



MUNICIPALITY OF MOALBOAL

CITIZEN'S CHARTER

MANDATE

To serve primarily as a general-purpose government for the coordination and delivery of basic, regular and delivery of effective governance of the inhabitants within its territorial jurisdiction as provided in sec. 15-18 of R.A. 7160.

VISION

We envision our municipality as one of the major global tourist destinations with resilient, self-reliant, peaceful, progressive, healthy, environment-friendly and God - centered community living in a very rich natural resources, supported by dedicated leaders and genuine people's participation towards a better quality of life.

MISSION

We are committed to promote the general welfare of the people by providing quality basic services, encouraging people's participation, protecting our natural resources and advancing ecotourism industry to achieve a self-reliant, peaceful, progressive, healthy, environment friendly and God Centered Community. We are committed to promote the general welfare of the people by providing quality basic services, encouraging people's participation, protecting our natural resources and advancing ecotourism industry to achieve a self-reliant, peaceful, progressive, healthy, environment friendly and God Centered Community.

SERVICE PLEDGE

We, the labor force of the Local Government Unit of Moalboal, Cebu, herewith pledge to achieve service excellence and ensure clear, honest, and non-biased assistance to all our clients.

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MUNICIPAL ASSESSOR OFFICE

EXTERNAL SERVICES

1. Issuance of Certified True Copy Of Tax Declaration/s

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State request for Tax Declarations to be Certified	Assist the client and Verify Records on file	NONE	5 minutes	Any Assessor Staff
2. If request granted, Pay Certified True Copy at the Municipal Treasurer's Office	Prepare Certified True Copy of tax Declaration	Php 130.00	10 minutes	Any Assessor Staff
3. Present Official Receipt to the Assessor's Staff for Issuance of CTC	3.a Receive and Validate Official Receipt	NONE	5 minutes	Any Assessor Staff
	3.b Print Tax Declaration for approval to Municipal Assessor	NONE	5 minute	Any Assessor Staff

2. ISSUANCE OF CERTIFICATE OF:

a.) Certificate Of No Building Improvement / With Building Improvement

b.) Certificate Of No Landholding / Total Landholdings

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State request for Certificate of No Building Improvement/with Improvement and/or no Landholdings	Assist the client and verify records on file	NONE	5 minutes	Any Assessor Staff
2 If request granted, go to Treasurer's Office for payment	Prepare the Certification requested	Php 130.00	10 minutes	Any Assessor Staff
3. Present Official Receipt to the Assessor's Staff for Issuance of certification	3.a Verify and Validate Official Receipt	NONE	5 minutes	Any Assessor staff
	3.b Print Certification for Approval to the Mun. Assessor	NONE	5 minutes	Any Assessor Staff

3. ISSUANCE OF TRACER

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State request for Tracer	1. Assist the client and verify records on file	NONE	5 minutes	Any Assessor Staff
2. If request granted, go to Treasurer's office for payment	2. Prepare Tracer	Php 130.00	5-10 minutes	Any Assessor Staff
3. Present Official Receipt to the Assessor's Office for issuance of TRACER	3.a Receive and Validate Official receipt	NONE	5 minutes	Any Assessor Staff
	3.b Print Tracer for approval to Municipal Assessor	NONE	5 minutes	Any Assessor Staff

4. PREPARATION OF TRANSFER OF OWNERSHIP

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. Submit required documents for verification 1. Deed of Conveyance: (any of the ff.) -Deed of Sale -Deed of Donation -Waiver of Rights -Extrajudicial Settlement of Estate -Extrajudicial Partition -And others 1. Certification of registration (Register of Deeds) 2. Certificate of Authorizing Registration (CAR) – BIR 3. Tax Clearance 4. DAR Clearance, if Agricultural Land 5. Sketch Plan or Approved Survey Plan if portion sold	1. Assist the client and check the required document for completeness	NONE	10 MINUTES	Municipal Assessor
B Prepare New Tax Declarations for the New owner		Php130.00		Treasurer's office
		NONE	35 minutes	Any assessor staff
C. Go to Provincial Assessor's office for		NONE		

Approval to the Provincial Assessor				
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5. CORRECTIONS, SEGREGATIONS AND CANCELLATIONS

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents or requirements a. Letter Request b. Tax Clearance c. Sketch Plan	1.a Receive and Verify requirements	NONE	10 minutes	Any Assessor Staff
	1.b Verify records on electronic data			
	1.c Issuance of Payment Receipt			
2. Pay required fees at the Municipal Treasurer’s Office	2. Issuance of Tax Clearance	Php130.00		Office of the Municipal Treasurer
3. Accompany appraiser/s to the location of the land, building & machinery	3.a Actual inspection and verification of the property subject for corrections, segregations and/or cancellations	NONE	30 min- 1hr, depending on availability of vehicle and location of property	Office of the Municipal Assessor and Staff
	3.b For Correction and Segregation ONLY: a. Verify correctness of the Property Index Number to each FAAS b. Re-appraisal and re-assessment of the Land, Building and/or machinery using FAAS c. Assigning Tax Declaration Numbers to each FAAS d. Encode and print FAAS and Owner’s Copy of Tax Declaration e. Review each FAAS and recommend for its approval by the Provincial Assessor			
	3.c File the documents which shall be submitted later to Provincial Assessor			
4. Receive transmittal to be submitted to the Provincial Assessor’s Office and secure the Owner’s copy	4.1 Record and release the documents to be submitted to the Provincial Assessor	NONE	10 minutes	Office of the Municipal Assessor and Staff

6. NEWLY DECLARED PROPERTIES (LAND, BUILDING & MACHINERY)

OFFICE OR DIVISION		OFFICE OF THE MUNICIPAL ASSESSOR		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. State Request and Submit Requirements	1. Receive and verify the documents submitted	NONE	30 minutes	

1.1 LAND a. Letter Request b. Survey Plan c. CENRO Certification d. Affidavit of Ownership e. Barangay Certificate f. Affidavit of the Adjoining Owners 1.2 Building & Machinery a. Letter Request b. Two pictures of Building front and right view c. Sworn Statement				Office of the Municipal Assessors and Assessor's Staff
2. Accompany appraiser/s to the location of Land / Building / Machinery	2.a Actual Inspection and Verification of the Property subject for appraisal & assessment	NONE	Upon Receiving: 3 to 5 days	Office of the Municipal Assessor and Staff
	2.b Assigning Property Index Number to each FAAS			
	2.c Appraisal & Assessment of Land, Building & Machinery using FAAS			
	2.d Assigning of Numbers to each FAAS			
	2.e Encode and Print FAAS and Owner's Copy of Tax Declaration			
	2.f Review each FAAS & recommend for its approval by the Assessor			
	2.g File the documents which shall be submitted later to the Provincial Assessor			
3. Receive transmittal to be submitted to Provincial Assessor Office & secure the Owner's Copy with the signature of the Provincial Assessor	3.1 Record and Release documents to the clients to be submitted at the Provincial Assessor	NONE	10 minutes	Office of the Municipal Assessor and Staff
4. Present the Owner's Copy at Municipal Assessor Office for Activation of the Latest Tax Declaration	4.1 Activate approved Tax Declaration	NONE	30 minutes	Office of the Municipal Assessor and Staff

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

1. Provision of Assistance to Individual in Crisis Situation (AICS)

Provides emergency financial assistance and/or referrals to individuals and families who are in extremely crisis situations and have inadequate resources.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Residents of the municipal who are really in need of financial assistance for medical, burial, food, transportation, vaccination/anti-rebies assistance.			
CHECKLIST OF R		EQUIREMENTS		
		WHERE TO SECURE		
<input type="checkbox"/> One (1) Certificate of original Indigency from the Barangay Captain		Barangay Hall		
<input type="checkbox"/> One (1) original Medical Certificates/ Clinical Abstract		Hospital (where the client confined)		
<input type="checkbox"/> Hospital Bill (one original copy)		Hospital (where the client confined)		
<input type="checkbox"/> Medicine prescription (one photocopy)		Health Physician		
<input type="checkbox"/> Funeral Contract/ original) Funeral Receipt (one		Funeral Services		
<input type="checkbox"/> Death Certificate (one photocopy)		Municipal Registrar Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for assistance and submit necessary documents	1.a Interview and assess the client	None	5 minutes	Municipal Social Welfare and Development Officer / Staff
None	1.b After the assessment and signing of documents refer the client to the disbursing officer for release of the financial assistance	None		Municipal Social Welfare and Development Officer / Staff

2. Client will appear to the Disbursing officer with assistance from the MSWD Office or Mayor's office staff to claim the financial assistance	2. Gives the financial Assistance	None	5 minutes	Disbursing Officer
None	3. Prepares the emergency financial assessment and the voucher of AICS for reimbursement	None	One voucher and attachments cover 10 mins.	MSWDO Staff
None	3.a Submit the voucher to the budget office and processed to the other concerned office for the complete processing of reimbursement	None	Depends upon the availability of the signatory personnel	MSWD Staff/ Budget Office Staff/ Accounting Office/ Mayor's Office/ Treasury office
Total			20 mins.	

2. Issuance of Pre-Marriage Certificate

Pre-Marriage Certificate issued to applicants or engaged couples who applied for marriage license and have attended the Pre-Marriage orientation & Counseling session – an activity or intervention that provides information and awareness in order to guide couples contemplating marriage to arrive at an informed decision about readiness for conjugal family life.

Office or Division:	Municipal Social Welfare and Development Office				
Classification:	Complex				
Type of Transaction:	Government to Client				
Who may avail:	Would-be-couples who applied for a Marriage License at the Municipal Civil Registrar				
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE			
Application Form and Inventory of Marriage Expectations Questionnaire		Municipal Social Worker Development Office			
Attendance to the Pre-Marriage Orientation & Counseling Session		Municipal Social Worker Development Office / RHU			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	

1.Fill-out the Application form and answer the Inventory of Marriage Expectations Questionnaire	1.a. Checks and reviews the forms if properly filled-out 1.b. Refer the would-be-couples to the Rural Health Unit (RHU) as the venue for the Pre-Marriage Orientation (PMO) and Pre-Marriage Counseling (PMOC)	None	15 minutes	MSWD Staff
2.Sit in front of the MC Listen attentively to the discussion answer questions being asked during the discussion	2. MC calls the couples and starts the discussion and session on Marriage and Family Life	None	4 hours	PMOC Team (Municipal Social Welfare Development Office, Municipal Health Office, Population on Commission Officer)
3. Affirm that their decision in entering married life is really planned and with the consent and blessings of their parents	3.a MC validates and confirms if their decision to enter married life is well planned and with the consent and blessings of their parents	None	5 minutes	MSWDO Staff
None	3.b. .Prepare the Pre-Marriage Certificate and process for signature of the signatory personnel	None	Depends upon the availability of the Signatory Personnel	
4. Claim the Pre-marriage Certificate	Release the Pre-Marriage Certificate	None	5 mins.	MSWDO Staff
Total			4 hrs. 25 mins.	

3. Issuance of Senior Citizen and Differently Abled Person Purchase Booklet

A privilege given to an elderly/DAP who is a holder of a Senior Citizens ID/DAP ID card and who wants to avail of the discounts on various goods and services.

Office Division:	MSWDO
Classification:	Simple

Type of Transaction:	Government to Client			
Who may avail:	Senior Citizens and Differently Abled Person who are residents of the municipality.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid Senior Citizens I D/ DAP ID		Office of the Municipal Social Welfare and Development Office		
One (1)2x2 latest photo				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the valid Senior Citizen ID/DAP ID card and 1x1 latest photos	1.a Checks the Senior Citizen / DAP ID card and the identifying data	None	5 minutes	OSCA Head/PDAO Coordinator/ Administrative Aide I OSCA/PDAO/MSWD Officer MSWD Office
None	1.b Prepares the Orders Booklet filling-up the needed information	None	5 minutes	
None	1.c Pastes the photo on the booklet	None		
2.Listen to the instruction and advice	2. Instructs the elderly/DAP or representative on how to use the purchase booklets	None	3 minutes	
3.Receive the Purchase Order Booklet	3. Issues the Purchase Order Booklet	None	1 minute	
	TOTAL		14 minutes	

4. Issuance of Senior Citizen ID

For Senior Citizen -One of the benefits and privileges of an elderly who is above 60 years old and a citizen of the country as embodied in Republic Act 7432 (An Act to Maximize the Contribution of a Senior Citizen to nation-building and grant benefits, special privileges and other purposes) and the Republic Act 9257 (Expanded Senior Citizen Act of 2003). 20% discount includes – transportation, medicines, medical services, theaters, restaurants, lodging, water and air transportation

Office or Division:	MSWDO		
Classification:	Simple		
Type of Transaction:	Government to Client		
Who may avail:	Senior Citizens who are residents of the municipality and has reached the age of 60		
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE	

One (1) photocopy of Birth Certificate of the Elderly and or Marriage Certificate		Municipal Registrar Office/Philippine Statistics Authority Office		
Application Form duly accomplished by the requesting party or Elderly		Office of the Municipal Social Welfare and Development		
Cedula for elderly		Municipal		
Barangay Certification of Residence		Barangay		
Two(2)1 x 1 latest photo				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client fill-out the application form and submit it together with the other requirements	1. Checks if the application form is properly filled-out together with the other requirements	None	3 minutes	OSCA Head/MSWD S
2.Provide information	2. Interviews client and get information about him/her and his/her family Types the control number of the ID and other identifying information.	None	15 minutes	
3.Affix your signature in the ID	3. Requests the elderly to affix his/her signature in the ID Pastes the picture of elderly in the ID.	None	1 min.	
	3.b Prepare the I.D for signatory of the OSCA Head and the Municipal Mayor	None	Depends upon the availability of the ID's Signatory	
4. Receive the Senior Citizen ID	4. Issue the Senior Citizen ID	None	2 minutes	
TOTAL			21 minutes	

5. Issuance of Person’s With Disability ID

For Differently Abled Person-It is the objective of Republic Act No. 9442 to provide persons with disability, the opportunity to participate fully into the mainstream of society by granting them at least twenty percent (20%) discount in all basic services

Office or Division:	MSWDO
Classification:	Simple

Type of Transaction:	Government to Client			
Who may avail:	Person's With Disability Residents of Moalboal			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) photocopy of Birth Certificate of the Person's With Disability		Municipal Registrar Office/Philippine Statistics Authority Office		
Application Form duly accomplished by the requesting party or the PWD		Office of the Municipal Social Welfare and Development		
Brgy. Certification of Residence		Barangay		
One (1) original Medical Certificate of Person's With Disability		Moalboal Rural Health Unit		
Two(2)1 x 1 latest photo				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client fill-out the application form and submit it together with the other requirements	1. Checks if the application form is properly filled-out together with the other requirements	None	3 minutes	OSCA Head/MSWD Staff
2.Provide information	2.Interviews client and get information about him/her and his/her family Types the control number of the ID and other identifying information	None	15 minutes	
3.Affix your signature in the ID	3.a Requests the PWD to affix his/her signature in the ID Pastes the picture of elderly in the ID	None	1 minute	
	3.b Prepare the I.D for signatory of the the Municipal Mayor	None	Depends upon the availability of the ID's Signatory	
4. Receives the PWD ID	4. Issues the PWD ID	None	2 minutes	
TOTAL			21 minutes	

6. Issuance of Solo Parent ID

Issuance of ID to solo parents to enjoy and avail of the benefits and privileges as provided for under the rules and regulations of RA 8972 or the ‘Solo parent Welfare Act of 2000” and Amended by RA No. 11861 or the ‘expanded Solo Parents Welfare Act”

Office Division:	or Municipal Social Welfare and Development Office
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	<div>1. A woman who gives birth as a result of rape or crimes against chastity, , even without a final conviction of the offender: Provided, that the mother keeps and raises the child;</div> <div>2. Parent left solo or alone with the responsibility of parenthood due to death of spouse;</div> <div>3. Parent left solo or alone with the responsibility of parenthood while the spouse is detained, or is serving sentence for a criminal conviction for at least three monthd; The law applies to the spouses of prisoners, whether or not a final judgment has been rendered, provided they are in detention for a minimum period of three months;</div> <div>4. Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;</div> <div>5. Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year: Provided, that he or she is entrusted with the custody of the children;</div> <div>6. Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church: Provided, that he/she is entrusted with the custody of the children;</div> <div>7. Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;</div> <div>8. Unmarried mother/father who has preferred to keep and rear his/her child/children instead of having others care for them or give them up to a welfare institution;</div> <div>9. Any other person who solely provides parental care and support to a child or children provided he/she is duly licensed as a foster parent by the DSWD or duly appointed legal guardian by the court;</div> <div>10. Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance, or absence lasts for at least one (1) year.</div>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<input type="checkbox"/> Barangay Certification certifying Solo Parent's Residency in their barangay for the last 6 months (1) One Original		Barangay Captains/Officials		
<input type="checkbox"/> One (1) Photocopy of Birth Certificate of children of minor ages (21 years old and below)		Municipal Registrar Office/Philippine Statistics Authority Office		
<input type="checkbox"/> One (1) Original Income Tax Return		Treasurer's Office		
<input type="checkbox"/> Proof of being a SOLO parent (Death Certificate, Affidavit of the Brgy, SWORN Affidavit, etc.)		Municipal Registrar Office/Philippine Statistics Authority Office , Attorney's Office, Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out the application form and submit it together with the requirements	1.Checks if the application form is properly filled out together with the requirements	None	20 minutes	Municipal Social Welfare and Development Officer MSWD Office
2.Provide information	2.Social Worker / MSWD Staff Interview the client to gather preliminary data to establish eligibility based on the interview set by the Solo Parent's Welfare Act	None	1 hour	
3.Assessment	3. Social Worker conduct a home visit and collateral interview to validate information given by the client Social Worker prepares a social case study	None	30 days	

4.Issuance Affix signature	4.Upon the favorable evaluation of the Social Worker, a Solo Parent's ID will be issued duly signed by the MSWDO and submit at the Mayor's office (for signature)	None	15 minutes	
5.Receives the ID Card	5.Issues the ID Card	None	5 minutes	MSWD Staff
Total			30 days; 1 hour and 40 mins.	

