



# **LOCAL GOVERNMENT UNIT OF SUDIPEN**

## **CITIZEN'S CHARTER 2019 (1<sup>st</sup> Edition)**



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**I. Mandate:**

The Local Government Unit of Sudipen is mandated to provide efficient and effective public service, through the different departments of the agency.

**II. Vision:**

Sudipen, the home of quality bamboo industry, where empowered and God-loving people enjoy a healthy and resilient environment and productive economy, inspired by responsive leaders.

**III. Mission:**

Upliftment of a better quality of life of the people, through competent leadership and people's active involvement, adoption of modern technology and proper utilization of resources.



#### **IV. Service Pledge:**

Our Commitment as Government Officials and Employees of the Local Government Unit of Sudipen

WE CONSIDER ourselves as public servants and we are aware that we owe our positions to the people who entrusted their confidence on our ability and integrity to perform our mandated functions.

WE HONESTLY believe that an effective government is one who listens intently to the sentiments of its constituents, who opens its transactions to public scrutiny and who responds to social issues quickly and fairly.

WE DEDICATE ourselves to achieve excellence in the formulation of developmental policies and in the implementation of programs that enhance the utilization of our God-given resources and talents for the benefit and enjoyment of the general constituency.

WE WILL ENLIST the widest participation of all sectors in all stages of governance and will always observe the highest degree of honesty in all transactions, keeping in mind all statutory and legal limits that regulate the exercise of our powers.

WE WILL ADOPT measures and procedures aimed at providing prompt, polite and efficient services to our people and will endeavor to address all grievances based on the principles of social justice, generally-accepted customs and traditions.

The general welfare and the common good shall always be the guiding policy in our daily operational activities as well as in the adoption of long-term goals with the purpose of placing Sudipen in the limelight of good governance.

WE PLEDGE to conduct ourselves in a manner befitting a worthy and honorable public servants and shall lead a life that is clean, frugal and morally upright.



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# **Office of the Mayor**

## **External Services**



## 1. GRANTING ENDORSEMENT AND RECOMMENDATION LETTER

Issued to Clients who seek financial, medical and burial assistance to DSWD or higher-ranking officials, job seekers and those who are required to secure the endorsement of the Municipal Mayor.

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

<b>Office or Division:</b>	Office of the Mayor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business	
<b>Who may avail:</b>	All residents of Sudipen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<u>For Financial Assistance</u> <ul style="list-style-type: none"> <li>- Hospital Bill/Patient Statement of Account</li> <li>- General Intake Sheet/ Social Case Study from the MSWDO</li> <li>- Certificate of Indigency from the Barangay</li> </ul>		<ul style="list-style-type: none"> <li>- Hospital where the patient was confined</li> <li>- Municipal Social Welfare and Development Office</li> <li>- Barangay or Municipal where the clients/applicants reside</li> </ul>
<u>For Employment</u> <ul style="list-style-type: none"> <li>- Resume/Personal Data Sheet with picture</li> <li>- Transcript of Records or Graduation Certificate (Form 138 for High Schools)</li> <li>- Barangay Clearance</li> </ul>		<ul style="list-style-type: none"> <li>- From the client/applicant</li> <li>- School where the client/applicant graduated</li> <li>- Barangay where the client resides</li> </ul>
<u>For Resolution/Request letter</u> <ul style="list-style-type: none"> <li>- Resolution/Request letter from the barangay or any Associations</li> </ul>		<ul style="list-style-type: none"> <li>- from the requesting party</li> </ul>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in client log book			2 Minutes	
2. Submit all the requirements	2. Verify and check the completeness of the requirements  2.1 Prepare Endorsement/ Recommendation letter		2 minutes  10 minutes	<i>Administrative Aide I and Administrative Assistant V</i>  Office of the Mayor
	2.2 Review and forward to Mayor for approval/signature  2.3 Approve and sign the Endorsement/Recommendation		5 minutes	<i>Supervising Administrative Officer</i> Office of the Mayor  Municipal Mayor
3. Receive Endorsement/ Recommendation letter	3. Issue Mayor's Endorsement/ Recommendation Letter		1 minute	<i>Administrative Assistant V</i>  Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	



## 2. GRANTING MAYOR'S CLEARANCE

The Mayor's Clearance is issued to individuals needing this document that states that he/she has no pending case filed with the office of the Mayor.

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

<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay where the client resides		
Community Tax certificate		Barangay or Municipal where the clients/applicants reside		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book and submit requirements	1. Check requirements and Instruct the client to Pay		3 minutes	<i>Administrative Aide I and Administrative Assistant V</i>
2. Pay the required fees	2. Receive and Issue Official Receipt	PHP 110.00 + PHP 30.00 Documentary Stamp	3 Minutes	Office of the Mayor <i>Revenue Collection Clerk II</i>  Municipal Treasury Office



3. Submit the Official receipt and wait for the processing	3.Encode/Prepare the Mayor's Clearance 3.1 Forward to Mayor for Signature		10 minutes	<i>Administrative Assistant V</i> Office of the Mayor
	3.2 Approved and signed the Clearance		5 minutes	<i>Municipal Mayor</i> Office of the Mayor
4. Received Clearance	4.Issue Mayor's Clearance		2 minutes	<i>Administrative Assistant V</i> Office of the Mayor
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>23 minutes</b>	

### 3. GRANTING WORKING PERMIT

The Office of the Mayor issue a Working Permit to job applicants or any individual who are required to secure Working Permit from the Municipal Mayor.

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



<b>Office or Division:</b>	Office of the Mayor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All Job applicants from Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance		Barangay where the client resides		
Community Tax certificate		Barangay or Municipal where the clients/applicants reside		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the client log book and submit the requirements	1.Check the completeness of the requirements and instruct the client to pay		2 Minutes	<i>Administrative Aide I and Administrative Assistant V</i> Office of the Mayor
2. Pay the required fees	2.Receive and Issue Official Receipt	PHP 110.00 + PHP 30.00 Documentary Stamp	3 Minutes	<i>Revenue Collection Clerk II &amp; Revenue Collection Clerk III</i> Municipal Treasury Office
3. Submit Official Receipt	3.Encode/prepare Working Permit		10 Minutes	<i>Administrative Aide I and Administrative Assistant V</i> Office of the Mayor
	3.1 Review Permit and forward to the Mayor for signature/approval		5 minutes	<i>Supervising Administrative Officer</i> Office of the Mayor
	3.2 Signed Working Permit		5 minutes	<i>Municipal Mayor</i>
4.Receive Working Permit	4. Issue Working Permit		2 minutes	<i>Administrative Assistant V</i> Office of the Mayor
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>22 minutes</b>	



#### 4. PROVISION OF REFERRALS TO JOB SEEKERS

The Municipal Government of Sudipen provides employment assistance to job seekers/applicant through referrals.

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

<b>Office or Division:</b>	Office of the Mayor-Public Employment Service Office/Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All Job Seekers			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- Resume/Personal Data Sheet with 2x2 pictures</li> <li>- Transcript of Records or Form 138 for High School graduate</li> <li>- Endorsement from the Barangay Captain</li> </ul>		<ul style="list-style-type: none"> <li>- From the applicant/client</li> <li>- School where the applicant/client graduated</li> <li>- Barangay where the Job seeker/client resides</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Sign in the log book and submit documents	1. Check and assess the completeness of requirements		1 minute	
2. Review list of Job Vacancies	2. Show list of job vacancies		10 minutes	PESO Manager/ PESO Staff (Administrative Assistant V)  Office of the Mayor
3. Fill out Manpower registration form	3. Transpire Manpower Registration		5 minutes	PESO Manager/ PESO Staff (Administrative Assistant V)





	3.1 Prepares referral letter		10 minutes	Office of the Mayor
	3.2 Sign Referral Letter			<i>Municipal Mayor</i>  <i>Office of the Mayor</i>
4. Receive referral letter	4. Releases the referral letter		2 minutes	<i>PESO Manager/ PESO Staff</i> <i>(Administrative Assistant V)</i>  <i>Office of the Mayor</i>
<b>TOTAL</b>		<b>None</b>	<b>23 minutes</b>	

## 5. GRANTING CERTIFICATE OF NO OBJECTION

Provision of Assistance to recruitment agencies in acquiring Certificate of No Objection to recruit job applicants in the Municipal Government of Sudipen for job opportunities local and overseas.

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

<b>Office or Division:</b>	Office of the Mayor-Public Employment Service Office/Unit		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2B-Government to Business		
<b>Who may avail:</b>	All recruitment agencies/business entities		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
-Letter request addressed to the Municipal Mayor -POEA License -Job Orders -Affidavit of Undertaking -Authorization letter of the General Manager of the Agency		- From the applicant/client - POEA - Requesting Party - Requesting Party - Barangay where the Job seeker/client resides	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all Requirements	1. Receive and review for the correctness and completeness of requirements		1 minute	
	1.1 Prepares Referral Letter		10 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>  Office of the Mayor
	1.2 Register the Transaction to the logbook		2 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i> Office of the Mayor
	1.3 Endorses Documents Permit or Certification to Mayor for Approval		5 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>  Office of the Mayor
	1.4 Sign and approve certification		5 minutes	<i>Municipal Mayor</i>  Office of the Mayor
2. Receive Certificate of No Objection	2. Release Certification		2 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>  Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>20 minutes</b>	



## 6. GRANTING SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

The Special Program for Employment of Students (SPES) is a joint program of the Local Government Unit of Sudipen and the Department of Labor and Employment which provide help to students and Out of School Youths to obtain their education by providing them employment during summer/semester break. Qualified students may be assigned to the Local Government Unit of Sudipen or the assigned employer will provide the 60% of the contracted wage and 40% by the Department of Labor (DOLE). Student will work for 20 working days. All interested may apply and screened at the Peso Manager under the Mayor's Office.

The service is available only during summer and semester break of students in college.

