDA R. ALIM, RMT Med.Tech – Laboratory Jefferson Andrade X-ray Technician Ma. Gloria Romelyn Lab. Technician - Ultrasound
TOTAL			20 MINUTES	



Services:	Medical /Death/Medicolegal Certificate/Exhumation permit			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Medicolegal Case, Employees, Job Applicants, Students			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
Referral Laboratory Results		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Inquire for medical/death/ Medicolegal/ exhumation permit	Instruct the client to present the requirements and register the client in the system	NONE	5 minutes	Triage Staff: Dianna Sison Maria Lourdes Nitorreda Rosalea Albes Angelina Roque
Received the certificate	Prepared and issued the certificate	NONE	10 minutes	Maria Elaine De Leon Lorlyn March Reyes
TOTAL			15 MINUTES	



Services:	NON-COMMUNICABLE DISEASE PROGRAM			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIRMENTS		WHERE TO SECURE		
PATIENT RECORD		BARANGAY HEALTH STATION CLIENT RHU		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Patient will seek consultation for noncommunicable diseases symptoms	Assess the patient The doctors will give laboratory request	NONE	10-15 MINUTES	MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAE CRUZ, MD ANA PATRICIA TINIO, MD
Patient will receive the treatment	The treatment will be identified by the doctors depending on the laboratory results	NONE	5 MINUTES	MARY ELLEN ENRIQUEZ, MD MHO – OIC MELISSA M. QUINTOS, MD CATHERINE S. MENDOZA, MD DENNIS Y. ISIDRO, MD LEE ANNE LOPEZ, MD CLAIRE TAGUILING, MD MARK JAYSON TANJUAN, MD LORENZ RAE CRUZ, MD ANA PATRICIA TINIO, MD
Enrollment The patient will do the follow up visit as advised by the NCD coordinator	After the consultation, the identified patient will enroll to the NCD Program to undergo treatment and maintenance	NONE	10 MINUTES	CRISTINA ANDES, RN NCD Coordinator
TOTAL			25 MINUTES	



MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

VISION

The Office of the Zoning Officer will protect the character and stability of the urban uses such as residential, commercial, industrial, open space institutional and non-urban uses such as fishing, tourism and agriculture within the municipality, and promote

MISSION

Guide, control and regulate the future growth and development of the Municipality of Limay in accordance with the Comprehensive Land Use Plan (CLUP)



Services:	I. APPLICATION OF ZONING AND LOCATIONAL CLERANCE FOR RESEDENTIAL AND COMMERCIAL			
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	All enterprises and private persons constructing a new building or applying for expansion/renovation.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Property accomplished and notarized application • Xerox copy of transfer certificate of Title (TCT) • Xerox copy of tax Declaration of Real Property • Xerox copy of latest receipt (real property tax) • Vicinity map and site development plan • Bill of materials and specification • Barangay Clearance • Environmental compliance Certificate from DENR (if needed). • In case the applicant is not the registered owner of the lot <ul style="list-style-type: none"> ➢ Duly copy of contract of lease ➢ Duly copy of the deed of absolute sale or; ➢ Duly copy of written consent or ➢ Duly copy of Special Power of Attorney 		<ul style="list-style-type: none"> • Limay Municipal Planning Office • Client • Assessor/client • Treasury • Client • Client • Client • Barangay Hall • DENR 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit filled-up request form and requirements to the MPDO staff	1. Receive and check the completeness of submitted documents	None	3 mins	Leonila B. Dela Cruz Admin Assistant VI
	2. Conduct of Inspection.	None	3 days	Arnel Bantog Civil Works Inspector



	3. Preparation of locational Zoning Clearance Process the application and compute the locational zoning fee	None	5 mins	Marivic Santos Administrative Officer V Leonila B. Dela Cruz Administrative Assistant VI
	4. Approval of Locational/ Zoning Clearance To be signed by MPDO upon the approval of the Municipal Mayor. Call the Client for payments		15 mins (Depends upon the time consume in the Mayor's Office)	Mayor Nelson C. David Local Chief Executive Maribeth C. Rombaoa OIC-Municipal Planning and Development Coordinator
2.Payment of location /Zoning Clearance	5. Issue order of payment	Depends upon the amount of material bills	5 mins (upon proceed to MTO for payments)	Municipal Treasurer's Office
3. submit copy of receipt. Sign the receiving copy	6. Issue approved locational clearance		3 mins	Leonila B. Dela Cruz Administrative Assistant VI
TOTAL			3 days & 31 MINS	



Services		II. APPLICATION OF ZONING AND LOCATIONAL CLEARANCE FOR INDUSTRIAL		
Classification:	Complex			
Type of Transaction:	Government to Citizen			
Who may avail:	All enterprises and private person constructing a new building or applying for expansion /renovation.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit the request form and requirements to MPDO staff	1. Receive and check the completeness of the documents	None	3 minutes	Leonila B. Dela Cruz Administrative Assistant VI
	2. Conduct of team Inspection.	None	3 days (upon issuance of company clearance)	Monitoring Inspection Team
	3. Process the application and compute the locational zoning fee	Depends upon the amount of material bills	5 mins	Marivic Santos Administrative Officer V Leonila B. Dela Cruz Administrative Assistant VI
	4. Approval of Locational/ Zoning Clearance To be signed by MPDO upon the approval of the Municipal Mayor		15 mins (upon submit to mayor's office for signature)	Mayor Nelson C. David Local Chief Executive Maribeth C. Rombaoa OIC-Municipal Planning and Development Coordinator
2. Payments of Locational Clearance and submit the copy of receipt	5. Issue order of payment	Depends upon the amount of material bills	5 mins (upon proceed to MTO for payments)	Municipal Treasurer's Office
3. Received the approved location clearance and sign the receiving copy	6. Record and / Issuance of Location Clearance		3 mins	Leonila B. Dela Cruz Administrative Assistance VI
			3 days & 31 mins	TOTAL



Services:	III. SECURING ZONING CERTIFICATE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submission of Request Letter and Requirement	1. Receive and check the completeness of requirements	None	5 mins	Leonila B. Dela Cruz Admirative Assistant VI
	2. Preparation of Zoning Certificate		5 mins	Leonila B. Dela Cruz Admirative Assistant VI
	3. Officer-in-charge reviews and verifies submitted requirements and sign the zoning certificates		5 mins	Maribeth C. Rombaoa OIC- Municipal Planning and Development Office
2. Payment of Zoning Certification and Submit the receipt	4. Issue order of payment		5 minutes (upon proceed to MTO for payment)	Municipal Treasurer's Office
3. Received the Zoning Certification and sign the receiving copy	5. Record and Issuance of Zoning Certificate Document given to the client		2 mins	Leonila B. Dela Cruz Admirative Assistant VI
			22 Mins	TOTAL



Services:		IV. SECURING PRELIMINARY APPROVAL OF LOCATIONAL CLEARANCE		
Classification:		Complex		
Type of Transaction:		Government to Citizen to Business		
Who may avail:		A registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project. Developers' public/private agency/individuals		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDER
1. Submit the require documents	1. Receive and check the completeness of the requirements	None	5 mins	Leonila B. Dela Cruz Admirative Assistant VI
	2. Conduct an inspection	Php 1,500/hectare	3 days	Arnel Bantog Civil Works Inspector
	3. Upon the submittal of the inspection report and review the other documents it will be submitted to Sangguniang Bayan for endorsement	None	30 mins	Maribeth C. Rombaoa OIC- Municipal Planning and Development Office Leonila B. Dela Cruz Admirative Assistant VI
			3 days 35 mins	TOTAL



Services:	V. SECURING DEVELOPMENT PERMIT	
Classification:	Complex	
Type of Transaction:	Government to Citizen	
Who may avail:	A registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project. Developers' public/private agency/individuals	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>1. At least 2 sets of Site Development Plan (Schematic Plan) at a scale ranging from 1:200 to 1:2,000 showing the proposed layout of streets, lots, parks and playgrounds and other features in relation to existing conditions in the area duly signed and sealed by any of the following licensed professionals:</p> <p>a. An architect who is also an environmental planner, or b. A civil engineer who is also an environmental planner, or c. A geodetic engineer who is also an environmental planner, or d. An architect or a Civil engineer or a geodetic engineer and an environmental planner as co-signatory.</p> <p>One (1) set of the following documents duly signed and sealed by a licensed geodetic engineer.</p> <p>Schematic Plan Topographical Plan (includes boundary lines, street easement with elevation of road right way Road Lay Out/Sec and Profile details. Water system- water distribution layout/fire hydrant details/trust block and assembly detail. Survey Plan of the lot(s) as described in TCT(s);</p> <ul style="list-style-type: none"> . Certifies true copy of Transfer Certificate of title (TCT) – 5 copies . Certified true copy of Tax Declaration of Real Property – 5 copies Certified true copy of Tax Declaration of Real Property – 5 copies <p>In case the applicant is not the registered owner of the lot: - 5 copies</p>		<ul style="list-style-type: none"> • Limay Municipal Planning Office • Client • Assessor/client • Treasury • Client • Client • Client • Barangay Hall • DENR • Sangguniang Bayan Resolution for Preliminary approval of Location Clearance



<ul style="list-style-type: none"> * Duly notarized copy of contract of lease, or * Duly notarized copy of the deed of absolute sale, or * Duly notarized copy of written consent, or * Duly notarized copy of Special Power of Attorney * Duly notarized copy of Special Power of Attorney <p>Certificate of Land Conversion</p> <p>Resolution for Preliminary Approval for Locational clearance</p>				
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDER
1.Submit the require documents	1.Receive and check the completeness of the requirements	None	5 mins	Leonila B. Dela Cruz Admirative Assistant VI
	2. Conduct an inspection	Php 1,500/hectare	3 days	Arnel Bantog Civil Works Inspector
	3.Upon the submittal of the inspection report and review the other documents it will be submitted to Sangguniang Bayan for endorsement	None	15 mins	Maribeth C. Rombaoa OIC- Municipal Planning and Development Office Leonila B. Dela Cruz Admirative Assistant VI
2.Submit the Resolution for Final Approval and pay for the inspection fee	4.Issue payment order Issue	Php 1,500/hectare	5 mins (depends upon the time consume in the MTO)	Municipal Treasury
3.Submit copy of receipt	Issue the Final Development Permit	None	3 mins	Leonila B. Dela Cruz Admirative Assistant VI
TOTAL			3 days 28 mins	



Services:	VI. ZONING RECLASSIFICATION			
Classification:	COMPLEX			
Type of Transaction:	Government to Citizen			
Who may avail:	A registered owner or developer of a parcel of land who wishes to convert the same into a subdivision project. Developer's public/private agency/individual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> * Request letter for zoning reclassification * Copy of certificate of Title * Copy of Tax declaration * Copy of updated Realty Tax * Certificate of No Objection * Certificate for reclassification * National Integrated Certification * Locational Plan 		<ul style="list-style-type: none"> *Client *Barangay *Department of Agriculture *DENR 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submit the document/s to the receiving Staff	1. Receive and check the completeness of the documents submitted	None	3 mins	Leonila B. Dela Cruz Admirative Assistant VI
	2. Conduct Inspection	None	3 days	Arnel Bantog Civil Works Inspector
	3. Prepare endorsement letter to Sangguniang Bayan then sign by the Municipal Planning and Development Coordinator		2 mins	Maribeth C. Romboa OIC- Municipal Planning and Development Office Leonila B. Dela Cruz Admirative Assistant VI
	4. Endorse to Sangguniang Bayan		5 mins	Leonila B. Dela Cruz Administrative Assistant VI
	5. upon endorsement to Sangguniang bayan, we will wait for the Resolution for Zoning Reclassification and file.			
TOTAL			3 days and 10 mins	



Services:	ISSUANCE OF CERTIFICATE OF NO OBJECTION (FOR CUTTING PERMIT)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Photocopy of Proof of Ownership • Letter from the owner • Picture of tree/s • Authorization Letter, if the applicant is not the owner • Barangay Certificate of No Objection 		<ul style="list-style-type: none"> • Client • MENRO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
8. Submit the requirements	Review the requirements	None	2 minutes	Ms. Marylyde C. Fajardo
2. Wait for the issuance of certificate.	Issue the certificate	None	5 minutes	Ms. Marylyde C. Fajardo Mr. Johnny F. Mandocdoc, MBA, Enp
3. Fill up the Client Satisfaction Survey		None	2 minutes	
End of transaction. The client will proceed to CENRO or PCA for the issuance of Cutting Permit				CENRO Dinalupihan Philippine Coconut Authority in The Bunker, Capitol Compound, Balanga City
TOTAL			9 Minutes	



Services:	REQUEST FOR DESLUDGING SERVICES (SEPTAGE)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Official Receipt of Water Bill (LIWAD) 		<ul style="list-style-type: none"> MENRO Limay Water District 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
10. Submit the Requirement	Review the Requirement	None	2 minutes	Ms. Marylyde C. Fajardo
11. Answer the following question of the service provider	Write down all the answers on the Record Book	None	5 minutes	Ms. Marylyde C. Fajardo
3. Wait for the instruction of the clerk	Schedule coordinated to LIWAD for validation and survey	None	5 minutes	Ms. Marylyde C. Fajardo
4. Answer the Client satisfaction Survey		None	2 minutes	
End of Transaction. The client will wait for the inspection team of SOLIMAN and LIWAD.				
TOTAL			14 Minutes	



Services:	ISSUANCE OF OATH OF UNDERTAKING FOR BUSINESS PERMIT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished form from Licensing and other offices Fire Permit Barangay Clearance DTI/BIR 		<ul style="list-style-type: none"> Client BFP BPLO MENRO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
2. Submit the Requirements	Review the Requirements	None	2 minutes	Ms. Marylyde C. Fajardo
3. Wait for Issuance of Certificate	Issuance of Oath of Undertaking	None	10 minutes	Ms. Marylyde C. Fajardo
4. Answer Client Satisfaction Survey		None	2 minutes	
5. Proceed to the other offices		None		
END OF TRANSACTION.				
TOTAL			14 Minutes	



Services:	REQUEST FOR TRAININGS AND SEMINARS			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Request letter addressed to the Municipal Mayor 		<ul style="list-style-type: none"> MENRO Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
7. Submit the Requirement	Review the Requirement	None	2 minutes	Ms. Marylyde C. Fajardo
2. Wait for the Instruction of MENRO	Give letter response to the request	None	10 minutes	Mr. Johnny F. Mandocdoc, MBA, EnP
3. Answer the Client Satisfaction Survey			2 minutes	
END OF TRANSACTION.				
TOTAL			14 Minutes	



MUNICIPAL TREASURER'S OFFICE

VISION

A highly efficient office, with equally efficient personnel willing to take extra step in public service.

MISSION

To provide a financially secure environment for the municipality of LIMAY and to ably meet its obligation of providing quality and excellent services to the constituents.



MUNICIPAL TREASURER'S OFFICE ORGANIZATIONAL CHART



ROSALINDA A. ATIENZA
Municipal Treasurer

LAND TAX DIVISION



AIRRA-LYN F. FERNANDO
Computer Programmer I



ALLENE D. TIMBOL
Administrative Assistant II



CALVIN C. FRANCISCO
Revenue Collection Clerk III

ADMIN DIVISION



FLORDELZA L. FERNANDO
Local Treasury Operation Officer III



SANTA CLANDIA T. LAPATING
Administrative Assistant IV



SIDNY M. PRIETO
Revenue Collection Clerk III



EVANGELINE DARRIETA
Administrative Assistant II

REVENUE & CASH DIVISION



SEPERINA P. SANTOS
Administrative Officer III



SHIRLEY M. ALEJO
Administrative Assistant IV



CHARMAINE M. RAMIREZ
Administrative Assistant IV



ROBERT V. CANTIGA
Administrative Assistant III



ABEGALE D. CALDERON
Administrative Assistant I



CORAZON M. MENDOZA
Administrative Assistant II



Services:	REAL PROPERTY TAX PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Declared Real Property Owners in Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Real Property Tax Order of Payment (RPTOP) Latest Official Receipt (if available) 		<ul style="list-style-type: none"> Office of the Municipal Assessor Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Present the RPTOP together with the official receipt (if available) to the Land Tax Division of the Municipal Treasurer's Office.	1. Receive the RPTOP and verify the latest payment of the property/properties submitted.	None	5 minutes per property	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III)
	2. If Delinquent, verify to the Provincial Treasurer's Office if the property/properties have an existing Warrant of Levy and/or are subject to Public Auction.	None	5 minutes per property	Calvin C. Francisco (Revenue Collection Clerk III)
	3. Prepare the Statement of Account to determine the amounts payable.	None	5 minutes per property	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III)
2. Receive the order of payment and pay the taxes due	4. Issue the corresponding official receipt (AF56) and release it to the taxpayer	Tax depends on the assessed value of the property and its delinquency	3 minutes	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III)
TOTAL			18 minutes per property	



Services:	BUSINESS TAX PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Registered Business Owners in Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Business Tax Assessment / Order of Payment 		<ul style="list-style-type: none"> Business Permit and Licensing Section 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Present the business tax assessment/ order of payment to assigned treasury personnel.	1. Receive and review the business tax assessment/order of payment.	None	3 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
2. Pay the taxes due based on the business tax assessment/order of payment.	2. Collect the corresponding payment and issue the official receipt (AF51) to the taxpayer.	None	3 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
TOTAL			6 Minutes	



Services:	COMMUNITY TAX CERTIFICATE (CTC) /Sedula PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Citizens of the Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Data Form • Any Valid Government issued ID 		<ul style="list-style-type: none"> • Office of the Municipal Treasurer • Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill- out the data form or present any valid government-issued identification card.	1. Receive and review the filled-out data form.	None	3 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
	2. Write or input the information to the community tax certificate (CTC/Sedula) based on the filled-out form and compute the tax.	None	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
2. Pay the corresponding tax.	3. Collect the payment and issue the Community Tax Certificate (CTC/Sedula).	Basic Tax - 5.00 Additional Tax- 45.00 (minimum) plus a penalty of 2% per month if not paid on or before January 31 of every year	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
TOTAL			7 Minutes	



Services:	PROFESSIONAL TAX PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Registered Professionals within the Province of Bataan			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Valid PRC License 		<ul style="list-style-type: none"> Client /PRC License owner 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Present PRC License to the collecting officer.	1. Prepare official receipt (AF51)	None	2 minutes	Calvin C. Francisco (Revenue Collection Clerk III)
2. Pay corresponding fee	2. Receive payment and issue the corresponding official receipt (AF51).	None	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
TOTAL			4 Minutes	



Services:	OTHER TAXES, PERMITS, AND FEES PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Citizens of the Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Latest tax payment • Filled-out data form /Order of Payment 		<ul style="list-style-type: none"> • Client • Concerned Office or Department 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill- out the data form or present the order of payment received from the concerned office or department. -Local Civil Registry -License and Permit -Assessor's Office -Engineering Office -Planning & Dev't Office -Agriculture Office -LSU Traffic Violation	1. Determined what type of service to be availed/paid by the client.	None	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
2. Pay the corresponding payment	2. Receive payment and issue the corresponding official receipt (AF51).	None	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
TOTAL			4 Minutes	