7. Issuance of Certificate of Indigency

Certificate of Indigency is issued to less fortunate residents who desire to avail assistance such as scholarship, Medical services, Free Legal aid from Public Attorney’s Office (PAO) and the like.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Any bonafide Indigent resident of Aloguinsan, Cebu			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
One (1) Barangay Indigency Certification		Barangay Captains/Officials		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Appear in person and request for certificate	1.Interview and Assess client requesting for certificate	None	15 minutes	Municipal Social Welfare and Development Officer MSWD Office
2.Present the required documents	2.Review documents presented	None	2 minutes	
3.Claim Certificate of Indigency	3.Release the Certificate of Indigency	None	1 minute	Administrative Aide I MSWD Office
	TOTAL		18 minutes	

8. Issuance of Case Study Report

Provides emergency financial/ Medical assistance/ Burial Assistance to individuals and families in crisis situations.

Office or Division:	Municipal Social Welfare and Development Office			
Classification:	Complex			
Type of Transaction:	Government to Client			
Who may avail:	Residents of the Municipality who are really in need of financial assistance and diagnosed with cancer, end stage renal disease, heart ailment and the like.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1)Barangay Indigency Certification (proof of residence and indigency)		Barangay Captain/Officials		
One (1) Medical Certificate or Clinical Abstract		Hospital were they confined/treated		
Treatment protocol and costing of treatment for chemotherapy and haemodialysis case		Hospital were they confined/treated		
Costing of procedures for laboratory or special procedures like CT Scan, MRI and the like with the hospital's acceptance letter.		Hospital were they confined/treated		
Hospital Bill Statement of Account		Hospital were they confined/treated		
For Burial, Funeral Contract and Statement of Account		Funeral Services		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Apply for assistance and submit necessary requirements	1.Review the documents presented	None	5 minutes	MSWD Staff(J.O)
2.Provide data information for the preparation of Social Case Study Report (SCSR)	2.Interview and assess the client requesting for SCSR 2.1Prepares the Social case Study Report Conduct collateral interview	None	30 minutes 1 day minimum 5 days maximum	MSWDO Staff MSWDO

	and home visit if deemed necessary			
3.Claim the approved SCSR	Release the SCSR	None	1 minute	<i>MSWD Staff</i>
Total			1 day minimum 5 days maximum & 36 minutes	

MUNICIPAL RISK REDUCTION AND DISASTER MANAGEMENT OFFICE

External Services

1. EMERGENCY RESPONSE

Design, program, coordinate and implement disaster risk reduction and management activities consistent with the national Disaster Risk Reduction and Management Council's Standards and Guidelines

Office or Division:		Municipal Mayor - Municipal Disaster Risk Reduction Management Office		
Classification:		Simple		
Type of Transaction:		GOVERNMENT TO CLIENT		
Who may avail:		All residents of Moalboal and non-residents needing emergency services within the area of responsibility of Moalboal.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the MDRRMO hotline 0908-813-0370 (S) (032) 407-0952 (L)	1.1 Receive the emergency call	None	2 minutes	LDRRMO II LDRRMO I Hotline Operator MDRRM Office
None	1.2 Inquire the name of informant/caller, place of incident and other details			
None	1.3 Assess the veracity & seriousness of the reported incident			
None	1.4 Deployment of required responder/s	None	2 minutes	LDRRMO II MDRRM Office Hotline Operator
None	1.5 Deployment and response proper	None	3 minutes	Emergency Response Team MDRRM Office
None	1.6 Provide feedback on the arrival of the responder/s	None	2 minutes	LDRRMO II MDDRM Office
	Total	None	9 minutes	

2. REQUEST FOR TRAININGS/DRILL/LECTURES

Design, program, coordinate and implement disaster risk reduction and management activities consistent with the national Disaster Risk Reduction and Management Council's Standards and Guidelines

Office or Division:	Municipal Mayor - Municipal Disaster Risk Reduction Management Office			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	All residents of Moalboal and non-residents needing emergency services within the area of responsibility of Moalboal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter addressed to the Municipal Mayor (attention to <u>Janwarren G. Gocotano</u> , LDRRMO II)	1.1 Receive request letter	None	5 minutes	Hotline Operators MDRRM Office
None	1.2 Classification and assessment of training required 1.3 Act on the request upon availability of schedule	None	1 hour	LDRRMO II MDRRM Office
None	1.4 Review of training design (in case provided for) and coordination with concerned government agency/ies	None	1 day	LDRRM Office Admin. And Training Staff MDRRM Office
None	1.5 Prepare training materials needed if necessary	None	1 day	LDRRM Office Admin. And Training Staff MDRRM Office
2. Receive feedback of the status of the request	1. Inform the requesting entity of the status of their request	None	5 minutes	LDRRM Office Admin. And Training Staff MDRRM Office
	Total	None	2 days and 70 minutes	

3. REQUEST FOR EDUCATION INFORMATION CAMPAIGN (IEC) MATERIALS

Design, program, coordinate and implement disaster risk reduction and management activities consistent with the national Disaster Risk Reduction and Management Council’s Standards and Guidelines

Office or Division:	Municipal - Mayor Municipal Disaster Risk Reduction Management Office	
Classification:	Simple	
Type of Transaction:	GOVERNMENT TO CLIENT	
Who may avail:	All residents of Moalboal and non-residents needing emergency services within the area of responsibility of Moalboal.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit request letter addressed to the Municipal Mayor (attention <u>Janwarren G. Gocotano</u> , LDRRMO II)	1.1 Receive request letter	None	5 minutes	MDRRM Office
None	1.2 Identification/ classification of IEC materials being requested	None	1 day	LDRRM Officer Research and Planning Staff MDRRM Office
None	1.3 Coordination with concerned department for the preparation of IEC materials needed	None		
2. Receive feedback of the status of the request	1.Inform the requesting entity of the status of their request	None	1 day	LDRRM Officer Research and Planning Staff MDRRM Office
	Total	None	2 days and 5 minutes	

4. REQUEST FOR VEHICLE ASSISTANCE

Design, program, coordinate and implement disaster risk reduction and management activities consistent with the national Disaster Risk Reduction and Management Council's Standards and Guidelines

Office or Division:		Municipal Mayor - Municipal Disaster Risk Reduction Management Office		
Classification:		Simple		
Type of Transaction:		GOVERNMENT TO CLIENT		
Who may avail:		All residents of Moalboal and non-residents needing emergency services within the area of responsibility of Moalboal.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Call the MDRRMO hotline 0908-813-0370 (S) (032) 407-0952 (L) Fill-up vehicle request form	1.1 Receive the call/give Request Letter 1.2 Inquire the name of caller/requesting party, address and other details	None	2 minutes*	LDRRMO II MDRRM Office MDRRM Office
None	1.3 Coordinate to the concerned department/section	None	5 minutes	LDRRMO II MDRRM Office Operations and Warning Staff MDRRM Office
None	1.4 Determine the availability of the vehicle being requested & driver schedule available	None	5 minutes	

	1.5 Have the request letter signed by Mayor & send back to MDRRM office for schedule confirmation		5 minutes	
2. Receive feedback of the status of the request	1. Inform the requesting entity of the status of their request		5 minutes	<i>LDRRMO II</i> MDRRM Office <i>Operations and</i> <i>Warning Staff</i> MDRRM Office
	TOTAL	None	22 minutes	

OFFICE OF THE SANGGUNIANG BAYAN

Duties and Functions: **Approve Ordinances and Pass Resolutions necessary for an efficient and effective municipal government and exercise such powers and perform such other duties and functions as may be prescribed by law.**

EXTERNAL SERVICES

1. Accreditation of Civil Society Organizations (Non-Government Organizations, People’s Organizations, and Private Organizations)

About the Service:

The Office of the Sangguniang Bayan grants Accreditation to a Civil Society Organization (CSO) after meeting all the set criteria and requirements for membership in the Local Special Bodies of the LGU.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Complex/Highly Technical	
Type of Transaction:	G2C- Government to Citizens	
Who may avail:	All NGOs, POs, and Private Organizations duly existing and/or operating in the Municipality	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. One (1) Original Copy of Letter of Application for Accreditation		Applicant (Template Available at the Office of the Sangguniang Bayan)
2. One (1) Original Copy of Duly Accomplished Application Form for Accreditation		Office of the Sangguniang Bayan
3. One (1) Original Copy Endorsement Letter/Barangay Certification certifying the existence and good-standing of the Organization in the Barangay		Barangay Office Concerned
4. One (1) Original Copy of Duly approved and notarized Board Resolution signifying intention for accreditation		Applicant
4. One (1) Photocopy of Certificate of Registration issued by National Government Agencies (SEC, DOLE, etc.)		From the Office of the applicable Agency
5. One (1) Original Copy List of Current Officers as prepared by Secretary and Verified by Head of Organization		Applicant
6. One (1) Photocopy of Immediately Preceding Year’s Minutes of the Annual Meeting attached with Attendance Sheet (At least One Meeting)		Applicant
7. One (1) Original Copy of Immediately Preceding Year’s Annual Accomplishment Report		Applicant
8. One (1) Photocopy of Immediately Preceding Year’s Financial Statements		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secure application form	1.1. Inform/Explain to the Client the requirements	NONE	5 minutes	SB Office Staff
2. Submit all the requirements and duly accomplished Application Form	2.1. Verify the completeness of the documents received: - If Incomplete, the documents are returned and applicant/ client is advised to comply the lacking documents/ attachments first - If Complete, the documents are stamped RECEIVED affixed with the date, time, and signature of receiving personnel	NONE	5 minutes	SB Office Staff
3. Wait for Notification to Attend the SB Regular Session	3.1. Refer the pending application to the Presiding Officer. Matter will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.	NONE	2 Minutes	SB Secretary, Presiding Officer
	3.2. Applicant will be informed (via text or call) on the schedule of his/her attendance to the SB Session when the Application will be included in the Calendar of Business	NONE	5 Minutes	SB Office Staff
4. Wait for SB Decision/Action	4.1. Referral to the Committee Concerned	NONE	1 Session Day	Presiding Officer, SB Members, Committee Concerned

	4.2. Conduct of Committee Meeting to Review Documents and Preparation of Committee Report	NONE	1 Day	<i>Committee Concerned</i>
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	<p>4.3. Delivery and Adoption of Committee Report of which, the Body may vote on the recommendation embodied in the report:</p> <p>- If the Body votes to Approve, the transaction will proceed to the next step.</p> <p>If the Body decides to Disapprove the matter, such will be notified to the Applicant/ Client with the written reason for disapproval, of which the client may act on such reasons and/or deficiencies and go back to Step 1.</p>	NONE	1 Session Day	<i>Presiding Officer, SB Members, Committee Concerned</i>
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5. Wait for notification of the Approval of SB Resolution and Issuance of Certificate of Accreditation	5.1. Prepare copies of the Resolution and Certificate of Accreditation for Signature of the - Presiding Officer	NONE	30 minutes to 1 hour	SB Secretary, and SB Staff
	5.2. Signing of Final Copies of the Resolution	NONE	2 to 3 days, depending on the availability of the signatories	SB Secretary, Presiding Officer
6. Return to SB Office and receive Copy of the Approved Resolution and Certificate of Accreditation	6.1. Let the client sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution to the Client	NONE	3 minutes	SB Secretary/ SB Staff
7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	SB Staff
END OF TRANSACTION		NONE	Maximum of 30 working days from the receipt therein	

2. Issuance of Copy/ies of Sangguniang Bayan Documents

About the Service:

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the Sanggunian such as Ordinances, Resolutions, and Minutes of the Meetings/Sessions.

As mandated by law, it is the duty of the SB Secretary shall furnish, upon request of any interested party, certified copies of records of public character in his/her custody.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Simple	
Type of Transaction:	G2C- Government to Citizens; G2G- Government to Government	
Who may avail:	All persons, natural and juridical	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Properly accomplished Request Log Sheet with complete details on the following: - Kind of Document - Number of Copy/ies - Purpose - Full Name of Client, Office, and Signature - Date and Time of Request		Office of the Sangguniang Bayan

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Completely accomplish the Request Log Sheet with complete details of request	1.1. Assist and verify the details of the request	NONE	1-3 minutes	SB Staff
2. Wait for the document requested	2.1. Check/ Search and Prepare the requested document	NONE	3-5 minutes	SB Staff
	2.2. For Certified True Copies, SB Secretary shall stamp and sign the clear copy of the requested document	NONE		SB Secretary, SB Staff
3. Receive the Document and	3.1. Let the client sign the receiving copy	NONE	1 minute	SB Staff

Sign the Receiving Copy	of the document			
	3.2. Release the Document to the Client	NONE		<i>SB Staff</i>
4. Fill-up Feedback/ Suggestion Form	4.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NONE	Maximum of 10 minutes	

3. Issuance of Certifications

About the Service:

The Office of the Sangguniang Bayan issues Secretary’s Certificate such as Certificates of Posting of Hearings, Orders, or Decisions, and other Certifications concerning the office.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Simple
Type of Transaction:	G2C- Government to Citizens; G2G- Government to Government
Who may avail:	All persons, natural and juridical
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Properly accomplished Request Log Sheet with complete details on the following: - Full Name of Client - Office - Signature - Purpose of Certification - Date and Time of Request	
Office of the Sangguniang Bayan	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Completely accomplish the Request Log Sheet with complete details of request	1.1. Assist and verify the details of the request	NONE	2-3 minutes	<i>SB Staff</i>
2. Wait for the	2.1. Prepare the requested certification	NONE	3-5 minutes	<i>SB Secretary, SB Staff</i>

certification requested				
3. Receive the Certificate and Sign the Receiving Copy	3.1. Let the client sign the receiving copy of the certificate	NONE	1 minute	SB Staff
	3.2. Release the Certificate to the Client	NONE		SB Staff
4. Fill-up Feedback/ Suggestion Form	4.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	SB Staff
END OF TRANSACTION		NONE	Maximum of 10 minutes	