<b>Office or Division:</b>	Office of the Mayor -Public Employment Service Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	All interested students/Out of School Youth who intends to enroll for the next semester
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<b><u>NEW APPLICANTS</u></b> -Three (3) 1"x1" ID pictures -Birth or Baptismal Certificate -Certified copies of grades for the previous semester or Form 138(for High School students) -Certificate of Indigency	- From the applicant - Municipal Civil Registry/Philippine Statistics Agency - School Registrar of the students/applicants - Barangay where the students/applicants reside
<b><u>OLD APPLICANTS</u></b> -SPES ID - Three (3) 1"x1" ID pictures - Certified copies of grades for the previous semester or Form 138(for High School students) -Certificate of Indigency	- From the applicant - From the applicant - School Registrar of the students/applicants - Barangay where the clients/applicants reside



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client log book and submit the requirements	1. Check the completeness of the requirements		2 Minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>  Office of the Mayor
2. Fill Out Registration Form			3 Minutes	
3. Submit form	3. Assess and review submitted form		10 Minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>
	3.1 Instruct the applicants to wait for the approval of SPES recipient through call, 3 days after the deadline of submission		5 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>
4. Receive result of application	Notify the applicants and orient the approved		2 minutes	<i>PESO Manager/ PESO Staff (Administrative Assistant V)</i>
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>23 minutes</b>	

## 7. PROVISION OF DISASTER PREPAREDNESS TRAININGS AND SEMINARS

The trainings and seminars provide knowledge and skills related to disaster preparedness. It is essential for the application of basic concepts and principles of First Aid in any disaster operation.



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

<b>Office or Division:</b>	Office of the Mayor – Municipal Disaster Risk Reduction and Management (MDRRM) Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	GSC – Government to Client, G2G-Government to Government			
<b>Who may avail:</b>	All who are residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-Letter of request		- from the requesting Barangay/party		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the request letter with contact number	1. Received and interview the requesting party for further details of the requested training	None	15 Minutes	<i>Local Disaster Risk Reduction and Management Officer II</i>  MDRRM Office
2. Wait for the notification for the approval of request	2. Instruct the client/requesting party to wait for the call/text informing the approval of requested training/seminar.		3 days	<i>Local Disaster Risk Reduction and Management Officer II</i>  MDRRM Office
	2.1 Prepare training design			
	2.2 Endorse training proposal and budgetary requirements to the Office of the Mayor for Approval			
	3. Notify the client/requesting party for the approval of request			
<b>Total</b>		<b>None</b>	<b>3 days and 15 minutes</b>	



# **Office of the Mayor**

## **Internal Services**



## 1. GRANTING CERTIFICATE OF EMPLOYMENT

The service provides the employment record of personnel of this municipality for all legal intents and purposes.

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

<b>Office or Division:</b>	Office of the Mayor – Human Resource Management Office/Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2G-Government to Government			
<b>Who may avail:</b>	All past and present Municipal Officials and employees of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for Certificate of Employment	1. Check the service record then encode/prepare the certification	None	15 minutes	<i>Administrative Officer V (HRMO III)</i> Office of the Mayor
	1.1 Review and forward to Mayor for signature		10 minutes	<i>Supervising Administrative Officer</i> Office of the Mayor
	1.2 Sign the certification		5 minutes	<i>Municipal Mayor</i>
2. Receive Certificate of Employment	2. Release Certificate of employment		2 minutes	<i>Administrative Assistant V</i> Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>32 minutes</b>	



## 2. GRANTING APPROVED TRAVEL

Any officials and employees of this municipality who will go for an official trip shall secure permission from the Municipal Mayor and fill out Travel Order Form.

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

<b>Office or Division:</b>	Office of the Mayor – Human Resource Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	All Municipal Officials and employees of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- Letter/notice of the activity</li> <li>- Transmittal letter of the documents to be submitted</li> </ul>		<ul style="list-style-type: none"> <li>- From the requesting agency</li> <li>- Office from where the reports to be submitted</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the properly filled-up Travel Order	1. Check the attached documents	None	10 minutes	<i>Administrative Officer V (HRMO III)</i>
	1.1 Record/control the Travel Order and forward to Mayor for approval			Office of the Mayor
	1.2 Sign the Travel Order Form		10 minutes	<i>Municipal Mayor</i>
				Office of the Mayor
2. Receive the approved Travel Order	2. Release the Travel Order and file the duplicate copy		3 minutes	<i>Administrative Assistant V</i>
				Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>23 minutes</b>	





### 3. GRANTING APPROVED APPLICATION FOR LEAVE

Any officials and employees of this municipality who will file a leave of absence from the office shall secure the approval of the Municipal Mayor. The application for leave form shall be submitted to the HRMO five (5) days before the day of absence for Vacation leave and before or upon return to office for Sick leave.

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

<b>Office or Division:</b>	Office of the Mayor-Human Resource Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	All Municipal Officials and employees of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>- <i>Authority to render overtime services</i> (compensatory Leave)</li> <li>- Attached <i>Medical Certificate</i> for 5 days or more leave of absence</li> </ul>		<ul style="list-style-type: none"> <li>- From the agency</li> <li>- Hospital where the officials/employees were treated</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the properly filled-up Application for Leave Form	1. Check and certify the leave balance of officials/employees	None	10 minutes	<i>Administrative Officer V (HRMO III)</i> Office of the Mayor
	1.2 Forward to Mayor for signature and approval		10 minutes	<i>Supervising Administrative Officer</i> Office of the Mayor
	1.3 Approved and sign		5 minutes	<i>Municipal Mayor</i>



2. Receive the approved Leave Form	Released the Travel Order and file the duplicate copy		3 minutes	<i>Administrative Assistant V</i> Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>28 minutes</b>	

#### 4. GRANTING SERVICE RECORD

This service is available to active/inactive Employees of the Local Government of Sudipen for loan availment, employment, terminal application and other legal purposes.

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

<b>Office or Division:</b>	Office of the Mayor-Human Resource Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Former and current Municipal Officials and employees of LGU-Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
For Active employees: No requirements needed		None		
For Inactive Employees: Identification Card		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Log-in on the record Book indicating the purpose of request	1. Prepares the service record	None	For Active: 20 minutes  For Inactive: 1 hour	<i>Administrative Officer V (HRMO III)</i> Office of the Mayor



	1.1 Forward to Municipal Budget Officer for review and signature		10 minutes	<i>Administrative Officer V (HRMO III)</i> Office of the Mayor  Municipal Budget Officer Municipal Budget Office
	1.2 Forward to Mayor for Approval		10 minutes	<i>Municipal Mayor</i>
2. Receive the requested Service Record	Released the Service Record and file the duplicate copy		5 minutes	<i>Administrative Assistant V</i> Office of the Mayor
<b>TOTAL</b>		<b>None</b>	<b>Active: 45 minutes Inactive: 1 hr and 25 minutes</b>	



# **Municipal Civil Registry Office**

## **External Services**



## 1. ISSUANCE OF CERTIFIED COPY OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

This service allows the client to have a copy of his/her civil registration document (birth, marriage, death) whether it is a true copy/ machine copy or a transcription generated by CRIS (Civil Registry Information System) duly certified by the concerned MCR.

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

<b>Office or Division:</b>	Municipal Civil Registry Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Document owners or through a duly authorized representative</li> <li>• Spouse, parents, direct descendants of the document owner</li> <li>• Guardian or institution in-charge of the document owner, if minor or under age.</li> <li>• In case of the person's death, the nearest of kin may avail the service.</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Valid ID card		Government Agencies Employment / work place
Through an authorized person: <ul style="list-style-type: none"> <li>• Authorization signed by the document owner</li> <li>• Valid ID of the document owner</li> <li>• Valid ID of the authorized person</li> </ul>		Document owner Document owner Any valid ID of the authorized person



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up request form	1. Receives request form and verify the data		2 Minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2. Submit all the requirements	3. Receives and review requirements and prepare the requested document		4 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
3. Pay the required fees	3. Issue Official Receipt	P110.00 + P30.00 Documentary Stamp	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
4. Submit OR and receives the document	4. Signs and Releases the document		1 minute	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P140.00</b>	<b>10 minutes</b>	



## 2. REGISTRATION OF BIRTH AND MARRIAGE CERTIFICATES

The Birth of a child should be registered within thirty (30) days from the time of birth at the Municipal Civil Registrar Office. Clinic administrators are responsible of the live births in the municipality.

In ordinary marriage, the time for submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage while in marriages exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized. Registration of Marriages is the responsibility of the church, court, Mayor's Office or anyone authorized to solemnize a marriage.

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

<b>Office or Division:</b>	Municipal Civil Registry Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	Any individuals who wish to avail of the service in the municipality	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
For registration of Birth: Certificate of Live Birth (Municipal Form 102) accomplished by midwife		Rural Health Unit
For registration of Marriage: Certificate of Marriage (Municipal Form 97) accomplished by the Solemnizing officer.		Church/Chapel, Court, Office of the Mayor



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure the document form from the RHU (for birth), mayor's office, court (for marriage)	1. Encode and prepare the document.		5 Minutes	RHU (for birth), Church/chapel, Mayor's office, Court (for marriage)
2. Submit the document	2. Receives and evaluates the document if properly filled out and correct spelling of entries		3 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
3. Receive the document	3. Signs and releases the document		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>None</b>	<b>11 minutes</b>	





### 3. REGISTRATION OF DEATH CERTIFICATES

Registration of death is within thirty (30) days from the time of death. The service is available from Monday to Friday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Municipal Civil Registry Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Any individuals who wish to avail of the service in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>Secure document form from of Death (Form 102)</li> </ul>		Local Civil Registry office of the town where the deceased died		
Certificate of Death accomplished by the MCRO Staffs.		Municipal Civil Registry Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure the document form from the MCRO	1. Encode and prepare the document.		5 Minutes	<i>Administrative Aide IV / Admin. Aide I</i> Municipal Civil Registry Office
2. Pay the required fees	2. Issue Official Receipt		3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
Burial Permit-	-			
Tomb fee-	-	P110.00		
Cemetery Lot Fee		P450.00		
Adult	-			
Child	-	P650.00		
Transfer Permit if the cadaver will be transferred to another City/Municipality	-	P450.00		
		P140.00		



3. Submit the document	3.Receives and evaluates the document if properly filled out and correct spelling of entries		3 minutes	<i>Administrative Aide IV / Admin. Aide I</i> Municipal Civil Registry Office
4.Receive the document	4.Signs and releases the document		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>			<b>14 minutes</b>	

#### 4. LATE REGISTRATION OF BIRTH, MARRIAGE, DEATH, OR ANY CIVIL REGISTRATION DOCUMENTS

Late Registration applies to events (birth, marriage, death, court decrees and legal instruments) that are not yet registered after the thirty (30) days reglementary period (after the occurrence of the event). It also accommodates the registration of events (birth, marriage, death) when the record of these are not found in the civil registry book or in the record of the Philippines Statistics Office (PSA).