Services:	ISSUANCE OF CERTIFICATION/ TAX CLEARANCES			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Citizens of the Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Latest tax payment • Filled-out data form 		<ul style="list-style-type: none"> • Client • Office of the Municipal Treasurer 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Inquire or Apply for tax certifications/ clearances	1. Interview the client and verify the tax certification /clearance application.	None	3 minutes	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III) Charmaine M. Ramirez (Administrative Assistant IV)
2. Pay the corresponding fee	2. Issue the corresponding official receipt (AF51).	50.00 php per certification	2 minutes	Corazon M. Mendoza (Administrative Assistant II) Robert V. Cantiga (Administrative Assistant III)
3. Present the official receipt (AF51) to the treasury personnel who conducted the interview	3. Receive the official receipt and attach it to the Certification/Clearance and turn it over to the Municipal Treasurer for Signatory and dry sealing	None	2 minutes	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III) Charmaine M. Ramirez (Administrative Assistant IV)
	4. Sign the certification/tax clearance and dry seal	None	1 minutes	Rosalinda A. Atienza (Municipal Treasurer)
	5. Release the certification/ tax clearance to the client	None	1 minute	Airra-Lyn F. Fernando (Computer Programmer I) Allene D. Timbol (Administrative Assistant II) Calvin C. Francisco (Revenue Collection Clerk III) Charmaine M. Ramirez (Administrative Assistant IV)
4. Sign on the Releasing Logbook		None	1 minute	
TOTAL			10 Minutes	



Services:	CASH DISBURSEMENT OF SENIOR CITIZEN BIRTHDAY INCENTIVE AND CASH GIFTS			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Senior Citizens of the municipality of limay entitled to birthday incentives and cash gifts as per SB Resolution No. 2022-203			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Senior Citizen <ul style="list-style-type: none"> • Senior Citizen Identification Card issued by OSCA Representatives <ul style="list-style-type: none"> • Valid Government-issued identification card of the representative (1 original) • Authorization letter (1 original) • Identification card issued by OSCA of the Senior • Citizen being represented (1 original and 1 photocopy bearing 3 original signatures of Senior Citizen) 		<ul style="list-style-type: none"> • Office for Senior Citizens Affairs (OSCA) • BIR, Post Office, DFA, PSA, SSS, GSIS, Pagibig, Comelec and other government offices • Senior Citizen being represented • Office for Senior Citizens Affairs (OSCA) 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Presents ID and/or authorization letter along with ID of senior citizen being represented if applicable	1. Verifies requirements and identity of client and finds senior citizens name in the payroll	None	3 minutes	Seperina P. Santos (Administrative Officer III)
2. Signs payroll	2. Pays the amount of birthday incentive or cash gift in the payroll	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			5 Minutes	



Services:	DIALYSIS CENTER MEDICINE PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Patients of Limay Dialysis Center			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Order of payment 		<ul style="list-style-type: none"> Limay Dialysis Center 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Present the order of payment to the cashier.	1. Receives order of payment and prepares official receipt (AF51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
2. Pay corresponding fee	2. Receive and count cash tendered and issue official receipt (AF51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			4 Minutes	



Services:	PETTY OPERATING EXPENSES PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Government / Government to Business			
Who may avail:	Internal: Municipal personnel External: Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Approved petty cash voucher • Applicable documentary requirements of petty cash expense as per COA Circular No. 2023-004 		<ul style="list-style-type: none"> • End-user's office/division, Office of the Mayor, Municipal Budget Office, Municipal Treasurer • Procurement Office, Government offices transacted, Clients serviced, Suppliers 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits approved petty cash voucher along with applicable documentary requirements	1. Verifies petty cash voucher and the attached documentary requirements	None	5 minutes	Seperina P. Santos (Administrative Officer III)
2. Signs petty cash voucher and receives payment	2. Pays the amount of petty cash voucher	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			7 Minutes	



Services:	FINANCIAL ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION(AICS) PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Citizens of Muinicipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Approved disbursement voucher • Request letter • Other supporting documents such as but not limited to hospital bills, medical and laboratory quotations, medicine prescriptions etc • Certificate of indigency • Valid government-issued identification card 		<ul style="list-style-type: none"> • Office of the Mayor, Municipal Budget Office, Municipal Treasurer • Individual requesting assistance • Concerned office / business transacted such as clinics, laboratory, hospital, pharmacy etc • Barangay Hall where the client is presently residing • BIR, Post Office, DFA, PSA, SSS, GSIS, Pagibig, Comelec and other government offices 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits approved disbursement voucher along with applicable documentary requirements	1. Verifies disbursement voucher and the attached documentary requirements	None	5 minutes	Seperina P. Santos (Administrative Officer III)
2. Sign cash disbursement voucher and receive payment	2. Pays the amount of financial assistance in the disbursement voucher	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			7 Minutes	



Services:	ISSUANCE OF OFFICIAL RECEIPTS TO HCI CHARGES AND PROFESSIONAL FEES COLLECTION OF LIMAY DIALYSIS CENTER AND LIMAY COMMUNITY LYING-IN CENTER FROM PHILIPPINE HEALTH INSURANCE CORPORATION			
Classification:	SIMPLE			
Type of Transaction:	Government to Government			
Who may avail:	Limay Dialysis Center and Limay RHU designated personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Auto Credit Payment Notice 		<ul style="list-style-type: none"> Philhealth Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits auto credit payment notice to the cashier.	1. Verifies receipt of payment thru bank snapshot from LBP	None	1 day	Seperina P. Santos (Administrative Officer III)
	2. Prepare official receipt (Accountable Form 51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
	3. Informs Health personnel of the availability of official receipt (Accountable Form 51) thru phone or e-mail	None	2 minutes	Seperina P. Santos (Administrative Officer III)
2. Receives official receipt (Accountable Form 51)	4. Release official receipt (Accountable Form 51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			1 day & 6 Minutes	



Services:	BIDDING DOCUMENTS PAYMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Prospective Bidders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Order of payment for Bid Documents 		<ul style="list-style-type: none"> Bids and Awards Committee 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits order of payment to cashier	1. Receives order of payment and prepares official receipt (Accountable Form 51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
2. Pays corresponding fee	2. Receives and counts cash tendered and issues official receipt (Accountable Form 51)	None	2 minutes	Seperina P. Santos (Administrative Officer III)
TOTAL			4 Minutes	



Services:	CHECK DISBURSEMENT			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen / Government to Business			
Who may avail:	Businesses and Individuals with official transactions with Municipality of Limay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Valid government-issued Identification card. 		<ul style="list-style-type: none"> BIR, Post Office, DFA, PSA, SSS, GSIS, Pagibig, Comelec and other government offices / Client 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Provide the name of the client, valid ID, and a copy of the authorization letter if applicable.	1. Receives ID and verifies client identity.	None	2 minutes	Abegaile D. Calderon (Administrative Assistant I)
	2. Search for the client's disbursement voucher.	None	1 minute	Abegaile D. Calderon (Administrative Assistant I)
2. Receives Disbursement Voucher.	3. Verify check details and transfer to the client if correct.	None	1 minute	Abegaile D. Calderon (Administrative Assistant I)
3. Issue official receipt, if applicable.	4. Verify that the details of the official receipt are correct and attach the receipt to the disbursement voucher.	None	2 minutes	Abegaile D. Calderon (Administrative Assistant I)
4. Fill out the 'payment part of the voucher monitoring form, and write their signature over the printed name and date in box E of the disbursement voucher.	5. Verify that the client's signature on the disbursement voucher matches their signature in the provided ID.	None	1 minute	Abegaile D. Calderon (Administrative Assistant I)
5. Fill out the check warrant register with their signature over the printed name and date.	6. Verify that the client's signature on the disbursement voucher matches the signature in the provided ID.	None	1 minute	Abegaile D. Calderon (Administrative Assistant I)
6. Receive check	7. Write control number and date of check issuance on the disbursement voucher.	None	1 minute	Abegaile D. Calderon (Administrative Assitant I)
	8. Prepare / update list of checks released	None	1 minute	Abegaile D. Calderon (Administrative Assistant I)
	9. Stamp " PAID" and date paid on the disbursement voucher and its attachments.	None	5 minutes	Abegaile D. Calderon (Administrative Assitant I) Shirley M. Alejo (Administrative Assistant IV)
TOTAL			15 Minutes	



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

MISSION

To facilitate the delivery of quality and efficient social welfare services to the disadvantaged, vulnerable and/or marginalized individuals, families, groups and communities of Limay, by developing, implementing and coordinating responsive, inclusive and innovative social welfare and development plans, policies and programs, and by ensuring the competency of its administration and operations division staff, and in partnership with other government agencies, civil society organizations and service providers, and in accordance with the established national policies, guidelines and standards

VISION

A municipal standard in the facilitation of accessible and effective local social welfare and development programs and a community of empowered and self-reliant individuals, families and groups with improved biopsychosocial functioning and well-being who maximize their fullest potential as active players of local and national development



ORGANIZATIONAL CHART



Services:	EMERGENCY SHELTER ASSISTANCE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All disaster-affected families			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Letter of Request addressed to the Municipal Mayor Barangay Certification Certification issued by the Bureau of Fire Protection (BFP) for fire victim-survivors Community Tax Certificate Two (2) Government-issued Identification Cards Photos of affected house/s Accomplished intake sheet 		<ul style="list-style-type: none"> Client/Requestor Barangay Hall BFP - Limay Bataan Barangay/Municipal Hall (Treasurer's Office) Client/Requestor MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	2 minutes	Marsha G. Geñega Day Care Worker (DCW) or Florida C. Quinio Day Care Worker Aide (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	3 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Conduct an intake interview of the client	None	10 minutes	Alyssa B. Tana Social Welfare Aide
	Conduct assessment and home visit to validate data in coordination with other relevant LGU departments, concerned barangay, BFP (for victims of fire), and Local Disaster Risk Reduction and Management Office (LDRRMO) for other disasters	None	1 day	Regilyn C. Pizarro Social Welfare Officer I
	Prepare and submit documents for recommending approval of the MSWDO	None	5 minutes	Regilyn C. Pizarro Social Welfare Officer I
	Review and assess submitted documents	None	10 minutes	Frances Faye L. Fernando Social Welfare Officer IV
	Submit MSWDO-reviewed documents to Mayor's Office for approval of the LCE and forward supporting documents to Finance Committee (Accounting, Budget, Treasury) for processing of assistance	None	2 days	Regilyn C. Pizarro Social Welfare Officer I
TOTAL			3 Days and 30 Minutes	



Services:	LIVELIHOOD ASSISTANCE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All individuals in need of livelihood assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter of Request addressed to the Mayor • Barangay Certificate of Indigency • Barangay Certificate of Residency • Community Tax Certificate • Two (2) Government-issued Identification Cards • Health Certificate • Accomplished intake sheet <p><i>*Clients should have existing livelihood activities</i></p>		<ul style="list-style-type: none"> • Client/Requestor • Barangay Hall • Barangay Hall • Barangay/Municipal Hall • Municipal Health Office (MHO) • MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	3 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Conduct an intake interview of the client	None	10 minutes	Alyssa B. Tana Social Welfare Aide
	Conduct assessment and home visit to validate data	None	1 day	Regilyn C. Pizarro Social Welfare Officer I
	Prepare and submit documents for recommending approval of the MSWDO	None	5 minutes	Regilyn C. Pizarro Social Welfare Officer I
	Review and assess submitted documents	None	10 minutes	Frances Faye L. Fernando Social Welfare Officer IV
Review and sign Contract of Agreement	Submit MSWDO-reviewed documents to Mayor's Office for approval of the LCE and forward supporting documents to Finance Committee (Accounting, Budget, Treasury) for processing of assistance	None	2 days	Regilyn C. Pizarro Social Welfare Officer I
TOTAL			3 Days and 30 Minutes	



Services:	ASSISTANCE TO INDIVIDUALS IN CRISIS SITUATION			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All individuals in crisis situation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter of Request Addressed to the Mayor • Barangay Certificate of Indigency • Two (2) Government-issued Identification Cards • For medical assistance: Hospital bill, Prescription or Laboratory Request, Quotation of medicines & laboratory procedures, Medical certificate, Clinical abstract • For burial assistance: Death certificate • For educational assistance: Copy of school registration/enrolment form & school ID card • Community Tax Certificate • Accomplished Intake Sheet 		<ul style="list-style-type: none"> • Client/Requestor • Barangay Hall • Client/Requestor • Barangay/Municipal Hall • MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	2 minutes	Kaycee S. Pangilinan Administrative Assistant IV
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	5 minutes	Kaycee S. Pangilinan Administrative Assistant IV
	Conduct an intake interview of the client	None	10 minutes	Kaycee S. Pangilinan Administrative Assistant IV
	Prepare and submit documents for recommending approval of the MSWDO	None	3 minutes	Kaycee S. Pangilinan Administrative Assistant IV
	Review and assess submitted documents	None	10 minutes	Frances Faye L. Fernando Social Welfare Officer IV
	Submit MSWDO-reviewed documents to Mayor's Office for approval of the LCE and forward supporting documents to Finance Committee (Accounting, Budget, Treasury) for processing of assistance	None	15 minutes	Kaycee S. Pangilinan Administrative Assistant IV
TOTAL			45 Minutes	



Services:	ISSUANCE OF FINANCIALLY-INCAPABLE CERTIFICATE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Indigent individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • For Medical/Hospital assistance: <ul style="list-style-type: none"> •Barangay Certificate of Indigency •Certificate of No Property •Any Government-issued Identification Card •Medical Certificate/Medical Abstract/ Hospital Bill •Authorization Letter (requested by patient) • Student for face-to-face classes: <ul style="list-style-type: none"> •Barangay Certificate of Indigency •Certificate of No Property •Any Government-issued and School Identification Card •Birth Certificate •School Registration Form 		<ul style="list-style-type: none"> • Barangay Hall • Municipal Assessor's Office • Client/Requestor • Barangay Hall • Municipal Assessor's Office • Client/Requestor • Educational Institution/School 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	1 minute	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Conduct an intake interview of the client	None	5 minutes	Alyssa B. Tana Social Welfare Aide
	Endorse documents for recommending approval of the Registered Social Worker	None	1 minute	Alyssa B. Tana Social Welfare Aide
	Review and assess submitted documents	None	1 minute	Regilyn C. Pizarro Social Welfare Officer I or Frances Faye L. Fernando Social Welfare Officer IV
Sign receiving copy of the certificate	Print and release Financially-Incapable Certificate to eligible client	None	5 minutes	Alyssa B. Tana Social Welfare Aide
TOTAL			15 minutes	



Services:	ISSUANCE OF CERTIFICATE OF INDIGENCY			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Indigent individuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Barangay Certificate of Indigency Two (2) Government-issued Identification Cards Certificate of No Property Medical documents (if applicable) Authorization letter & copy of authorized person's identification card (if applicable) Accomplished Intake Sheet 		<ul style="list-style-type: none"> Barangay Hall Client/Requestor Municipal Assessor's Office Client/Requestor MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	1 minute	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Conduct an intake interview of the client	None	5 minutes	Alyssa B. Tana Social Welfare Aide
	Endorse documents for recommending approval of the Section Head/Officer-in-Charge	None	1 minute	Alyssa B. Tana Social Welfare Aide
	Review and assess submitted documents	None	1 minute	Miriam A. Dela Rosa Project Development Officer II or Frances Faye L. Fernando Social Welfare Officer IV
Sign receiving copy of the certificate	Print and release Financially-Incapable Certificate to eligible client	None	5 minutes	Alyssa B. Tana Social Welfare Aide
TOTAL			15 Minutes	



Services:	ISSUANCE OF SOCIAL CASE STUDY REPORT (SCSR)			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Socially-disadvantaged clients from any sector			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Birth Certificate (if minor) • Two (2) Government-issued Identification Cards • For medical assistance referral: Medical Certificate/Medical Abstract/Hospital Bill/Other medical documents, Barangay Certificate of Indigency • For case management: Referral Letter from the Barangay LGU and/or PNP Women and Children Protection Unit • Authorization letter & copy of authorized person's identification card (if applicable) • Accomplished Intake Sheet • Other required documents (upon request of Social Worker) 		<ul style="list-style-type: none"> • Client/Requestor • Client/Requestor • Barangay Hall • Barangay Hall and/or PNP • MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide checklist of required documents	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	3 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Conduct an intake interview of the client	None	10 minutes	Alyssa B. Tana Social Welfare Aide
	Conduct home visit for further assessment (if necessary)	None	1 day	Regilyn C. Pizarro Social Welfare Officer I
	Prepare Social Case Study Report and referral letter for other agencies	None	1 day	Regilyn C. Pizarro Social Welfare Officer I
Sign receiving copy of the SCSR	Print and release Social Case Study Report and referral letter to client	None	10 minutes	Regilyn C. Pizarro Social Welfare Officer I
TOTAL			2 Days and 25 Minutes	



Services:	ISSUANCE OF PERSONS WITH DISABILITY (PWD) IDENTIFICATION CARD AND/OR PURCHASE BOOKLET			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Persons with Disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For Person with Disability</u> <ul style="list-style-type: none"> • 1-piece 1x1 ID picture • Two (2) Government-issued Identification Cards • Barangay Certificate of Residency • RHU Medical Certificate as PWD • Authorization letter & copy of authorized person's identification card (if applicable) • Accomplished Intake Sheet • Accomplished Application Form 		<ul style="list-style-type: none"> • Client/Requestor • Barangay Hall • Municipal Health Office • MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide orientation	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	3 minutes	Kimberly D. Caniedo Clerk/PWD Encoder
	Conduct an interview and assessment of the client	None	10 minutes	Kimberly D. Caniedo Clerk/PWD Encoder
	Endorse documents for review of the Section Head/Officer-in-Charge	None	1 minute	Kimberly D. Caniedo Clerk/PWD Encoder
	Review and assess submitted documents	None	4 minutes	Regilyn C. Pizarro Social Welfare Officer I or Mirriam A. Dela Rosa Project Development Officer II or Frances Faye L. Fernando Social Welfare Officer IV
	Prepare and print Identification Card	None	2 days	Marvin Canaria MISO Personnel
Sign receiving copy of the ID card & booklet	Release Identification Card and Purchase Booklet (applicable to PWD and Senior Citizen) to client	None	5 minutes	Kimberly D. Caniedo Clerk/PWD Encoder
TOTAL			2 Days and 25 Minutes	



Services:		ISSUANCE OF SOLO PARENT IDENTIFICATION CARD		
Classification:		SIMPLE		
Type of Transaction:		Government to Citizen		
Who may avail:		Solo Parents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><u>For Solo Parent</u></p> <ul style="list-style-type: none"> • Birth Certificate/s of child/children 22 years old and below • Marriage Certificate • Certificate of No Marriage • Death Certificate of Spouse • Affidavit of a barangay official attesting that the solo parent is a resident of the barangay and that the child or children is/are under the parental care and support of the solo parent • Certificate of Registration of In-School Children • 1-piece 1x1 ID picture • Two (2) Government-issued Identification Cards • Accomplished Intake Sheet • Accomplished Application Form <p><i>*Other documentary requirements may be requested by the office depending on the solo parent category</i></p>		<ul style="list-style-type: none"> • Municipal Civil Registrar (MCR) or Philippine Statistics Authority (PSA) • Barangay Hall • Educational Institution/School • MSWDO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Register the client and provide orientation	None	2 minutes	Marsha G. Geñega (DCW)/ Florida C. Quinio (DCWA)
	Assess appropriateness of the documents presented vis-à-vis the requirements	None	3 minutes	Maribel C. Pardiñas Social Welfare Aide
	Conduct an interview of the client	None	10 minutes	Maribel C. Pardiñas Social Welfare Aide
	Endorse documents for review of the Section Head/Officer-in-Charge	None	1 minute	Maribel C. Pardiñas Social Welfare Aide
	Review and assess submitted documents	None	4 minutes	Regilyn C. Pizarro Social Welfare Officer I or Mirriam A. Dela Rosa Project Development Officer II or Frances Faye L. Fernando Social Welfare Officer IV
	Prepare and print Identification Card	None	3 minutes	Star C. Adan Day Care Worker II
Sign receiving copy of the ID card & booklet	Release Identification Card	None	2 minutes	Maribel C. Pardiñas Social Welfare Aide
TOTAL			25 minutes	



Services:		ISSUANCE OF SENIOR CITIZEN IDENTIFICATION CARD AND/OR PURCHASE BOOKLET		
Classification:		SIMPLE		
Type of Transaction:		Government to Citizen		
Who may avail:		Senior Citizen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<u>For Senior Citizen</u> <ul style="list-style-type: none"> • Birth Certificate • Two (2) pieces ID picture • Barangay Certificate of Residency • Two (2) Government-issued Identification Cards • Accomplished Application Form 		<ul style="list-style-type: none"> • Municipal Civil Registrar (MCR) or Philippine Statistics Authority (PSA) • Barangay Hall • OSCA 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Request for provision of assistance and submission of requirements	Assess appropriateness of the documents presented vis-à-vis the requirements	None	5 minutes	Faith N. Ferrer Social Welfare Aide or Herdilyn E. Reyes Administrative Assistant I
	Conduct an interview and assessment of the client	None	10 minutes	Herdilyn E. Reyes Administrative Assistant I or Jaime P. Apro OSCA Head
	Endorse documents for review of the Section Head/Officer-in-Charge	None	2 minutes	Faith N. Ferrer Social Welfare Aide or Herdilyn E. Reyes Administrative Assistant I
	Review and assess submitted documents	None	3 minutes	Jaime P. Apro OSCA Head
	Prepare and print Identification Card	None	5 days	Herdilyn E. Reyes Administrative Assistant I or MIS Office
Sign receiving copy of the ID card & booklet	Release Identification Card and Purchased Booklet	None	5 minutes	Faith N. Ferrer Social Welfare Aide or Herdilyn E. Reyes Administrative Assistant I
TOTAL			5 days and 25 minutes	



BUSINESS PERMIT AND LICENSING SECTION

MISSION

To deliver caliber public service to the taxpayers through the streamlined Business-One-Stop-Shop (BOSS) and Electronic Business Permit and Licensing System (eBPLS) programs which guarantee cost-effective, speedy and quality public service toward realizing a business-friendly Limay.