4. Conduct of Administrative Investigation Against Erring Elected Barangay Officials About the Service:

As mandated by the Local Government Code of 1991, an Administrative Complaint against an erring Barangay Official shall be filed at the Office of the Sangguniang Bayan whose decision is final and executory.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	All persons, natural or juridical
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Cover Letter Signifying Intention, addressed to the Sangguniang Bayan thru the Presiding Officer	Complainant
2. Duly Notarized and Verified Detailed Complaint, together with all necessary documents/evidences supporting such complaint	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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1. Submit Complaint Complete with all Attachments	1.1. Accept and stamp RECEIVED on the verified complaint complete with the date, time, and signature	NONE	5 minutes	SB Staff
2. Wait for further updates	2.1. Within a period of five (5) days upon receipt of the complaint, prepare a Notice to be signed by the Presiding Officer requiring the Respondent/s to submit a Duly Notarized and Verified Answer within a period of fifteen (15) days upon receipt of the notice, together with the supplemental documents, copy furnished to the complainant	NONE	5 minutes	SB Secretary, Presiding Officer, SB Staff
	2.2. Ten (10) days upon receipt of the Verified Answer, consult/refer the matter to the concerned Committee for the schedule of both parties for initial hearing	NONE	10 minutes	Committee Concerned, SB Secretary, SB Staff

	2.3. Upon advice from the Committee concerned, prepare a summon/notice for the scheduled initial hearing, copy furnished to both parties, all Committee Members, including the registered/ submitted witness/es, if any		1 working day	Committee Concerned, SB Secretary, SB Staff
3. Attend Initial Hearing and Succeeding Hearings	3.1. During the scheduled initial hearing, both parties must be present, including their	NONE	1 working day	Committee Concerned, SB Secretary, SB Staff

	respective counsels and witnesses should there be, to be heard by the Committee concerned, presided by its Chairman			
	3.2. Conduct subsequent hearings on such specific administrative case until finally resolved/decided and/or acted upon by the SB and upon mutual agreement of both parties on the succeeding schedules. However, hearings of such are to be suspended 45 days before the succeeding local election or national elections and 30	NONE	1-2 working days or as deemed necessary by the SB Committee Concerned	Committee Concerned, SB Secretary, SB Staff

	days after some elections			
4. nal Submit (3 Position Paper after Hearing Original Copies)	4.1. Upon convincing hearings after presentation of facts, evidences, and witnesses, the Committee will require both parties to submit their respective position paper as basis for action/ decision/ resolution by the Committee	NONE	Within 2-3 days after Final Hearing	<i>Committee Concerned, SB Secretary, SB Staff</i>
	4.2. Stamp Receive the Position Papers submitted by both parties with date, time and signature and immediately transmit the same to the Committee concerned	NONE	2-3 minutes	<i>SB Secretary, SB Staff</i>
5. Wait for notification on SB Final Action/ Decision/ Resolution	5.1. Delivery of Committee Report:	NONE	1-3 Session Days	<i>Presiding Officer, SB Members, Committee Concerned</i>

	- The Sangguniang Bayan shall anchor on the Committee Report as basis for its Final Action/Decision as a Legislative Body. A Resolution/ Duly Signed Decision shall be made, a copy of which shall be furnished to both parties			
6. Upon notification, return to SB Office to receive copy of SB Resolution/	6.1. Prepare Final Copies of the Resolution/ Decision	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>

Decision				
	6.2. Submit final copies of the Resolution/ Decision for the Signature of the Presiding Officer, and SB Members (as applicable)	NONE	3-5 working days depending on availability of signatories	<i>SB Secretary, Presiding Officer, SB Members</i>
	6.3. Notify both parties to personally receive copies of the SB Resolution/ Decision	NONE	2 minutes	<i>SB Secretary/ SB Staff</i>
	6.4. Let both parties sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution/ Decision	NONE	2-3 minutes	<i>SB Secretary/ SB Staff</i>
5. Fill-up Feedback/ Suggestion Form	4.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NONE	Maximum of 150 days upon the receipt therein	

INTERNAL SERVICES

1. Review of Barangay Ordinances (Pursuant to Section 57 of RA No. 7160)

About the Service:

Within ten (10) days after its enactment, the Sangguniang Barangay shall furnish copies of all Barangay Ordinances to the Sangguniang Bayan for review as to whether the Ordinance is consistent with the law and city or municipal ordinances.

Office or Division:	Office of the Sangguniang Bayan
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Classification:	Complex/Highly Technical
Type of Transaction:	G2G- Government to Government
Who may avail:	Component Barangays of the Municipality (BLGUs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal/Cover Letter signed by the Punong Barangay	Barangay Office (Punong Barangay/ Barangay Secretary)
2. Copies of the Approved Ordinance (3 Original, 10 Photocopies) with photocopies of the following attachments: - Minutes of Sangguniang Barangay Sessions (when first, second, and third & final reading of Ordinance was included and discussed) - Minutes during Public Consultation - Attendance during Public Consultation	Barangay Office (Punong Barangay/ Barangay Secretary)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Transmittal/ Cover Letter and Barangay Ordinance/s with complete attachments	1.1. Verify the Completeness of the submitted documents - If complete, stamp RECEIVED with complete date, time, and signature - If incomplete, advise client to comply lacking documents first	NONE	5 minutes	SB Staff
2. Wait for notification	2.1. Refer the matter to the Presiding Officer. Such will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.	NONE	5 minutes	SB Secretary, SB Staff
	2.2. Conduct of SB Session wherein matter will be referred to	NONE	1 Session Day	Presiding Officer, SB Members,

	appropriate Committee			<i>Committee Concerned</i>
3. Attend Committee Meeting	3.1. Notify client on the schedule of the Committee Meeting	NONE	2 minutes	<i>SB Staff</i>
	3.2. Conduct Committee Meeting for the Preparation of the Committee Report	NONE	1 Day	<i>SB Committee Concerned</i>

4. Wait for SB Decision/Action	<p>4.1. Delivery and Adoption of Committee Report:</p> <p>- If the Ordinance is found to be consistent with existing laws, and the committee report recommends for its approval, the body may vote on the Committee Report's adoption and thereby approved hence, the Resolution shall be prepared and transaction will proceed to the next step</p>	NONE	1-2 Session Days	<i>Presiding Officer, SB Members, Committee Concerned</i>
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	<p>- If Committee Report indicates deficiencies on the Ordinance with a recommendation for revision, the body may decide if the Report be adopted and a copy of which shall be furnished to the Punong Barangay for information and appropriate action; Ordinance is</p>			
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	returned to the Barangay			
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5. Wait for notification of the Approval of Ordinance After Review	5.1. Prepare copies of the Resolution indicating the adoption of Committee	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>
	Report and Approval of Barangay Ordinance for the Signature of the Presiding Officer			
	5.2. Signing of Final Copies of the Resolution	NONE	2 to 3 days, depending on the availability of the signatories	<i>SB Secretary, Presiding Officer</i>
	5.3. Forward the Final Copies of the Resolution to the Office of	NONE	2 to 5 days depending on the availability of the LCE	<i>SB Secretary, SB Staff, LCE</i>

	the Municipal Mayor for Signature			
6. Return to SB Office and receive Copy of the SB Resolution	6.1. Let the client sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution to the Client	NON E	3 minutes	<i>SB Secretary/ SB Staff</i>
7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NON E	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NON E	Maximum of 30 days pursuant to Sec. 57 of RA 7160	

2. Review of Barangay Appropriation Ordinances (Barangay Annual Budget)

About the Service:

The Sangguniang Bayan has the power to review Barangay Appropriation Ordinances authorizing the Annual Appropriations in order to ensure the provisions of the Local Government Code and other existing laws are complied with. Within ten (10) days after its approval, the Sangguniang Barangay shall furnish copies of their Annual Budget to the Sangguniang Bayan.

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Complex/Highly Technical	
Type of Transaction:	G2G- Government to Government	
Who may avail:	Component Barangays of the Municipality (BLGUs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Transmittal/Cover Letter signed by the Punong Barangay		Barangay Office (Punong Barangay/ Barangay Secretary)
2. Copies of the Approved Appropriation Ordinance for Annual Budget (2 Original, 3 Photocopies) with the following attachments: <ul style="list-style-type: none"> - Budget Message - BBP Form No. 1- Budget of Expenditures and Sources of Financing - BBP Form No. 2- Programmed Appropriation by PPA, Expense Class, Object of Expenditure and Expected Results 		Barangay Office (Punong Barangay/ Barangay Secretary)

<ul style="list-style-type: none"> - BBP Form No. 2A- List of Projects, Chargeable Against the 20% Development Fund - BBP Form No. 3- Plantilla of Personnel - BBP Form No. 4- Statement of Indebtedness, if any - 20% Development Fund Plan and Budget with BDC Resolution and Sangguniang Barangay Resolution - 10% SK Fund with Barangay Youth Investment Program, SK Resolution and Sangguniang Barangay Resolution - 5% BDRRMF Plan and Budget with BDRRM Council Resolution and Sangguniang Barangay Resolution - Gender and Development (GAD) Plan and Budget with BGFPS Resolution and Sangguniang Barangay Resolution - Barangay Council for the Protection of Children Fund Plan and Budget with BCPC Resolution and Sangguniang Barangay Resolution - Senior Citizen and Person with Disabilities (PWD) Plan and Budget with SCA and PWD Council Resolution and Sangguniang Barangay Resolution 	
<p>3. Copies of the Annual Investment Program (2 Original, 3 Photocopies) approved through BDC Resolution and duly approved and adopted by the</p>	<p>Barangay Office (Punong Barangay/ Barangay Secretary</p>

Sangguniang Barangay through a Resolution with list of PPAs	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit all required documents complete with attachments to the SB Office	<p>1.1. Verify the Completeness of the submitted documents</p> <p>- If complete, stamp RECEIVED with complete date, time, and signature</p> <p>- If incomplete, advise client to comply lacking documents first</p>	NONE	10-20 minutes	SB Staff

2. Wait for notification	2.1. Refer the matter to the Presiding Officer. Such will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.	NONE	5 minutes	<i>SB Secretary, SB Staff</i>
	2.2. Conduct of SB Session wherein matter	NONE	1 Session Day	<i>Presiding Officer, SB Members,</i>

	will be referred to the Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs			<i>Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs</i>
3. Attend Committee Meeting	3.1. Notify client on the schedule of the Committee Meeting	NONE	2 minutes	<i>SB Staff</i>

	3.2. Conduct Committee Meeting together with the Local Finance Committee for the Preparation of the Committee Report	NONE	1 Day	<i>Local Finance Committee, Committee on Finance, Budget and Appropriation, and/or Committee on Barangay Affairs</i>
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<p>4. Wait for SB Decision/Action</p>	<p>4.1. Delivery and Adoption of Committee Report:</p> <p>- If the Appropriation Ordinance is found to be consistent with existing laws, and the committee report recommends for its approval, the Committee Report will be adopted thereby approved hence, the Resolution shall be prepared and transaction will proceed to the next step</p> <p>- If Committee Report indicates deficiencies on the Appropriation Ordinance with a</p>	<p>NONE</p>	<p>1-2 Session Days</p>	<p><i>Presiding Officer, SB Members, Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs</i></p>
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	recommendation for revision, the Report shall still be adopted and a copy of which shall be furnished to the Punong Barangay for information and appropriate action;			
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5. Wait for notification of the Approval of Appropriation Ordinance After Review	5.1. Prepare copies of the Resolution indicating the adoption of Committee Report and Approval of Barangay Appropriation Ordinance for the Signature of the Presiding Officer	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>
	5.2. Signing of Final Copies of the Resolution	NONE	2 to 3 days, depending on the availability of the signatories	<i>SB Secretary, Presiding Officer</i>
	5.3. Forward the Final Copies of the Resolution to the Office of the Municipal Mayor for Signature	NONE	2 to 5 days depending on the availability of the LCE	<i>SB Secretary, SB Staff, LCE</i>

6. Return to SB Office and receive Copy of the SB Resolution	6.1. Let the client sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution to the Client	NONE	3 minutes	<i>SB Secretary/ SB Staff</i>
7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NONE	Maximum of 30 days pursuant to Sec. 333 of RA 7160	

3. Review of Barangay Appropriation Ordinances (Barangay Supplemental Budget) About the Service:

The Sangguniang Bayan has the power to review Barangay Appropriation Ordinances authorizing the Supplemental Appropriations in order to ensure the provisions of the Local Government Code and other existing laws are complied with. Within ten (10) days after its approval, the Sangguniang Barangay shall furnish copies of their Supplemental Budget to the Sangguniang Bayan.

Office or Division:	Office of the Sangguniang Bayan
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Classification:	Complex/Highly Technical
Type of Transaction:	G2G- Government to Government
Who may avail:	Component Barangays of the Municipality (BLGUs)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Transmittal/Cover Letter signed by the Punong Barangay	Barangay Office (Punong Barangay/
2. Copies of the Approved Appropriation Ordinance for Supplemental Budget (2 Original, 3 Photocopies)	Barangay Office (Punong Barangay/ Barangay Secretary
3. Supplemental Annual Investment Program duly Approved by the Sangguniang Barangay through a Resolution if PPAs are not included in the AIP (2 Original, 3 Photocopies)	Barangay Office (Punong Barangay/ Barangay Secretary
4. Certification of Availability of Funds (2 Original, 3 Photocopies)	Barangay Treasurer/ Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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1. Submit all required documents to the SB Office	<p>1.1. Verify the Completeness of the submitted documents</p> <ul style="list-style-type: none"> - If complete, stamp RECEIVED with complete date, time, and signature - If incomplete, advise client to comply lacking documents first 	NONE	10-20 minutes	<i>SB Staff</i>
2. Wait for notification	<p>2.1. Refer the matter to the Presiding Officer. Such will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.</p>	NONE	5 minutes	<i>SB Secretary, SB Staff</i>

	2.2. Conduct of SB Session wherein matter will be referred to the Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs	NONE	1 Session Day	<i>Presiding Officer, SB Members, Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs</i>
3. Attend Committee Meeting	3.1. Notify client on the schedule of the Committee Meeting	NONE	2 minutes	<i>SB Staff</i>
	3.2. Conduct Committee Meeting together with the Local Finance Committee for the Preparation of the Committee Report	NONE	1 Day	<i>Local Finance Committee, Committee on Finance, Budget and Appropriation, and/or Committee on Barangay Affairs</i>

<p>4. Wait for SB Decision/Action</p>	<p>4.1. Delivery and Adoption of Committee Report:</p> <p>- If the Appropriation Ordinance is found to be consistent with existing laws, and the committee report recommends for its approval, the Committee Report will be adopted thereby approved hence, the Resolution shall be prepared and transaction will proceed to the next step</p> <p>- If Committee Report indicates deficiencies on the Appropriation</p>	<p>NONE</p>	<p>1-2 Session Days</p>	<p><i>Presiding Officer, SB Members, Committee on Finance, Budget, and Appropriation and/or Committee on Barangay Affairs</i></p>
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	Ordinance with a recommendation for revision, the Report shall still be adopted and a copy of which shall be furnished to the Punong Barangay for information and appropriate action;			
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5. Wait for notification of the Approval of Appropriation Ordinance After Review	5.1. Prepare copies of the Resolution indicating the adoption of Committee Report and Approval of Barangay Appropriation Ordinance for the Signature of the Presiding Officer	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>
	5.2. Signing of Final Copies of the Resolution	NONE	2 to 3 days, depending on the availability of the signatories	<i>SB Secretary, Presiding Officer</i>
	5.3. Forward the Final Copies of the Resolution to the Office of the Municipal Mayor for Signature	NONE	2 to 5 days depending on the availability of the LCE	<i>SB Secretary, SB Staff, LCE</i>
6. Return to SB Office and receive Copy	6.1. Let the client sign the log sheet and receiving copy of the	NONE	3 minutes	<i>SB Secretary/ SB Staff</i>

of the SB Resolution	document/s affixing the date, time and signature, then release copy of the Resolution to the Client			
7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	SB Staff
END OF TRANSACTION		NONE	Maximum of 30 days pursuant to Sec. 333 RA 7160	

4. Application for Variance/Reclassification of Lands (Sec. 20 of RA No. 7160)

About the Service:

Reclassification of lot from its current usage to other usage is done to conform with zoning and land use laws, rules, and regulations. The Sangguniang Bayan shall pass a Resolution/enact an Ordinance on Reclassification of Land within the territorial jurisdiction of the Municipality (Sec. 447 par 2 (viii)).