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Those without records ate the PSA and Municipal Civil Registry Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Basic:</p> <ul style="list-style-type: none"> <li>• Negative Certification on the concerned event (birth, marriage, death)</li> <li>• Affidavit of 2 disinterested person</li> </ul>	<p>Philippine Statistics Authority (PSA)</p> <p>Notary Public</p>
<p>Birth:</p> <ul style="list-style-type: none"> <li>• Baptismal Certificate /Certificate of dedication</li> <li>• Voter's Registration Record</li> <li>• School Record (Form 138/Transcript of records)</li> <li>• Marriage contract (if married)</li> <li>• Any Valid Identification Card (showing date of birth)</li> </ul>	<p>Church/chapel where the child was baptized</p> <p>COMELEC office where the child is voting</p> <p>School where the child graduated</p> <p>PSA/ Municipal Civil Registry Office</p> <p>Government Agencies / Work Place</p>
<p>Marriage:</p> <ul style="list-style-type: none"> <li>• Transcription of Records</li> <li>• The client's original copy of the document (if available)</li> </ul>	<p>Church, court, office where the event was solemnized</p> <p>Client (document owner)</p>
<p>Death:</p> <ul style="list-style-type: none"> <li>• A copy of the report/medical record of the attending physician</li> </ul>	<p>Rural Health Unit or Medical institution where the attending physician works.</p>
<p><b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements	1.Receives and review requirements. Interview for information needed		10 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2.Wait for the Ten (10) working days posting period	2.Post the document for registration		10 days	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
3.Receive the document	3.Signs and Releases the document on the 1 <sup>st</sup> working day after the 10 days posting period.		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>			<b>10 days &amp; 13 minutes</b>	

## 5. OUT OF TOWN REGISTRATION/ REPORTING

Out-of-Town Registration/ Reporting applies to residents of Sudipen, La Union whose vital events (birth, marriage, death) occurred outside the municipality but are not indicated in the Registry Books of that place or in the records PSA.

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Those without records ate the PSA and Municipal Civil Registry Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Basic:</p> <ul style="list-style-type: none"> <li>• Negative Certification on the concerned event (birth, marriage, death)</li> <li>• Affidavit of 2 disinterested person</li> <li>• Affidavit of out-of-town reporting of birth attested by two witnesses</li> <li>• Postal Money order (minimum of P300.00)</li> </ul>	<p>Philippine Statistics Authority (PSA)</p> <p>Notary Public</p> <p>Notary Public</p> <p>Post office</p>
<p>Birth:</p> <ul style="list-style-type: none"> <li>• Baptismal Certificate /Certificate of dedication</li> <li>• Voter's Registration Record</li> <li>• School Record (Form 138/Transcript of records)</li> <li>• Marriage contract (if married)</li> <li>• Any Valid Identification Card (showing date of birth)</li> </ul>	<p>Church/chapel where the child was baptized</p> <p>COMELEC office where the child is voting</p> <p>School where the child graduated</p> <p>PSA/ Municipal Civil Registry Office</p> <p>Government Agencies / Work Place</p>
<p>Marriage:</p> <ul style="list-style-type: none"> <li>• Transcription of Records</li> <li>• The client's original copy of the document (if available)</li> </ul>	<p>Church, court, office where the event was solemnized</p> <p>Client (document owner)</p>
<p>Death:</p> <ul style="list-style-type: none"> <li>• copy of the report/medical record of the attending physician</li> <li>• Client's original copy of death certificate (if available)</li> </ul>	<p>Rural Health Unit or Medical institution where the attending physician works.</p> <p>Client</p>
<p><b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.</p>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements and provide contact number/s	1.Receives and review requirements. Interview for information needed		10 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2.Secure Postal Money Order (PMO)		Minimum of P300.00		<i>Post Master</i> Post Office
Submit the PMO	2.Receives the PMO and processes the document			<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
3.Wait for the Ten (10) working days posting period	3. Signs and Post the document for 10 days and forward it on the 1 <sup>st</sup> working day after the posting period to the Civil Registry Office where the event took place.		10 days	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
4.Awaits advise through phone call	4.Informs the client as soon as the registered document is received.		Duration of the returning of document depends on the place of the town where the event took place and the action of the MCR. (1 to 2 months)	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
5.Receive the document	5.Releases the document of the client		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>				



## 6. ISSUANCE OF MARRIAGE LICENSE

This service applies to all would-be couples who intend to get married, except for live-in partners of 5 years or more (Art. 34 of the Family Code of the Phil.) who wish to marry.

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Must be bonafide residents of the municipality or one of the contracting parties must be a bonafide resident of the municipality
CHECKLIST OF REQUIREMENTS	
<ul style="list-style-type: none"> <li>• Birth certificates of the contracting parties</li> <li>• Certificate of No Marriage (CENOMAR)</li> <li>• Community Tax Certificates (Cedula) of both contracting parties</li> <li>• For Widow/ Widower- death certificate of spouse</li> <li>• If previous marriage was annulled (Court Decision)</li> <li>• For contracting party who is a divorcée- Divorce documents w/ confirmation from RTC)</li> <li>• Legal Capacity to marry if one of the contracting parties is a foreigner</li> <li>• Parents' Consent on Intended Marriage for 18-20years old contracting party/parties</li> <li>• Parents' Advice on Intended Marriage for 21-25 years old contracting party/parties</li> </ul>	Local Civil Registry Office/ PSA
	PSA
	Municipal Treasury Office / Barangay Hall
	Local Civil Registry Office/ PSA
	Court where the annulment was filed and decided
	Court where the divorce took place
	His/Her embassy here in the Philippines
	Local/Municipal Civil Registry Office
	Local/Municipal Civil Registry Office
	Respective Barangay



- For the contracting party who is a resident of Sudipen, La Union- Barangay Certification that Planted 2 papaya & malunggay(under SB Res.)
- Pre-Marriage Counseling - Every Friday (8am – 9am)

LCRO, RHU, MSWDO

**Note:** All Requirements must be submitted in 2 photocopies together with the original copy.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements and provide contact number/s	1.Receives and evaluates the documents		10 minutes	<i>Administrative Aide IV / Admin. Aide /</i> Municipal Civil Registry Office
2.Fill out the information sheet then submit	2.Receive and review the information sheet if properly accomplished and check the spelling of entries		3 minutes	<i>Administrative Aide IV / Admin. Aide /</i> Municipal Civil Registry Office
3.Pay the required fees	3.Issue official receipt	Application for Marriage License – P510.00 Marriage Counseling Fee – P125.00 Marriage License Fee – P210.00 Solemnization Fee (paid only when solemnized by the mayor) – P720.00	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
Submit Official Receipt. And wait for the Ten (10)	Process the application and post for 10 days		10 days	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office





working days posting period				
Receive the document	Sign and release the Marriage License on the 1 <sup>st</sup> working day after the 10 days posting period		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>			<b>10 days &amp; 19 minutes</b>	

## 7. ISSUANCE OF SUPPLEMENTAL REPORT

This service allows the client to have his/her civil registration documents (birth, marriage, death) completed by providing the missing entries

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

<b>Office or Division:</b>	Municipal Civil Registry Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	Must be bonafide residents of the municipality or person whose vital event (birth, marriage, death) occurred in this municipality.		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>Documents with missing entries that needs supplemental report (birth, marriage, death)</li> <li>Affidavit of Supplemental report executed by the document owner of legal age or by the parents if under age</li> <li>At least 2 of the following documents:</li> </ul>		<ul style="list-style-type: none"> <li>Philippine Statistics Authority</li> <li>Notary Public</li> </ul>	



a) Form 137 / Transcript of Records b) Identification Card c) Baptismal d) voter’s registration record			<ul style="list-style-type: none"><li>- School where the document owner graduated</li><li>- Government Agencies &amp; Work Place</li><li>- Church where the document owner was baptized</li><li>- COMELEC office where the document owner is voting</li></ul>	
<b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements	1.Receive and review the requirements and process the document/ endorsement for supplemental report.		10 minutes	<i>Administrative Aide IV / Admin. Aide I</i>  Municipal Civil Registry Office
2.Receive the document	2.Sign and release the document/endorsement. Give client’s copy and then send OCRG copy thru mail.		3 minutes	<i>Municipal Civil Registrar</i>  Municipal Civil Registry Office
<b>TOTAL</b>		<b>None</b>	<b>13 minutes</b>	



## 8. GRANTING PETITION FOR CHANGE OF FIRST NAME (CFN) UNDER R.A. 9048

This service intends to enable the Change of the First Name of the client when the registered name in the Birth Certificate is ridiculous, tainted with dishonor or extremely difficult to write or pronounce.

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

<b>Office or Division:</b>	Municipal Civil Registry Office	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	Must be bonafide residents of the municipality or person born in this municipality.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
a. Certificate of Live Birth (OCRG copy) b. Certificate of Baptism c. Earliest School Record (Form 137, Diploma, Transcript of Record) d. Voter's Registration Record e. Marriage Certificate/ Contract (if available) f. Certificate of Employment / Unemployment g. Barangay Clearance h. Police Clearance i. NBI Clearance j. Certificate of Good Moral Character, if student k. Any other documents and Identification cards that indicate the true and official name of the document owner.		- Philippine Statistics Authority - Church where the document owner was baptized - School where the document owner graduated or studied - COMELEC office where the document owner is voting - PSA or LCRO - Employer (for unemployed) / Notary Public for unemployed - Barangay where the document owner resides - Police Station of the town where the document owner resides - Any NBI outlet nationwide - School where the document owner is studying
<b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.		