VISION

A business-friendly and responsive revenue-generating section and a prototype BPLO in Bataan via its outstanding execution of the BOSS & eBPLS programs as tactical means to intensify Limay's competitiveness as an investment destination.



REPUBLIC OF THE PHILIPPINES
PROVINCE OF BATAAN

MUNICIPALITY OF Limay

BUSINESS PERMITS & LICENSING SECTION



ORGANIZATIONAL CHART





Services:	ISSUANCE OF MAYOR'S PERMIT FOR BUSINESS			
Classification:	SIMPLE to TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> GENERAL REQUIREMENTS: Barangay Clearance (if New)-original copy Zoning Clearance, if new/ Building Inspection Clearance, if Renewal Community Tax Certificate (CTC) or Cedula - xerox copy DTI Registration for Single Proprietorship - xerox copy SEC Registration w/ Article of Inc. for Corporation-xerox copy BIR Registration for New; ITRs for Renewal-xerox copy PESO Clearance Sanitary Permit from Main Health Center-original copy Fire Safety Clearance-original pink copy ADDITIONAL REQUIREMENTS, IF APPLICABLE: Accreditation for Hotels & other accom. facilities-xerox Barangay Resolution for Agri Farm-xerox Permit for Drugstore/Bakery-xerox copy License for Customs Brokerage-xerox copy Registration for Banking Institutions-original copy Contractor's License for Gen. Eng'g Contractor -xerox Copy of Contract/Notice to Proceed for Contractors - xerox Clearance for Mining Industries-original copy Clearance for Recruitment Agency-original copy DOT Permit for Messengerial & Courier Services-xerox License for Real Estate Broker-xerox copy Accreditation for Repair Shops & Repairmen-xerox copy Environmental Compliance Certificate, if activity is risky such as mining, gasoline station, and const.)-orig Dealership/Std Compliance Certificate, if LPG - xerox Health Cards - xerox back to back License to Operate, if firecrackers Permit for Rent-A-Car & Transport Services-xerox copy Mkt Clearance for Stall Holders Clearance in case of Telecommunications Services-orig Occupancy Permit/Ownership, if Real Estate Lessor-xerox License for Security Agencies-xerox copy Permit to Operate for Ari Farm-xerox copy License for Insecticide/Pets Control Serv.-xerox Clearance in case of Forwarders-xerox copy License for Manning & Crewing Institution-xerox copy Videogram Permit for Video Rental Services-xerox copy Certificate of Registration for Cooperatives-xerox copy Certificate of Registration for Zapra and Tahungan-orig Permit for Waste Collection Service Provider-xerox copy 		<ul style="list-style-type: none"> Brgy where business is located (if NEW)/ BPLO (if RENEWAL) MPDC / MEO Brgy or Municipal Hall DTI Balanga or DTI Limay / https://bnrs.dti.gov.ph/registration Security & Exchange Commission-Manila BIR-Balanga PESO Office/ peso@limay2019@gmail.com Limay Main Health Center-Poblacion BFP-Limay Department of Tourism (DOT) - Balanga Sangguniang Bayan - Limay Bureau of Food and Drugs Bureau of Customs Central Bank - Manila Phil. Contractors Accreditation Board (PCAB) Project Proponent DENR - Pilar Department of Labor & Employment (DOLE) Department of Transportation (DOT) Department of Trade & Industry DTI/TESDA - Balanga Environmental Mgmt Bureau-Region III Product Dealer / DOLE Limay Main Health Center-Poblacion Firearms & Explosive unit, PNP Camp Crame LTO Franchising & Regulatory Board Limay Public Market Administrator National Telecommunications Commission MPDC-Limay PCSUCIA - Manila for Ari Farm-xerox copy Fertilizers & Insecticides Authority, DA Philippine Shippers Bureau - Manila POEA Video regulatory Board (VRB) - Manila Cooperative Development Authority (CDA) Municipal Agriculturist Office- Limay Philippine Coast Guard 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
I. PRE-ASSESSMENT & VERIFICATION/VALIDATION				
1-A File application				
* Create email and password for IBPLS verification and login at (ONLINE/WALK-IN): https://bpbpc.ibpls.com/limaybataan/login		None	8 minutes	8 minutes
*Encode information & upload following requirements in JPG, JPEG or PNG format which should not exceed 500kb:		None	15 minutes	15 minutes
				GERLIE Q. ESMA Encoder JAMIE J. PADUA Encoder
				GERLIE Q. ESMA Encoder JAMIE J. PADUA Encoder LOIDA M. CANONAY DayCare Worker II
NEW	RENEWAL			
(a.) DTI Business Name Registration Cert	(a.) Updated DTI BNR Certificate			DTI Negosyo Center, Limay Municipal Hall /online application: https://bnrs.dti.gov.ph/registration
(b.) CTC (sedula)	(b.) CTC (sedula)			Barangay where the business is located / Treasury - NEW - Barangay where the business is located; RENEWAL - BPLO (Celeste Brisco)
(c.) Barangay Clearance for Business Operation with proof of payment (OR)	(c.) Barangay clearance no longer needed as it is already integrated in the eBPLSystem)			
(d.) BIR Certificate of Registration	(d.)Proof of Annual Income: * BIR Quarterly (1st to 4th qtr) / ITR * Notarized Sworn statement of Annual Income * Additional Proof of Income For Contractor: Copy of contract			Bureau of Internal Revenue



e.) PESO Clearance - for companies/contractors: email the following documents to license@limaybataan.ph & pesolgulimay2019@gmail.com *Company Profile *Manpower Lists	e.) PESO Clearance - for companies/contractors: email the following documents to license@limaybataan.ph & pesolgulimay2019@gmail.com *Manpower Lists *List of needed employees for HIRING				PESO-Limay
*Press SUBMIT button then wait to be verified					
1B					
	Verify the application	None	2 minutes	2 minutes	ANSELMO V. BONDOC Licensing Officer IV RELITA D.J. ALARCON, MBA Licensing Officer II YOLANDA B. DIZON Admin. Assistant V
	Endorse (for Locational Clearance, if New) (for Building Inspection Clearance, if Renew)	None	10 minutes	10 minutes	BRIGIDA M. SAN PEDRO Municipal Engineer IV ELJAY TEOPENGCO MPDO Staff
	Endorse (for Sanitary Clearance)	None	5 minutes	5 minutes	CARMELA BASSIG Sanitary Inspector
	Endorse (for FSIC Clearance)	None	5 minutes	5 minutes	SARAH D. VILLENA Senior Fire Officer I
II. ASSESSMENT & PAYMENT					
FOR ONLINE: Wait for the Tax Order of Payment to be sent to registered email then make online payment using LANDBANK link.biz portal directly in the system. FOR WALK-IN: Wait for queued number to be called in the	Assess	See Tax Sched	10 minutes	10 minutes	ANSELMO V. BONDOC Licensing Officer IV RELITA D.J. ALARCON, MBA Licensing Officer II YOLANDA B. DIZON Admin. Assistant V
Cashier Area (window 2) then pay the amount reflected on your Tax Order of Payment. Pay the BFP FSIC Fee	Issue Order of Payment	None	10 minutes	10 minutes	CORAZON MENDOZA Admin. Assistant II ROBERT CANTIGA Admin. Assistant III
		15% of Req. Fee	10 minutes	10 minutes	SARAH D. VILLENA Senior Fire Officer 1
III. RELEASING OF PERMIT/CLEARANCES					
For ONLINE ISSUANCES, email proof of payment at: license@limaybataan.ph Then, print eMAYOR's Permit sent to email account For WALK-IN ISSUANCES, present proof of payment for Mayor's Permit & Fire Safety Inspection Fee in Window 3, then wait for the release of the following:	Release the following:				
Mayor's Permit Card	Mayor's Permit Card	None	5 minutes	5 minutes	CELESTE S. BRIOLA Admin. Aide VI
Mayor's Permit Plate with permit sticker	Mayor's Permit sticker	None	5 minutes	5 minutes	
Barangay Clearance	Barangay Clearance	None	5 minutes	5 minutes	CARMELA BASSIG Sanitary Inspector
Sanitary Permit	Sanitary Permit	None	5 minutes	5 minutes	
FSIC/BFP Official Receipt	FSIC/BFP Official Receipt	None	25 minutes	25 minutes	SARAH D. VILLENA Senior Fire Officer 1
TOTAL		see tax table	1 hour & 50 minutes	1 hour & 50 minutes	
Other required documents to follow and to be emailed at license@limaybataan.ph within 30 days upon payment of the Mayor's Permit fees & charges. Otherwise, permit shall be revoked.					
NOTE: Issuances of permits & clearances may vary depending upon the type of application especially when onsite inspection is needed.					
SIMPLE TRANSACTION : 3 WORKING DAYS COMPLEX TRANSACTION : 7 WORKING DAYS HIGHLY TECHNICAL TRANSACTION : 20 WORKING DAYS					
➤ PROCESSING TIME					
<ul style="list-style-type: none"> ❖ SIMPLE Transaction - 3 Working Days ➤ Certificate & permit applied for business operation of Retailer, Wholesaler and other small and medium establishments ❖ COMPLEX Transaction - 7 Working Days ➤ Permit applied for business operation of Contractors and other big establishments ❖ TECHNICAL Transaction - 20 Working Days ➤ Permit applied for business operation of Manufacturers, Mining, Agri-farm, Gasoline Station, and other Contractors that pose environmental risk and impact 					
(RA 11032 – EODB – EGSDA of 2018/ Citizen Charter of the Municipality of Limay)					

MAYOR'S PERMIT CATEGORY (Enterprise Scale)	Asset Limit	Work Force
Cottage	Php 100,000 NS below	1 – 15
Small	Over Php 100,000 to Php 1M	16 – 99
Medium	Over Php 1M to Php 5M	100 – 199
Large	Over Php 5M	200 and above
1.) On Manufacturers/Importers/Producers	MP Fee	
Cottage	P 300.00	
Small	500.00	
Medium	1,000.00	
Large	2,000.00	
2. On Banks	MP Fee	
Rural, Thrift and Savings Banks	P 2,000.00	
Commercial, Industrial and Development Banks	5,000.00	
Universal Banks	7,000.00 (Amended by Mun. Ord No. 5, 2008)	
3. On Other Financial Institutions	MP Fee	
Small	P 1,000.00	
Medium	1,500.00	
Large	3,000.00	
4. On Contractors/ Service Establishments	MP Fee	
Cottage	P 1,000.00	
Small	1,500.00	
Medium	2,000.00	
Large	3,000.00	
5. On Wholesalers/Retailers/Dealers or Distributors	MP Fee	
Cottage	P 500.00	
Small	1,000.00	
Medium	2,000.00	
Large	3,000.00	
6. On Transloading Operations	MP Fee	
Cottage	P 500.00	
Small	1,000.00	
Medium	2,000.00	
Large	4,000.00	



MAYOR'S PERMIT CATEGORY	
7. Other Business	MP Fee
Cottage	P 500.00
Small	800.00
Medium	1,200.00
Large	1,500.00
Others	MP Fee
Retail dealers in foreign liquors	P 300.00
Retail dealers in domestic liquors	500.00
Retailers of distilled spirits	300.00
Retailers of fermented liquors	300.00
Tobacco dealers	300.00
Retail dealers of manufactured tobacco	500.00
Amusement Places	500.00
On circus and other parades using banners, floats or musical instruments	200/day
Permit Fee on Film-Making	MP Fee
a. Commercial Movies	5,000.00/film
b. Commercial Advertisements	2,000.00/film
c. Document film	1,000.00/film
d. Videotape Coverage	500.00/coverage
Impounding Fee for Astray Animals	MP Fee
(a) Large Cattle	P2,000.00
(b) All other animals	2,000.00
(a) From the owner/operator/licensees of the cockpit:	
1. Application filing fee	P 100.00
2. Annual cockpit permit fee	1,100.00
(b) From cockpit personnel:	
1. Promoters/Hosts	500.00
2. Pit Manager	300.00
3. Referee	300.00
4. Bet Taker "Kristo/Llamador	200.00
5. Bet Manager "Maciador/Kasador	300.00
6. Gaffer "Mananari"	300.00
7. Cashier	200.00
8. Derby (Matchmaker)	300.00
c. Special permit fee for Cockfighting (DAILY)	
(a) Special Cockfights (Pintakasi)	500.00
(b) Special Derby Assessment from Promoters of – Two-Cock Derby	1,000.00
Three Cock Derby = 1,500; Four-Cock Derby = 2,000; Five-Cock Derby = 2,500	



MAYOR'S PERMIT CATEGORY	
Permit Fee for Agricultural Machinery and Other Heavy Equipment	
From non-resident operators of said machinery, renting out said equipment of this municipality	
a. Hand Tractors	300.00
b. Light Tractors	300.00
c. Heavy Tractors	300.00
d. Bulldozer	1,500.00
e. Forklift	1,000.00
f. Heavy Graders	1,000.00
g. Light Graders	1,000.00
h. Mechanized Threshers	500.00
i. Manual Threshers	500.00
j. Cargo Truck	1,000.00
k. Dump Truck	1,000.00
l. Road Rollers	1,000.00
m. Payloader	1,000.00
n. Primemovers/Flatbeds	1,500.00
o. Backhoe	1,000.00
p. Rock crusher	1,500.00
q. Batching Plant	1,500.00
r. Transit/Mixer Truck	1,000.00
s. Crane	1,000.00
t. Other Agricultural machinery or heavy equipment not enumerated above	300.00
MOTORIZED TRICYCLE OPERATOR'S FEE	
TRICYCLE MAYOR'S PERMIT FEE	180.00
MOTORIZED TRICYCLE OPERATOR'S PERMIT FEE	100.00
Dropping of Line of Franchise	50.00



BUSINESS TAX SCHEDULE

(A) On MANUFACTURERS, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce

Amount of Gross Sales/Receipts for the Preceding Calendar Year	Tax Per Annum	ESSENTIAL
Less than 10,000.00	181	90.50
10,000.00 or more but less than 15,000.00	242	121.00
15,000.00 or more but less than 20,000.00	332	166.00
20,000.00 or more but less than 30,000.00	484	242.00
30,000.00 or more but less than 40,000.00	726	363.00
40,000.00 or more but less than 50,000.00	907.5	453.75
50,000.00 or more but less than 75,000.00	1,452.00	726.00
75,000.00 or more but less than 100,000.00	1,815.00	907.50
100,000.00 or more but less than 150,000.00	2,420.00	1,210.00
150,000.00 or more but less than 200,000.00	3,025.00	1,512.50
200,000.00 or more but less than 300,000.00	4,235.00	2,117.50
300,000.00 or more but less than 500,000.00	6,050.00	3,025.00
500,000.00 or more but less than 750,000.00	8,800.00	4,400.00
750,000.00 or more but less than 1,000,000.00	11,000.00	5,500.00
1,000,000.00 or more but less than 2,000,000.00	15,125.00	7,562.50
2,000,000.00 or more but less than 3,000,000.00	18,150.00	9,075.00
3,000,000.00 or more but less than 4,000,000.00	21,780.00	10,890.00
4,000,000.00 or more but less than 5,000,000.00	25,410.00	12,705.00
5,000,000.00 or more but less than 6,500,000.00	26,812.50	13,406.25
6,500,000.00 or more	At a rate not exceeding Forty One and Twenty Five (41.25%) of one percent (1%) or (.004125)	At a rate not exceeding HALF of Forty One and Twenty Five (41.25%) of one percent (1%) or (.0020625)

BUSINESS TAX SCHEDULE		
(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	ESSENTIAL
Less than 1,000.00	19.8	9.90
1,000.00 or more but less than 2,000.00	36.3	18.15
2,000.00 or more but less than 3,000.00	55	27.50
3,000.00 or more but less than 4,000.00	79.2	39.60
4,000.00 or more but less than 5,000.00	110	55.00
5,000.00 or more but less than 6,000.00	133.1	66.55
6,000.00 or more but less than 7,000.00	157.3	78.65
7,000.00 or more but less than 8,000.00	181.5	90.75
8,000.00 or more but less than 10,000.00	205.7	102.85
10,000.00 or more but less than 15,000.00	242	121.00
15,000.00 or more but less than 20,000.00	302.5	151.25
20,000.00 or more but less than 30,000.00	363	181.50
30,000.00 or more but less than 40,000.00	484	242.00
40,000.00 or more but less than 50,000.00	726	363.00
50,000.00 or more but less than 75,000.00	1,089.00	544.50
75,000.00 or more but less than 100,000.00	1,452.00	726.00
100,000.00 or more but less than 150,000.00	2,057.00	1,028.50
150,000.00 or more but less than 200,000.00	2,662.00	1,331.00
200,000.00 or more but less than 300,000.00	3,630.00	1,815.00
300,000.00 or more but less than 500,00.00	4,884.00	2,442.00
500,000.00 or more but not less than 750,000.00	7,260.00	3,630.00
750,000.00 or more but not less than 1,000,000.00	9,680.00	4,840.00
1,000,000.00 or more but not less than 2,000,000.00	11,000.00	5,500.00
2,000,000.00 or more	At a rate not exceeding Fifty Five percent (55%) of one percent (1%) or (.0055)	At a rate not exceeding HALF of Fifty Five percent (55%) of one percent (1%) or (.0055)