Office or Division:	Office of the Sangguniang Bayan	
Classification:	Highly Technical	
Type of Transaction:	G2C- Government to Citizens	
Who may avail:	All persons, natural or juridical	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Endorsement Letter signed by the MPDC and noted by the Municipal Mayor stating that documentary requirements have been complied, checked, and verified and Variance/Reclassification may be taken-up by the Sangguniang Bayan		Office of the Municipal Planning and Development Coordinator and Office of the Municipal Mayor
2. (If Applicant is Owner) Letter Request by the Owner Requesting for Variance/Reclassification of Land (3 original, 10 photocopies complete with attachments)		Applicant (Land Owner)
4. (If Applicant is Authorized Representative) Letter Request by the Authorized Representative Requesting for Reclassification of Land (3 Original, 10 copies complete with attachments) together with Special Power of Attorney (SPA) (1 original, 12 photocopies)		Applicant (Authorized Representative with SPA)

<p>5. Attachments (as applicable):</p> <ul style="list-style-type: none"> - Certified True Copy of the Transfer Certificate of Title (TCT) registered in the name of applicant (owner) from the Register of Deeds - DAR Clearance/Certification if TCT was issued by DAR - If property is not registered in the name of the applicant, submit duly notarized Deed of Sale and Certificate of Authorized 	<p>Register of Deeds</p> <p>Department of Agrarian Reform</p> <p>Applicant/ Bureau of Internal Revenue</p>
<ul style="list-style-type: none"> - Registration (CAR) from BIR, or Deed of Donation - If the property is not yet subdivided among co-owners/heirs, submit lot plan & subdivision plan signed by Geodetic Engineer, notarized Deed of Assignment, and duly notarized SPA/Affidavit of Consent from co-owners/heirs - In case of Corporation, submit SEC Registration, Updated GIS Sheet, and - Notarized Secretary's Certificate - Project Description - Vicinity Map drawn to scale signed by Engineer/Architect - Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) - Photocopy of Tax Clearance (latest) 	<p>Applicant</p> <p>Applicant/ Securities and Exchange Commission</p> <p>Applicant</p> <p>Applicant</p> <p>Department of Environment and Natural Resources</p> <p>Municipal Treasurer's Office</p> <p>Municipal Treasurer's Office</p> <p>Municipal Assessor's Office</p>

<ul style="list-style-type: none"> - Photocopy of Tax Receipt (latest) - Certified True Copy of Tax Declaration (Verified) - Court Clearance/Certification (stating that subject land does not have any pending case) - Barangay Clearance or Certification from the Punong Barangay - Barangay Resolution endorsing the variance/reclassification of land/ interposing no objection - Such other documents as may be required by the MPDC 	<p>Municipal Trial Court (MTC)</p> <p>Barangay Office (Punong Barangay)</p> <p>Barangay Office (Punong Barangay/ Barangay Secretary)</p>
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
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1. Submit all required documents to the SB Office	<p>1.1. Verify the Completeness of the submitted documents</p> <ul style="list-style-type: none"> - If complete, stamp RECEIVED with complete date, time, and signature - If incomplete, advise client to comply lacking documents first 	NONE	10-15 minutes	<i>SB Staff</i>
2. Wait for notification	<p>2.1. Refer the matter to the Presiding Officer. Such will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.</p>	NONE	5 minutes	<i>SB Secretary, SB Staff</i>
	<p>2.2. Conduct of SB Session wherein matter will be referred to</p>	NONE	1 Session Day	<i>Presiding Officer, SB Members, C</i>

	the Committee on Agriculture			<i>ommittee on Agriculture</i>
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3. Attend Committee Meeting	3.1. Notify client on the schedule of the Committee Meeting	NONE	2 minutes	<i>SB Staff</i>
	3.2. Conduct Committee Meeting for the Preparation of the Committee Report	NONE	1 Day	<i>Committee on Agriculture</i>

<p>4. Wait for SB Decision/Action</p>	<p>4.1. Delivery and Adoption of Committee Report:</p> <ul style="list-style-type: none"> - If the Application is seen to be substantial and Committee Report recommends for its approval, the body may decide that the Committee Report be adopted and thereby approved hence, the Resolution/ Ordinance shall be prepared and transaction will proceed to the next step - If Committee Report indicates deficiencies/ problems with 	<p>NONE</p>	<p>1-2 Session Days</p>	<p><i>Presiding Officer, SB Members, Committee on Agriculture</i></p>
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	<p>the said application with a recommendation for disapproval, should the body agree to adopt the said Report, it shall be returned to the applicant with a written notice of reason for disapproval</p>			
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5. Wait for notification of the Approval of Application	5.1. Prepare copies of the Resolution/ Ordinance indicating the adoption of Committee Report and Approval of Land	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>
	Variance/ Reclassification for the Signature of the Presiding Officer			
	5.2. Signing of Final Copies of the Resolution/ Ordinance	NONE	2 to 3 days, depending on the availability of the signatories	<i>SB Secretary, Presiding Officer</i>
	5.3. Forward the Final Copies of the Resolution/ Ordinance to the Office of the Municipal Mayor for Signature	NONE	2 to 5 days depending on the availability of the LCE	<i>SB Secretary, SB Staff, LCE</i>

6. Return to SB Office and receive Copy of the SB Resolution/ Ordinance	6.1. Let the client sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution/ Ordinance to the Client	NONE	3 minutes	<i>SB Secretary/ SB Staff</i>
7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NONE	Maximum of 3 months from the receipt therein pursuant to Sec. 20 of RA 7160	

5. Approval of Development Permit/Plan (Section 447 (2)(x) of RA No. 7160)

About the Service:

The Office of the Sangguniang Bayan shall approve subdivision plans for residential, commercial, or industrial purposes and other development purposes in consonance with national laws and local enactments.

Office or Division:	Office of the Sangguniang Bayan
Classification:	Highly Technical
Type of Transaction:	G2C- Government to Citizens
Who may avail:	All persons, natural or juridical
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement Letter signed by the MPDC and noted by the Municipal Mayor stating that documentary requirements have been complied, checked, and verified and application may be taken up by the Sangguniang Bayan	Office of the Municipal Planning and Development Coordinator and Office of the Municipal Mayor
2. (If Applicant is Owner) Letter Request by the Owner Requesting for the Approval of Development	Applicant (Land Owner)
Permit/Plan (3 original, 10 photocopies complete with attachments)	
4. (If Applicant is Authorized Representative) Letter Request by the Authorized Representative Requesting for the Approval of Development Permit/Plan (3 Original, 10 copies complete with attachments) together with Special Power of Attorney (SPA) (1 original, 12 photocopies)	Applicant (Authorized Representative with SPA)

<p>5. Attachments (as applicable):</p> <ul style="list-style-type: none"> - Certified True Copy of the Transfer Certificate of Title (TCT) from the Register of Deeds - DAR Conversion Order - Project Description - Site Development Plan signed by a Licensed Engineer - Vicinity Map - Topographic Plan - Environmental Compliance Certificate (ECC) or Certificate of Non-Coverage (CNC) - Certified True Copy of Tax Declaration (verified) - Copy of Tax Clearance (latest) - Copy of Tax Receipt (latest) - Court Clearance/Certification (stating that subject land does not have any pending case) - Copy of SB Resolution/Ordinance on Variance/Reclassification - Locational Clearance - Zoning Clearance - In case of Corporation, submit SEC Registration, Updated GIS Sheet, and Notarized Secretary's Certificate - Barangay Clearance or Certification from the Punong Barangay 	<p>Register of Deeds</p> <p>Department of Agrarian Reform Applicant Applicant</p> <p>Applicant Applicant</p> <p>Department of Environment and Natural Resources</p> <p>Municipal Assessor's Office</p> <p>Municipal Treasurer's Office Municipal Treasurer's Office Municipal Trial Court (MTC)</p> <p>Applicant/ SB Office</p> <p>MPDC Office MPDC Office Applicant/ SEC</p> <p>Barangay Office (Punong Barangay)</p>
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<ul style="list-style-type: none">- Barangay Resolution endorsing the variance/reclassification of land/ interposing no objection- Such other documents as may be required by the MPDC and pursuant to BP 220 and PD 957 for Subdivision Projects	Barangay Office (Punong Barangay/ Barangay Secretary)
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit all required documents to the SB Office	<p>1.1. Verify the Completeness of the submitted documents</p> <p>- If complete, stamp RECEIVED with complete date, time, and signature</p> <p>- If incomplete, advise client to comply lacking documents first</p>	NONE	10-15 minutes	SB Staff
2. Wait for notification	2.1. Refer the matter to the	NONE	5 minutes	SB Secretary, SB Staff

	Presiding Officer. Such will be included in the Calendar of Business of the SB Regular Session as approved by the Presiding Officer.			
	2.2. Conduct of SB Session wherein matter will be referred to the Committee on	NONE	1 Session Day	<i>Presiding Officer, SB Members, Committee on Agriculture</i>

	Agricultur e			
3. Attend Committee Meeting	3.1. Notify client on the schedule of the Committe e Meeting	NONE	2 minutes	<i>SB Staff</i>
	3.2. Conduct Committe e Meeting for the Preparati on of the Committe e Report	NONE	1 Day	<i>Committee on Agriculture</i>

4. Wait for SB Decision/Action	<p>4.1. Delivery and Adoption of Committee Report:</p> <p>- If the Application is seen to be substantial and Committee Report recommends for its approval, the body may decide that the Committee Report be adopted and thereby approved hence, the</p>	NONE	1-2 Session Days	<p><i>Presiding Officer, SB Members, Committee on Agriculture</i></p>
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	<p>Resolution shall be prepared and transaction will proceed to the next step</p> <p>- If Committee Report indicates deficiencies/problems with the said application with a recommendation for disapproval, should the body agree to adopt the said Report, it shall be returned to the applicant with a written notice of</p>			
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	reason for disapproval			
5. Wait for notification of the Approval of Development Permit/Plan	5.1. Prepare copies of the Resolution indicating the adoption of Committee Report and Approval of Development Permit/Plan for the Signature of the Presiding Officer	NONE	30 minutes to 1 hour	<i>SB Secretary, SB Staff</i>

	5.2. Signing of Final Copies of the Resolution	NONE	2 to 3 days, depending on the availability of the signatories	<i>SB Secretary, Presiding Officer</i>
6. Return to SB Office and receive Copy of the SB Resolution	6.1. Let the client sign the log sheet and receiving copy of the document/s affixing the date, time and signature, then release copy of the Resolution to the Client	NONE	3 minutes	<i>SB Secretary/ SB Staff</i>

7. Fill-up Feedback/ Suggestion Form	7.1. Provide the Client with Feedback/ Suggestion Form	NONE	1 minute	<i>SB Staff</i>
END OF TRANSACTION		NONE	Maximum of 30 days from the receipt therein pursuant to Sec. 447 (2)(x) of RA No. 7160	

Office of the Municipal Agriculturist (OMAG)

External Services

1. Provision of quality planting materials/good quality seeds

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All Farmers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.0 Submit request of vegetable seeds	1.0 Acknowledge request	None	5 minutes	HVCC Coordinator OMAG
1.1 Sign in the Acknowledgement Receipt form	1.2. Provide requested seeds	None	15 minutes	

2.0 Submit request for seedlings (Fruit Trees, Agro-forest trees)	2.0 Acknowledge request of seedlings 2.1 Issue Order of Payment (OP)	None	5 minutes	
3. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	3. Accept payment based on OP and issue Official Receipts (OR)	<i>See sale and disposition of planting materials below</i>	30 minutes	<i>Revenue Collection Clerks MTO</i>
4.0 Return to the OMAG and present OR 4.1 Fill-up Acknowledgement Receipt (AR)	4. Provide requested seedlings	None	15 minutes	<i>HVCC Coordinator OMAG</i>
TOTAL		Varies	1 hour, 10 minutes	

Sale and Disposition of Planting Materials

Sale and Disposition of Planting Materials	Bare Root	Potted
Seedlings:		

Non Fruit Bearing Trees	10.00	12.00
Fruit Bearing Trees	15.00	20.00
Banana Saplings		20.00
Coffee (any variety)	10.00	12.00
Exotic Trees:		
Marang		30.00
Cashew		30.00
Mango		35.00
Others		35.00
Grafted or Marcotted		
Citrus		90.00
Lanzones		90.00
Rambutan		90.00
Lychee		90.00
Others		90.00
Rooted Bamboo Cuttings		255.00

2. Livestock Dispersal Program

Office or Division:	Office of the Municipal Agriculturist			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Farmers and livestock raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memorandum of Agreement/ Dispersal Contract		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit request or intent to avail livestock dispersal	1. Acknowledge request	None	5 minutes	Livestock Coordinator OMAG
2. Wait until a livestock for dispersal is available	2. Notify beneficiary if dispersal is already available	None	6 months	
3. Fill up Memorandum of Agreement (MOA)/Dispersal Contract	3.0 File accomplish MOA / Dispersal Contract 3.1 Provide requested livestock for dispersal	None	15 minutes	
TOTAL		None	6 months, 20 minutes	

3. Provision of Fingerlings (*Tilapia, Carp, Milkfish, Siganid*)

Office or Division:	Office of the Municipal Agriculturist		
Classification:	Highly Technical		
Type of Transaction:	G2G and G2C – Government to Citizen		
Who may avail:	All Farmers and Fisher folks		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	

Fishery Registration Form		Office of the Municipal Agriculturist		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for fingerlings	1.0 Acknowledge request 1.2. Forward request to Bureau of Fishery and Aquatic Resources (BFAR)	None	7 days	<i>Fishery Coordinator</i> OMAG
2. Wait for the release of the fingerlings	2. Follow-up request at BFAR and notify client on the availability of fingerlings	None	30 days	<i>Fishery Coordinator</i> OMAG
3. Receive fingerlings and sign Acknowledgement Receipt/s	3. Release fingerlings	None	6 hours	<i>Fishery coordinator</i> OMAG
TOTAL		None	37 days, 6 hours	

4. Provision of Livestock Services (*Veterinary Drugs/Biologics*)

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All livestock raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request	1.0 Receive request 1.1 Issue OP	None	5 minutes	<i>Livestock Coordinator</i>
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	<i>See Veterinary Drugs fees and Charges below</i>	30 minutes	<i>Revenue Collection Clerks</i> MTO
3. Return to OMAG for the release of the requested veterinary drugs	3. Dispense the veterinary drugs being requested	None	5 minutes	
TOTAL		Varies	40 minutes	

5. Provision of Livestock Services (*Livestock Insemination*)

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All livestock raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for Artificial Insemination (AI)	1.0 Received request and conduct interview 1.1 Issue OP	None	5 minutes	<i>Livestock Coordinator</i> OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issued OR	PhP 550.00/ Swine PhP 600.00/ Cattle <i>Note: If 1st insemination is not successful, 2nd insemination is free of charge</i>	30 minutes	<i>Revenue Collection Clerks</i> MTO

3.0 Return to OMAG and present the OR to the person responsible	3.0 Check OR	None	5 days	<i>Livestock Coordinator</i>
3.1 Wait for the schedule or conduct of AI	3.1 Advice client on the schedule for insemination			OMAG
	3.2 Conduct Insemination			
TOTAL		Varies	5 days 35 min.	