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements and provide contact number/s	1.Receive and review the requirements and process the petition.		15 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2.Pay the Required Fees	2.Issue official Receipt	Filing fee for CFN – P3,000.00 Publication Fee- P3,000.00 Mailing Fee- P360.00	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3.Submit OR and Receive the copy of petition for CFN	3. Record OR, Sign and release the petition and give the client's copy.		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
4.Wait for the Ten (10) working days posting Period and 2weeks Publication through a Local News Paper. Note: Get Notice of Publication after the publication period	4. Send the petition to OCRG, PSA, Quezon City for Approval, through mail on the first working day after the posting period and publication	Publication Fee- P3,000.00	2 weeks	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
5.Awaits Advise through phone call	5. Informs the client as soon as the petition is approved or not.		2 to 4 months	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
6. Receive the Approved petition for CFN	6. Release the client's copy of the CFN decision		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P6,360.00</b>	<b>2-4 months</b>	



## 9. GRANTING PETITION FOR CORRECTION OF CLERICAL ERROR (CCE) UNDER R.A. 9048

Correction of Clerical Error is limited to those mistakes committed in the performance of clerical work in writing, copying, transcribing or typing an entry in the civil register all of which are harmless.

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Must be bonafide residents of the municipality or person whose vital event (birth, marriage, death) occurred in this municipality.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CCE for Birth:</b> <ul style="list-style-type: none"> <li>a. Certificate of Live Birth(OCRG Copy)</li> <li>b. Certificate of Baptism</li> <li>c. School Record (Form 137, Diploma, Transcript of Record)</li> <li>d. Voter's Registration Record</li> <li>e. Marriage Certificate/ Contract (if available)</li> <li>f. Valid Identification Card</li> <li>g. Birth certificate of children, if available</li> </ul> <i>Additional requirements for correction of Parents Name:</i> <ul style="list-style-type: none"> <li>h. Birth Cert of Father or Mother</li> <li>i. Marriage contract of Parents</li> <li>j. Birth certificate of at least 2 siblings of the document owner</li> <li>k. Certificate of Death of Father or Mother, if deceased</li> </ul>	<ul style="list-style-type: none"> <li>- Philippine Statistics Authority (PSA) or LCRO</li> <li>- Church where the child was baptized</li> <li>- School where the child enrolled</li> <li>- COMELEC office where the child is a registered voter</li> <li>- Philippine Statistics Authority (PSA) or LCRO</li> <li>- Government agencies and employment place</li> <li>- Philippine Statistics Authority (PSA) or LCRO</li> </ul> <ul style="list-style-type: none"> <li>- PSA or LCRO where the father/mother was born</li> <li>- Church where the father/mother was baptized</li> </ul> <ul style="list-style-type: none"> <li>- School where the father/mother graduated or studied</li> <li>- PSA or LCRO where the father/mother died</li> </ul>



**CCE for Marriage:**

- a. Certificate of Marriage (OCRG Copy)
- b. Birth certificate of Husband/Wife
- c. Certificate of Baptism of Husband/Wife
- d. School Records of husband/ wife

*Additional requirements for correction of Parents Name:*

- e. Birth Cert of Father or Mother
- f. Marriage contract of Parents
- g. Birth certificate of at least 2 siblings of the document owner
- h. Certificate of Death of Father or Mother, if deceased

**CCE for Death:**

- a. Certificate of Death (OCRG Copy)
- b. Birth certificate of the deceased
- c. Certificate of Baptism of the deceased
- d. School Record (Form 137, Diploma, Transcript of Record) of the deceased
- e. Marriage Certificate/ Contract of the deceased (if available)
- f. Identification Cards of the deceased
- g. Birth certificate of children, if available

- PSA
- SA or LCRO where the husband/ wife was born
- Church where the husband/wife was baptized
- School where the husband/wife studied
- PSA or LCRO where the father/mother was born
- PSA or LCRO where the husband's/wife's parents married
- PSA or LCRO where the siblings were born
- PSA or LCRO of the town where the father/mother of the deceased died
- PSA
- PSA or LCRO where the deceased was born
- Church where the deceased was baptized
- School where the deceased graduated or studied
- PSA or LCRO where the marriage was solemnized
- Government Agencies, employer
- PSA or LCRO where the deceased's children were born

**Note:** All Requirements must be submitted in 2 photocopies together with the original copy.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements and provide contact number/s	1.Receive and review the requirements and process the petition.		15 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2.Pay the Required Fees	2.Issue official Receipt	Filing fee for CCE – P1,000.00 Mailing Fee- P360.00	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3.Submit OR and Receive the copy of petition for CCE	3.Record OR, Sign and release the petition and give the client's copy.		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
4.Wait for the Ten (10) working days posting Period	4. Send the petition to OCRg, PSA, Quezon City for Approval, through mail on the first working day after the posting period		10 days	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
5.Awaits Advise through phone call	5. Informs the client as soon as the petition is approved or not.		2 to 4 months	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
6.Receive the Approved petition for CCE	6. Release the client's copy of the CCE decision		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P1,360.00</b>	<b>2-4 months</b>	



## 10. GRANTING PETITION FOR CORRECTION IN THE DAY AND MONTH IN THE DATE OF BIRTH OR SEX OF A PERSON APPEARING IN THE CIVIL REGISTRY UNDER R.A. 10172

R.A. 10172 shall cover correction of clerical/typographical errors in the birth certificate specifically errors in the day and/or month in the date of birth and sex.

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Must be bonafide residents of the municipality or person born in this municipality.
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>a. Certificate of Live Birth (OCRГ copy)</li> <li>b. Certificate of Baptism</li> <li>c. Earliest School Record (Form 137, Diploma, Transcript of Record)</li> <li>d. Voter's Registration Record</li> <li>e. Marriage Certificate/ Contract (if available)</li> <li>f. Certificate of Employment / Unemployment</li> <li>g. Barangay Clearance</li> <li>h. Police Clearance</li> <li>i. NBI Clearance</li> <li>j. Certificate of Good Moral Character, if student</li> </ul>	<ul style="list-style-type: none"> <li>- Philippine Statistics Authority</li> <li>- Church where the document owner was baptized</li> <li>- School where the document owner graduated or studied</li> <li>- COMELEC office where the document owner is voting</li> <li>- PSA or LCRO of the town where the document owner's marriage was solemnized</li> <li>- Employer (for unemployed) / Notary Public for unemployed</li> <li>- Barangay where the document owner resides</li> <li>- Police Station of the town where the document owner resides</li> <li>- Any NBI outlet nationwide</li> <li>- School where the document owner is studying</li> </ul>





k. Any other documents and Identification cards that indicate the true and official name of the document owner. I. Medical Record		- Medical institution or hospital		
<b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements and provide contact number/s	1.Receive and review the requirements and process the petition.		15 minutes	<i>Administrative Aide IV / Administrative Aide I</i> Municipal Civil Registry Office
2.Pay the Required Fees	2. Issue official Receipt	Filing fee for CFN – P3,000.00 Publication Fee- P3,000.00 Mailing Fee- P360.00	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3.Submit OR and Receive the copy of petition for CCE R.A. 10172	3. Record OR, Sign and release the petition and give the client’s copy.		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
4. Wait for the Ten (10) working days posting Period and 2weeks Publication through a Local News Paper. Note: Get Notice of Publication after the publication period	4. Send the petition to OCRG, PSA, Quezon City for Approval, through mail on the first working day after the posting period and publication	Publication Fee- P3,000.00	2 weeks	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office



5.Awaits Advise through phone call	5. Informs the client as soon as the petition is approved or not.		2 to 4 months	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
6.Receive the Approved petition for CCE R.A. 10172	6. Release the client's copy of the CCE R.A. 10172 decision		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P6,360.00</b>	<b>2-4 months</b>	

## 11. REGISTRATION OF COURT DECREES

Court decision/ Decree for registration (Adoption/ Annulment of Marriage / Rectification/ Revocation of Adoption/ Presumptive Death/ Correction or deletion of entries in civil registration documents.

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

<b>Office or Division:</b>	Municipal Civil Registry Office						
<b>Classification:</b>	Simple						
<b>Type of Transaction:</b>	G2C-Government to Client						
<b>Who may avail:</b>	Any individuals whose record was registered in Sudipen who filed court decrees in any RTC Philippines.						
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. PSA Copy of the affected Civil Registry Document</td><td>- Philippine Statistics Authority (PSA)</td></tr> <tr> <td>2. From the RTC where the Court Order was filed Decision <ul style="list-style-type: none"> <li>Court Order/ Decision</li> <li>Certificate of Finality</li> <li>Certificate of Authenticity</li> </ul> </td><td>- Regional Trial Court where the Court order was filed</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. PSA Copy of the affected Civil Registry Document	- Philippine Statistics Authority (PSA)	2. From the RTC where the Court Order was filed Decision <ul style="list-style-type: none"> <li>Court Order/ Decision</li> <li>Certificate of Finality</li> <li>Certificate of Authenticity</li> </ul>	- Regional Trial Court where the Court order was filed
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE						
1. PSA Copy of the affected Civil Registry Document	- Philippine Statistics Authority (PSA)						
2. From the RTC where the Court Order was filed Decision <ul style="list-style-type: none"> <li>Court Order/ Decision</li> <li>Certificate of Finality</li> <li>Certificate of Authenticity</li> </ul>	- Regional Trial Court where the Court order was filed						



3. From the Local Civil Registrar of the RTC where the court order was filed: <ul style="list-style-type: none"><li>• Certificate of Authenticity</li><li>• Certificate of Registration</li></ul>		- Local Civil Registrar of the RTC where the court order was filed.		
<b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit all the requirements	1. Receive and review the requirements and process the document.		15 minutes	<i>Administrative Aide IV / Administrative Aide I</i>  Municipal Civil Registry Office
2.Pay the Required Fees	2. Issue official Receipt	<ul style="list-style-type: none"><li>• Correction of Entry- P300.00</li><li>• Naturalization- P300.00</li><li>• Annulment of Marriage- P300.00</li><li>• Legal Separation- P300.00</li><li>• Adoption/ rescission of adoption- P300.00</li><li>• Guardianship P300.00</li><li>• Judicial declaration of absence- P300.00</li><li>• Annotation of other documents affected by court decree- P300.00</li></ul>	3 minutes	<i>Revenue Collection Clerk II</i>  Municipal Treasury Office



		• Mailing fee- P120.00		
3. Submit OR and Receive the client's copy of transmittal and the registered document	2. Record OR, Sign and release the client's copy of transmittal and send OCRG copy through mail		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P420.00</b>	<b>21 minutes</b>	

## 12. REGISTRATION OF LEGAL INSTRUMENTS

Legal Instruments are documents (Affidavit of Acknowledgement, Affidavit of Legitimation and Affidavit to Use Surname of the Father under R.A. 9255) that are required to update the birth record of the registrant.