(C) On ESSENTIAL COMMODITIES		
On exporters, on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities	at a rate not exceeding one-half (1/2) of the rates prescribed under subsection (a), (b) and (d)	
(D) On RETAILERS		
Gross Sales/Receipts for the Preceding Year	Rate of Tax Per Annum	ESSENTIAL
30,000.00 - BELOW	BARANGAY BUS. TAX	BRGY. BUS. TAX
30,001.00 - 400,000.00	2.20%	1.10%
More than 400,000.00	1.10%	0.55%
(E) On CONTRACTORS and other independent contractors		
Gross Sales/Receipts for the Preceding Calendar Year	Amount of Tax Per Annum	
Less than 5,000.00	30.25	
5,000.00 or more but less than 10,000.00	67.65	
10,000.00 or more but less than 15,000.00	114.95	
15,000.00 or more but less than 20,000.00	181.50	
20,000.00 or more but less than 30,000.00	302.50	
30,000.00 or more but less than 40,000.00	423.50	
40,000.00 or more but less than 50,000.00	605.00	
50,000.00 or more but less than 75,000.00	968.00	
75,000.00 or more but less than 100,000.00	1,452.00	
100,000.00 or more but less than 150,000.00	2,178.00	
150,000.00 or more but less than 200,000.00	2,904.00	
200,000.00 or more but less than 250,000.00	3,993.00	
250,000.00 or more but less than 300,000.00	5,082.00	
300,000.00 or more but less than 400,000.00	6,776.00	
400,000.00 or more but less than 500,000.00	9,075.00	
500,000.00 or more but less than 750,000.00	10,175.00	
750,000.00 or more but less than 1,000,000.00	11,275.00	
1,000,000.00 or more but less than 2,000,000.00	12,650.00	
2,000,000.00 or more	At a rate not exceeding Fifty Five percent (55%) of one percent (1%) (.0055) but not less than P12,650.00	

**(F) On BANKS & other financial Institutions**

Gross Receipts derived from Interest, commissions and discounts from lending activities, income from financial leasing dividends, rentals on property, and profit from exchange or sale of property insurance premium

(50% of 1%) of the gross receipts
(.0050)

(G) 1.) Cafes, cafeterias, ice cream and other refreshment parlor, restaurants, soda fountain bars, carinderias or food caterers; 2.) Amusement/Recreational places; 3.) Commission agents; 4.) Lessor/Broker/Agent; 5.) Travel agencies; 6.) Boarding houses, pension houses, motels, apartments, apartelles and condominiums ; 7.) Subdivision owners/Private Cemeteries and Memorial Parks/Realty; 8.) Hospitals, medical clinics, dental clinics, therapeutic clinics, medical laboratories, dental laboratories; 9.) Cable Network System; 10.) Computer services; 11.) General consultancy services; 12.) 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
Less than 5,000.00	30.25
5,000.00 or more but less than 10,000.00	67.65
10,000.00 or more but less than 15,000.00	114.95
15,000.00 or more but less than 20,000.00	181.50
20,000.00 or more but less than 30,000.00	302.50
30,000.00 or more but less than 40,000.00	423.50
40,000.00 or more but less than 50,000.00	605.00
50,000.00 or more but less than 75,000.00	986.00
75,000.00 or more but less than 100,000.00	1,452.00
100,000.00 or more but less than 150,000.00	2,178.00
150,000.00 or more but less than 200,000.00	2,904.00
200,000.00 or more but less than 250,000.00	3,993.00
250,000.00 or more but less than 300,000.00	5,082.00
300,000.00 or more but less than 400,000.00	6,776.00
400,000.00 or more but less than 500,000.00	9,075.00
500,000.00 or more but less than 750,000.00	10,175.00
750,000.00 or more but less than 1,000,000.00	11,275.00
1,000,000.00 or more but less than 2,000,000.00	12,650.00
2,000,000.00 or more	At a rate not exceeding Fifty Five percent (55%) of one percent (1%) (.0055) but not less than P12,650.00



GARBAGE COLLECTION FEE	
Manufacturers, Millers, Assemblers, Processors and Similar Business	
(a) Not more than 100 sq.m.	1,000.00
(b) More than 100 sq.m.	2,000.00
Hotels, Apartments, Motels and Lodging Houses	
(a) Not more than 100 sq.m.	500.00
(b) More than 100 sq.m.	1,000.00
Restaurant, Day and Night Clubs, Cafes, and Eateries	
(a) Not more than 10 sq.m.	200.00
(b) More than 10sq.m.	400.00
Hospitals, Clinics, Laboratories and similar businesses	
(a) Not more than 10 sq.m.	600.00
(b) More than 10 sq.m.	1,000.00
Movie houses and Retailers	
(a) Not more than 10 sq.m.	200.00
(b) More than 10 sq.m.	400.00
Other business not mentioned above	
(a) Not more than 10 sq.m.	100.00
(b) More than 10 sq.m.	200.00
Sanitary Inspection Fee	
a. For house for rent	100.00
b. For each business, industrial or agricultural establishment:	
With an area of 25 sq.m. or more but less than 50 sq.m.	50.00
With an area of 50 sq.m. or more but less that 100 sq.m.	100.00
With an area of 100 sq.m. or more but less than 200 sq.m.	150.00
With an area of 200 sq.m. or more but less than 500 sq.m.	200.00
With an area of 500 sq.m. or more but less than 1,000 sq.m.	250.00
With an area of 1,000 sq.m. or more	300.00
Service Fees for Health Examination - HEALTH CARD	
NEW	175.00
RENEWAL	50.00

Permit Fee on Occupation/ Calling Not Requiring Government Examination	
Exemption – All Professionals who are subject to the Provincial Tax	
Person Governed - temporary or permanent workers or employees	
(a) On employees and workers in generally Considered “Offensive” and Dangerous Business Establishments” <i>(Industrial or manufacturing establishments/ contractor/ construction/ janitorial/hardware/textile store/etc)</i>	150
(b) On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public establishments <i>(workers in drugstores; department stores; groceries; supermarkets; beauty saloons; tailor shops; dress shop; bank teller; receptionist; receiving clerk in paying outlets of the public utilities corporation)</i>	100
(c) On employees and workers in food or eatery establishment <i>(workers in canteens, carinderias, catering services, bakeries, ice cream or ice milk factories, refreshment parlor, restaurants, sari-sari stores, and soda fountains; Stallholders, employees and workers in public market, Peddlers)</i>	50
(d) On employees and workers in night or night and day establishment <i>(Workers or employees in bars & night clubs; 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)</i>	50
(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, electronics technician, club/floor manager, Forensic electronics 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, sales girl, sculptor, waiter or waitress and welder	30
Fee for Sealing and Licensing of Weights and Measures	
(a) For sealing linear metric measures.	
Not over one (3) meter	25.00
Measure over one (3) meter	40.00
(b) For sealing metric measure of capacity:	
Not over ten (10) liters	25.00
Over ten (10) liters	40.00
(c) For sealing metric instruments of weights:	
With capacity of not more than 30kg.	70.00
With capacity of more than 30kg but not more than 300kg.	80.00
With capacity of more than 300 kg. but not more than 3,000 kg.	90.00
With capacity of more than 3,000	100.00



Services:	ISSUANCE OF MAYOR'S PERMIT FOR TRICYCLE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Brgy Tricycle Clearance for Mayor's Permit-original copy • Community Tax Certificate (Cedula)-xerox copy • Certification of Membership for Mayor's Permit -original copy • Updated OR/CR -xerox copy 		<ul style="list-style-type: none"> • Brgy of Residence • Brgy or Municipal Hall • Respective Brgy Association • LTO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1 File application and present tricycle for inspection.	Validate application and supporting requirements.	None	10 minutes	ODETTE U. CARREON Admin. Aide VI FERDINAND RAPIRAP Traffic Aide II JIGS FRANCISCO Public Services Foreman
	Check the condition of the tricycle and certify compliance on traffic rules and regulations requisite such as headlights, taillights, interior lighting, body number & garbage receptacle.	None	30 minutes	FERDINAND RAPIRAP Traffic Aide II JIGS FRANCISCO Public Services Foreman
	Assess fees. Issue Order of Payment.	None	2 minutes	ODETTE U. CARREON Admin. Aide VI
2 Present the Order of Payment.	Accept payment. Issue Official Receipt (OR).	P180 (good for 3 years)	10 minutes	ROBERT V. CANTIGA Admin. Assistant III CORAZON M. MENDOZA Admin. Assistant II
3 Present the Official Receipt.	Encode payment details & issue Mayor's Permit for tricycle.	None	8 minutes	ODETTE U. CARREON Admin. Aide VI
TOTAL		P180	1 hour	



Services:	ISSUANCE OF MOTORIZED TRICYCLE OPERATORS PERMIT (MTO)				
Classification:	SIMPLE				
Type of Transaction:	Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> •Brgy Tricycle Clearance for Franchise-original copy •Community Tax Certificate (Cedula)-xerox copy •Certification of Membership for Franchise -original copy •Sales Invoice from Motor Dealer for New Franchise-xerox copy •Updated OR/CR -xerox copy •Deed of Sale for Change Ownership-xerox copy 		<ul style="list-style-type: none"> • Brgy of Residence • Brgy or Municipal Hall • Respective Brgy Association • Sales Center • LTO • Sales Center or Notary Public 			
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS	
1	File application and present tricycle for inspection.	Validate application and supporting requirements.	None	10 minutes	ODETTE U. CARREON Admin. Aide VI FERDINAND RAPIRAP Traffic Aide II JIGS FRANCISCO Public Services Foreman
		Check the condition of the tricycle and certify compliance on traffic rules and regulations requisite such as headlights, taillights, interior lighting, body number & garbage receptacle.	None	30 minutes	FERDINAND RAPIRAP Traffic Aide II JIGS FRANCISCO Public Services Foreman
		Assess fees. Issue Order of Payment.	None	2 minutes	ODETTE U. CARREON Admin. Aide VI
2	Present the Order of Payment.	Accept payment. Issue Official Receipt (OR).	P100 (good for 3 years)	10 minutes	ROBERT V. CANTIGA Admin. Assistant III CORAZON M. MENDOZA Admin. Assistant II
3	Present the Official Receipt.	Encode payment details & secure signatures of SB Officials.	None	2 days	Hon. REMEGIO S. TAYAG JR. Chairman, SB Committee on Public Utilities Hon. RICHIE JASON D. DAVID Municipal Vice-Mayor
		Issue the MTO.	None	8 minutes	ODETTE U. CARREON Admin. Aide VI
TOTAL			P100	2 days & 1 hour	



Services:	DROPPING OF FRANCHISE				
Classification:	SIMPLE				
Type of Transaction:	Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ul style="list-style-type: none"> • OR/CR - xerox copy • Sales Invoice, if applicable- xerox copy • Deed of Sale -xerox copy 		<ul style="list-style-type: none"> • LTO • Sales Center • Sales Center or Notary Public 			
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS	
1	File application for cancellation of franchise	Validate application and supporting requirements.	None	10 minutes	ODETTE U. CARREON
		Assess fees. Issue Order of Payment.	None		
2	Present the Order of Payment.	Accept payment. Issue proof of receipt.	P50	10 minutes	ROBERT V. CANTIGA Admin. Assistant III CORAZON M. MENDOZA Admin. Assistant II
3	Present the Official Receipt.	Encode payment details & secure signature of the Municipal Mayor.	None	5 minutes	Hon. NELSON C. DAVID Municipal Mayor
		Issue the Dropping of Franchise.	None	5 minutes	ODETTE U. CARREON Admin. Aide VI
TOTAL			P50	30 minutes	



Services:	ISSUANCE OF MAYOR'S PERMIT FOR BANCA				
Classification:	SIMPLE				
Type of Transaction:	Government to Citizen				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
<ul style="list-style-type: none"> • Sinumpaang Salaysay ng Pagmamay-ari ng Banca • Picture of Banca • Barangay Permit for Banca Operation • Certification of BoatR & FishR • Cedula 			<ul style="list-style-type: none"> • BPLO • Client • Respective Barangay Hall • Municipal Agriculturist's Office • Barangay or Municipal Hall 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS	
1	File application and submit requirements.	Validate application and supporting requirements.	None	10 minutes	YOLANDA B. DIZON Admin. Assistant V
		Assess fees. Issue Order of Payment.	None	5 minutes	YOLANDA B. DIZON Admin. Assistant V
2	Present the Order of Payment.	Accept payment. Issue Official Receipt (OR).	de Sagwan - P10 less than 40hp - P25 40hp or more - P40 Service Boat - P500	10 minutes	ROBERT V. CANTIGA Admin. Assistant III CORAZON M. MENDOZA Admin. Assistant II
3	Present the Official Receipt (OR).	Encode payment details & issue Mayor's Permit for Banca.	None	5 minutes	YOLANDA B. DIZON Admin. Assistant V
TOTAL			as indicated	30 minutes	



Services:	ISSUANCE of CERTIFICATE OF CLOSURE, CERTIFICATE OF NO BUSINESS, CERTIFICATE OF FRANCHISE			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Certificate of Closure <ul style="list-style-type: none"> • Brgy Certificate of Closure • Affidavit of Closure • Income Tax Returns (ITRs) • Clearance, if contractor • Orig Mayor's Permit & Plate previously issued (to be surrendered) 		<ul style="list-style-type: none"> • Brgy where business is located • Notary Public • BIR • DOLE/PESO-Limay • Client 		
For Certificate of No Business <ul style="list-style-type: none"> • Brgy Certificate of No Business 		<ul style="list-style-type: none"> • Brgy where business is located 		
For Certificate of Franchise <ul style="list-style-type: none"> • OR/CR 		<ul style="list-style-type: none"> • LTO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1	Submit requirement/s.	None	5 minutes	ANSELMO V. BONDOC Licensing Officer IV
	Issue Order of Payment.			ODETTE U. CARREON Admin. Aide VI
2	Present the Order of Payments	P50	10 minutes	ANSELMO V. BONDOC Licensing Officer IV
3	Present the Official Receipt.	None	8 minutes	ROBERT V. CANTIGA Admin. Assistant III
				CORAZON M. MENDOZA Admin. Assistant II
	Issue Certification.	None	3 minutes	YOLANDA B. DIZON Admin. Assistant V
TOTAL		P50	30 minutes	ODETTE U. CARREON Admin. Aide VI

LIMAY SECURITY UNIT

VISION

The Limay Security Unit shall be a self-sufficient and efficient part of the hierarchy of the local Limay Local Government Unit to enhance peace and order, public safety and traffic management for a more

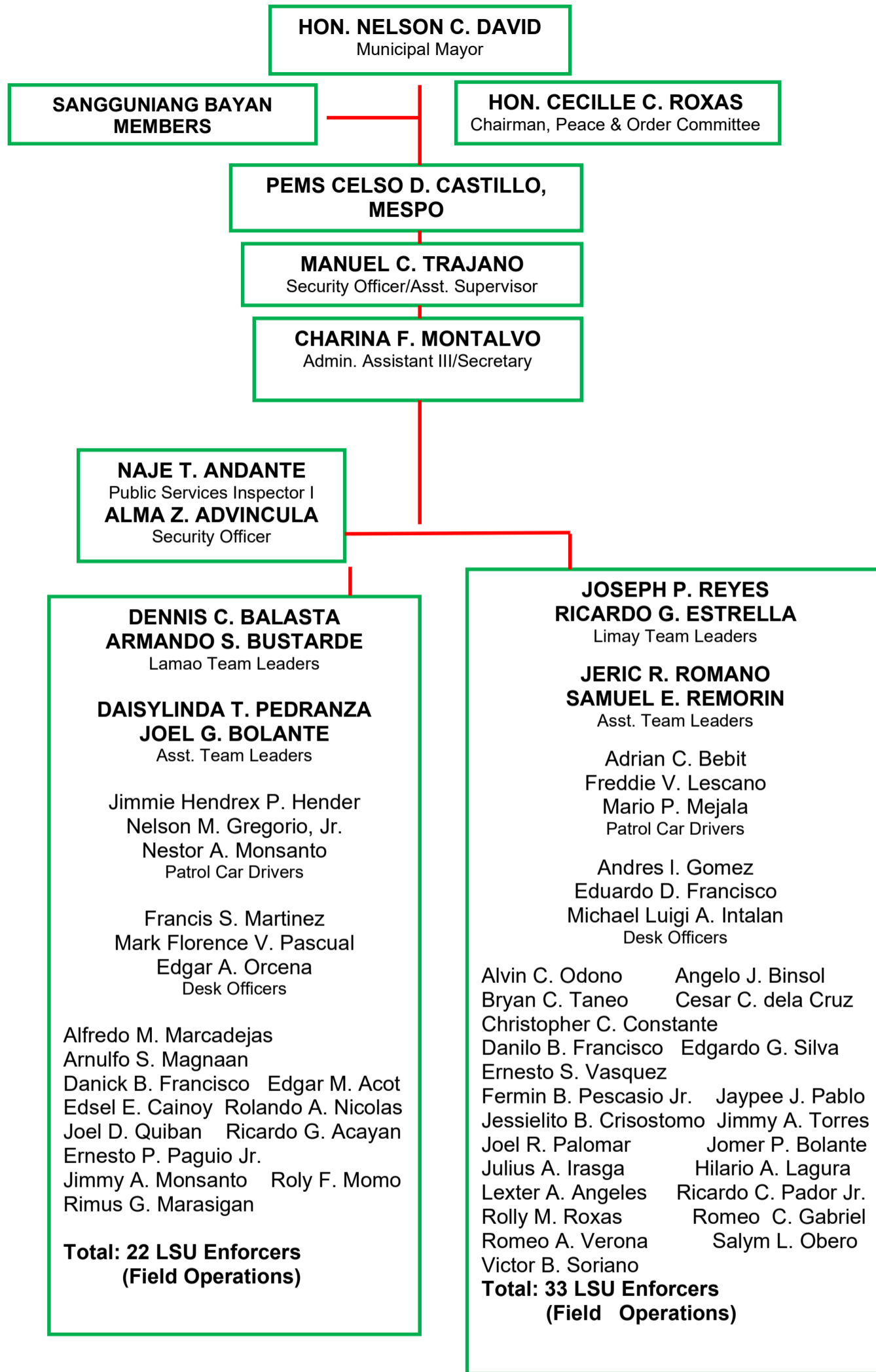
MISSION

Imploring the aid of the Divine Providence and cohesive action to achieve good governance and peaceful living of the constituents, Limay Security Unit shall

- 1. Assist the Philippine National Police in providing public safety services;*
- 2. Assist the Philippine National Police in the conduct of search, rescue and evacuation, in times of emergencies, calamities and disasters, natural and manmade;*
- 3. Assist the Philippine National Police in the conduct of law enforcement functions;*
- 4. Assist the Philippine National Police in the fight against crime and other forms of lawlessness;*
- 5. Provide first aid on life saving service to victims of emergencies;*
- 6. Assist the firefighters in the control of fire;*



ORGANIZATIONAL CHART





1. ASSISTANCE TO PUBLIC SAFETY

About the Service:

The **Limay Security Unit** is tasked to assist the Philippine National Police for the welfare and protection of the public as one of the Limay governmental responsibility. It is based upon the Resolution No. 2019-084 that states

“WHEREAS presented for consideration and approval of the Sangguniang Bayan is the urgent request from the Local Chief Executive for the Creation of a Limay Security Unit to augment and support the PNP in its Public Safety and Law Enforcement Services;”

and

“WHEREAS, the Limay Security Unit aims to provide Civil Assistance and support to the community against crime accidents, environmental/physical hazards and calamities and support the PNP in its public safety and law enforcement functions.”