6. Provision of Livestock Services (*Neutering*)

Office or Division:		Office of the Municipal Agriculturist		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All livestock raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for castration/spaying (<i>swine, dogs or cats</i>)	1.0 Receive request	None	5 minutes	<i>Livestock Coordinator</i>
	1.1 Issue OP			OMAG

2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	See Veterinary Services fees and Charges below	30 minutes	Revenue Collection Clerks MTO
3.0 Return to OMAG and Present the OR to the person responsible 3.1 Wait for the schedule of castration or spaying	3.0 Check OR 3.1 Advice client on the schedule for castration/ spaying 3.2 Conduct castration or spraying	None	2 hours	Livestock Coordinator OMAG
TOTAL		Varies	2 hours, 35 minutes	

7. Provision of Livestock Services (*Deworming, Vaccinations*)

Office or Division:	Office of the Municipal Agriculturist
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All livestock raisers
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for deworming / vaccination	1.0 Receive request 1.1 Issue OP	None	5 minutes	<i>Livestock Coordinator</i> OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issue OR	<i>Anti-rabies</i> ₱40.00 / dose <i>Hog Cholera</i> ₱145.00 / vial	30 minutes	<i>Revenue Collection Clerks</i> MTO
3.0 Return to OMAG and Present the OR to the person responsible 3.1 Wait for the schedule of deworming / vaccination	3.0 Check OR 3.1 Advice client on the schedule for deworming / vaccination 3.2 Conduct deworming / vaccination	None	2 hours	<i>Livestock Coordinator</i> OMAG
TOTAL		Varies	2 hours, 35 minutes	

8. Provision of Livestock Services (*Animal Disease Treatment*)

Office or Division:	Office of the Municipal Agriculturist
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Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		All livestock raisers		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for animal disease treatment	1.0 Receive request 1.1 Issue OP	None	5 minutes	<i>Livestock Coordinator</i> OMAG
2. Proceed to MTO and pay the required fees and secure Official Receipt (OR)	2. Accept payment based on OP and issued OR	₱100.00 per head	30 minutes	<i>Revenue Collection Clerks</i> MTO
3.0 Return to OMAG and present the OR to the person responsible 3.1 Wait for the schedule of service	3.0 Check OR 3.1 Advice client on the time and schedule of visit 3.2 Conduct the animal disease treatment procedure	None	3 hours	<i>Livestock Coordinator</i> OMAG
TOTAL		Varies	3 hours, 35 minutes	

Livestock Drugs, Services Fees and Charges

Program/Activity	Fees (PhP)	Remarks
Deworming		
• Albendazole	5.00	Per milliliter (ml)
• Ivermectin	40.00	Per milliliter (ml)
• Levamisole	10.00	Per sachet
• Proxantel	35.00	Per tablet
• Triclabendazole	5.00	Per sachet
Vitamins/Antibiotics/Hormones		
• Vitamin B-Complex	20.00	Per milliliter (ml)
• Gentamicin	10.00	Per milliliter (ml)
• Qxytetracyline	10.00	Per milliliter (ml)
• Penicillin	10.00	Per milliliter (ml)
• Oxytocin	10.00	Per milliliter (ml)
• Gonadin	200.00	Per ampule
• Iron dextran	160.00	Per vial (10 ml)
• Enrofloxacin	10.00	Per milliliter (ml)
• Calcium borogluconate	5.00	Per milliliter (ml)
• Electrolytes	1.00	Per milliliter (ml)
• Dexamethasone	10.00	Per milliliter (ml)
• Dextrose Powder	25.00	Per sachet
• Amoxicillin	10.00	Per milliliter (ml)

9. Provision of Insurance

Office or Division:	Office of the Municipal Agriculturist	
Classification:	Simple	
Type of Transaction:	G2G G2C – Government to Citizen	
Who may avail:	All Farmers and Fisher folk	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
RSBSA Registered, PCIC forms		Office of the Municipal Agriculturist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.. Fill-up Philippine Crop Insurance Corporation (PCIC) forms	1.0 Provide forms	None	1 minute	<i>Municipal Insurance Coordinator</i> OMAG
	1.1 Interview, orient and assist client		10 minutes	
2. Submit filled up forms	2 Forward application forms to Provincial Agriculture (PA) or direct to PCIC	None		

3. for Indemnity Claim: Submit Indemnity Claim Documents	3.0. Accept then assess submitted Indemnity Claim documents	None	5 minutes	
	3.1 Forward documents to PCIC 3.2. Notify claimant recipient on the release date of indemnity claim		10 minutes	
TOTAL			26 minutes	
TOTAL		PhP 55.00	55 minutes	

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

External Services

1. ISSUANCE OF ZONING CERTIFICATION

Zoning Certification is one of the requirements for building permit application.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
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Classification:	SIMPLE			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	ALL CLIENTS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration and any Legal Documents		Office of the Municipal Assessor		
Tax Clearance		Office of the Municipal Assessor		
Vicinity Map		Private License Design Professionals such as Architect or Civil Engineer		
Photocopy of deed of conditional Or Absolute sale (If not yet transferred to the Applicant)		Property Owner		
Duly notarized contract of lease or Authorization from the Lot owner (If you rent the Lot)		Attorney at Law		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/Fill-up Application Form	Assist client in filling –up the form	₱200.00 to be paid at MTO	2 mins.	MPDC Personnel

2. Submit all required documents and Official receipt	Example/Verify documents -Prepare zoning Certification		3 mins.	MPDC Personnel
3. Recieve Zoning Certification	Issue Zoning Certification		1 min.	MPDC Personnel

2. ISSUANCE OF LOCATIONAL CLEARANCE

Locational Clearance is one of the requirements for building permit application in accordance to Municipal Ordinance.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification:	SIMPLE
Type of Transaction:	GOVERNMENT TO CLIENTS
Who may avail:	ALL CLIENTS
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

1. Notarized Application Form	MPDC Office			
2. Photocopy of Land Title	Property Owner			
3. Photocopy of Tax Declaration	Office of Municipal Assessor			
4. Photocopy of Deed of Conditional Or Absolute Sale (if not yet transferred to the applicant)	Property Owner			
5. Duly Notarized Contract of Lease or Authorization from the Lot Owner (if you rent the Lot)	Attorney at Law			
6. Barangay Construction Clearance for Building Permit	Barangay			
7. Building Plan (1 Set)	Private license design professional such as Architect or Civil Engineer			
8. Photocopy of Bill of Materials and Cost Estimates	Private license design professional such as Architect or Civil Engineer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/Fill-up application form	Assist client in filling-up the form	-Base upon the Amount of the bill of Materials and Cost estimates -If commercial building it	2 mins.	MPDC Personnel

		depends by its floor area X 10,000.00		
2.Site Inspection/Validation	Inspect and validate the area if near in the coastal zone, National Road and Barangay Road		1-Day T,Th	MPDC Personnel
3.Submit all required document and official recent	-Examine/verify documents -Prepare Locational Clearance		5 mins.	MPDC Personnel
4.Submit all required documents to Mayor's Office for Approval	-For Signature of Municipal Mayor			MPDC Personnel
5.Receive Locational Clearance	Issue Locational Clearance	To be paid at MTO	1 min.	MPDC Personnel

3. ISSUANCE OF SUBDIVISION PLAN APPROVAL

Subdivision Plan Approval is required for Sanggunian Bayan.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification:	COMPLEX	
Type of Transaction:	GOVERNMENT TO CLIENTS	
Who may avail:	ALL CLIENTS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Lot/Sketch Plan		Geodetic
Certified copy of Land Title (OCT/TCT)		Property Owner
Tax Clearance		Office of the Municipal Treasurer
Tax Declaration (Deed of Sale/Memorandum of Agreement) if the property is not registered in the name of the applicant		Office of Municipal Assessor

Vicinity Map/Locational Plan		Private license design professional such as Architect or Civil Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure/Fill-up application form	Assist/client in filling-up form	Based upon the schedule fees-to be paid at MTO	2 mins.	MPDC Personnel
2. Submit all required documents and official receipt	Examine/verify documents		3 mins.	MPDC Personnel
3. Receive Subdivision Plan Approval from SB	Prepare Subdivision Approval Form		1 min.	MPDC Personnel
4. Receive endorsement to HLURB	Issue endorsement to HLURB		1 min.	MPDC Personnel

5.Receive Locational Clearance	Issue Locational Clearance	To be paid at MTO	1 min.	MPDC Personnel
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Municipal Environment and Natural Resources Office

External Services

1. Issuance of Environmental Clearance

Environmental Clearance is one of the requirements for acquiring Business Permit.

Office or Division:	Municipal Environment and Natural Resources Office
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Any business establishments found in Moalboal
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">CHECKLIST OF REQUIREMENTS</div> <div style="width: 45%;">WHERE TO SECURE</div> </div>	

➤ Environmental Clearance Certificate (ECC) or Certificate of Non-Coverage (CNC) (applicable to Resort, Gas Station, Piggeries, Poultryes, Restaurant, Business near water area, Room Accommodation and any building/ business whose area is 1,000 or more square meter)		Department of Environment and Natural Resources (DENR)		
➤ Permit to Operate for businesses with generator set or equipment which emits smoke		Department of Environment and Natural Resources (DENR)		
➤ Discharge Permit for businesses near bodies of water		Department of Environment and Natural Resources (DENR)		
➤ Picture of Garbage Bins (with proper segregation labels)		Business Owner / Management		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1.a. Assesses and evaluates the submitted requirements	None	1 minute	Office Staff Municipal Environment and Natural Resources Office
	1.b. Do site inspection if needed	None	10 minutes	
2. Pay corresponding fees and receives Official Receipt (OR)	2. Assesses fees and issues Official Receipt (OR).	Php 130.00	3 minutes	Cashier Municipal Treasury Office

3. Submit Official Receipt (OR)	3.1. Prepares Environmental Clearance	None	3 minutes	Office Staff Municipal Environment and Natural Resources Office
None	3.2. Approves and signs Environmental Clearance	None	1 minute	MENRO Municipal Environment and Natural Resources Office
None	3.3. Records the Environmental Clearance in the logbook	None	1 minute	Office Staff Municipal Environment and Natural Resources Office
4. Releasing of Environmental Clearance	4. Releases Environmental Clearance to the Owner or Representative	None	1 minute	Office Staff Municipal Environment and Natural Resources Office
	TOTAL	130.00	20 minutes	

Municipal Budget Office

External Services

1. Assist as to the Review of the Annual/Supplemental Budget of the Barangay
2. Provide technical assistance/services to Barangay Officials/concerned individuals on budgetary matters.

Office or Division:	Municipal Budget Office	
Classification:	Simple	
Type of Transaction:	GOVERNMENT to EMPLOYEE/CONSTITUENTS	
Who may avail:	All government offices/barangay officials/concerned individuals of the LGU	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the Annual/Supplemental Budget of the concerned Barangay for review	Assist the local Sanggunian as to the review of annual/supplemental budget of fifteen (15) barangays in accordance with budgetary laws/issuances	None	1 day	Budget Officer
Ask for technical assistance/services on budgetary matters	Provide technical assistance/services on budgeting matters to barangays officials/concerned individuals in accordance with budgetary laws/issuances	None	15 minutes	Budget Officer

Internal Services

- 1. Certify Obligation Request as to the existence of appropriation (i.e., Payroll, Travelling Expenses, Assistance for Individual in Crisis Situation [AICS], Purchase Request and Other Transactions/Expenses) under General Fund – Proper, Development Fund Projects/Activities and Operation of Market**

2. Certify on the availability/existence of appropriations on the Program of Works/Activity Design prepared/submitted by the concerned/responsible office

3. Assist in the preparation of the Annual/Supplemental Budget(s) of the LGU

Office or Division:	Municipal Budget Office		
Classification:	Simple		
Type of Transaction:	GOVERNMENT to EMPLOYEE		
Who may avail:	All government offices of the LGU		
<table> <tr> <td>CHECKLIST OF REQUIREMENTS</td><td>WHERE TO SECURE</td></tr> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		

<ul style="list-style-type: none"> • OBR signed by the Head of Office • Approved Travel Order and itinerary of Travel and certificate of appearance • Signed Purchase Request • Case study as to the eligibility of the client of the financial assistance signed by MSWDO • Prepared Program of Works/Activity Design 		<ul style="list-style-type: none"> • Per office • Mayor's Office • Per Office • MSWDO • Per office 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Payroll for obligation	Certify as to the existence of appropriation thru charging of expenses to appropriate budget item/account title and assigned obligation number	None	1 minute	Budget Officer
Submit complete documents of travel expenses	Certify as to the existence of appropriation thru charging of expenses to appropriate budget item/account title and assigned obligation number	None	1 minute	Budget Officer

Submit complete documents for AICS	Certify as to the existence of appropriation thru charging of expenses to appropriate budget item/account title and assigned obligation number	None	1 minute	Budget Officer
Submit Purchase Request (PR) signed by the head of office where expense is being charged	Verify the submitted Purchase Request (PR) if there is an available/existing appropriations	None	1 minute	Budget Officer
Submit Program of Works/Activity Design prepared by the head of office where the program/project/activity is being charged	Verify the submitted Program of Works/Activity Design if there is an available/existing appropriations	None	1 minute	Budget Officer

Submit Budget Proposals by different offices and estimates of source of funds/income verified by the local accountant and treasurer for the consolidation of the Municipality of Moalboal Annual and Supplemental Budget(s) as the case may be	Assist the Local Chief Executive as to the preparation of the Annual and Supplemental Budget(s) through consolidation/review if in accordance with budgetary laws/issuances	None	From the date of issuance of budget call to submission of annual budget or as needed in case of supplemental budget	Budget Officer
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MUNICIPAL ACCOUNTING OFFICE

EXTERNAL SERVICES

1. Processing of Vouchers

Office or Division:	Municipal Accounting Office			
Classification:	Simple			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present voucher to Municipal Budget for obligation	1. Control/Obligate Voucher	None	1 minute	<i>Nova D. Abrenica</i> Municipal Budget Officer
2. Proceed to Municipal Accounting	2a. Verify the correctness of prepared withholding tax b. Final Inspection of supporting documents	None	2-5 minutes	2a. <i>Marion Labong</i> Municipal Accountant b. <i>Marion Labong</i> Municipal Accountant

	c. JEV Preparation d. Affix signature (Marion Labong)			c. <i>Glesenda Sabanal/Sofronio Talledo/Marion Labong</i> Accounting staff d. <i>Marion Labong</i> Municipal Accountant
3. Proceed to Municipal Treasurer's Office	3a. Check preparation for check Disbursement b. Affix signature c. Cash Payment for Cash Disbursement	None	2-5 minutes	a. <i>Leonida R. Orejas</i> Municipal Treasurer b. <i>Leonida R. Orejas</i> Municipal Treasurer c. <i>Emelita P. Estimo</i> Disbursement Officer
4. Proceed to Municipal Mayor's Office	Affix Signature	None	2-5 minutes	<i>Municipal Mayor / Authorized Person</i>
5. Proceed to Municipal Accounting Office	-Preparation of Accountant's advice for check disbursement - Affix signature	None	1 minute	<i>Glesenda Sabanal/Sofronio Talledo</i> Accounting Staff <i>Marion Labong</i> Municipal Accountant
TOTAL:		PHP 0.00	Maximum of 11 minutes	

2. Issuance of Certificate

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter of request for certification	a. Prepare Certification	None	1 minute	<i>Sofronio Talledo/ Marion Labong</i>

	b. Affix signature			Marion Labong Municipal Accountant
	TOTAL	PHP 0.00	1 minute	

INTERNAL SERVICES

1. PROCESSING OF CLAIMS-PAYROLLS OF REGULAR AND OFFICIALS OF LGU-MOALBOAL, CEBU

The Local Government Unit of Moalboal, Cebu is composed of workforces/human resources who help the agency in achieving its organizational and operational vision, mission and goals. In the process, these workforce/ human resources are given monthly salaries as compensation for their contribution to the organization. The said salary is paid semi-monthly every 15th and 30th day of each month.

Office or Division:	OFFICE OF THE MUNICIPAL ACCOUNTANT			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	LGU- Moalboal Regular Employees and Officials			
CHECKLIST		WHERE TO SECURE		
1. Daily Time Record, 1 original copy		Municipal Human Resource Management and Development Office		
2. Obligation request slip, 1 original copy and 1 duplicate copy		At the Municipal Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE
		BE PAID		

1. Submit monthly DTR with accomplishment report of every month	1. Receive the DTR's of Regular and Officials and prepare their respective payrolls, have the payrolls approved by the respective department heads and forward the same to the MHRMDO.	None	1 day	<i>Annabella Bolivar/ Sofronio Talledo/ Marion Labong</i>
	2. Issue Obligation request slip of all Regular and Officials received from the MHRDO and forward the same to the accounting office.	None	2 hours	Municipal Officer Budget
	3. Receive, review and forward all the payrolls of all Regular and Officials to the Municipal Treasurer's Office.	None	2 hours	Municipal Accountant
	4. Prepare and submit payroll summary and debit request to Land Bank of the Philippines Moalboal, Branch	None	4 hours	<i>Sofronio Talledo/ Marion Labong</i>

TOTAL:	NONE	2 days	
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2. PROCESSING OF CLAIMS-PAYROLLS OF JOB ORDER AND CONTRACT OF SERVICES

Due to the limited numbers of the regular and officials in the Plantilla of Personnel, the agency also hires Job orders and contract of services to assist the regular employees and officials in achieving the organizational and operational vision mission and goals and in extending its services to its' constituents. In the process, these job orders and contract of services are given monthly wages as compensation for their contribution to the organization. The said wages is paid semi-monthly after every 15th and 30th day of each month.