Legitimation is a remedy by which those who were born out of wedlock to be considered legitimate. Only Children conceived and born outside wedlock of parents who at the time of conception of the former, were not disqualified by any impediment to marry each other, may be legitimated. Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office where the birth was recorded.

Affidavit to Use the Surname of the Father (AUSF) under R.A. 9255 is applicable for those who were born out of wedlock but acknowledged by the natural father.

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

<b>Office or Division:</b>	Municipal Civil Registry Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	Any person born in this municipality who wish to be legitimized or use his/her father's surname.



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p><b>Legitimation:</b></p> <ul style="list-style-type: none"><li>• Birth Certificate of the child (OCRГ Copy)</li><li>• Affidavit of Acknowledgement/ Paternity, if not acknowledged</li><li>• Affidavit of Legitimation executed by the child’s parents</li><li>• Marriage Contract of parents (OCRГ Copy)</li><li>• CENOMAR of the child’s parents</li></ul> <p><b>AUSF:</b></p> <ul style="list-style-type: none"><li>• Birth Certificate of the child (OCRГ Copy)</li><li>• Affidavit of Acknowledgement/ Paternity, if not acknowledged</li><li>• Affidavit to Use the Surname of Father to be executed by:<ul style="list-style-type: none"><li>- The mother of the child if the child is below 6years old</li><li>- If the child is 7-17 years old, the child will execute the AUSF with attestation of the mother</li><li>- If the child is of legal age, the person himself executes without the need of attestation.</li></ul></li></ul>		<ul style="list-style-type: none"><li>- Philippine Statistics Authority (PSA)</li><li>- Any Notary Public</li><li>- Any Notary Public</li><li>- Philippine Statistics Authority (PSA)</li><li>- Philippine Statistics Authority (PSA)</li></ul> <ul style="list-style-type: none"><li>- Philippine Statistics Authority (PSA)</li><li>- Any Notary Public</li><li>- Any Notary Public</li></ul>		
<b>Note:</b> All Requirements must be submitted in 2 photocopies together with the original copy.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON REPOSNSIBLE
1.Submit all the requirements	1.Receive and review the requirements and process the document.		15 minutes	Administrative Aide IV / Administrative Aide I Municipal Civil Registry Office



2. Pay the Required Fees	2. Issue official Receipt	Legitimation - P300.00  AUSF - P300.00	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Submit OR and 4. Receive the client's copy of transmittal and the registered document	3. Record OR, Sign and release the client's copy of transmittal and send OCRG copy through mail		3 minutes	<i>Municipal Civil Registrar</i> Municipal Civil Registry Office
<b>TOTAL</b>		<b>P300.00</b>	<b>21 minutes</b>	



# **Municipal Health Office**

## **External Services**



## 1. ADOLESCENT HEALTH SERVICES

This program is to ensure that all adolescents have access to comprehensive health care and services in an adolescent-friendly environment.

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Persons with Disabilities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		None		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Request for laboratory examination if necessary		15 minutes	<i>Medical Technologist</i> Municipal Health Office
2.Returns to the consultation area for final medical assessment, and treatment	2. Examines patient, analyze lab results and prescribes medications		10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office





3.Receives medications	3. Gives medicines, health education, advises when to come back.		10 minutes	Concerned midwife Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>45 minutes</b>	

## 2. BLOOD DONATION SERVICE

This program aims to promote and support the establishment of effective blood donor program and the elimination of a dependency on family/replacement and paid blood donation

The service is scheduled once every quarter.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Interviews and records data		5 Minutes	Nurse/Midwife on Duty Municipal Health Office



	1.1. Takes and records vital signs in the blood donor history questionnaire		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	2. Assess for patients		5 minutes	<i>Medical Doctor from ITRMC</i> Municipal Health Office
	3. Request for laboratory examination		10 minutes	<i>Medical Technologist</i> Municipal Health Office/ITRMC
	4. Blood extraction to assessed patients		5-10 minutes	<i>Medical Technologist</i> Municipal Health Office/ITRMC
	5. Health education/ donors care and treatment		5 minutes	<i>Nurse/Midwife/Medical Technologist</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>40 minutes</b>	

### 3. BOTIKA NG BAYAN

This program provides access to free essential medicines for common diseases in the community targeting indigents and the marginalized sectors of the population. Essential medicines include maintenance medicines for patients with Hypertension and basic medicines for simple coughs, colds, and others

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

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple



<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	2. After consultation from Municipal Health Officer, receive the medicines		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	3. If with prescription, present it to the nurse/midwife/pharmacist assigned at the pharmacy		2 minutes	<i>Nurse/Midwife on Duty/Pharmacist from DOH</i>  Municipal Health Office
	4. Sign dispensing forms		1 minute	<i>Nurse/Midwife on Duty/Pharmacist from DOH</i>  Municipal Health Office
	5. Health education and advises when to come back		5 minutes	<i>Nurse/Midwife on Duty/Pharmacist from DOH</i>  Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>18 minutes</b>	



#### 4. CONDUCT OF PRE-MARRIAGE COUNSELING

The attendance to pre-marriage counseling for would-be couples is a requirement in securing marriage license. PMC is being conducted by the PopCom office, the Municipal Social Welfare and Development Office and the Municipal Health Office. A PMC certificate is issued after the PMC.

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Pay the required fees	1. Issues receipt	PHP 125.00	2 minutes	<i>Revenue Collection Clerk II</i>  Municipal Treasury Office
Register and secure form	2. Assist client and prepares PMC certificates to be signed by the counselors		5 Minutes	<i>Administrative Aide III</i>  Local Civil Registry Office



	2.1. Conduct counseling to would-be couples		20 minutes	<i>Marivic Tinaza, Midwife III</i> Municipal Health Office
Receives PMC certificate	3. Records and issues documents		2 minutes	<i>Marivic Tinaza, Midwife III</i> Municipal Health Office
<b>TOTAL</b>		<b>PHP 125.00</b>	<b>29 Minutes</b>	

## 5. Delivery & Postpartum Care with Essential Newborn Care/Newborn Screening

The purpose of this service is to provide routine practices in the care of the newborn, particularly at the time of birth and over the first hours of life.

The service is available from Monday to Sunday, 24 hours.

<b>Office or Division:</b>	Municipal Health Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	All residents of Sudipen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
None		None	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call for the Midwife assigned in the Barangay	1. 1. Answers house call check for the maternal record and assess the pregnant in labor. 1.1. Accompany pregnant to the birthing clinic		Depending on the location of pregnant mother	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Assist in the delivery at the birthing clinic and/or conduct to hospital complicated and high risk pregnancies		Depending on the progress of labor	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.3. Do essential newborn care for mother and child. 1.4. Initiate and supervise breastfeeding. 1.5. Give necessary health advise 1.6. Attend/Monitor/discharge mothers who delivered at the birthing facility 1.7 Do twice postpartum visit within 24 hours and within 72 hours after delivery		1 hour  1 hour  24 hours  15 minutes	<i>Attending Nurse/Midwife</i> Municipal Health Office
	1.8 Do newborn screening 72 hours after delivery	PHP 1500.00	10 minutes	<i>Mary Jane Acosta, Midwife II</i> Municipal Health Office



Registration to LCR	2. Assist parents and fill up registration form in the registration of newborn baby		15 minutes	Attending Nurse/Midwife Municipal Health Office
Post Natal visit after hospital delivery	3. Follow up referred patients after hospital delivery		30 minutes	Concerned Midwife Municipal Health Office
<b>TOTAL</b>		<b>PHP 1500.00</b>	<b>27 hours &amp; 10 minutes</b>	

## 6. ISSUANCE OF MEDICAL CERTIFICATE & OTHER MEDICAL/TREATMENT RECORD UPON REQUEST OF CONCERNED INDIVIDUALS

The Medical Certificate is issued to individuals needing this document that states he/she is physically healthy or sick. It is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient. It can serve as a "sick note" (documentation that an employee is unfit for work) or evidence of a health condition.

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

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	All residents of Sudipen
<b>CHECKLIST OF REQUIREMENTS</b>	
None	None
<b>WHERE TO SECURE</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register and request for medical certificate	1. Interviews and records data		5 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record		5 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Examines the patient		10 minutes	<i>Municipal Health Officer</i> Municipal Health Office
	1.3. Prepares and signs the certificate		5 minutes	<i>Municipal Health Officer</i> Municipal Health Office
Pays necessary fees	2. Receives payment for the service and issues Official Receipt.	PHP 343.00+PHP 30.00 documentary stamp	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
Presents Official Receipt	3. Verifies payment, puts dry seal to the certificate and record transaction.		5 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
Receives medical certificate.	4. Issues medical certificate.		2 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
<b>TOTAL</b>		<b>PHP 373.00</b>	<b>35 minutes</b>	





## 7. PHILIPPINE PACKAGE OF ESSENTIAL NON-COMMUNICABLE DISEASE (NCD) SERVICE

This program aims to promote the use of Phil PEN protocol to diagnose and manage non-communicable diseases to all 20 years old and above clients.