One of the primary goals of the LSU is the prevention and protection of the public from dangers affecting safety either intentional or accidental such as crimes or disasters. In its 24-hour assistance to the public for public safety in coordination with the PNP, the Limay Security Unit conducts patrolling/monitoring within the area of responsibility and apprehends violators of the following public safety crimes that include:

- ❖ Laws involving minors (such as underage drinking, juvenile curfew laws, etc.)
- ❖ Disorderly conduct, various alcohol crimes and public drunkenness
- ❖ Disturbing the peace, breach of the peace, and other related violations
- ❖ Prohibitions on weapons and firearms, especially handguns
- ❖ Fireworks prohibitions, loitering and vagrancy laws
- ❖ Laws involving environmental concerns, such as hazardous waste disposal and toxic materials
- ❖ Terrorism and false reports of terrorism
- ❖ **Mun. Ordinance No. 2019-305 – An Ordinance Prohibiting and Penalizing Any Person from Causing Obstruction/s Along the Streets, Avenues, Alleys, Sidewalks, Bridges, Parks and Other Public Places in the Municipality of Limay.**

SECTION 10 – PENALTIES:

Any violation of the provisions of this, or its implementing rules, shall be summary abatement, dismantling, forfeiture, and disposal of the subject sidewalks and/or setback obstructions.

In addition, any person, corporate, trust, firm partnership, association or entity, found violating this ordinance, or the rules and regulations promulgated thereunder, shall be imposed a fine, as follows:



- 1st Offense : Written Warning;**
- 2nd Offense: Confiscation; and**
- 3rd Offense: 1,000.00 fine**

ILLEGALLY PARKED MOTOR VEHICLES:

- 1st Offense : Written Warning;**
- 2nd Offense: 800.00 fine plus clamping;**
- 3rd Offense: 1,500.00 fine plus towing**

SIDEWALK VENDORS:

- 1st Offense : Written Warning;**
- 2nd Offense: Confiscation of items (for donation to DSWD, PNP, BJMP or other institutions upon decision of Municipal Mayor); and**
- 3rd Offense: 1,000.00 fine**

BUSINESS SIGNAGES:

- 1st Offense : Written Warning;**
- 2nd Offense: Confiscation and Dismantling of signages; and**
- 3rd Offense: 1,000.00 fine and suspension / non-renewal of business permit if the violator is a business operator;**

CONSTRUCTION MATERIALS:

- 1st Offense : Written Warning;**
- 2nd Offense: Confiscation; and**
- 3rd Offense: 1,000.00 fine and suspension / non-renewal of business permit if the violator is a business operator.**

- ❖ **Pambayang Ordinansa Blg. 09-203 – Pangunahing Ordinansa Sa Pamamahala Ng Hayop Bukirin At Pangangalaga Ng Hayop Tahanan At Para Sa Iba Pang Layuning Nauukol sa Paghahayupan Sa Bayan ng Limay, Bataan**

PANGKAT 10 – PAGTUBOS O PAGBAWI:

..... **4. MULTA AT BAYARIN** – ang pagtubos at pagbawi o na-impound na hayop, ang may-ari ay magbabayad ng sang-ayon sa mga sumusunod:

URI NG HAYOP	MULTA SA PAGLABAG NG ALITUNTUNIN NG ORDINANSA	PAGKAKA-IMPOUND		
		PAGKAHULI /PAG-IMPOUND	BAWAT ARAW SA BIC/MIC	INCENTIVE BAWAT ULO
Hayop Bukirin (Baka, Kalabaw, etc.)	₱2,000	₱1,000	₱100	50%
Hayop Tahanan (Aso, Pusa, Manok, etc.)	₱2,000	₱1,000	₱100	50%

- ❖ **Mun. Ordinance No. 2018-295 – An Ordinance Providing for a Comprehensive Anti- Smoking and Vaping Program for the Municipality of Limay, Bataan**



VIOLATIONS	1st Offense	2nd Offense	3rd & Subsequent Offenses
SMOKING IN PUBLIC PLACES			
<u>Smoking in Prohibited Areas</u>			
Enclosed/Partially Enclosed Public Place Workplace / Public Conveyances / Outdoor Public Places not authorized as DSA/Other Public Places _____	₱500	₱1,500	Court Discretion ₱2,500 and/or imprisonment plus revocation / suspension of business license permit
Allowing, abetting & tolerating of the above violations by the Person-In-Charge	₱1,000	₱1,500	not exceeding P2,500 and/or imprisonment plus revocation / suspension of business license permit
FAILURE OF PERSON-IN-CHARGE TO PERFORM DUTIES & RESPONSIBILITIES			
Failure to post/display No Smoking signage	₱1,500	₱2,500	Court Discretion ₱2,500 and/or imprisonment plus revocation / suspension of business license permit
Failure to remove ashtray/receptacles for cigarette refuse in a non-smoking area			
Failure to post signage on 100m restriction of safe/distribution of tobacco products			
Failure to post signage on restriction of safe/distribution of tobacco products to minors			
Failure to perform other duties & responsibilities *report 100m violation *remove ads outside * allow inspection * est. int measures * ensure awareness * trans local dial			
ACCESS RESTRICTION: SALE/DISTRIBUTION TO MINORS & W/IN 100M			
Selling/Distributing tobacco products in a school, public playground or other facility frequented by minors, DOH offices and health facilities, or within 100m from any point in the perimeter of these places.	₱500	₱1,500	Court Discretion ₱2,500 and/or imprisonment plus revocation / suspension of business license permit
Selling/Distributing tobacco products to minors			
Purchasing tobacco products from minors			
ADVERTISEMENT AND PROMOTION BAN			
Placing cinema and outdoor advertisements of tobacco products	₱1,500	₱2,500	Court Discretion ₱2,500 and/or imprisonment plus revocation / suspension of business license permit
Placing, posting or distributing advertising materials of tobacco products, such as leaflets, posters & similar materials, outside the premises of P.O.S. establishments			
Placing, posting or distributing advertising tobacco advertising materials, i.e., leaflets, posters & similar materials, where establishment is not allowed to sell or distribute tobacco products			

Violators are hereby directed to report to the Treasurer's Office within three (3) regular business days after issuance of the Citation Ticket, and pay the fine imposed, or render Community Service.



2. ASSISTANCE TO PEACE AND ORDER

About the Service:

Peace and order are vital base elements in building the foundation for wide-ranging growth, high trust, resilient society and knowledge in economy to affect Limay people's mobility, confidence and well-being, in addition to the business continuity and stability. Sangguniang Bayan Resolution No. 2019-084 states that:

“ WHEREAS public safety, maintenance of peace and order. And response to emergencies should not be tasked alone to our policemen because of lack of manpower and multifarious functions of PNP;”

In lieu of this, the Limay Security Unit is also supporting the PNP to maintain the harmony or minimize the occurrence of violence, conflict behaviors and to promote the people's freedom from fear of violence, hostility and retribution within the vicinity of the Limay municipality to maintain its economic development, social order and political stability. For example: **Municipal Ordinance #2023-371** – An Ordinance Prohibiting Illegal Squatting in the Municipality of Limay, Bataan and Providing Penalties Thereof

Section 7: PENALTIES: - For purposes of this Ordinance, any and all violations of this Ordinance shall be meted the following fines and penalties:	
1	For paragraphs a, b, and c of Section 4, the imposable penalty shall be a fine of Two Thousand Five Hundred Pesos (P2,500.00) or six (6) months imprisonment or both, at the discretion of the court;
2	For Barangay Officials who directly or indirectly permit professional squatters or members of squatting syndicates to occupy public or privately owned lands or allow, abet or otherwise tolerate the construction of any structure in violation of the preceding section within the territorial or administrative jurisdiction shall be meted with administrative sanctions as provided for in the Administrative Code of 1987, R. A. 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees; R.A. 3019 or the Anti-Graft and Corrupt Practices Act; R.A. 7279 or the Urban Development and Housing Act of 1992, after the observance of substantive and procedural due process provided by law; and
3	For registered landowners, juridical personalities/public utilities through their officers who directly or indirectly permit professional squatters or members of squatting syndicates to occupy to privately owned lands or allow the availment of public utility services such as electricity and water supply within their territorial or administrative jurisdiction shall be penalized in accordance with existing laws after the observance of substantive and procedural due process the law so provides;
4	In addition, herewith, notwithstanding the application of the abovementioned penalties, violators on this ordinance shall be liable under Section 45 of RA 7279 the Urban Development and Housing Act of 1992, which provides Penalty Clause. Any person who violates any provision of this Act shall be imposed the penalty of not more than six (6) years of imprisonment or a fine of not less than Five Thousand Pesos (P5,000) but not more than One Hundred Thousand Pesos (P100,000), or both, at the discretion of the court: Provided, That, if the offender is a corporation, partnership, association or other juridical entity, the penalty shall be imposed on the officer or officers of said corporation, partnership, association or juridical entity who caused the violation.



Services:	ASSISTANCE TO (1) PUBLIC SAFETY AND (2) PEACE & ORDER			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Citizens			
Who May Avail:	All Complainants / Informants			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Complaint and/or Information relayed by Concerned Citizen for the Enforcement of Laws and Municipal Ordinances			LSU Main Office and LSU Lamao Sub-office	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1.1 The concerned citizen or informant lodge the complaint / information either thru personal visit to the office, Messenger chat or phone call to the LSU contact information or thru information relayed to the Limay Command Center via radio call concerning the public safety and peace and order.	1. Acknowledge and evaluate the complaint or information. 2. Blotter the complaint or information on the Log Book. 3. Relay the complaint or information to the OIC, Asst. Supervisor, Team Leader or Asst. Team Leader.	None	5 minutes	Limay Desk Officers: Andres Gomez, Eduardo Francisco, Michael Luigi Intalan Lamao Desk Officers: Francis Martinez, Mark Florence Pascual, Edgar Orcena
	4. Interview, investigate and evaluate the complaint or information.	None	20 minutes	OIC PEMS Celso D. Castillo SO/Asst. Supr. Manuel C. Trajano
	5. Dispatch LSU Enforcers to the area of person(s) concerned or involved for assistance like family/neighbor's misunderstanding, slight physical injuries, etc. and/or apprehensions of violators such as illegal drug use or trafficking, illegal gambling, anti-smoking in public places,	In relation to the penalty of violation(s) committed by the violator(s) as stated in the existing laws and municipal ordinances to be paid at the Limay Treasury Office which is open from Monday to Friday 8:00am to 5:00pm and/or as complaint / charges filed at the Municipal		10 minutes



	obstruction, stray animals, public scandal, etc. implementation of laws and municipal ordinances. Worktime during dispatch on such assistance and / or apprehension(s) will depend upon the urgency, sensitivity, or complexity of the situation or event.	Trial Court by the Limay MPS. (Worktime for payment is not included).		
	6. Coordinate matters to the PNP, BFP and / or Municipal / Barangay. Officials concerned.	None	15 minutes	OIC PEMS Celso D. Castillo SO/Asst. Supr. Manuel C. Trajano OIC PEMS Celso D. Castillo SO/Asst. Supr. Manuel C. Trajano
1.2 Wait for the update.	7. Update the complainant and /or informant on the status of the complaint / information thru text messaging, phone call or Messenger chat.	None	10 minutes	Limay Team Leaders: Joseph Reyes, Ricardo Estrella Limay Asst. TL: Samuel Remorin, Jeric Romano Lamao Team Leaders: Dennis Balasta, Armando Bustarde
	8. Roving or posting within the area of responsibility to conduct the apprehensions of violators of the laws and municipal ordinances for public safety and peace and order. Day in and day out reports are also thru direct messaging or posting at Messenger Group Chats like Limay Eye Patroller, Limay Security Unit (LSU) and Lamao Patroller (LSU).	None	7 hours	Lamao Asst. TL: Joel Bolante, Daisy Linda Pedranza and other LSU Enforcers on Duty
TOTAL				8 hours



3. ASSISTANCE TO TRAFFIC MANAGEMENT & ENFORCEMENT OF TRAFFIC RULES AND REGULATIONS

About the Service:

To provide for the safe, orderly and efficient movement of people and goods, and to protect and to enhance the quality of the local environment on and adjacent to traffic facilities, the Limay Security Unit has also the responsibility to assist the Philippine National Police in the traffic management which is the organization, process, supervision and control of both immobile and moving traffic, including pedestrians, bicyclists and all types of vehicles. Along with this, LSU Enforcers implement the relevant existing laws and ordinances. To cite a few:

- **Municipal Ordinance No. 2022-367 – An Ordinance Amending Section 4. Definition of Terms, Section 9. Application for MTOP and Payment of the Necessary Franchise: A., and Section 28, Penal Provision: A, B, F & G of Municipal Ordinance No. 2012-248 Also Known as the “ Motorized Tricycle Code of the Municipality of Limay, Bataan”**

This is hereby amended, so as to read:		•
SECTION 28: PENAL PROVISION:		•
Violations on any of the provisions as provided for in this Code by the Tricycle Operator and/or drivers shall be penalized as follows:		•
A. Operating without franchise Motorized Tricycle Operator's Permit (MTOP), no Body number, no plate number, and violating the Number code.		•
1st Offense:	Php 1000.00 fine + impounding (upon failure to pay the fine amount)	•
2nd Offense:	Php 2000.00 fine + impounding (upon failure to pay the fine amount)	•
3rd Offense:	Php 2500.00 fine + impounding (upon failure to pay the fine amount)	•
B. Colorum or Operating with forged sticker and forged plate number, the unit shall be impounded until such time that the corresponding penalty is paid.		•
1st Offense:	Php 1000.00 fine + impounding (upon failure to pay the fine amount)	•
2nd Offense:	Php 2000.00 fine + impounding (upon failure to pay the fine amount)	•
3rd Offense:	Php 2500.00 fine + impounding (upon failure to pay the fine amount)	•
F. Overcharging of fare		•
1st Offense:	Php500.00 fine + impounding (upon failure to pay the fine amount)	•
2nd Offense:	Php 2000.00 fine + impounding (upon failure to pay the fine amount)	•
3rd Offense:	Cancellation of Franchise	•
G. No tariff fare is posted inside the tricycle		•
1st Offense:	Php500.00 fine + impounding (upon failure to pay the fine amount)	•
2nd Offense:	Php 2000.00 fine + impounding (upon failure to pay the fine amount)	•
3rd Offense:	Cancellation of Franchise	•
Impounded tricycles shall be released immediately after payment of all fines.		•



- **Municipal Ordinance No. 2022-364 Mga Bagong Pamasaha.**

LIMAY	
PINAGMULAN:	BAGONG PASAHE
PAMILIHANG BAYAN / PAMAHALAANG BAYAN / RHU	(MINIMUM FARE KADA TAO)
PATUTUNGUHAN: (VICE VERSA)	
TOWNSITE	15.00
VILLA LEONOR/BO. LUZ	17.00
BO. TANGKE/KITANG III	20.00
KITANG	15.00
LANDING	15.00
DUALE UPPER	20.00
DUALE LOWER	17.00
KINARAGAN	30.00
PEAS	20.00
SHELLTEX HIGHWAY	20.00
REFORMISTA	15.00
TUNDOL UPPER	20.00
TUNDOLLOWER/FILACS/FERNANDO'S SUBD.	15.00
POBLACION	15.00
BALUYOT/REYES	15.00
WAWA	15.00
SF I	15.00
BERNABE	15.00
BLISS	20.00
SF II	15.00
FREEPORT SEABREEZE	18.00
SAAY	20.00
MAMALA HOUSING	25.00
MAMALA UPPER	30.00
ALANGAN	25.00
MARSTEEL	20.00
ALANGAN TO LIMAY NATIONAL HIGH SCHOOL	15.00
UPPER DUALE TO HIGH SCHOOL	15.00
STUDENTS	
ELEMENTARY (DAYCARE TO GRADE 6)	8.00
HIGHSCHOOL/COLLEGE	10.00



LAMA O	
PINAGMULAN:	BAGONG PASAHE
BPI TERMINAL	
PATUTUNGUHAN: (VICE VERSA)	(MINIMUM FARE KADA TAO
UPPER CRUSHER	15.00
LOWER CRUSHER	15.00
PEX SITE	15.00
CARBON	18.00
PAG-ASA/AYAM	15.00
LAMA O PROPER	15.00
STUDENTS	
ELEMENTARY (DAYCARE TO GRADE 6)	8.00
HIGHSCHOOL/COLLEGE	10.00
PINAGMULAN:	BAGONG PASAHE
LAMA O PROPER / HIGHWAY	
PATUTUNGUHAN: (VICE VERSA)	(MINIMUM FARE KADA TAO
ROZVILLE	15.00
BRGY. HALL	15.00
LAMA O MARKET	15.00
CARBON	18.00
PINAGMULAN:	BAGONG PASAHE
LAMA O MARKET / BRGY. HALL	
PATUTUNGUHAN: (VICE VERSA)	(MINIMUM FARE KADA TAO
PEX SITE	15.00
ARSENAL (MAIN GATE)	20.00

- **Resolution No. 2023-047 – A Resolution Providing for the Safety of Children Aboard Motorcycles (Adopting for the Purpose of Republic Act 10666 and Its Implementing Rules and Regulations).**



- **Municipal Ordinance No. 2022-365 – An Ordinance Amending Section 31 – Speed Limits, Section 85 – Mufflers and Noise Controlling Device and Item No. 24 and 29 of Appendix D – Violations, Fines and Penalties Matrix of the Municipal Ordinance No. 2018-293 Also Known as “ An Ordinance Providing for the Traffic Management Code for the Municipality of Limay, Bataan”.**

This is hereby amended, so as to read:					
APPENDIX D - VIOLATIONS, FINES AND PENALTIES MATRIX					
No.	Violations	First Offense	Second Offense	Third Offense	Reference Section
24	Noisy Muffler	500 and a detachment of the modified muffler or exhaust and return to the owner	1,000 and detachment of the modified muffler or exhaust and return to the owner In case the motor vehicle of the offender fails to pass the noise level testing for a second time, the LGU Limay will undertake the necessary repair of the vehicle with the offender shouldering the cost of repairs. Now, if the offender refuses to submit his/her vehicle for noise level testing or surrender his/her license driver's license, or in any way resists the impounding of his/her vehicle, such acts will be presumed to be a willful violation of this ordinance.	1,500 and confiscate modified muffler or exhaust pipe	85
and					
No.	Violations	First Offense	Second Offense	Third Offense	Reference Section
29	Over Speeding	500	1,000	1,500	31



- **Municipal Ordinance No. 2018-293 – An Ordinance for the Traffic Management Code for the Municipality of Limay, Bataan.**

APPENDIX D - VIOLATIONS, FINES AND PENALTIES MATRIX					
No.	Violations	First Offense	Second Offense	Third Offense	Reference Section
1	Blowing of Horns in a No Blowing of Horns Area	500	1,000	2,500	25
2*	Colorum, Kabit System, Out of Line, No Fare Matrix Posted * See Note 1	500	1,000	2,500	102 (a, b, g)
3	Disregarding RA 10666- An Act Providing Safety on Children's Aboard	500	1,000	2,500	72
4	Disregarding RA 10913 - An Act Defining and Penalizing Distracted Driving	500	1,000	2,500	106(d)
5	Disregarding Traffic/Lights	500	1,000	2,500	13, 44, 45
6	Drag Racing or Speed Contest	500	1,000	2,500	34
7	Driving Through Funeral Motorcades or Procession	500	1,000	2,500	23
8	Driving While Under Influence of Liquor / Drugs (RA 10586) Not Resulting to Injuries or Homicide	PHP2,500 and the driver be brought to PNP Station, impound vehicle and file necessary cases as per RA 10586	PHP2,500 and the driver be brought to PNP Station, impound vehicle and file necessary cases as per RA 10586		59, 96, 106 (d)
9	Driving While Under Influence of Liquor / Drugs (RA 10586) Resulting to Injuries	PHP2,500 and the driver be brought to PNP Station, impound vehicle and file necessary cases as per RA 10586 Penalty provided in Article 263 of the Revised Penal Code or the next preceding paragraph whichever is higher, the Non-Professional driver's license of persons found to have violated the law shall be confiscated and suspended for 12months. For Professional driver's license, it will be confiscated and perpetually revoked. The perpetual revocation shall disqualify the person from being granted any kind of license thereafter.			59, 96, 106 (d)
10	Driving While Under Influence of Liquor / Drugs (RA 10586) Resulting to Homicide	2,500 in this ordinance and the driver be brought to PNP station, impound vehicle and file necessary cases as per RA 10586 (300,000 - 500,000 shall be imposed and the penalty provided in Article 249 of the Revised Penal Code, the Non-Professional driver's license of persons found to have violated the law shall be confiscated and suspended for 12months. For Professional driver's license, it will be confiscated and perpetually revoked. The perpetual revocation shall disqualify the person from being granted any kind of license thereafter.)			59, 96, 106(d)
11	Driving Without License, Invalid, Delinquent Driver's License	1,000 and impoundment of motor vehicle	2,000 and impoundment of motor vehicle	2,500 and impoundment of motor vehicle	95, 97, 98, 106