Office or Division:	OFFICE OF THE MUNICIPAL ACCOUNTANT			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	LGU-Moalboal hired Job Order and Contract of Services			
CHECKLIST		WHERE TO SECURE		
1 Daily Time Record, 1 original copy		Municipal Human Resource and Development Office		
2 Accomplishment reports, 1 original copy		Prepared by claimant and approved by their respective department heads		
3 Contract/Job Order, 1 original copy		Municipal Human Resource and Development Office		
4 Obligation request s 1 duplicate copy lip, 1 original copy		At the Municipal Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit DTR with accomplishment report for the period of 11-25 and 26-10 of every month	1. Receive the DTR's and accomplishments of all Job Order and Contract of Services and prepare their respective payrolls, have the payrolls approved by the respective department heads and forward the same to the MHRMDO.	None	1 day	<i>Charlene Canitan/ Marion Labong</i>
	2. Issue Obligation request slip of all Contract of Services received from the MHRDO and forward the same to the accounting office	None	5 minutes	<i>Charlene Canitan/ Marion Labong</i>

	3. Receive, review and forward all the payrolls of Job Order and Contract of Services to the Municipal Treasurer's Office together with the Cash Advance for payroll	None	5 minutes	Municipal Accountant
TOTAL:		NONE	1 day and 10 minutes	

3. PROCESSING OF CLAIMS-REIMBURSEMENT OF TRAVELLING EXPENSES

Executive Order No. 77 dated March 15, 2019 prescribes the rules and regulations and rates of expenses and allowances for official local and foreign travels of Government Personnel. Under this EO, all government personnel may be authorized to Official Local or foreign travels provided the following criteria are met:

- a. It is essential to the effective performance of an official or employee's mandates or functions;
- b. It is required to meet the demands of the department, agency, bureau or office or there is substantial benefits to be derived by the State;

- c. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended;
- d. The projected expenses are not excessive or involve minimum expenditures.

Office or Division:	OFFICE OF THE MUNICIPAL ACCOUNTANT	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	LGU-Moalboal Officials & Employees, LGU-Aloguinsan hired Job Order and Contract of Services	
CHECKLIST		WHERE TO SECURE
1. Approved Travel Order as per Sec. 3 of EO 298, 1 original copy		Prepared by the claimant, recommended by his/her department head and approved by the Municipal Mayor
2. Duly Approved Itinerary of travel, 2 original copies		Prepared by the claimant, approved by his/her department head and by the Municipal Mayor
3. Certificate of Appearance/Attendance, 1 original copy		At the place visited as per approved Travel Order
4. Certificate of Travel Completed, 2 original copies		Prepared by the claimant, approved by his/her department head or by the
		Municipal Mayor as the case may be.
5. Paper/Electronic plane, boat or bus tickets, boarding pass, terminal fee, 1 original copy		Online, terminals or at any public transport office
6. Hotel room/lodging bills with official receipts if travelling allowance being claimed includes hotel/lodging rates, 1 original copy		At the hotel where the claimant stayed

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and submit DV/PCV of travel together with the supporting documents to the Accounting office	1. Issue Obligation request slip and forward the DV/PCV of travel to the accounting office	None	5 minutes	Municipal Budget Officer
	2. Check the completeness of supporting documents and correctness of claims pursuant to EO. 77 dtd 315-2019	None	4 hours	Municipals Accountant
	3. Receive, review and forward the DV/PCV of travel to the Municipal Treasurer's Office	None	4 hours	Municipal Accountant
	TOTAL:	NONE	1 days and 5 minutes	

HUMAN RESOURCE MANAGEMENT OFFICE

EXTERNAL SERVICES

1. Public Assistance and Complaints Desk (PACD)

In compliance with Republic Act 9485 also known as the Anti-Red Tape Act (ARTA) of 2007, the Local Government Unit of Moalboal is mandated to take appropriate measures to promote transparency in the agency with regard to the manner of transacting with the public, with the objective of reducing red tape and expediting transactions in government. To provide efficient public service, the Public Assistance and Complaints Desk shall observe this process in assisting transacting public on their complaints regarding service/s availed.

Office or Division:	Human Resource Management Office			
Classification:	Complex			
Type of Transaction:	G2G – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register in the logbook and give information about the nature of the complaint	1. Evaluate the complaint	None	15 minutes	Front Desk Clerk Human Resource Management Officer
None	2. Conduct an	None	30 minutes	Front Desk Clerk

	interview and provide a general orientation on the complaint procedure			Human Resource Management Officer
None	3. Endorse the complaint to the concerned office for appropriate action	None	20 minutes	<i>Front Desk Clerk</i> Human Resource Management Officer
None	4. Concerned office shall address the complaint and provide feedback	None	1 day	<i>Front Desk Clerk</i> Human Resource Management Officer
2. Receive feedback about the complaint through call and mail	5. Provide feedback to the client	None	20 minutes	<i>Front Desk Clerk</i> Human Resource Management Officer
	TOTAL:	PHP 0.00	1 day, 1 hour and 25 minutes	

INTERNAL SERVICES

1. REQUEST FOR PERSONNEL RECORDS

Personnel Records are records pertaining to employees of LGU-Moalboal. These records are accumulated, factual and comprehensive information related to concern records and detained. All information with effect to human resources in the organization is kept in a systematic order in the MHRMD Office.

Office or Division:	MUNICIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICE			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All existing and separated employees of LGU-Moalboal			
CHECKLIST		WHERE TO SECURE		
1. Authorization Letter from the employee concerned (existing and separated) if he/she is not personally requesting the copy document, 1 original		Requesting party concerned		
2. Accomplished Request Form, 1 original copy		HRM Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

<p>1. INQUIRE AND FILLING UP OF REQUEST FORM.</p> <p>Approach any of the HRMO staff and inquire about the document/s you want to request.</p>	<p>1. If the document/s is/are available in the office, the attending MHRMDO staff gives the requesting party a Request Form.</p>	<p>None</p>	<p>5 minutes</p>	<p>Human Resource Management Officer</p>
<p>2. RECEIVING OF FILLED-UP REQUEST FORM.</p> <p>The attending HRMO staff receives the filled up Request Form, pull-out the 201 File and forward the same to the HRMO.</p>	<p>2. The MHRMDO update, print and attest his signature of the requested document and forward the same to the Office of the Mayor for her appropriate actions.</p>	<p>None</p>	<p>5 minutes</p>	<p>Human Resource Management Officer</p>

<p>3. APPROPRIATE ACTIONS OF THE MAYOR</p> <p>The Mayor signs the requested documents/s or makes some remarks if it needs some verification. The Mayor's Office staff forwarded the document to the HRM Office for release.</p>	<p>4. Mayor signs the document.</p>	<p>None</p>	<p>1 day</p>	<p>Municipal Mayor</p>
<p>4. RELEASING OF THE REQUESTED DOCUMENT</p>	<p>5. The MHRMDO Staff file the duplicate copy and release the original copy to the requesting party/client.</p>	<p>None</p>	<p>5 minutes</p>	<p>Human Resource Management Officer</p>
<p>The client / requesting party claims the document requested.</p>				

TOTAL:	None	2 days and 20 minutes	
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MAYOR'S OFFICE

External Services

1. Issuance of Mayor's Clearance

The Mayor's Clearance is issued to individual certifying that he/she is a resident of the Municipality and has no pending case filed with the office of the Mayor.

Office or Division:	Municipal Mayor
Classification:	Simple
Type of Transaction:	GOVERNMENT TO CLIENT
Who may avail:	All residents of Moalboal.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE

1. Barangay Clearance(1 original copy) 2. Police Clearance (1 original copy) 3. Receipt of Payment (1 original copy)		Barangay Hall PNP Municipal Treasurers Office(MTO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements at the office of the Mayor	1.1 Receive assess submitted requirement	Php 130.00	2 minutes	JOSEPH RENAN CORONEL
2. Submit to the Mayor's office proof of from MTO	2.1 Prepare clearance and submit to the LCE for approval	None	5 minutes	JANINE ABENIDO
3. Receive Clearance	Release Mayor's Clearance	None	1 minute	MICHELLE LEGARA
	Total	Php 130.00	8 minutes	

2. Issuance Of Special Permit

The Special Mayor's Permit is issued for the conduct of cockfighting.

Office or Division:	Municipal Mayor			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	Snorkelling Guides, All residents of Moalboal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Barangay Clearance(1 original copy)		Barangay Hall		
2. Sangguniang Barangay Resolution		Barangay Hall		
3. Letter Request (Original Copy)		Client		
4. Receipt of Payment		Municipal Treasurers Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for Special Permit at the Mayor's Office	1.1 Interview client,issue list of requirements 1.2 Issue order of payment	None	5 minutes	JOSEPH RENAN N. CORONEL / JANINE ABENIDO
2. Submit complete requirements to Mayor's office	2.1 Receive documents and check for completeness. 2.2 Forward to LCE for action.If favourable action,transmit to Sangguniang Bayan for and appropriate action.	None	5 minutes	
3. Submit proof of payment from the MTO to OM	3.1 Receive and record resolution authorizing	None	5 minutes	

4. Receive Special Permit	the issuance of special permit.			
	3.2 Issue order of payment			
	4.1 Prepare Special Permit for LCE's signature	As per MTO calculation of payment	5 minutes	
	4.2 Record and issue Special Permit and furnish copies to the MTO and PNP		5minutes	
	Total	As per MTO calculation of payment	25 minutes	

3. Issuance Of Mayor's Permit

A Mayor's Permit is issued for the use of the Municipal Gym.

Office or Division:	Office of the Mayor
Classification:	Simple
Type of Transaction:	GOVERNMENT TO CLIENT

Who may avail:		All residents of Moalboal .		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submit letter request to the Mayor's office		1. Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit letter request to the Mayor's office	1.1 Receive request letter and forward to LCE for approval, If approved, issue order of payment	As per MTO calculation of payment	2 minutes	JOSEPH RENAN CORONEL
2. Submit to the Mayor's office the proof of payment from MTO	2.1 Prepared Mayor's Permit for LCE's approval	None	4 minutes	JANINE ABENIDO
4. Receive approved Mayor's Permit	3.1 Release Mayor's Permit	None	4 minutes	MICHELLE LEGARA
	Total	None	10 minutes	

4. Request For Use Of Government Vehicle

Office or Division:	Office of the Mayor			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	All residents of Moalboal .			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Intent (For not emergency) 2. Vehicle Request Form		Client DRRM OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Request for use of Govt. Vehicle at Office of the Mayor	1.1 Issue 1 copy of Vehicle Request Form	None	2 minutes*	ASUNCION D. PALMITOS
2. Fill up forms and ask Department Head to sign the forms and submit to the Office of the Mayor	2.1 Receive filled up forms and issue approved request to requesting officer and designated driver.	None	4 minutes	JEAN MAE MEGUIISO
	TOTAL	None	6 minutes	

GENERAL SERVICES OFFICE

Internal Services

1. Issuance of Office Supplies

The issuance of office supplies to the different departments/offices of the Municipality of Moalboal is one of the frontline services of the General Services Office.

Office or Division:	GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO GOVERNMENT			
Who may avail:	Department Heads			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
4. Completely and properly filled-up Purchase Request (PR) with PPMP, 2 original copies. 5. Requisition and Is sue Slip (RIS), 2 original copies.		Concerned Department/Office General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Present the completely and properly filled	1. Shall entry the name of requesting department and the total	None	10 minutes	SALVADOR A. BALICOCO

up Purchase Request.	estimated cost of the PR to the Control Book. Assign the PR Number to the PR No. portion of the PR and forward to Mayor's Office for Approval.			
	2. Upon receipt of the Approved PR forwarded from Mayor's Office the GSO shall consolidate the requests for the commonly-use office supplies and requests for the commonly-use office supplies and	None	5 minutes	SALVADOR A. BALICOCO
	prepare the Agency Procurement Requests for submission to Procurement Service. For those items not available at PS Depot			

	proceed to public bidding/shopping.			
6. Check and acknowledge the supplies issued.	7. Upon receipt of the procured items the GSO shall issue/release to the requesting department using RIS.	None	10 minutes	SALVADOR A. BALICOCO
	Total	None	25 minutes	

2. Issuance Of Maintenance Supplies

The issuance of maintenance supplies to the different departments/offices of the Municipality of Moalboal is one of the frontline services of the General Services Office. Said office supplies are necessary in the delivery of basic services and in the performance of its mandated functions of the department.

Office or Division:	GENERAL SERVICES OFFICE	
Classification:	Simple	
Type of Transaction:	Government to Government	
Who may avail:	Department Heads	
CHECKLIST		WHERE TO SECURE
1. Completely and properly filled-up Purchase Request (PR)		Concerned Department/Office

2. Requisition and Is sue Slip (RIS)		General Services Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the completely and properly filled up Purchase Request.	1. Shall entry the name of requesting department and the total estimated cost of the PR to the Control Book. Assign the PR Number to the PR No. portion of the PR.	None	10 minutes	SALVADOR A. BALICOCO
	2. the GSO shall consolidate the requests for the commonly-use maintenance supplies	None	5 minutes	SALVADOR A. BALICOCO

	prepare the Agency Procurement Requests for submission to Procurement Service. For those items not available at PS Depot proceed to public bidding/shopping.			
2. Check and acknowledge the supplies issued.	3. Upon receipt of the procured items the GSO shall issue/ release to the requesting department using RIS.	None	10 minutes	SALVADOR A. BALICOCO
TOTAL:		None	25 minutes	

Municipal Health Office

External Services

1. Medical Consultation

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	ALL RESIDENTS OF MOALBOAL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Secure priority number.	1. Give priority number to patients for consultation.	None	1 Minute	<i>BHW/RHU STAFF</i> Municipal Health Office
2. Vital signs taking.	2. Interviews patient and get their patient`s record for assessment. Take the vital signs.	None	2 Minutes	<i>BHW/RHU STAFF</i> Municipal Health Office
3. Consultation	3. Advise patients to wait for their priority number to be called by the MHO/Physician.	None	2 Minutes	Physician Municipal Health Office
4. Dispensing of Medications	4. Dispense medication/s to patient/s already assessed by the Physician/MHO.	None	2 Minutes	RHU Staff Municipal Health Office

2. Issuance of Sanitary Permit

Sanitary permit is a standard requirement in compliance to Health regulations.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Food handlers, piggeries, poultries, water refilling stations and other business establishments found in the Moalboal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Original Laboratory results		Municipal Health Office Laboratory		
One (1) Environmental Clearance Certificate (ECC)		Department of Environment and Natural Resources (DENR)		
One (1) Original Operational Permit		Department of Health (DOH)-Region I (Water Refilling Stations)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	1. Assesses and evaluates the submitted requirements	None	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
2. Provide information on the questions being asked	2. Interviews patient for personal information.	None	2 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
3. Pay corresponding fees and receives Official Receipt (OR)	3. Assesses fees and issues Official Receipt (OR).	For House for Rent-P100/Room	2 minutes	<i>Cashier</i> Municipal Treasury Office

		<p>For each business, industrial, or agricultural establishment</p> <p>With an area of 25sqm or more but less than 50 sqm- P200</p> <p>With an area of 50sqm or more but less than 100 sqm- P300</p> <p>With an area of 100sqm or more but less than 200 sqm- P400</p> <p>With an area of 200sqm or more but less than 500 sqm- P500</p>		
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		With an area of 500sqm or more but less than 1000 sqm- P1000 With an area of 1000sqm or more- P2000		
4. Submit Official Receipt (OR)	4.1. Prepares Sanitary Permit and signs recommendatory approval	None	2 minutes	<i>Rural Sanitary Inspector</i> Municipal Health Office
None	4.2. Approves and signs Sanitary Permit	None	10 seconds	<i>Municipal Health Officer</i> Municipal Health Office
None	4.3. Records the sanitary permit in the logbook	None	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
None	5.2. Releases Sanitary Permit to the PLS Clerk	None	1 minute	<i>Rural Sanitary Inspector</i> Municipal Health Office
	TOTAL		19 minutes	

* It depends upon the availability of the Municipal Health Officer

3. Issuance of Pre-Marriage Certificate

It is a requirement in compliance with Presidential Decree 965.