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register	1.Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record and the PhilPEN form		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Request for laboratory examination if necessary		15 minutes	<i>Medical Technologist</i> Municipal Health Office
	1.3. Assess for risk patients		5 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office



2. Refer risk patients	2.Refer to Municipal Health Officer all risk patients		2 minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
3. Returns to the consultation area for final medical assessment, and treatment	3.Examines patient, analyze lab results and prescribes medications		10 Minutes	<i>Municipal Health Officer</i>  Municipal Health Office
4. Receives medications	4.Gives medicines, health education, treatment, and advises when to come back.		10 minutes	<i>Nurse/Midwife on duty</i>  Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>52 minutes</b>	

## 8. PHYSICAL THERAPY SERVICE

This intends to provide basic physical therapy services to help physically disabled clients as may result from cerebrovascular or physical accidents, or from occupational hazards. This service is free of charge and instituted by a skilled physical therapist – Jocelyn Lizardo.

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

<b>Office or Division:</b>	Municipal Health Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	Persons with Disabilities		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
None		None	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For clients with known disabilities or with treatment instructions from physicians, may directly go to the physical therapist.	1. Institutes necessary treatment procedures.		Varies with every procedure.	<i>Physical Therapist</i>  Municipal Health Office
		None	Varies with every procedure.	



## 9. PROVISION OF AMBULANCE SERVICE TO TRANSPORT PATIENTS

The local government of Sudipen assists in the transport of patients in cases of emergency or when in need for referral to a higher institution.

The service is available from Monday to Sunday, 24 hours

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Any patient requiring hospitalization or needs referral to hospital or any concerned individual requiring transport assistance for their sick relatives or friends.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Trip Ticket(except for Emergency cases)		Office of the Mayor		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request for the use of ambulance	1. Explains procedure to the requesting party.		5 minutes	<i>Nurse/Midwife/MHO</i>
	1.1. Prepares trip ticket and travel order		10 minutes	Municipal Health Office <i>Administrative Aide</i> Office of the Mayor
	2. Transports patient to the hospital of preference		As soon as possible (ASAP)	<i>Ambulance Drivers</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>15 minutes</b>	

Note: If the patient is in critical condition, the officer on duty may decide on the request.



## 10. PROVISION OF COUNSELLING/SERVICES ON FAMILY PLANNING

The conduct of one-on-one counseling is provided to help couples achieve their desired/ideal family size based on their own conscience and values. The Municipal Health Office provides access to family planning services and supplies to qualified clients.

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register and secure family record	1. Assist client in the registration		2 Minutes	<i>Midwife on Duty</i>  Municipal Health Office
Listens to the presentation and clarify / ask related questions	2. Presents all family planning methods and discusses advantages of each method		15 minutes	<i>Midwife on Duty</i>  Municipal Health Office



	2.1. Examines the patient		10 minutes	<i>Municipal Health Officer</i> Municipal Health Office
Receives appropriate service	3. Instructs and advise patients when to come back		5 minutes	<i>Concerned midwife</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>32 minutes</b>	

## 11. PROVISION OF DENTAL SERVICES

The service is rendered to any individual or person needing dental consultation, tooth extraction and dental care.

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

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	All residents of Sudipen
<b>CHECKLIST OF REQUIREMENTS</b>	
None	<b>WHERE TO SECURE</b>
	None



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register and secure Record	1. Interviews and records data  1.1. Takes and records vital signs in the individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	1.2. Examines and renders appropriate service to patient		15 minutes	<i>Dr. Ofelia O. Sibayan, Dentist</i>  Municipal Health Office
Receives prescribed medicines	2. Issues prescribed medicines		3 minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>24 minutes</b>	

## 12. PROVISION OF ENVIRONMENTAL SANITATION SERVICES

The Department of Health thru the Municipal Health Office provides environmental sanitation services inclusive of, but not limited to water supply sanitation, waste disposal AND requires all established and food handlers to secure sanitary permit and health certificate.



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

#### 12.1 Issuance of Health Certificate and Sanitary Permits

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Identification Picture				
Result of Laboratory Examinations (Stool exam, sputum exam)		Municipal Health Office		
Official Receipt		Municipal Treasury Office		
Barangay Clearance for Establishments		Barangay where the client resides		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Pay the required fees	1. Issue receipt	PHP 358.00+PHP 30.00	2 minutes	<i>Revenue Collection Clerk II</i>  Municipal Treasury Office
Submit requirements	2. Receives, review documents and interprets lab results		5 Minutes	<i>Municipal Health Officer</i>  Municipal Health Office





	2.1. Prepares documents and submit to MHO		5 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
	2.2. Assess documents & examines food handlers		5 minutes	
	2.3. Signs the Health certificate / Sanitary permit		3 minutes	<i>Municipal Health Officer</i> Municipal Health Office
Receives documents	3. Records and releases documents		2 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
<b>TOTAL</b>		<b>PHP 388.00</b>	<b>22 minutes</b>	

12.2 Water Supply Sanitation (Request for water supply inspection, testing, and disinfection)

<b>Office or Division:</b>	Municipal Health Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	All residents of Sudipen
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
None	None



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requests for water inspection/ sampling/ disinfection	1. Schedules the date of inspection/ sampling/ disinfection		5 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
Pay the required fees	2. Issue receipt	PHP 100.00	2 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
	3. Visits clients and perform necessary procedures;		20 hours	<i>Rural Sanitation Inspector</i> Municipal Health Office
	3.1 Interpret water exam result		2 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
	3.2 Issues certificate of potability		5 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
	3.3 Perform chlorination to doubtful sources		25 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office
<b>TOTAL</b>		<b>PHP 100.00</b>	<b>47 minutes</b>	



### 12.3 Waste Management Services

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Excreta and Sewerage disposal construction	1. Performs inspection and gives recommendations to various excreta and sewerage systems monitored		15 minutes	<i>Rural Sanitation Inspector</i>  Municipal Health Office
Healthcare waste management / Solid waste disposal	2. Ensure proper and safe disposal of healthcare wastes; 2.1. Co-implement with other agencies the provisions of solid waste management act		25 minutes	<i>Rural Sanitation Inspector</i>  Municipal Health Office
		None	40 minutes	



## 12.4 WATER, FOOD AND VECTOR-BORNE DISEASES

The purpose of this service is to diagnose and treat illness specifically the water, food, & vector-borne diseases and give appropriate treatment.

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

### 12.4.1 Vector-Borne Diseases

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office



	1.2. Examines the patient and prescribes appropriate medicines and treatment		10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
Receives medicines and appropriate nursing care	2. Issues the prescribed medicines and apply appropriate care		10 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
Surveillance to the affected area	3. Perform Information Campaign, Larva Survey, and Search and Destroy		4 hours	<i>Rural Sanitation Inspector/Midwife</i> Municipal Health Office
Indoor Residual Spraying/Fogging	4. Perform IRS/fogging to houses		3 hours	<i>Rural Sanitation Inspector</i> Municipal Health Office

#### 12.4.2 Water & Food-Borne Diseases

<b>Office or Division:</b>	Municipal Health Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client	
<b>Who may avail:</b>	All residents of Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Examines the patient and prescribes appropriate medicines and treatment		10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
Receives medicines and appropriate nursing care	2. Issues the prescribed medicines and apply appropriate care		10 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
Case investigation	3. Inspection of water sources/food contamination		1 hour	<i>Rural Sanitation Inspector/Midwife</i> Municipal Health Office
Chlorination/Disinfection of water supply/source	4. Conduct chlorination/disinfection of water supply/source		25 minutes	<i>Rural Sanitation Inspector</i> Municipal Health Office



### 13. PROVISION OF IMMUNIZATION SERVICES

The Department of Health through the Municipal Health Office provides free immunization to children 0 – 11 months old from the seven (7) immunizable diseases. It is available at the Health Center and the Barangay Health Stations.

Adjunct to the immunization program, Measles-Mumps-Rubella (MMR) Vaccines are administered to children 12 – 15 months old.

Tetanus Toxoid Immunization is also available and is given to pregnant women; this is to prevent neonatal tetanus.

The service is available every Wednesday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register and secure immunization card (for new patient)	1. Issues immunization card to new patient		5 Minutes	<i>Concerned Midwife</i>  Municipal Health Office



Present immunization card (for old patient)	2. Requires immunization card for old patient and reviews immunization history			
Assist in weighing and taking the temperature of the child	3. Weighs & takes the temperature of the child & records to the immunization card and ITR		5 minutes	<i>Concerned Midwife</i> Municipal Health Office
Assist in the immunization of the child	4. Injects the child		5 minutes	<i>Concerned Midwife</i> Municipal Health Office
Takes note of the post immunization schedule or next visit	5. Schedules post immunization for the next visit/Health Education		5 minutes	<i>Concerned Midwife</i> Municipal Health Office
Inform RHM for observed reaction after immunization	6. Monitor for adverse event following immunization (AEFI) and report to RESU 24-48 hours from notification		10 minutes	
TOTAL		None	30 minutes	





## 14. PROVISION OF LABORATORY SERVICES

Supplemental to free medical consultation, the service provides diagnostic examinations inclusive of Blood chemistry, Hematology, Parasitology, and Bacteriology should be deemed necessary in diagnosing and treating illness.

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

\*Client avails of the services after initial assessment by the physician (same registration procedures)

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Pay the required fees	1. Issue receipt	Fasting Blood Sugar :200.00 Blood Urea Nitrogen:200.00 Cholesterol: 150.00 Creatinine:150.00	2 minutes	<i>Revenue Collection Clerk II</i>  Municipal Treasury Office



		Uric Acid: 150.00 SGOT:150.00 SGPT:150.00 Total Bilirubin:150.00 Total Protein:150.00 HBsAG:200.00 RPR:200.00 Complete Blood Count: 200.00 Hemoglobin/He matocrit: 80.00 Blood Typing: 80.00 WBC Differential:80.00 RBS Count: 80.00 Thrombocyte Count: 80.00 Malaria Detection:80.00 Platelet Count: 80.00 Routine Stool Examination: 80.00 Clinical Microscopy: 80.00		
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		Routine Urinalysis: 80.00 Pregnancy Test: 80.00 Acid Fast Stain Smear (TB/ Leprosy): 100.00 Gram Stain Smear: 100.00 Pap Smear: 200.00		
Submits specimen for examination	2. Receives/extracts specimen from clients		2 minutes	<i>Medical Technologist</i>  Municipal Health Office
	2.1. Examines the collected specimen as ordered by the physician		30 minutes	<i>Medical Technologist</i>  Municipal Health Office
	2.2. Issues and records laboratory results to clients		2 minutes	<i>Medical Technologist</i>  Municipal Health Office
Returns to the consultation area for final medical assessment, treatment.	3. Examines the patient, analyze lab results and prescribes appropriate medicines and treatment		15 minutes	<i>Municipal Health Officer</i>  Municipal Health Office



Issuance of medicines and referral as necessary	4. Issue medicines and give appropriate care, instructions and health education.		10 minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
<b>TOTAL</b>			<b>61 minutes</b>	

## 15. PROVISION OF MATERNAL AND CHILD CARE SERVICES

The purpose of this service is to give prenatal check up to pregnant mothers. Checkup is to be done at least once for the first and second trimester and twice during the last trimester. Assist in normal spontaneous delivery and refer complicated cases. Deliver postnatal care.