12	Following Fire Trucks or Other Emergency Vehicles	500	2,000	2,500	24
13	Hitching, No White Lamp, No Reflectorized Lights (Bicycles)	250	500	1,000	76, 77, 82, 106(g)
14	Illegal Display of Signage	500	1,000	2,500	9(b)
15	Illegal Terminal	1,000	2,000	2,500	94, 104
16	Illegal Use of Sirens, Dazzling Lights or Similar Gadgets	500	1,000	2,500	14
17	Illegal Utilities on Roads	1,000	2,000	2,500	114
18	Interior Lighting Inadequate	500	1,000	2,500	81
19	Jaywalking	500 or 1 day community service	1,000 or 2 days community service	1,500 or 3 days community service	110
20	Littering	500 or 1 day community service	1,000 or 2 days community service	1,500 or 3 days community service	101
21	No Early Warning Device	500	1,000	2,500	80
22	No Helmet While Driving	500	1,000	2,500	73
23	No Wiper and Obstructed Windshield	500	1,000	2,500	86
24*	Noisy Muffler * See Note 2	500 and muffler confiscated	1,000 and muffler confiscated	2,500 and muffler confiscated	85
25	Not Carrying OR/CR	500 and impoundment	1,000 and impoundment	2,500 and impoundment	102 (e)
26*	Obstruction * See Note 3	500	1,000	2,500	45, 46, 47, 49, 112, 113
27*	Overcharging * See Note 4	500	1,000	2,500	106 (h)
28	Overloading	500	1,000	2,500	16, 75, 87, 92, 93, 106(g)
29*	Over Speeding * See Note 5	500	1,000	2,500	31
30	Overtaking on No Overtaking Lane	500	1,000	2,500	13 (d, e)
31	Projectings Loads, Loose Loads	500	1,000	2,500	88, 89
32	Putting of Sharp Objects, Slipping Materials on Roads	1,000	2,000	2,500	111
33	Putting Reservation for Parking	250	500	1,000	50
34	Reckless, Careless and Dangerous Driving	1000	2,000	2,500	58, 78, 80
35	Refuse Conveyance	250	500	1,000	106 (e)
36	Removal/Alteration of Traffic Signage	1,000	2,000	2,500	9(a)
37	Smoking Inside Private or Public Vehicles	500	1,000	2,000	106 (d)
38*	Stalled/ Abandoned/ Illegally Parked Vehicles * See Note 6	1,000 and impoundment	2,000 and impoundment	2,500 and impoundment	117
39	Stopping Over at Yellow Box, Pedestrian Lane	500	1,000	2,500	22, 108, 111
40	Trip Cutting	500	1,000	2,500	106 (f)
41	Use, Posting or Display of Fake/Un-authorized ID's and Stickers	500	1,000	2,500	99
42	Violations on Parking Area	500	1,000	2,500	57
43	Refusal To Be Apprehended	SEE NOTE BELOW	SEE NOTE BELOW	SEE NOTE BELOW	124
<p>Note: When TRAFFIC ENFORCER REQUESTS DRIVER TO SURRENDER HIS/HER DRIVE'S LICENSE AND REFUSES TO DO SO, THE TRAFFIC ENFORCER WILL TAKE OUT HIS/HER LICENSE PLATE AS PER MC 89-105 SECTION 74 & 75</p>					
<p>NOTES:</p>					
<p>2 * Note 1: Amended by MO #2022-367</p>					
<p>24* Note 2: Amended by MO #2022-365</p>					
<p>26* Note 3: Amended by MO #2019-305</p>					
<p>27* Note 4: Amended by MO #2022-367</p>					
<p>29* Note 5: Amended by MO #2022-365</p>					
<p>38* Note 6: Amended by MO #2019-305</p>					



Services:	TRAFFIC MANAGEMENT AND ENFORCEMENT OF TRAFFIC RULES & REGULATIONS			
Classification:	SIMPLE			
Type of Transaction:	G2G - Government to Government and G2C - Government to Citizen			
Who May Avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Verbal/Written Request/Instruction for Traffic Management on Activities, Events and Parades; 2. Traffic rules and regulations as specified in the Municipal Ordinances.			LSU Main Office and LSU Lamao Sub-office	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. For Traffic Management on Activities, Events and Parades whether for public or private purpose, prepare written request addressed to the Municipal Mayor, Officer-In-Charge or Assistant Supervisor and/or verbal instruction(s) from Local Chief Executive and/or Chief of Police.	1. Receives and relays information / instructions.	None	10 minutes	Limay Desk Officers: Andres Gomez, Eduardo Francisco, Michael Luigi Intalan Lamao Desk Officers: Francis Martinez, Mark Florence Pascual, Edgar Orcena Security Officer Alma Z. Advincula Public Services Inspector I Naje T. Andante Admin. Assistant III/Secretary Charina F. Montalvo
	2. Dispatches Enforcers to the area during activities, events		For dispatching and coordinating:	OIC PEMS Celso D. Castillo



	<p>and parades for traffic management in coordination with PNP, BFP and/or Municipal / Barangay Officials concerned.</p> <p>3. Direct messaging or posting at Messenger Group Chats like Limay Eye Patroller, Limay Security Unit (LSU) and Lamao Patroller (LSU).</p>		<p>30 minutes</p> <p>Worktime during dispatch on traffic management will depend upon the urgency , sensitivity, or complexity of the activity, event or parade.</p>	<p>SO/Asst. Supr. Manuel C. Trajano</p> <p>Limay Team Leaders: Joseph Reyes, Ricardo Estrella</p> <p>Limay Asst. TL: Samuel Remorin, Jeric Romano</p> <p>Lamao Team Leaders: Dennis Balasta, Armando Bustarde</p> <p>Lamao Asst. TL: Joel Bolante, Daisylinda Pedranza</p> <p>and other LSU Enforcers on Duty</p>
	<p>1. Dispatches LSU Enforcers for apprehensions of traffic violators.</p> <p>2. Issues Traffic Violation Receipts to violator(s).</p> <p>3. Confiscates open mufflers and/or impounds vehicles of violators.</p> <p>Worktime during dispatch on such assistance and / or apprehension(s) will depend upon the urgency , sensitivity, or complexity of the situation or event.</p>	<p>As per penalty of the committed violations to be paid at the Limay Treasury Office.</p>	<p>For dispatching: 15 minutes</p> <p>For issuing TVRs: 20 minutes</p> <p>For confiscation or impounding: 40 minutes</p>	<p>OIC PEMS Celso D. Castillo</p> <p>SO/Asst. Supr. Manuel C. Trajano</p> <p>Limay Team Leaders: Joseph Reyes, Ricardo Estrella</p> <p>Limay Asst. TL: Samuel Remorin, Jeric Romano</p> <p>Lamao Team Leaders: Dennis Balasta,</p>



				Armando Bustarde Lamao Asst. TL: Joel Bolante, Daisylinda Pedranza and other LSU Enforcers on Duty
3. Receipt of 1 st Offense Written Warning with signature and/or Release of Impounded Vehicle or Government Identification Card.	During office hours, Monday to Friday: 1. Prepares 1 st Offense Written Warning on Obstruction; 2. Records the violation(s) committed and the official receipt of payment; and 3. Releases the impounded items, vehicles or stray animals.	None	35 minutes	Security Officer Alma Z. Advincula Public Services Inspector I Naje T. Andante Admin. Assistant III/Secretary Charina F. Montalvo
TOTAL			2 hours 30 minutes	



4. ASSISTANCE AS FIRST RESPONDERS

About the Service:

It is also stated in the Limay SB Resolution No. 2019-084 that

“WHEREAS there is a need to mobilize the community into an effective tool against natural and manmade hazards and provide emergency response to situation/problems that may arise at any given time and place within the municipality;”

Limay Security Unit functions as a) to assist the Philippine National Police in the conduct of search, rescue and evacuation, in times of emergencies, calamities and disasters, natural and manmade; b) to provide first aid on life saving service to victims of emergencies; and c) to assist the firefighters in the control of fire.

Services:		ASSISTANCE AS FIRST RESPONDERS		
Classification:		SIMPLE		
Type of Transaction:		G2C - Government to Citizens		
Who May Avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Verbal report, Messenger chat, phone call from concerned persons or thru Limay Command Center radio call.			LSU Main Office and LSU Lamao Sub-office	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Report every person in need or affected by emergencies, calamities and disasters, natural and manmade and control of fire.	<ol style="list-style-type: none"> 1. Receives and relays the information to concerned personnel. 2. Records to log book. 3. Dispatches LSU Enforcers to act as first responders. 4. Coordinates matters to the PNP, BFP and/or Municipal/Brgy. Officials concerned. 5. Direct messaging or posting at Messenger Group Chats like Limay Eye Patroller, Limay Security Unit (LSU) and Lamao Patroller (LSU). 6. Inform the client of the action taken thru text, call or chat. 	None	2hours 30 minutes	OIC PEMS Celso D. Castillo SO/Asst. Supr. Manuel C. Trajano Limay Team Leaders: Joseph Reyes, Ricardo Estrella Limay Asst. TL: Samuel Remorin, Jeric Romano Lamao Team Leaders: Dennis Balasta, Armando Bustarde Lamao Asst. TL: Joel Bolante, Daisyllinda Pedranza and other LSU Enforcers on Duty
TOTAL			2hours&30minutes	



5. REQUEST FOR CERTIFICATION

About the Service:

As a government-to-citizens' service of the Limay Security Unit, a certification requested by private concerned agency or person pertaining to vehicular accident, theft and the like can be obtained at the LSU Main Office after its verification of record on file.

Services:	REQUEST FOR CERTIFICATION			
Classification:	SIMPLE			
Type of Transaction:	G2C - Government to Citizen			
Who May Avail:	ALL REQUESTERS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Verbal or 1 original letter request for certification by requesting private concerned agency, entity or person. 2. Valid I.D.'s of the Requester or its representative (1 original and 1 photocopy) 3. Authorization Letter of the Requester's Representative 4. Purpose of Requested Certification			LSU Main Office	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1.1. Request verbally or in written form for certification by requesting private concerned agency or person.	Verification of record(s) pertaining to request and preparation of the requested Certification.	None	25 minutes	Security Officer Alma Z. Advincula Public Services Inspector I Naje T. Andante Admin. Assistant III/Secretary Charina F. Montalvo
	Signing of Certification		3 minutes	OIC PEMS Celso D. Castillo
1.2. Claiming of Certificate by the Requester	Releasing of Certification with recipient's signature		2 minutes	Security Officer Alma Z. Advincula Public Services Inspector I Naje T. Andante Admin. Assistant III/Secretary Charina F. Montalvo
TOTAL			30minutes	



6. SUBMISSION OF REPORTS, LETTERS, MEMO, TRANSMITTAL AND/OR ENDORSEMENT

Monthly reports, other letters, LSU memorandum, transmittal, endorsements and other documents as requested or instructed by other Municipal Departments, Sangguniang Bayan, Local Chief Executive, DILG, ARTA and PNP are also prepared, submitted and/or distributed as part of the government-to-government service of the Limay Security Unit.

Services:	SUBMISSION OF REPORTS, LETTERS, MEMO, TRANSMITTAL AND/OR ENDORSEMENT			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	G2G - Government to Government			
Who May Avail:	Government Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Written Instructions, Memo, Executive Order, Administrative Order or Verbal Requests from Other Municipal Departments, Sangguniang Bayan Members, Local Chief Executive, DILG, ARTA and PNP.			Other Municipal Departments, Sangguniang Bayan Members, Local Chief Executive, DILG, ARTA, PNP and LSU Main Office	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
	Collects and checks data and/or records on file	None	2 hours	Security Officer Alma Z. Advincula Public Services Inspector I Naje T. Andante
Written or verbal instructions, memo, executive order(s), administrative order(s) from other municipal departments, Sangguniang Bayan Members, Local Chief Executive, DILG, ARTA and PNP.	Preparation of: a) letters to another municipal department; b) Memo(s) to LSU Enforcers; c) LSU Enforcers Work Schedule; d) Monthly Report to MPSO/LDRRM; e) MADAC/MPOC Quarterly Meetings and Minutes of the Meeting; f) ADAC Performance Audit & Awards and ADAC-FMS (Functionality Monitoring System).	None	For (a) Letters and (b) Memos: 2 hours Processing time for (c), (d), (e) and (f): 35 days	Admin. Assistant III/Secretary Charina F. Montalvo
	Signing of documents		3 minutes	OIC PEMS Celso D. Castillo
	Releasing and/or submission/distribution of documents		7 minutes	Admin. Assistant III/Secretary Charina F. Montalvo
TOTAL			35 days, 4 hours and 10minutes	



FEEDBACK AND COMPLAINTS MECHANISMS	
How to send feedback?	Answer the feedback form and drop it at the designated drop box in front of the LSU Main Office, Limay Sports Complex, Limay, Bataan.
How feedback is processed?	<p>Every Friday, Alma Z. Advincula and/or Naje T. Andante opens the drop box and compiles and records all feedback submitted.</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p>
How to file complaints?	<p>Answer the Complaint Form and drop it at the designated drop box in front of the LSU Main Office, Limay Sports Complex, Limay, Bataan.</p> <p>Complaints can also be filed via mobile phone. Make sure to provide the following:</p> <ul style="list-style-type: none">• Name of person being complained• Incident• Evidence <p>For inquiries and follow ups, clients may contact the following cell phone numbers: OIC PEMS Celso D. Castillo 0920-323-5859;</p> <p>Asst. Supvr. Manuel C. Trajano 0970-099-4284;</p> <p>Admin. Asst. III Charina F. Montalvo 0907-290-6582</p>
How complaints are processed?	The Complaints Officers (Alma Z. Advincula and Naje T. Andante) open the complaints drop box on a daily basis and evaluate each complaint.
Contact Information	<p>OIC PEMS Celso D. Castillo 0920-323-5859;</p> <p>Asst. Supvr. Manuel C. Trajano 0970-099-4284;</p> <p>Admin. Asst. III Charina F. Montalvo 0907-290-6582</p>



LIMAY POLYTECHNIC COLLEGE

VISION

An educational Institution recognized as a haven of quality education and graduates sensitive to the socio-economic needs of the Municipality of Limay, of the region and whole nation.

MISSION

Provide a high standard of education to the total empowerment of the graduates who can become partners in the local, regional and national development.





Services:	OSAD REFERRAL, ACADEMIC REFERRAL, REGISTRAR REFERRAL, CLINIC REFERRAL			
Classification:	SIMPLE			
Type of Transaction:	School to Student			
Who may avail:	LPC Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Medical Certificate • Re-admission form (absences and excused students) • Good Moral Certificate 		<ul style="list-style-type: none"> • Students • LPC Guidance and Testing office, Clinic and Students • Transferees and Graduate Students 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
9. School Clinic Slip	Interview student's health status	None	10 minutes	Daynalin Banuelos
10. Fill-Up the re-admission form	<ul style="list-style-type: none"> • Release of Re-admission form • Copy of Medical Certificate • Excuse Letter • Copy of school clinic slip 	None	10 minutes	Ma. Fatima R. Alvarez Admin Asst. II
11. Good Moral Certificate	<ul style="list-style-type: none"> • Request Letter from School (Transfer and Graduates) • Request Letter from company (work Local and International) • Signing of Good Moral Certificate 	None	5 minutes	Ma. Fatima R. Alvarez Admin Asst. II Ma. Fatima R. Alvarez Admin Asst. II Dr. Elmer B. De Leon MGDH I
	<ul style="list-style-type: none"> • Releasing of Good Moral Certificate 	None	3 Days	Ma. Fatima R. Alvarez Admin Asst. II
TOTAL			3 Days and 25 Minutes	



Services:	Testing and Counselling Services			
Classification:	SIMPLE			
Type of Transaction:	School to Student			
Who may avail:	LPC Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Individual Inventory Record of Students (all year levels) GCO Informed Consent for Parents GCO Counseling/Consultation Record 		<ul style="list-style-type: none"> Guidance and Testing Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
12. Fill up Individual Inventory Record Forms (via G-Form)	<ul style="list-style-type: none"> Sending of Individual Inventory Record Link 	None	5 minutes	Ma. Fatima R. Alvarez Admin Asst. II Jesica S. Arizobal Instructor III
	<ul style="list-style-type: none"> Collecting all data of responses. Transfer all datas from G-Form to Excel sheet 	None	1 to 2 Days depends on number of responses	Ma. Fatima R. Alvarez Admin Asst. II
13. Fill up Parents' Consent Form (hard copy)	<ul style="list-style-type: none"> Informed focal person and class president. (all year levels) Collecting of signed consent form. 	None	1 Day	Ma. Fatima R. Alvarez Admin Asst. II
14. Submit Medical Certificates/ Excuse Letters, Re-admission Forms	<ul style="list-style-type: none"> Arrange Submitted Medical Certificates/ Excuse Letters, Re-admission Forms (updated to oldest) 	None	5-10 minutes	Ma. Fatima R. Alvarez Admin Asst. II
TOTAL			3 Days and 15 Minutes	



Services:	EVALUATION, SINAG PEER FACILITATOR, JOB PLACEMENT			
Classification:	SIMPLE			
Type of Transaction:	School to student			
Who may avail:	LPC Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Evaluation assessment form (online G-form) SINAG Peer Facilitator application form (GCO organization) Job Placement-requirements direct from company 		<ul style="list-style-type: none"> Guidance and Testing Office and College President's Office Guidance and Testing Office Online Posting and Guidance and Testing Bulletin Board 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up Evaluation forms of Students needs assessment, instructor's performance, and Seminars via G-form	<ul style="list-style-type: none"> Collecting all data of responses. Transfer all data from G-Form to Excel sheet and prepare evaluation summary report. 	None	1 to 3 Days depends on the number of responses.	Ma. Fatima R. Alvarez Admin Asst. II
2. Ask/Inquire regarding the services of the SINAG Peer Facilitator services	Give advices to the students regarding how to handle different problems and how to cope with it. (People uplifting People)	None	5-10 minutes depends on the case or situation of the students that need simple counselling.	Ma. Fatima R. Alvarez Admin Asst. II SINAG Peer Counselor / Facilitators
3. Inquire at GCO Office which company with job hiring and OJT	Search thru social media (PESO Limay and PESO Balanga posting) and share to LPC FB page and LPC Guidance page and make a print out to be posted at GCO Bulletin Board.	None	5-10 minutes	Ma. Fatima R. Alvarez Admin Asst. II
TOTAL			3 Days and 20 Minutes	