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Clients applying for marriage license in Aloguinsan, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up Information Sheet	1. Prepares Pre-Marriage Certificate	None	3 minutes	<i>Population Program Worker</i> <i>Municipal Population Officer Designate</i> Municipal Health Office

2. Attend to Responsible Parenthood Orientation and Family Planning Counseling	2. Conducts Responsible Parenthood Orientation and Family Planning Counseling to the client.	None	4 hours	Population Program Worker Municipal Population Officer Designate Municipal Health Office
3. Receive the pre – marriage certificate	3. Releases premarriage certificate	None	3 minutes	Population Program Worker Municipal Population Officer Designate Municipal Health Office
	TOTAL	None	4 hours & 6 minutes	

4. Iron Supplementation to Pregnant and Lactating Mothers

It is a service given free to reduce the incidence of anemia among pregnant and lactating mothers.

Office or Division:	Municipal Health Office
Classification:	Simple
Type of Transaction:	Government to Client

Who may avail:	Pregnant and Lactating mothers in Moalboal.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
One (1) Home Based Mother's Record		Barangay Health Stations/Moalboal Rural Health Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Home Based Mother's Record (HBMR)	Reviews Home Based Mother's Record (HBMR)	None	3 minutes	<i>Midwife</i> Municipal Health Office
Receive the vitamins given	Gives and instructs the mother for the dosage of the vitamins given	None	5 minutes	<i>Midwife</i> Municipal Health Office
	TOTAL	None	8 minutes	

5. Giving of Multivitamins to Underweight Children

It is a service given free to reduce the incidence of anemia among pre-school children in Santol.

Office or Division:	Municipal Health Office		
Classification:	Simple		
Type of Transaction:	Government to Client		
Who may avail:	Children ages 0 to 5 years old		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
One (1) Growth Monitoring Chart		Barangay Health Stations	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit your child to the Barangay Health Station for weighing and present the Growth Monitoring Chart (GMC)	1.1. Weighs the child and records the weight at the Growth Monitoring Chart (GMC)	None	3 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office
None	1.2. Advises the parent if the child is underweight and instructs to go to the Municipal Nutrition Officer (MNAO) for validation	None	5 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office
2. Go to the Office of the Municipal Nutrition Officer	2.1. Validates nutritional status of the child	None	5 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office

None	2.2. Refers to the Municipal Health Officer if child is found underweight for consultation and recommendation	None	2 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office
3. Present Growth Monitoring Chart (GMC)	3. Reviews the Growth Monitoring Chart (GMC)	None	3 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office
4. Receive the vitamins given	4. Gives and instructs the parent of the child on the dosage of the vitamins given	None	5 minutes	<i>Midwife assigned at the Barangay Health Station</i> Municipal Health Office
	TOTAL	None	23 Minutes	

6. Laboratory Services

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	ALL RESIDENTS OF MOALBOAL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Laboratory Request		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure priority number.	1. Give priority number to patients for Laboratory.	None	1 minute	BHW/RHU STAFF Municipal Health Office
2. Submit Laboratory Request to the Laboratory Receiving Area.	2. Interviews patient and get Laboratory Request.	None	2 minutes	BHW/RHU STAFF Municipal Health Office
3. Extraction/Submission of specimen	3. Advise patients to wait for their priority number to be called by the Medical Technologist.	None	5 minutes	Medical Technologist Municipal Health Office
4. Pay Laboratory Fees at the Municipal Treasurer's Office.	4. Provide billing statement of Laboratory Tests done and instruct patient to pay at the Municipal Treasurers Office	Cbc-150 Urinalysis-60 Stool Examination-60 Blood Typing-120 Glucose- 120 Total Cholesterol-150 Triglycerides-130 Blood Uric Acid-140 Sgpt-150 Sgot-150 Blood Urea Nitrogen-120 Creatinine-130 Hgt-80 Lipid Panel-500 Sodium-300 Potassium-300 Sputum Examination-100	10 Minutes	Cashier Municipal Treasury Office
5. Releasing of Laboratory Results	5. Verify proof of Payment and Release Laboratory Results.	NONE	60 minutes 240 minutes for Chemistry	RHU Staff Municipal Health Office

	Total	NONE	78-258mins	
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7. Radiologic Services

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	ALL RESIDENTS OF MOALBOAL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Imaging Procedure Request		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure priority number.	1. Give priority number to patients for Xray and Ultrasound.	None	1 minute	BHW/RHU STAFF Municipal Health Office
2. Submit Imaging Request to the Imaging Receiving Area.	2. Interviews patient and get Imaging Request.	None	2 minutes	BHW/RHU STAFF Municipal Health Office
3. Actual Procedure	3. Advise patients to wait for their priority number to be called by the Radiologic Technologist.	None	15-30 minutes	Radiologic Technologist Municipal Health Office
4. Pay Xray Fees at the Municipal Treasurer's Office.	4. Provide billing statement of Imaging Tests done and instruct patient to pay at the Municipal Treasurers Office	Clavicle AP-350 Elbow APL-400 Femur APL-450 Foot APOL-500 Forearm APL-400 Hand APOL-400 Knee APL-400 Leg APL-450 Ankle APL-400 Arm APL-400 Cervical APL-600 Chest PA-250 Chest PAL-480 Chest AP Lordotic-300 Chest AP (Pedia)-250	10minutes	Cashier Municipal Treasury Office
5. Releasing of Imaging Results	5. Verify proof of Payment and Release Imaging Results.	NONE	24 Hours	RHU Staff Municipal Health Office
	Total	NONE	24 Hrs and 43 Mins	

Municipal Engineering Office

External Services

1. Issuance Of Building Permit For Construction Of New Buildings And / Or Structures

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

Office or Division:	Municipal Engineering Office	
Classification:	Complex Transaction/Highly Technical Application (R.A. No. 11032)	
Type of Transaction:	Government to Client	
Who may avail:	Any person or company who intends to construct a new building/structure in Moalboal	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ul style="list-style-type: none">• Application Form (duly notarized) together with;<ul style="list-style-type: none">○ Certified True Copy of TCT/OCT○ Certified True Copy of Tax Declaration○ Tax Clearance and Tax Receipt for the current year○ For Non-titled lots duly notarized copy of affidavit of ownership○ If the applicant is not the registered owner of the Lot, submit any of the following;<ul style="list-style-type: none">- Duly notarized copy of Contract of Lease- Duly Notarized copy of Deed of Absolute Sale- Duly notarized copy of Affidavit of Consent and Authority• Five Sets of Plans with Estimates and Specifications signed and sealed by;<ul style="list-style-type: none">○ Licensed Civil Engineer / Architect for Architectural Plans;		Municipal Engineering Office

<div><ul style="list-style-type: none">○ Licensed Sanitary Engineer / Master Plumber for Sanitary Plans;○ Licensed Electrical Engineer for Electrical Plans• Xerox copy of PTR and PRC License of designing Engineer's• Sketch Plan of Lot (Bureau of Land) Signed and Sealed by Geodetic Engineer• Zoning Clearance• Fire Safety Evaluation Certificate• Locational Clearance, per Municipal Ordinance No. 79• Barangay Clearance• Assessor Certification• Deed of Undertaking• If the proposed construction is along the highway/National Road (Required to submit Highway Clearance)• SPA if Owner is not the Applicant</div>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application Forms and Documentary Requirements	1. Receive and assess the completeness and correctness of the documents		30 minutes	Receiving clerk
	Processing of application in the Back Room and Inspection		5.5 days for complex;18.5 days for Highly technical	Backroom
2. Receipt of Order of Payment or notice of Disapproval	Release Order of Payment and BFP endorsement or Notice of Disapproval		30 minutes	OBO office window
3. Payment of Fees and Charges	Receive the payment and issue the O.R.		5 minutes	Treasure's Office

4. Claiming of Approved Building Permit	Preparation and release of Building Permit		25 minutes	OBO office window
TOTAL			7 days for complex; 20 days for highly technical	

2. Issuance Of Building Permit For The Extension, Addition, Renovation, Fence And Alteration/Amendatory Of Plans

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

Office or Division:	Municipal Engineering Office		
Classification:	Complex Transaction		
Type of Transaction:	Government to Client		
Who may avail:	All residents, Non-residents and companies in Moalboal who already applied for a Building Permit		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
<ul style="list-style-type: none">• Application Form (duly notarized) together with;<ul style="list-style-type: none">○ Certified True Copy of TCT/OCT○ Certified True Copy of Tax Declaration○ Tax Clearance and Tax Receipt for the current year○ For Non-titled lots duly notarized copy of affidavit of ownership○ If the applicant is not the registered owner of the Lot, submit any of the following;<ul style="list-style-type: none">- Duly notarized copy of Contract of Lease- Duly Notarized copy of Deed of Absolute Sale- Duly notarized copy of Affidavit of Consent and Authority		Municipal Engineering Office	

<ul style="list-style-type: none">• Five Sets of Plans with Estimates and Specifications signed and sealed by;<ul style="list-style-type: none">○ Licensed Civil Engineer / Architect for Architectural Plans;○ Licensed Sanitary Engineer / Master Plumber for Sanitary Plans;○ Licensed Electrical Engineer for Electrical Plans• Xerox copy of PTR and PRC License of designing Engineer's• Sketch Plan of Lot (Bureau of Land) Signed and Sealed by Geodetic Engineer• Zoning Clearance• Fire Safety Evaluation Certificate• Locational Clearance, per Municipal Ordinance No. 79• Barangay Clearance• Assessor Certification• Deed of Undertaking• If the proposed construction is along the highway/National Road (Required to submit Highway Clearance)• SPA if Owner is not the Applicant				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of application Forms and Documentary Requirements	1.a. Receive and assess the completeness and correctness of the documents		1.a. 30 minutes	1.a. Receiving clerk
	1.b. Processing of application in the Back Room and Inspection		1.b. 5.5 days for complex;18.5 days for Highly technical	1.a. Backroom

2. Receipt of Order of Payment or notice of Disapproval	2. Release Order of Payment and BFP endorsement or Notice of Disapproval		2. 30 minutes	2. OBO office window
3. Payment of Fees and Charges	3. Receive the payment and issue the O.R.		3. 5 minutes	3. Treasure's Office
4. Claiming of Approved Building Permit	4. Preparation and release of Building Permit		4. 25 minutes	4. OBO office window
TOTAL			7 days for complex; 20 days for highly technical	

3. Issuance Of Other Building Permits For Renewal, Demolition, Signage And Excavation Or Ground Preparation Permit

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

Office or Division:	Municipal Engineering Office		
Classification:	Simple		
Type of Transaction:	Government to Client		
Who may avail:	Any person or company who intends to demolish a structure, excavate, install signage and renew the Building Permit in Moalboal		
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE	
Renewal Permit: <ul style="list-style-type: none">• Application form signed by the applicant, signed and sealed by professional and properly filled-out• Approved Building Permit and Building Plans• All other Requirements previously submitted updated for current year		None	
Demolition Permit: <ul style="list-style-type: none">• Demolition permit form (Signed by applicant, Signed and Sealed by professional and properly filled-out, and duly notarized)			

<ul style="list-style-type: none">• Sketch plan of area to be demolished or picture of building to be demolished• Proof of ownership of the property• Barangay Endorsement				
Sign Permit: <ul style="list-style-type: none">• Sign Permit Form (Singed by applicant, signed and sealed by professional and properly filled-out• Electrical Permit Form (Whenever there is an electrical connection) Signed by applicant, signed and sealed by professional and properly filled-out• Three (3) sets of plans and design of signage duly signed by a licensed professional• Location or vicinity plan• Proof of lot ownership/affidavit of consent and authority from of owner• Barangay Clearance				
Excavation or Ground Preparation Permit: <ul style="list-style-type: none">• Accomplished Excavation Permit form signed and sealed by a licensed professional• One (1) set – Architectural and Structural Plan• Proof of lot ownership				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements	1. a. Verify the requirements 1.b. Assess the fees and issue the order of payment 1.c. Approval of Permit		1.a. 10 minutes 1.b. 10 minutes 1.c. 10 minutes	1.a. Receiving Clerk 1.b. Receiving Clerk 1.c. Building Official

2. Pay the required fees at the Municipal Treasurer's Office	2. Receive payment and release the official receipt (OR)		2 minutes	Treasurer's Office
3. Present the original and photocopy of the Official Receipt	3. Prepare the approved Permit		15 Minutes	Receiving Clerk
8. Fill-out the logbook for releasing / Receive the Permit	4. Release the Permit		3 Minutes	Receiving Clerk
	TOTAL		50 Minutes	

4. Issuance Of Certificate Of Occupancy

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

Office or Division:	Municipal Health Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Any person or company who was issued a Building permit may apply upon completion of the building and ready for occupancy.			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">3 copies Certificate of Completion (Architectural, Structural, Electrical, and Sanitary)3 copies Certificate of OccupancyTax Declaration (Building)Fire Safety Inspection CertificateLog Book of Construction, Signed and Sealed1 Photocopy of Valid licenses of all involved professionalsAs-Built Plan (Deviations of Plan)Captioned photographs of site and completed buildings/structure showing front, sides and rear areasAssessment fee		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submission of Application Forms and Documentary Requirements	1.a. Receive and assess the Completeness and Correctness of the documents 1.b. Processing of application in the Back Room and Inspection		1.a. 30 minutes 1.b. 5.5 Days	1.a. Receiving Clerk 1.b. Backroom
2. Receipt of Order of Payment or Notice of Disapproval	2.Release Order of Payment and BFP Endorsement or Notice of Disapproval		30 minutes	OBO Office Window
3. Payment of Fees and Charges	3.Receive the payment and issue the O.R.		5 Minutes	Treasurer's Office
4. Claiming of Certificate of Occupancy	4.Preparation and release Certificate of Occupancy, FSIC, Notice of Assessment, Tax Declaration, CFEI and other Submitted Documents		25 Minutes	OBO Office Window
	TOTAL		7 Days	

5. Issuance Of Clearance for New And Renewal Of Business Permit Application

FEE(S)/CHARGE(S):

- Refer to the 2005 Revised IRR of the National Building Code (P.D. 1096)

Office or Division:	Municipal Engineering Office			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All business taxpayers in Moalboal			
CHECKLIST OF R EQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none">• Building Permit• Occupancy Permit• Recent Photograph of the Site/Structure		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up the required information	1. Site Inspection / Verification		10 Minutes	James Carlo Gabunales, Kenneth Mari Cañete, Jhan Rhea Paquera

2. Payment of fees and charges	2. Advises the Assess the fees		5 minutes	James Carlo Gabunales
	TOTAL	None	15 Minutes	

BUSINESS PERMITS & LICENSING OFFICE

MOALBOAL, CEBU

CITIZEN'S CHARTER

1. Issuance of Business Permit (New)

A business permit is issued to qualified individuals/partnership or corporations who wish to establish business in the Municipality of Moalboal, Cebu.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up unified form (capitalization included)		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance		Barangay		
➤ One (1) photocopy of SEC/DTI/CDA Registration		SEC/DTI/CDA		
➤ One (1) photocopy of Building Permit / Occupancy Permit		Municipal Engineering Office (MEO)		
➤ Sanitary/Health Certificate for all food handlers, and those required under Chapter IV, Art. D of Revenue Code		Municipal Health Office (MHO) Sanitary Inspector		
➤ One (1) photocopy Contract of lease (if lessee)		Lessor		
➤ Tax Clearance		Municipal Treasury Office (MTO)		
➤ Sworn Statement of Capital Investment				
➤ Community Tax Certificate		Barangay		
➤ One (1) photocopy Fire Safety Inspection Certificate (FSIC)		Bureau of Fire Protection (BFP)		
➤ Additional Requirement for Complex & Highly Technical Line of Business		NGA's Concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1.Submitt Unified Application Form w/ complete requirements	1a.Receive and evaluate of application and requirements b. Validate submission of application with completeness of information. Confirms the eligibility to operate as a legitimate business entity in the municipality. c. BPLO requires additional requirement if needed for the evaluation of Complex & Highly Technical business application.	see Table 1) Mayor's Permit (depending on location/ barangay and line of business please see separate table (table 1) 2) Occupational Permit Fee of employee = 1500.00 3.) Garbage Fee =See (Table 2) 4.)Sanitary Inspection Fee = 100.00 5.)Delivery Truck/Vans Permit Fee = 330.00/1000.00 6.) Medical Certificate Fee =50.00 7.) Sealing & Licensing of Weight & measure Fee = 400.00 8.)Police Clearance Fee = 100.00 9.) Documentary Stamp Fee = 30.00	15 minutes	Business Permits & Licensing Office Staff
2.a) Assessment and	2.a) Assessment	Please see Step 1, Table 1 & Table 2	10 minutes	Treasury Staff
2.b) Payment	b.)Issue Tax Order of Payment Received Payment			Revenue Collection Clerks
3. a)Issuance	3.Issue Permit	None	5 minutes	MTO STAFF
3. b)Release of Permit	Release Permit			Business Permits & Licensing Office Staff
	TOTAL		30 minutes	

❖ Provided that the Municipal Mayor and Municipal Treasurer is within the Office and available for signature, if not, the applicant is requested to give a contact number. Three (3) working days for Simple application, Seven (7) working days for Complex Application and 20 to 45 days for Highly technical application.