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

### 15.1 Prenatal Care

<b>Office or Division:</b>	Municipal Health Office		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	All residents of Sudipen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
None		None	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record and the maternal card.		10 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Request for laboratory examination if necessary		15 minutes	<i>Medical Technologist</i> Municipal Health Office
Returns to the consultation area for final medical assessment, and treatment	2. Examines patient, analyze lab results and prescribes medications		10 Minutes	<i>Municipal Health Officer</i> Municipal Health Office
Receives medications	3. Gives medicines, health education, advises when to come back.		10 minutes	<i>Concerned midwife</i> Municipal Health Office
	3.1. Refers complicated pregnancies			<i>MHO/Concerned Midwife</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>50 minutes</b>	



## 16. PROVISION OF MEDICAL CONSULTATION

The purpose of this service is to diagnose and treat illness and give appropriate medical service. The service is given free to any individual who needs medical assistance.

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	1.1. Takes and records vital signs in the Individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	1.2. Examines the patient and prescribes appropriate medicines and treatment		10 Minutes	<i>Municipal Health Officer</i>  Municipal Health Office



Receives medicines and appropriate nursing care	1.3. Issues the prescribed medicines and apply appropriate care		10 minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

## 17. PROVISION OF TUBERCULOSIS CONTROL SERVICES

The purpose of this service is to diagnose and treat Tuberculosis and give appropriate medicines. The service is given free to any individual who needs anti-TB drugs.

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

<b>Office or Division:</b>	Municipal Health Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C-Government to Client		
<b>Who may avail:</b>	All residents of Sudipen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
None		None	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Register and secure Record	1. Interviews and records data 1.1. Takes and records vital signs in the individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2. Examines the patient and informs patient of the required laboratory examinations such as sputum exams, X-rays if necessary.		10 minutes	<i>Municipal Health Officer</i> Municipal Health Office
Submit sputum for examination	2. Receives, fixes sputum and submit to trained microscopist		4 days	<i>Concerned Midwife</i> Municipal Health Office
	2.1. Stains and examines sputum		30 minutes	<i>Rosiebelle Sellem, Midwife II</i> Municipal Health Office
	2.2. Refers result to Municipal Health Officer		2 minutes	
Receives medicines	3. Instruct patient on the proper taking in of medicines, side effects, when to come back		15 minutes	<i>Municipal Health Officer/Nurse</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>4 days, 1 Hour &amp; 2 minutes</b>	





## 18. PROVISION OF VISUAL INSPECTION WITH ACETIC ACID

The conduct of visual inspection with acetic acid to sexually active and menopausal women as well as to women with family history of cervical cancer to detect cancer cells or infections in their reproductive organ is provided by the RHU.

Sexually active women or women with bed partners with or without manifestations of abnormal symptoms in their reproductive organ may avail of this service

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

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All sexually active women of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Interviews and records data		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office
	1.1. Takes and records vital signs in the individual treatment record		5 Minutes	<i>Nurse/Midwife on Duty</i>  Municipal Health Office



	2. Instruct the client for procedures		10 minutes	<i>Demy Depdepen/Marivic Tinaza</i> Municipal Health Office
	3. Prepare the needed instrument and acetic acid		5 minutes	<i>Demy Depdepen/Marivic Tinaza</i> Municipal Health Office/ITRMC
	4. Visual Inspection with acetic Acid procedure		5 minutes	<i>Demy Depdepen/Marivic Tinaza</i> Municipal Health Office
	5. Issues and interpret results		2 minutes	<i>Municipal Health Officer</i> Municipal Health Office
	6. Health education, treatment, and advises when to come back.		2 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
<b>TOTAL</b>		<b>None</b>	<b>34 minutes</b>	



## 19. TRIAGE AREA

Ensure rapid, safe triage and isolation of patients with symptoms of suspected coronavirus disease 2019 (COVID-19) or other respiratory infection (eg, fever, cough). Prioritize triage of patients with respiratory symptoms.

The service is available every Monday to Sunday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Register	1. Register basic information on logbook		2 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	4. Temperature checking		1 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	5. Proceed to the information desk		1 minute	<i>Nurse/Midwife on Duty</i> Municipal Health Office
<b>TOTAL</b>			<b>4 minutes</b>	



## 20. ISSUANCE OF HEALTH CERTIFICATE TO OUTBOUND AND INBOUND INDIVIDUALS

The Health Certificate is issued to individuals needing this document especially to locally stranded individuals. It is a written statement from a physician or another medically qualified health care provider which attests to the result of a medical examination of a patient wherein it is stated that he/she is not affected with COVID-19 disease.

The service is available every Monday to Sunday, 8:00 AM to 5:00 PM.

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Barangay Clearance to Travel -secured from barangay level (point of origin)		Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register and request for health certificate	1. Interviews and records data		3 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.1 Checks barangay clearance		1 minute	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	1.2 Examines the patient		5 minutes	<i>Municipal Health Officer</i> Municipal Health Office



	1.3 Prepares and signs the certificate		3 minutes	<i>Municipal Health Officer</i> Municipal Health Office
	2. Issues Medical Certificate.		2 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
<b>TOTAL</b>			<b>14 minutes</b>	

## 21. SUDIPEN COMMUNITY ISOLATION UNIT

Sudipen Community Isolation Unit provides a comprehensive health services with emphasis on promotive, curative and rehabilitative aspects of health care to the COVID – 19 patients. All individuals from another province or municipalities with confirmed cases of COVID-19 going back or coming in this municipality without or incomplete health documents will be committed to the isolation facility to institute procedures for COVID-19 testing and as a precautionary measure to prevent the spread of the disease.

\*Complete Health Documents includes Medical Certificate, Travel Authority from the PNP, Negative RT-PCR test result done 3 days prior to arrival



The service is available every Monday to Sunday, 24 hours

<b>Office or Division:</b>	Municipal Health Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents of Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Register	1. Register basic information on logbook		2 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	2. Temperature checking		1 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
	3. Proceed to Rural Health Unit for assessment		5 minutes	<i>Nurse/Midwife on Duty</i> Municipal Health Office
2. Admission	6. Prepare necessary documents (Admission Slip, Monitoring Sheet)		5 minutes	<i>Nurse on Duty</i> Municipal Health Office
a. ROF with complete documents	4.1. Advised for strict 14 day home quarantine			<i>Nurse on Duty</i> Municipal Health Office



b. Locally Stranded Individuals(LSI) with complete documents	4.2. Advised for strict 14 day home quarantine			<i>Nurse on Duty</i>  Municipal Health Office
c. Locally Stranded Individuals(LSI) with incomplete documents	4.3. He/She will be committed to the isolation facility to institute procedures for COVID-19 testing and as a precautionary measure to prevent the spread of the disease.			<i>Nurse on Duty</i>  Municipal Health Office
d. With history of travel to a municipality with confirmed COVID-19 case	<p>4.4.1. If less than 24 hours, advised for strict 14 day home quarantine</p> <p>4.4.2. If more than 7 days, he/she must present complete health documents.</p> <p>*if less than 7 days, attended to a gatherings such as burial/wake, seminars, conventions, trainings,</p>			<i>Nurse on Duty</i>  Municipal Health Office



	etc., he/she must present complete health documents.			
e. Close Contacts to a Confirmed COVID-19 case	4.5. He/She will be committed to the isolation facility to institute procedures for COVID-19 testing and as a precautionary measure to prevent the spread of the disease.			<i>Nurse on Duty</i>  Municipal Health Office
f. Confirmed COVID-19 case	4.6. He/She will be referred to Balaoan District Hospital for further evaluation and management.			<i>Nurse on Duty</i>  Municipal Health Office
3. Discharge and Follow-up	5. Upon the receipt of Negative RT-PCR test result, patient is for discharge and will continue strict home quarantine		5 minutes	<i>Nurse on Duty</i>  Municipal Health Office
	Rooms, Cubicles, and Tents will be cleaned and disinfected by using standard cleaning and disinfection protocols to control environmental contamination		30 minutes	<i>Nurse/Ambulance Driver on Duty</i>  Municipal Health Office
<b>TOTAL</b>			<b>48 minutes</b>	





# **OFFICE OF THE MUNICIPAL ASSESSOR**

## **External Services**



## 1. PROCESSING OF TAX DECLARATION

Tax Declaration is a public document that contains the description of the property as the area, classification, actual use, market value and assessed value which are the basis for computing property tax.

It is the duty of the office to process Tax Declaration as requested by property owners, buyers and interested person/s provided with complete documentary requirements.

### 1.a TRANSFER OF PROPERTY

Transfer of Real Property/ies as requested by the owner/s, buyer/s and interested person/s provided with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Registered Deed of Conveyance & other related		From the Owner



documents that maybe required (2 Copies)				
Transfer Fee Receipt		Provincial Assessor's Office		
Current Tax Receipt (1 Copy Photocopy)		Municipal Treasurer's Office		
Certified Electronic Copy of Title (2 Copies_1 Original, 1 Photocopy)		Register of Deeds		
Certified Tax Declaration (1 Copy Original)		Provincial Assessor's Office		
Survey/sketch plan, For Transfer with subdivision or consolidation (2 Copies_1 Original, 1 Photocopy)		Surveyor (Geodetic Engineer)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements	1. Receive & Check the Completeness of the Requirements  1.1 Issue order of Payment	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office



3. Present Official Receipt	3. Accept Official  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor, Assessment Clerk III, Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 days, 11 minutes</b>	

(Processing of Tax Declaration-Transfer of Property) under multi-stage processing



## 1.b IDENTIFICATION OF UNREGISTERED UNTITLED LAND (FOR DECLARED NEW LAND)

Identify the Real Property/ies as requested by the owner/s and interested person/s provided with complete documentary requirements.