Services:	LPC Admission			
Classification:	SIMPLE			
Type of Transaction:	School to student			
Who may avail:	LPC Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Admission 		<ul style="list-style-type: none"> Guidance and Testing Office 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Admission	<ul style="list-style-type: none"> January to March start of Online Registration Admission confirmation requirements sent thru email before end of March (for online registration only) Hard copy of requirements xerox copy only (PSA, Good Moral Certificate, 2x2 Picture white background, Hard Brown Envelop, Admission form, latest form 138) April to July will be schedule to those who registered online for Examinees Students. 	None	5 minutes 90 days (for online registration) 10 days (submit the hard copy of requirements) 120 days (for face to face exam depends on the schedule given)	Ma. Fatima R. Alvarez Admin Asst. II
TOTAL			220 Days and 5 Minutes	



Services:		REGISTRATION / ENROLLMENT		
Classification:		SIMPLE		
Type of Transaction:		School to Student		
Who may avail:		LPC Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ For New Students <ul style="list-style-type: none"> • Application Form • 2"x2" pictures (4 pcs.) • SHS card/Form 137 • Original copy of PSA Birth Certificate ➤ For Transferees <ul style="list-style-type: none"> • Honorable Dismissal • Certification of Grades • Certificate of Good Moral 		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Submits enrollment documents	Check and verify all the submitted documents	None	3 minutes	Julieta N. Luna (Administrative Aide)
2. Fill out the enrollment form completely	Enlist names for sectioning/class list Assign subjects to be enrolled	None	5 minutes	Marites A. Pacquing (College Registrar)
3. Return the enrollment form to the Registrar's Office	Verify and confirm the enrollment details on the registration form Stamping of "officially enrolled" on registration form	None	2 minutes	Rowena L. San Pedro (Administrative Assistant)
TOTAL			10minutes	



Services:	PROCESSING & ISSUANCE OF STUDENT RECORDS & CREDENTIALS			
Classification:	SIMPLE			
Type of Transaction:	School to Student			
Who may avail:	LPC Students/Graduates			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> ➤ For TOR/Honorable Dismissal/Transfer Credentials <ul style="list-style-type: none"> • Request Form • Duly signed clearance • Official Receipt of payments ➤ For CAV (Certification, authentication and verification) <ul style="list-style-type: none"> • Request form • Original & Photocopy of TOR & Diploma • Official Receipt of payments 		Registrar's Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill-out request form	Checks request form if properly filled-up	TOR Php 150.00 Certifications Php 50.00	2 minutes	Julieta N. Luna (Administrative Aide)
2. Proceed to Cashier's Office at Limay Municipality for payment	Asks for official receipt		5 minutes	
3. Wait for the release of the document	Prepare for the requested document		5 minutes	
4. Receive a copy of the requested document	Issuance of requested document		3 minutes	Rowena L. San Pedro (Administrative Assistant)
TOTAL			15 minutes	



PUBLIC EMPLOYMENT SERVICE OFFICE

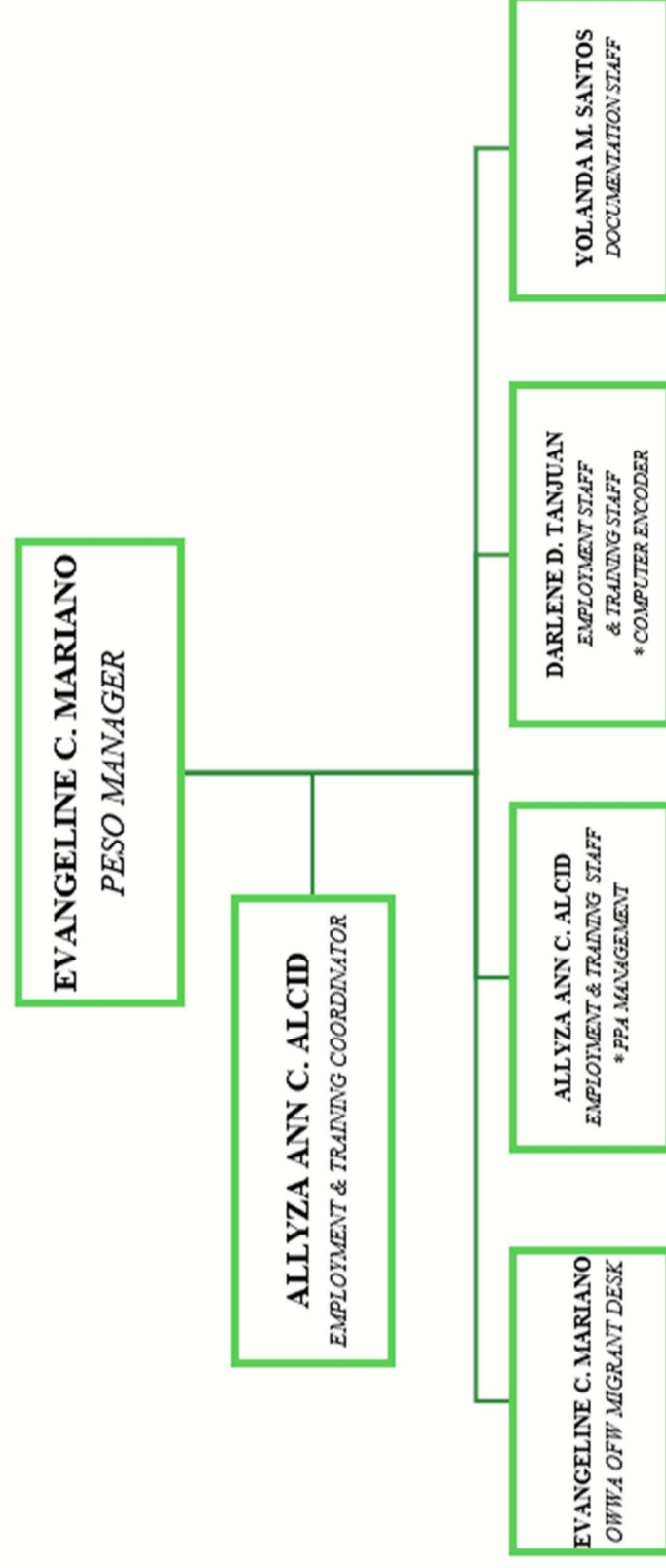
VISION

PESO LGU Limay shall spearhead the promotion, protection and equal employment opportunities for Limayans.

MISSION

PESO Limay shall be of service for our valued human resource through the provision of skills competencies development, labor market jobs matching and in the attainment of decent, secured, competitive and productive employment. PESO Limay shall link with partners on family sustenance support in times of need and calamities.

ORGANIZATIONAL CHART





Services:	<u>A. Facilitation of Special Recruitment Activity (Overseas Employment)</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>For the recruitment agency/employer:</p> <ul style="list-style-type: none"> Letter of intent and copies of Accreditation Certification Confirmed Job Orders from principal employers abroad Letter coming from DMW (LOA) Both must be duly approved by the Department of Migrant Workers (DMW) <p>For the applicants:</p> <ul style="list-style-type: none"> Bio-data (<i>to include complete job description</i>) with picture 		<ul style="list-style-type: none"> Client Department of Migrant Worker Employment Agency 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submission of Requirements of the employer	Check requirements if complete and should issue NO Objection Letter signed by the LCE	None	30 minutes	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
The Employment Agency will give Letter of Authority coming from DMW and Issuance of SRA	Upon the receipt of the letter. PESO Limay will post the date and open positions in social media platforms and barangay bulletin	None	1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
	PESO will help the agency to facilitate the recruitment	None	1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			2 days and 30 mins	



Services:	<u>B. Facilitation of Local Recruitment Activity</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
REQUIREMENTS: For the recruitment agency/employer: <ul style="list-style-type: none"> • Letter of Intent • Confirmed job orders of the company, establishment, etc. • Company profile • Business Permit • Dole Accreditation For the applicants: <ul style="list-style-type: none"> • Bio-data (<i>to include complete job description</i>) with picture • Barangay Certification, Police/NBI Clearance • Employment/Training Certificate 		Client DOLE Barangay NBI/Police Station Private Company		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Applicants submit the requirement coming from employer	1. Check if the requirements are complete and endorse to the LCE for approval. 2. Upon approval schedule the venue and date for the recruitment.	None	1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
Employer may give tarpaulins or flyers for job posting for barangay bulletin and social media platforms	Distribute flyers and tarpaulins in every barangay and post Job Hiring in Social Media Platform	None	1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Recruitment Agency/Employer conduct Formal Recruitment	PESO will help the agency to facilitate the recruitment	None	1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			3 days	



Services:	C. Registration of Applicants for Employment			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume/Bio-data		<ul style="list-style-type: none"> Applicants 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Applicants Submit the resume/bio-data and fill up the NSRP form and Log sheet	Interview the applicants for possible job matching for the current job order and encode for manpower pooling	None	30 minutes	Allyza Ann C. Alcid Darlene D. Tanjuan Yolanda M. Santos PESO Staff
TOTAL			30 minutes	



Services:	<u>D. Referral of Applications for Employment</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Name and address of the requesting company • Letter of Intent • Contact number/Company telephone number • Job Vacancies/Vacant Positions • Number of persons to be hired • Business Permit 		Applicant Business Permit & Licensing Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Applicants submit Requirements	Check if the requirements are complete. Call in the manpower pooling if they're available for the vacant positions. If there is no avail PESO may opt to post Job Vacancies in Social Media Platform. Issue a referral list for employers that match their job vacancies	None	3 days	Allyza Ann C. Alcid Darlene D. Tanjuan Yolanda M. Santos PESO Staff
TOTAL			3 days	



Services:	<u>E. Manpower Skills Training Programs</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Passport size picture 3pcs • 1x1 size picture 3 pcs. • Certificate of Indigence • Barangay clearance • Medical Certificate • High school Diploma • Birth Certificate 		Training Participant Barangay RHU/Clinics/Hospitals School		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Register for a Training Request	Log the request for pooling if there will be an upcoming training.	None	5 mins	Allyza Ann C. Alcid Darlene D. Tanjuan Yolanda M. Santos PESO Staff
	Call the applicants in the pooling. If the slots are not yet full post in Social Media Platforms	None	1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Submit the necessary requirements	Check and validate the requirements. And orient the trainees together with the Partner School of the upcoming training	None	1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
	Monitoring of the attendance of the Participants Issuance of Certificate of Attendance			
TOTAL			2 days and 5 mins	



Services:	<u>F. Business Permits Clearance</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Company Profile • DOLE Employers form • Manpower List (Monthly) If necessary <ul style="list-style-type: none"> • Manpower Request/ Job order 		Business Owner PESO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Business owner submit the necessary requirements	1.Check if the requirements are complete. Evaluate and inform the need to pass monthly manpower list. 2.The PESO Manager will sign the clearance	None	30 mins	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
TOTAL			30 mins	



Services:	G. Special Program for Employment of Students (SPES)			
Classification:	COMPLEX			
Type of Transaction:	Government to Citizen			
Who may avail:	<ul style="list-style-type: none"> • Students or out-of-school youth (OSY) at least 15 but not more than 30 years of age • Combined net income after tax of parents, including his/her own, if any, does not exceed the regional poverty threshold • Students must have obtained a passing general weighted average (GWA) • OSY must be certified by the local Social Welfare and Development Office (SWDO) as OSY 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • DOLE Forms • Registration Form with I.D. pictures – 3 copies • Any of the following to attest to the applicant's age: <ul style="list-style-type: none"> ✓ Birth or baptismal certificate • Affidavit of 2 disinterested parties • Any of the following to attest to the applicant's rating: <ul style="list-style-type: none"> ✓ Form 138 • Certification from the school registrar that the student has passed during the previous semester or school year • Certified true copy of the student's class card where the passing grade could be determined • Any of the following to attest to the applicant's family income: <ul style="list-style-type: none"> ✓ Latest Income Tax Return of the parents/guardian. ✓ Certification from the employer that the parents/guardian of the applicant have been displaced from his work 		SPES Applicants PSA/MCR Public Attorney's Office/Private Lawyer		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Register and fill up Pre-qualification of SPES	1.Shortlist the applicants to know who is qualified. 2.Call the applicant if he/she is qualified and inform all the necessary requirements	None	2 days	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Submit the necessary requirements	1.Check and validate the requirements. 2.Orient the clients of the program and their work activity for 20 days or 160 hours 3. Monitoring of Attendance of Spes Applicants 4. Certificate of Completion of Program 5. Submit to DOLE the DTR and necessary documents	None	2 days	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Submit Certificate of Enrollment for payout	Verify COE. And assist them for payout in Treasury	None	1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			5 days	



Services:	<u>H. Government Internship Program (GIP)</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	<ol style="list-style-type: none"> 1. At least High School Graduate or Voc-Tech Graduate; 2. Between 18-30 years old; 3. No work experience; and 4. Individuals up to 35 years old may be accommodated as beneficiaries under exceptional circumstances, specifically in areas that are hardly-hit or stricken by disasters and natural calamities, such as typhoon, earthquake, and the like, including those man-made calamities. 			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Transcript of Records for college students or Form 137 for high school graduates, or Certificate of Graduation in case of voc-tech graduates; and Certificate of Indigence from the Barangay Resume		GIP Participants School Barangay		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
GIP Participants will submit necessary requirements	<ol style="list-style-type: none"> 1. Check the requirements and shortlist the applicants who qualify for the program 2. Submit the list to PESO Capitol or DOLE 	None	1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
	<ol style="list-style-type: none"> 1. Contract Signing and orientation of qualified applicants 2. Monitor attendance of GIPs and submit DTR to DOLE 3. Issue Certificate of Employment to the GIP 	None	2 days	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
TOTAL			3 days	



Services:	I. <u>DOLE Integrated Livelihood Program (DILP)</u>			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail:	Association/Cooperative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Registration By Laws DOLE Application Form for Assistance Financial Statements List of Officers and Members Board Resolution Authorizing the Request for Assistance Endorsement		Association/Cooperative PESO Sangguniang Bayan DOLE		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Association/Cooperative will submit necessary requirements	Check the requirements and help the client make the Business Proposal	None	10 days	Allyza Ann C. Alcid PESO Staff
	1. Present to the LCE the documents and the LCE will sign the proposal 2. Submit all the necessary requirements 3. Upon approval of the program the DOLE will award the cheque to the LGU 4. PESO will request procurement to the procurement office to procure the supplies 5. After that awarding of Livelihood to the beneficiaries together with the LCE and DOLE	None	20 days	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid PESO Staff
TOTAL			30 days	



Services:	<u>J. DOLE Tulong Pangkabuhayan para sa mga Disadvantaged Workers (TUPAD)</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> • Photocopy of government issued ID • Certificate of Residency (if the current address does not match the address in the valid ids) 			TUPAD Workers Applicants Barangay	
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Tupad workers applicants must submit the necessary documents.	1.Check if the requirements are complete. 2.Interview the client for other information necessary to profile the client	None	10 Minutes	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
	1.Submit the shortlist beneficiaries to DOLE and wait for the scheduled Orientation. 2. Call the beneficiaries to inform them the scheduled orientation			Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Tupad workers Applicants must bring photocopy of valid id and certificate of residency if necessary	1.The DOLE will orient the beneficiaries about the program and have contract signing. 2. PESO will inform them their work program and monitor them for 10 days		1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
Tupad workers must return the TUPAD ID	Payout of TUPAD Workers with DOLE		1 day	Evangeline C. Mariano PESO Manager Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			2 days and 10 minutes	



Services:	<u>K. Application for OWWA Assistance Programs</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	OFWs/ex-OFWs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Passport and Visa. • Duly processed Employment Contract. • Overseas Employment Certificate. • Proof of OWWA Membership. • Two (2) valid Identification Cards. • POLO Referral • Arrival and Departure Stamp 		OFWs/ex-OFWs OWWA POLO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Applying OFWs/ex-OFWs must submit the necessary requirements depending of the program they want to avail	1.Check the requirements if complete and know if the applicant may qualify. 2.Submit the requirement to OWWA for further evaluation		1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
	Inform the OFWs/ex-OFWs the result of the evaluation of OWWA Region 3		1 day	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			2 days	



Services:	<u>L. LABOR COMPLAINTS (LOCAL OR OVERSEAS)</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Government Issued ID • Employment Contract (if available) • Written Statement • Passport (if overseas concern) 		Client Company		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1.Submit the necessary requirements 2. Fill up the intake sheet.	1.Interview the client regarding the issue. 2.After the interview refer the client to the National Agency such as DOLE if local and OWWA if overseas. 3.Forward all the requirements submitted for further assistance	None	1 hour	Allyza Ann C. Alcid Darlene D. Tanjuan PESO Staff
TOTAL			1 hour	



PROCUREMENT SECTION

VISION

An efficient, technology system integrations and exceptional procurement process

MISSION

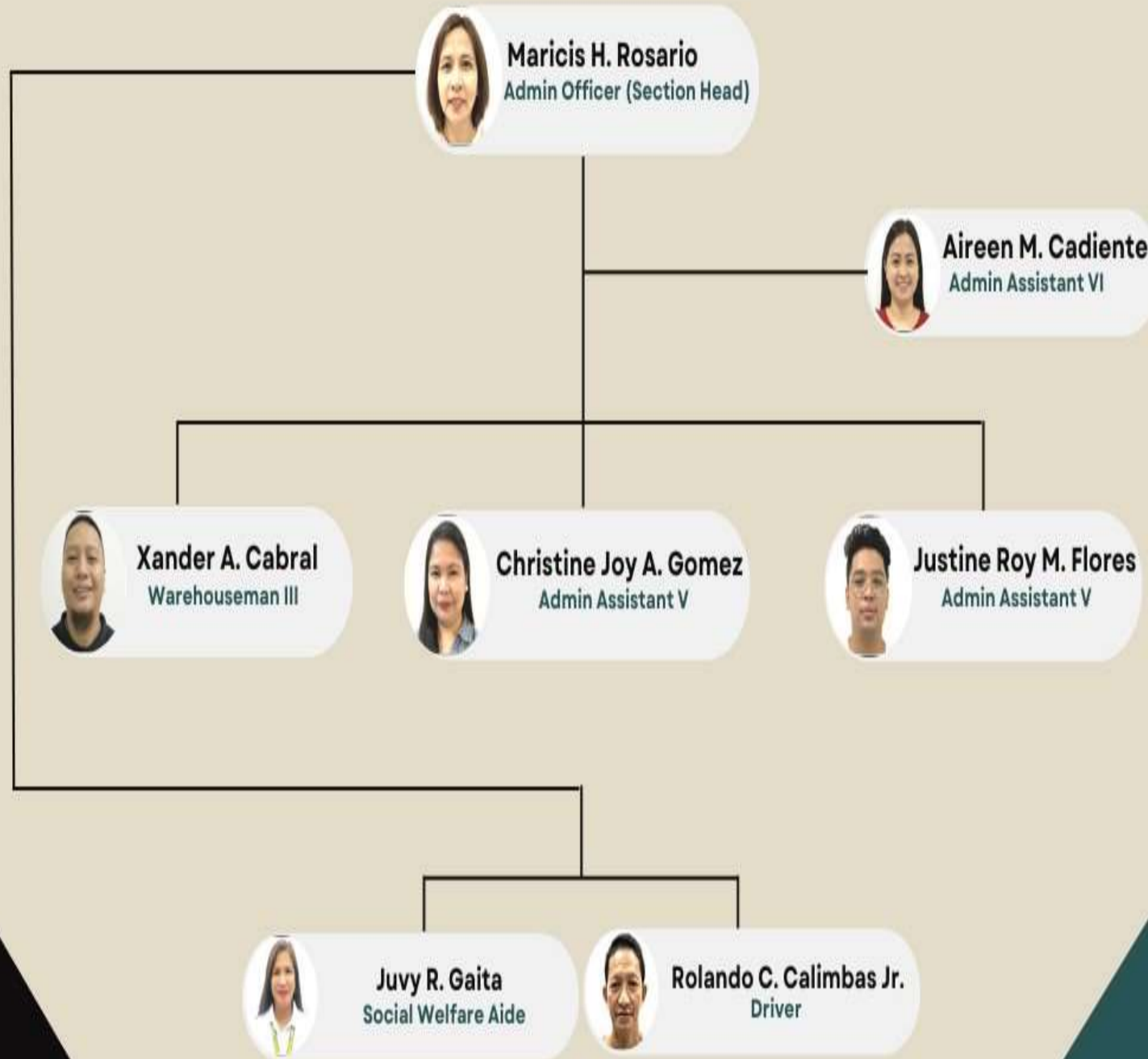
Procurement Section is committed to serve all departments of Municipality of Limay by delivering the best, economical and with a high quality standard of all goods and services requesting for.