2. Issuance of Business Permit (Renewal)

A business permit is issued to qualified individuals/partnership or corporations who wish to renew business in the Municipality of Moalboal.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ One (1) original copy of Filled-up unified form (gross income included)		Business Permits and Licensing Office (BPLO)		
➤ One (1) photocopy of Barangay and/or Business Clearance (1photocopy)		Municipal Treasury Office (MTO) /Barangay		
➤ Sworn Statement of Gross sales receipts of previous year/ ITR				
➤ One (1) original copy of Sanitary/Health Certificate		Municipal Health Office (MHO)		
➤ Market Clearance		Municipal Treasury Office (MTO)		
➤ One (1) photocopy of Fire Safety Inspection Certificate (FSIC)		Bureau of Fire Protection (BFP)		
➤ One (1) original copy of Last Year's Mayor's Permit				
➤ Tax Clearance		Municipal Treasury Office (MTO)		
➤ Certificate of tax exemption from local taxes fee if exempt.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BO PAID	PROCESS I NG TIME	PERSON RESPONSIBL E
1.Registration	1.Receive and assess requirements	1.)Business Tax (depending on gross income and line of business see Table (3) 2.) Mayor's Permit (depending on location/ barangay and line of business see Table (1) 3.) Occupational Permit Fee of employee = 1,500.00 4.)Garbage Fee = (see table 2) 7.)Sanitary Inspection Fee = 100.00 8.)Delivery Truck/Vans Permit	15 minutes	Business Permits & Licensing Office Staff

		Fee = 330.00/1,000.00 9.) Medical Certificate Fee =50.00 7.) Sealing & Licensing of Weight & measure Fee = 400.00 8.) Police Clearance Fee = 100.00 9.) Documentary Stamp Fee = 30.00 Tax		
2. A)Assessment and	2.Assess	Please see Step 1, Table 1 & Table 2	10 minutes	Business Permits & Licensing Office Staff
2. b)Payment	Payment/Receive			Revenue Collection Clerks
3.a)Issuance	3.Issue Permit		5 minutes	Business Permits & Licensing Office Staff
3. b)Release	Release Permit			
	TOTAL		30 minutes	

❖ Provided that the Municipal Mayor and Municipal Treasurer is within the Office and available for signature, if not, the applicant is requested to give a contact number. Three (3) working days for Simple application, Seven (7) working days for Complex Application and 20 to 45 days for Highly technical application

MUNICIPAL CIVIL REGISTRAR OFFICE

External Services

1. Registration (On Time Registration):

- Birth
- Death
- Marriage

Office or Division:	GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	All ENTITIES WHOSE VITAL EVENTS OCCUR IN Moalboal, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth: 6. Marriage Contract of parents PPMP, 2 original copies. 7. Birth Certificate of mother/ father		Concerned Individual		
For Death: 1. Certificate of Death		Concerned Individual		
For Marriage: 1. Certificate of Marriage		Concerned Individual		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Birth: 1. Client presents required documents and ask for the application form for birth registration and submit filled up form to officer in charge. 2. Wait while the officer in Charge prepares the Certificate of Live Birth (COLB) 3. Client reviews the COLB for any possible and signs the COLB then bring the COLB to the attendant of birth for signature and bring back the COLB to the Registrar's Office for registration.	3. Officer in charge accepts the application and advise the client to pay required fees and secure official receipts at Municipal Treasure's Office.	Php 65.00 (if married) Php 215.00 (not married)	10 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	2. Officer in Charge prepares the Certificate of Live Birth (COLB)		5 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	3. The Municipal Civil Registrar signs the COLB		2 minutes	JAKE N. GADOR

4. Registration of the COLB and release the client's copy			3 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	20 minutes	
For Death:				
1. Secure burial permit at the Municipal Treasure's Office and proceed to Rural Health Unit.	1. The Officer in Charge accepts the document and advise the client to pay to the Municipal Tresurer's Office.	Php 110.00	1 minute	Rural Health Unit
2.Submit the accomplished Municipal Form no. 103 to the Local Civil Registry Office.	2. The Municipal Registrar signs the Certificate of Death (COD).		2 minutes	JAKE N. GADOR
3. Registration of the COLB and release the client's copy.			3 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	6 minutes	
For Marriage:				
1. Submit the accomplished Certificate of Marriage of the Officer in Charge at the Local Civil Registrar's Office. The Officer in Charge will advise client to pay at the Municipal Treasurer's Office	8. The Muncipal Civil Registrar signs the Certificate of Marriage (COM)	Php 110.00	3 minutes	JAKE N. GADOR
2. Registration of the COM and release			3 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	6 minutes	

2. Registration (Delayed Registration):

- Birth
- Death
- Marriage

Office or Division:	GENERAL SERVICES OFFICE
Classification:	Simple

Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	All ENTITIES WHOSE VITAL EVENTS OCCUR IN Moalboal, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Birth: 1. Negative certification from PSA 2. Baptismal Cert./ Immunization card 3. Voter cert. / school record 4. Affidavit for late registration with 2 disinterested persons 5. Marriage contract of parents/applicant 6. Any related documents (s)		Concerned Individual		
For Death: 1. Certificate of Death 2. Affidavit for delayed registration of Death		Concerned Individual		
For Marriage: 1. Accomplished Certificate of Marriage 2. Negative Certification from PSA 3. Affidavit for delayed registration of Marriage		Concerned Individual		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Birth/Death/Marriage: 1. Client fill up and submit prescribe form with requirements. 2. Client pays required fees and secure Official receipts to the Municipal Treasure's Office 3. Client reviews the correctness of the document 4. Registration of COM and release the client's copy.	1. Officer in Charge screens the documents 2. Officer in Charge prepares the documents 3.a Posting 3.b Municipal Civil Registrar signs the document	For Birth: Php 200.00 For Death: Php 200.00 For Marriage: Php 200.00	3 minutes 10 minutes 10 days 2 minutes 3 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	11 days	

3. Securing Certificate:

- Birth
- Death
- Marriage

Office or Division:	GENERAL SERVICES OFFICE			
Classification:	Simple			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	All ENTITIES WHOSE VITAL EVENTS OCCUR IN Moalboal, Cebu			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-out Form 2. Official Receipt		MCR Concerned Individual		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get and fill up appropriate form 2. Submit filled up form	2. Verify records in the office archives. If available, advise client to pay to Municipal Treasurer’s Office	Php. 100.00 + Php 30.00 (BIR stamp)	10 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
3. Pay to the Municipal Treasurer’s Office				Municipal Treasurer’s Office
4. Submit Official Receipt (O.R.) and accomplished request	4. Receive O.R. and accomplished request form. Print out the certification then forward to MCR for signature and release to the client		15 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
5. Receive requested certificate				Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	25 minutes	

4. Securing Marriage License

Office or Division:	GENERAL SERVICES OFFICE	
Classification:	Simple	
Type of Transaction:	GOVERNMENT TO CLIENT	
Who may avail:	At least one of the applicants must be a resident of Moalboal, Cebu	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE

<div>1. CENOMAR, Pre - Marriage Counseling Certificate, Signature of parents if below 25 years old, Brgy. Certification, Birth Certificate, Baptismal Certificate, Voter Certification, Marriage Contract of Parents if applicable, if previously married death certification of spouse/Certificate of marriage with annotation of the Court Decision (SECPA) whichever applicable</div> <div>2. For Foreign - Legal Capacity to contract marriage issued by their respective diplomatic or Consular Officials, Cenomar, passport, birth Certificate, if Previously married Divorce decree/Death Certificate of spouse whichever is applicable</div>		<div>Concerned Individual</div> <div>Concerned Individual</div>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements	1. Issue of requirements	Php. 995.00 Php 1,595.00 (foreign spouse)	5 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiaro, Marcelo Pocong
2. Submit complied requirements	2. Receive and verify submitted requirements, issue order of payment and advice to pay to Treasurer's Office		10 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiaro, Marcelo Pocong
3. Pay to the Municipal Treasurer's Office				Municipal Treasurer's Office
4. Submit Official Receipt (O.R.) and accomplished request	4. Receive O.R. and prepare application for marriage License forward to MCR for signature and release to the client		15 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiaro, Marcelo Pocong
5. Review and sign the application for marriage license	5. Assist the client in signing the marriage license application form then advice the			

6. After 10 days posting go back to Municipal Civil Registry Office for the issuance of the Marriage License	client to return after 10 days posting as required by the Family Code of the Phil. 6. Release the marriage license to the client		5 minutes	Jake Gador, Joseph Tabañag, Mabel Guardiario, Marcelo Pocong
	Total	None	35 minutes	

MUNICIPAL TREASURER'S OFFICE

SE RVICES	STEPS TO FOLLOW	FEES TO BE PAID	TIME	PERSON IN- CHARGE
1. Receive payment of Taxes A. RPT B. Business Tax C. Other Taxes <ul style="list-style-type: none"> Community Tax 	Present previously issued Official Receipt Present Tax Declaration of the Property Present Tax Order of Payment Fill –up CTC Form & Present to Cashier	Assessed Value x 1% x2 See Table: Table 1 Individual Basic Community Tax ₱ 5.00 Additional Tax of ₱ 1.00 for every ₱ 1,000.00 of income Corporation Basic Community Tax ₱ 500.00 Additional Tax of ₱ 2.00 for every ₱ 5,000.00 of Income	10 Minutes 10 Minutes 5 Minutes	-Nicefora Escabarte -Clarasisa F. Yosores -Fe Elvie Estimo -Leonida R. Orejas -Rainier G. Echavez -Perfecto Q. Yulin, Jr. -Virgilito Gemino
2. Receive Payment of Clearances, Certifications, Fee & Other charges	Present Bill of Order to Collectors	N/A	5 minutes	-Nicefora Escabarte -Clarasisa F. Yosores -Fe Elvie Estimo -Maria Elena Ali -Rainier G. Echavez -Perfecto Q. Yulin, Jr. -Emelita P. Estimo
3. Issuance of Clearance <ul style="list-style-type: none"> Tax Clearance MTO/Market Clearance 	Present currently issued Official Receipt and Pay Corresponding Amount including documentary stamps to collectors.	Tax Clearance/Market Clearance- ₱ 100.00 Documentary Stamps -₱ 30.00	10 minutes	-Leonida R. Orejas -Emelita P. Estimo
4. Issuance of Checks A. Releasing of Checks	Vouchers/Payroll is prepared by concerned office the passed on to the Budget, Accounting & Mayor's Office for appropriation, accounting and approval respectively. Present Valid I.D., O.R. & Authorization to claim if not the Payee	N/A N/A	5 minutes 5 minutes	-Christian T. Vaño Uy -Fe Elvie Estimo -Leonida R. Orejas -Leonida R. Orejas -Fe Elvie Estimo -Maria Elena Ali -Christian Vaño Uy
TOTAL			50 Mins	

TABLE 1.

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

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

<u>Amount of Gross Sales/Receipts</u> <u>For the Preceding Calendar Year:</u>	<u>Tax Per Annum</u>
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Less than 10,000.00	181.50
10,000.00 or more but less than 15,000.00	242.00
15,000.00 or more but less than 20,000.00	332.20
20,000.00 or more but less than 30,000.00	484.00
30,000.00 or more but less than 40,000.00	726.00
40,000.00 or more but less than 50,000.00	907.50
50,000.00 or more but less than 75,000.00	1,452.00
75,000.00 or more but less than 100,000.00	1,815.00
100,000.00 or more but less than 150,000.00	2,420.00
150,000.00 or more but less than 200,000.00	3,025.00
200,000.00 or more but less than 300,000.00	4,235.00
300,000.00 or more but less than 500,000.00	6,050.00
500,000.00 or more but less than 750,000.00	8,800.00
750,000.00 or more but less than 1,000,000.00	11,000.00
1,000,000.00 or more but less than 2,000,000.00	15,125.00
2,000,000.00 or more but less than 3,000,000.00	18,150.00
3,000,000.00 or more but less than 4,000,000.00	21,780.00
4,000,000.00 or more but less than 5,000,000.00	25,410.00
5,000,000.00 or more but less than 6,500,000.00	26,812.50
6,500,000.00 or more	

At a rate not exceeding forty-one and a
Quarter percent (41.25%) of one percent
(1%)

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

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

<u>Gross Sales/Receipts for the</u> <u>Preceding Calendar Year</u>	<u>Amount of Tax Per Annum</u>
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Less than 1,000.00	19.80
1,000.00 or more but less than 2,000.00	36.30
2,000.00 or more but less than 3,000.00	55.00
3,000.00 or more but less than 4,000.00	79.20
4,000.00 or more but less than 5,000.00	110.00

5,000.00 or more but less than 6,000.00	133.10
6,000.00 or more but less than 7,000.00	157.30
7,000.00 or more but less than 8,000.00	181.50
8,000.00 or more but less than 10,000.00	205.70
10,000.00 or more but less than 15,000.00	242.00
15,000.00 or more but less than 20,000.00	302.50
20,000.00 or more but less than 30,000.00	363.00
30,000.00 or more but less than 40,000.00	484.00
40,000.00 or more but less than 50,000.00	726.00
50,000.00 or more but less than 75,000.00	1,089.00
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	2,057.00
150,000.00 or more but less than 200,000.00	2,662.00
200,000.00 or more but less than 300,000.00	3,630.00
300,000.00 or more but less than 500,000.00	4,800.00
500,000.00 or more but less than 750,000.00	7,260.00
750,000.00 or more but less than 1,000,000.00	9,680.00
1,000,000.00 or more but less than 2,000,000.00	11,000.00
2,000,000.00 or more	

At a rate not exceeding fifty-five percent (55%)
of one percent (1%)

On retailers.

Gross Sales/Receipts for the
Preceding year

Rate of Tax Per Annum

400,000.00 Or less	2.2%
More than 400,000.00	1.1%

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

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

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

Gross Sales/Receipts for the
Preceding Calendar Year

Amount of Tax Per Annum

Less than 5,000.00	30.25
5,000.00 or more but less than 10,000.00	67.76
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%)

Provided, that in no case shall the tax on gross sales of P2,000,000.00 or more be less than P12,650.00.

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

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

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

On the businesses hereunder enumerated:

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

OTHER BUSINESSES

<u>Gross Sales/Receipts for the</u> <u>Preceding Calendar Year</u>	<u>Amount of Tax Per Annum</u>
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%)

Provided, that in no case shall the tax on gross sales of P2, 000,000.00 or more be less than P12, 650.00.

Provided that the Municipal Mayor and Municipal Treasurer is within the Office and available for signature, if not, the applicant is requested to give a contact number. Three (3) working days for Simple application, Seven (7) working days for Complex Application and 20 to 45 days for Highly technical application.