MUNICIPALITY OF LIMAY

OFFICE OF THE MUNICIPAL PROCUREMENT

ORGANIZATIONAL CHART





Services:	Preparation of Purchase Request, Canvassing of items indicated at purchase request, Preparation of purchase order and delivery of items			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Government Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> APPROVED RIS BY THE LOCAL CHIEF EXECUTIVE SPECIFICATION OF ITEMS PICTURES (IF NECESSARY) 		<ul style="list-style-type: none"> CLIENT END USER REQUISITIONING OFFICER 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Review of Requested items by the Requesting Officer (RIS FORM)	Confirmation from the End User about the specification of the said item	None	5 minutes	MARICIS H. ROSARIO(ADMIN OFFICER III)/JUSTINE ROY M. FLORES(ADMIN ASSISTANT V)
Canvassing of Items requested	Canvassing prices of requested items from at least 3 suppliers	None	30 minutes	JUSTINE ROY M. FLORES (ADMIN ASSISTANT V)
Budget approval	The canvassed items with price is subject for budget approval for allocation	None	15 minutes	MARICIS H. ROSARIO (ADMIN OFFICER III)
Preparation of Purchase Request	Preparation and submission of purchase request for signature / approval of the Local Chief Executive	NONE	5 MINUTES	MARICIS H. ROSARIO(ADMIN OFFICER III)/CHRISTINE JOY A. GOMEZ(ADMIN ASSISTANT V)/ AIREEN M. CADIENTE (ADMIN ASSISTANT VI)
	Preparation and submission of purchase request for signature / approval of the Local Chief Executive	NONE	5 MINUTES	MARICIS H. ROSARIO(ADMIN OFFICER III)/CHRISTINE JOY A. GOMEZ(ADMIN ASSISTANT V)/ AIREEN M. CADIENTE (ADMIN ASSISTANT VI)
Preparation of purchase order	For signature/ approval of the Local Chief Executive	NONE	5 MINUTES	JUVY P. GAITA(SOCIAL WELFARE AIDE III)/XANDER A. CABRAL(WAREHOUSE MAN III)
Inspection of Delivered/Purchased Items	Monitors the quality of the materials used, inspecting any defect and discrepancies	NONE	30 MINUTES	XANDER A. CABRAL(WAREHOUSEMAN III)/CHRISTINE JOY A. GOMEZ(ADMIN ASSISTANT V)
Routine and processing of documents for payment	Approval / signature and action to all documents for payment.	NONE	1 DAY	MARICIS H. ROSARIO(ADMIN OFFICER III)/CHRISTINE JOY A. GOMEZ(ADMIN ASSISTANT V)/ AIREEN M. CADIENTE (ADMIN ASSISTANT VI)
TOTAL			1 Day and 2 hrs	



MANAGEMENT INFORMATION SYSTEM OFFICE

VISION

A productive and trusted Management Information Systems Office committed to providing quality public services to the Local Government Unit and its departments/offices, programs/services and constituents towards a more advanced and prosperous Limay

MISSION

We, the employees of the MIS Office, pledge to deliver quality public service and response to all complaints while upholding the values expected of us as public servants.

ORGANIZATIONAL CHART

MANAGEMENT INFORMATION SYSTEM OFFICE





Services:	A. PRINTING & RELEASING OF PVC ID FOR SENIOR CITIZEN AND OTHER ID'S			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Senior Citizen's, PWD, Employee's and LPC Student			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Senior Citizen/PWD <ul style="list-style-type: none"> Filled – up application form For Employees <ul style="list-style-type: none"> Completely filled up HR Form For Limay Polytechnic College Students <ul style="list-style-type: none"> Completely filled up Registration Form 		<ul style="list-style-type: none"> Social Welfare and Development Office HRMO Registrar Office Clients 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
For Senior Citizen/PWD: Fill-up senior citizen form with picture & submit to MSWD.	<ol style="list-style-type: none"> Verifies client's supporting documents The MSWD personnel will collect the form and submit to the person in charge (MIS) 	None	5 minutes	Marvin Canaria MISO Staff EDGAR S. ALEGRE OIC-MISO
For Employees: Present HR Slip & present contract of employee to MIS Personnel	Encode the data of the client	None	7 minutes	Marvin Canaria MISO Staff EDGAR S. ALEGRE OIC-MISO
For LPC Student: Present Registration Slip & present id's of student to MIS Personnel	Capture, crop and edit picture of the client	None	7 minutes	Marvin Canaria Ralph Jason De Jesus MISO Staff EDGAR S. ALEGRE OIC-MISO
	Verify and double check if the details are all correct and verified by the clients	None	4 minutes	Marvin Canaria MISO Staff EDGAR S. ALEGRE OIC-MISO
	Electronic signature registration of the client	None	4 minutes	Marvin Canaria Ralph Jason De Jesus MISO Staff
	Print the I.D.	None	3 minutes	Marvin Canaria MISO Staff EDGAR S. ALEGRE OIC-MISO
TOTAL			30 mins	



Services:	<u>B. GIVING OUT COPY OF PICTURES AND VIDEOS</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Service Request Slip (1, Original)		MISO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Fill-up request form for Information Materials at the City Management Information Service Office and submit the request to the PAD Staff Signs the MISO logbook and wait for the request to be processed Receive the request	Provide the client with service request slip	None	5 minutes	Jonas Neil E. Gomez Jamar P. Molato MISO Staff
	Accept and processes the request. Search and sort the request file	None	8 hours	Marvin Canaria Ralph Jason De Jesus MISO Staff
	Copy the requested files to flash drive or send through email	None	30 minutes	Marvin Canaria Ralph Jason De Jesus MISO Staff
	Inform and release the availability of the clients' request	None	3 minutes	Jonas Neil E. Gomez Jamar P. Molato MISO Staff
TOTAL			8 hours & 33 minutes	



Services:	<u>C. ISSUING INSPECTION, REPAIR AND EVALUATION REPORTS</u>			
Classification:	COMPLEX			
Type of Transaction:	Government to Citizen			
Who may avail:	Departments, Barangays and Department of Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter or Service Request Slip/Logbook on Repairs		<ul style="list-style-type: none"> • Client • MISO 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submit request letter to the Management Information Service Office that contains the specific type of service being requested. Tick box of requested service in the service request slip	Accept and process request and have client department sign logbook on repairs	None	10 minutes	Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus MISO Staff
Wait for the request to be processed	Inspect and repair damage equipment	None	4 days	Mark Vie B. Alon MISO Staff EDGAR S. ALEGRE OIC-MISO
	Prepare recommendations depending on the diagnosis	None	20 minutes	Mark Vie B. Alon MISO Staff EDGAR S. ALEGRE OIC-MISO
TOTAL			4 days & 30 minutes	



Services:	<u>D. NETWORK TROUBLE SHOOTING</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	Departments, Barangays and Department of Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1, Original) MISO Logbook		<ul style="list-style-type: none"> • From requesting department, barangay, and • DepEd • MISO • Clients 		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submit request letter to the Management Information Service Office that contains the specific type of service being requested. Tick box of requested service in the service request slip Wait for the request to be processed	For phone request: MISO personnel records request in the MISO logbook	None	5 minutes	Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus MISO Staff
	Deploys personnel for checking and troubleshooting	None	2 hours	Marvin Canaria Ralph Jason De Jesus Mark Vie B. Alon MISO Staff
	Ask client to confirm that task has been completed by signing in MISO logbook	None	5 minutes	Jonas Neil E. Gomez Jamar P. Molato MISO Staff
TOTAL			2 hours & 10 minutes	



Services:	E. CREATING GRAPHIC DESIGNS AND VIDEO PRODUCTION			
Classification:	COMPLEX			
Type of Transaction:	Government to Citizen			
Who may avail:	All Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (1, Original) MISO Logbook		From Client department		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Writes a request letter Tick box of requested service in the Service request slip Receive and approve the layout/video	Receive and log a request, including details & instructions to be followed	None	5 minutes	Jonas Neil E. Gomez Jamar P. Molato MIS STAFF
	Layout the requested graphic design/Starts the video production	None	6 days	Marvin Canaria Ralph Jason De Jesus MISO Staff
	Send the graphic/video design to the requester through email	None	15 minutes	Marvin Canaria Ralph Jason De Jesus MISO Staff
TOTAL			6 days and 15 minutes	



Services:	SETTING UP OF LED/ASSIGNING LED OPERATOR			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1, Original) MISO Logbook		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Write a request letter	Accept and process request	None	3 hours	Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus MISO Staff EDGAR S. ALEGRE OIC-MISO
TOTAL			3 hours	



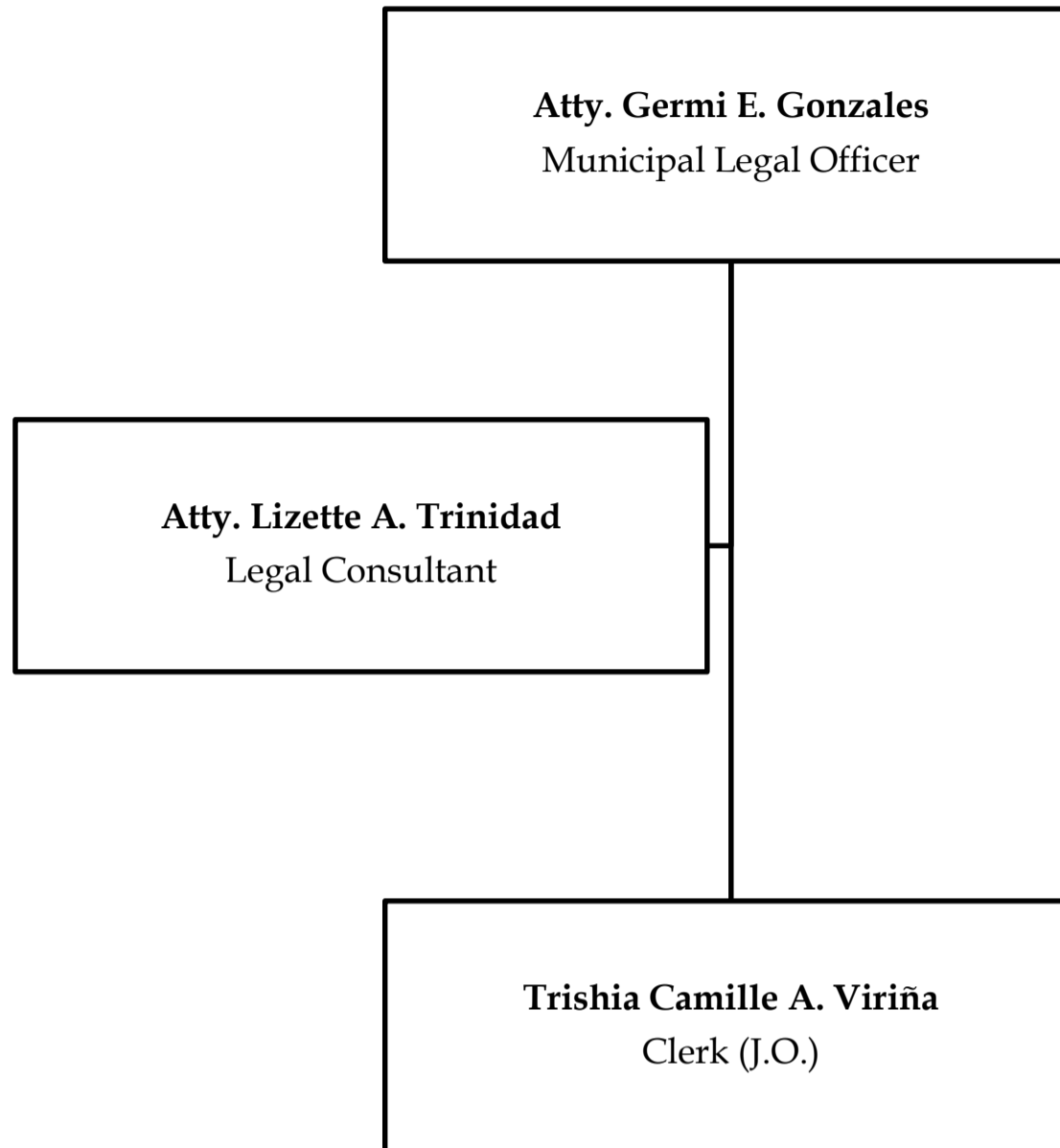
Services:	<u>TECHNICAL SUPPORT</u>			
Classification:	SIMPLE			
Type of Transaction:	Government to Citizen			
Who may avail:	All Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1, Original) MISO Logbook		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Secure Service Request Form	Check submitted Service Request Form	None	1 minutes	Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus Mark Vie B. Alon MISO Staff
	Once service request received, the receiving staff it will address to the Department Head Assigned staff attends the request service	None None	2 minutes 5 hours	Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus Mark Vie B. Alon MISO Staff Jonas Neil E. Gomez Jamar P. Molato Marvin Canaria Ralph Jason De Jesus Mark Vie B. Alon MISO Staff
TOTAL			5 hours and 3 minutes	



Services:	Web & System Development			
Classification:	HIGHLY TECHNICAL			
Type of Transaction:	Government to Citizen			
Who may avail:	All Departments			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter from requesting office/department with brief description of the system to be developed		MISO		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Writes a request letter Coordinate with MIS Office for more detailed description of system	Once service request received, the receiving staff will address to the Department Head	None	3 minutes	EDGAR S. ALEGRE MIS - OIC
	Interview the requesting office on information needed for the new system and/or update on the current system	None	30 minutes	EDGAR S. ALEGRE MIS - OIC
	Gathering information needed for the new system of the requesting office for discussion with programmer	None	30 days	EDGAR S. ALEGRE MIS - OIC
	Construction of database design, system design and data flow design	None	30 days	EDGAR S. ALEGRE MIS - OIC
	Creating and testing databases, coding, compiling, refining program		30 days	EDGAR S. ALEGRE MIS - OIC
	System testing – testing if the developed system conforms to the end user’s requirements		30 days	EDGAR S. ALEGRE MIS - OIC
TOTAL			120 days and 33 minutes	



MUNICIPAL LEGAL OFFICE





Services:		REVIEW OF DOCUMENTS (LETTER, CONTRACTS, MOA & OTHER)		
Classification:		Simple		
Type of Transaction:		Government to Government		
Who may avail:		Government Within LGU		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document		Client, Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Submit draft letter, contracts, MOA & other legal instruments	Interview the client to know the purpose of visiting the office Receive draft letter, contracts, MOA & other legal instruments	None	5 minutes	Trishia Camille A. Viriña (Clerk)
	Refer to Lawyer (Lawyer of the day)	None	5 minutes	Trishia Camille A. Viriña (Clerk)
	Review the documents	None	1 day (depending on the document)	Atty. Germe E. Gonzales (Municipal Legal Officer) Atty. Lizette A. Trinidad (Legal Consultant)
Receive the documents	Release the documents	None	1 minute	Trishia Camille A. Viriña (Clerk)
TOTAL			1 day and 11 minutes	



Services:		LEGAL OPINION		
Classification:		Simple		
Type of Transaction:		Government to Citizen		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supporting Documents		Client		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Endorsement from Mayor's Office	Interview the client to know the purpose of visiting the office Receive supporting documents	None	5 minutes	Trishia Camille A. Viriña (Clerk)
	Refer the Client to Lawyer (Lawyer of the day)	None	5 minutes	Trishia Camille A. Viriña (Clerk)
Client proceeds to the Lawyer (Lawyer of the day)	Clients' concerns are responded to and acted upon with legal advise	None	20-30 minutes (depending on the concerns)	Atty. Germe E. Gonzales (Municipal Legal Officer) Atty. Lizette A. Trinidad (Legal Consultant)
Wait for the release of the legal form, if any	Drafts legal forms, if any	None	10 minutes	Atty. Germe E. Gonzales (Municipal Legal Officer) Atty. Lizette A. Trinidad (Legal Consultant)
Receive the legal form, if any	Release legal forms, if any	None	1 minute	Trishia Camille A. Viriña (Clerk)
TOTAL			51 minutes	



Services:	PREPARATION OF LEGAL FORMS/AFFIDAVITS			
Classification:	Simple			
Type of Transaction:	Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Supporting Documents		Client, Legal Office		
CLIENT STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
Endorsement from Mayor's Office Present supporting documents	Interview the client to know the purpose of visiting the office Receive supporting documents	None	5 minutes	Trishia Camille A. Viriña (Clerk)
	Refer the Client to Lawyer (Lawyer of the day)	None	5 minutes	Trishia Camille A. Viriña (Clerk)
Client proceeds to the Lawyer (Lawyer of the day)	Clients' concerns are responded to and acted upon with legal advise	None	20-30 minutes (depending on the concerns)	Atty. Germi E. Gonzales (Municipal Legal Officer) Atty. Lizette A. Trinidad (Legal Consultant)
Wait for the release of the legal form	Drafts legal forms	None	10 minutes	Atty. Germi E. Gonzales (Municipal Legal Officer) Atty. Lizette A. Trinidad (Legal Consultant)
Receive the legal form	Release legal forms	None	1 minute	Trishia Camille A. Viriña (Clerk)
TOTAL			51 minutes	



ARTA
ANTI-RED TAPE AUTHORITY
OFFICE OF THE PRESIDENT



OFFICE OF THE SANGGUNIANG BAYAN CITIZEN'S CHARTER

Services:	ISSUANCE OF CERTIFIED TRUE COPY OF ORDINANCES, RESOLUTIONS
Classification:	SIMPLE
Type of Transaction:	Government to Citizen
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Request Form		• Office of the Sangguniang Bayan		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
7. Fill up request form		None	2 minutes	Estrella E. Basbas
8. Submit filled up request form	Prepare requested documents	None	15 minutes	Jezzalyn J. Corpuz Mary Joy S. Firmeza
9. Pay the necessary fees at the Municipal Treasurer's Office		None	10 minutes	Office of the Municipal Treasurer
10. Stamp and sign the requested certified true copies	Stamp and sign the requested certified true copies	None	3 minutes	Florence D. Villeroz
11. Release the requested Certified True Copies	Release the requested Certified True Copies	None	2 minutes	Melanie I. Molina
TOTAL			32 minutes	

Services:	ISSUANCE OF CERTIFIED TRUE COPY FOR DOCUMENTS OF ADMINISTRATIVE CASES
Classification:	SIMPLE
Type of Transaction:	Government to Citizen



Who may avail:		Parties involved in the Administrative Case		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Request Form		• Office of the Sangguniang Bayan		
STEPS	AGENCY ACTION	FEES	TIME FRAME	SERVICE PROVIDERS
1. Fill up request form		None	2 minutes	Estrella E. Basbas
2. Submit filled up request form	Prepare documents requested	None	15 minutes	Jezzalyn J. Corpuz Mary Joy S. Firmeza
3. Pay the necessary fees at the Municipal Treasurer's Office		50.00	10 minutes	Office of the Municipal Treasurer
4.	Stamp and sign the requested certified true copies	None	3 Minutes	Florence D. Villeroz
5.	Release the requested Certified thru Copies	None	2 minutes	Melanie I. Molina
TOTAL			32 minutes	