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

Office of Division:	Office of the Municipal Assessor		
Classification:	Highly Technical		
Type of Transaction:	G2C-Government to Client, G2B-Government to Business		
Who May Avail:	All Taxpayers who has property/ies in Sudipen		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter Request with Endorsement/Investigation Report of the Municipal Assessor (2 Copies)		Municipal Assessor’s Office	
Registered Affidavit of Ownership with Conformity of Boundary Owners (2 Copies Original)		Notaries Public Office	
Barangay Council Resolution Attesting and Conforming the Ownership of the Declarant (2 Copies Original)		Office of the Punong Barangay where the Property located	
BL Form V-37 (2 Copies_1 Original, 1 Photocopy)		DENR, City of San Fernando	



Survey Plan (2 Copies, Blue Print)		Surveyor/ DENR		
Certification from CENRO that the land is alienable and disposable (2 Copies_1 Original, 1 Photocopy)		CENRO, City of San Fernando		
Certified Tax Declaration (1 Copy Original)		Provincial Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented 1.1 Issue order of Payment for Certified True Copy 1.2 Prepare Requested Certified Document	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Admin. Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i> Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i> Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office



5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Processing of Tax Declaration-Identification of Unregistered Untitled Land\_FOR DECLARED NEW LAND) under multi-stage processing

### 1.c IDENTIFICATION OF REGISTERED OR TITLED LAND (FOR DECLARED NEW LAND)

Identify the Real Property/ies as requested by the owner/s with complete documentary requirements with Certificate of Title.

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

<b>Office of Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request with Endorsement of Municipal Assessor (2 Copies)		Municipal Assessor's Office		
Certified Electronic Copy of Title (2 Copies_1 Original, 1 Photocopy)		Register of Deeds		
If none, Microfilmed Certified Copy		LRA, Manila		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented  1.1 Issue order of Payment for Certified True Copy  1.2 Prepare Requested Certified Document	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>





				Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes    5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Processing of Tax Declaration-Identification of Registered or Titled Land\_FOR DECLARED NEW LAND) under multi-stage processing



# **1.d PROCESSING OF TAX DECLARATION FOR DECLARED NEW BUILDING (RESIDENTIAL, COMMERCIAL & INDUSTRIAL BUILDING)**

Assess New Real Property/ies as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with Endorsement of Municipal Assessor (2 Copies)		Municipal Assessor's Office		
Building Plan, if any (1 Copy, Original)		From the Owner		
Building Permit (2 Copies_1 Original, 1 Photocopy)		Municipal Engineer's Office		
Certificate of Occupancy (2 Copies_1 Original, 1 Photocopy)		Municipal Engineer's Office		
Field Validation (2 Copies)		Provincial/Municipal Assessor's Office		
Photo Documentation		Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Admin. Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Admin. Aide I</i>  Assessor's Office
<b>TOTAL</b>		PHP 200.00	49 Days, 11 Minutes	

(Processing of Tax Declaration-for Declared New Building\_RESIDENTIAL, COMMERCIAL & INDUSTRIAL BUILDING) under multi-stage processing



## 1.e PROCESSING OF TAX DECLARATION FOR DECLARED NEW BUILDING (MACHINERIES)

Assess New Real Property/ies as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office		
Book Value of Financial Statements to include Acquisition Cost (2 Copies)		From the Owner		
Machine Lay-out (for big plan/factories) (1 Copy)		From the Owner		
Photo Documentation		Municipal Assessor's Office		
Field Validation (2 Copies)		Provincial/Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Admin. Aide I  Assessor's Office



2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	Revenue Collection Clerk II or Revenue Collection Clerk III  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III  Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I  Assessor's Office
<b>TOTAL</b>		PHP 200.00	49 Days, 11 Minutes	

(Processing of Tax Declaration-for Declared New Building\_MACHINERIES) under multi-stage processing



## 2. IDENTIFICATION OF REAL PROPERTY

### 2.a UNREGISTERED LAND without previous Tax Declaration, but with current “UNKNOWN OWNER”

Identify the Real Property/ies as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government		
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor’s Office	
Field Investigation Report (2 Copies, Original)		Municipal Assessor’s Office	
Current Tax Declaration of the “Unknown Owner”		From the Owner	
Registered Affidavit of Ownership with conformity of the boundary owners (2 Copies Original)		Notaries Public Office	
Barangay Council Resolution (2 Copies_1 Original, 1 Photocopy)		Office of the Punong Barangay	
Survey Plan		Surveyor (Geodetic Engineer)	



Affidavit of waiver of survey claimant appearing in the BL Form V-37 if applicant is a different person (2 Copies_1 Original, 1 Photocopy)		Attorney's Office		
Certification from the CENRO that the land is alienable and disposable		CENRO		
Latest Tax Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	10 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Admin. Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or</i>  <i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office



	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		PHP 200.00	49 Days, 16 Minutes	

(Identification of Real Property-UNREGISTERED LAND without previous Tax Declaration, but with current "UNKNOWN OWNER")  
under multi-stage processing





## 2.b REGISTERED LOT OR TITLED, without previous Tax Declaration, but with current “UNKNOWN OWNER”

Identify the Real Property/ies as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office
Electronic Copy of Title, if Free Patent submit Mode of Transfer (2 Copies_1 Original, 1 Photocopy)		Register of Deeds
Current Tax Declaration “UNKNOWN OWNER”		Provincial Assessor's Office
Latest Tax Receipt		Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI, III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment  2.1 Certified Tax Declaration	PHP 200.00  PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Coll. Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor / Assessment Clerk III/ Administrative Aide VI &amp; III</i>  Assessor's Office
	3.2 Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
4. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI, III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		PHP 340.00	49 Days, 11 Minutes	

(Identification of Real Property- REGISTERED LOT OR TITLED, without previous Tax Declaration, but with current "UNKNOWN OWNER") under multi-stage processing



## 2.c OMITTED UNREGISTERED LAND WITH PREVIOUS/OLD TAX DECLARATION AND WITH “UNKNOWN” TAX DECLARATION

Identify the omitted real property as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government		
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office	
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office	
Copy of the Previous/Old Tax Declaration		Municipal Assessor's Office	
Copy of Current Tax Declaration with "UNKNOWN OWNER"		Provincial/Municipal Assessor's Office	
Registered Affidavit of Ownership with conformity of the boundary owners (2 Copies Original)		Notaries Public Office	
BL Form V-37, as the case maybe		DENR	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I  Assessor's Office
2. Pay the required fees	2. Process payment  2.1 Certified Tax Declaration	PHP 200.00  PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	Revenue Collection Clerk II or Revenue Collection Clerk III   Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt	None	2 Minutes	Municipal Assessor or  Assessment Clerk III or Administrative Aide VI or Administrative Aide III  Assessor's Office



	3.1 Process the Transaction		5 Days (paused clock)	
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 340.00</b>	<b>49 Days, 11 Minutes</b>	

(Identification of Real Property- OMITTED UNREGISTERED LAND WITH PREVIOUS/OLD TAX DECLARATION AND WITH "UNKNOWN" TAX DECLARATION") under multi-stage processing



## 2.d OMITTED REGISTERED LAND WITH PREVIOUS/OLD TAX DECLARATION AND WITH “UNKNOWN” TAX DECLARATION

Identify the omitted real property as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office
Electronic Copy of the Title (2 Copies_1 Original, 1 Photocopy)		Register of Deeds
Previous Copy of the Tax Declaration		Provincial/Municipal Assessor's Office
“Unknown” Tax Declaration		Provincial/Municipal Assessor's Office



Latest Tax Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment  2.1 Certified Tax Declaration	PHP 200.00  PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt	None	2 Minutes	<i>Municipal Assessor or  Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>



	3.1 Process the Transaction		5 Days (paused clock)	Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 340.00</b>	<b>49 Days, 11 Minutes</b>	

(Identification of Real Property- OMITTED REGISTERED LAND WITH PREVIOUS/OLD TAX DECLARATION AND WITH "UNKNOWN" TAX DECLARATION") under multi-stage processing





### 3. REVISION

#### 3.a AREA

Revise to correct the actual area of the property/ies as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office		
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office		
Electronic Copy of the Title or Approved Plan or BL Form V-37 (2 Copies_1 Original, 1 Photocopy)		Register of Deeds/Surveyor/DENR		
Affidavit of Ownership with conformity of adjacent boundary owners (optional as the case may be (2 Copies Original)		Notaries Public Office		
Current Tax Declaration (Photocopy)		Provincial/Municipal Assessor's Office		
Latest Tax Receipt		Municipal Treasurer's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  <i>5 days (paused clock)</i>	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		<i>44 days (paused clock)</i>	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Revision of Land Area) under multi-stage processing



### 3.b LOCATION

Revise to correct the location of the property/ies to the Tax Declaration as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)	Municipal Assessor's Office
Field Investigation Report (2 Copies, Original)	Municipal Assessor's Office
Certification of the Punong Barangay of the actual location of property; (optional) ( 2 Copies Original)	Office of the Punong Barangay
If the relocation will affect jurisdictional areas of municipalities, certifications from both Municipal Assessors of the concerned Municipalities of such fact and conformity of the Sangguniang Bayan of the abandoned municipality	Sangguniang Bayan Office



Latest Tax Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>



			(paused clock)	Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Revision of the location of the property) under multi-stage processing



### 3.c CORRECTION OF NAME OF THE DECLARED OWNER

Revise to correct the name of the declared owner as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office
Certified True Copy of Birth Certificate (1 Copy Original)		Municipal Civil Registrar/PSA
Current Tax Declaration (1 Copy)		Municipal Assessor's Office
Electronic Copy of Title if TITLED (2 Copies)		Register of Deeds



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i> Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i> Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt 3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i> Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i> Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Revision of the name of the declared owner) under multi-stage processing



### 3.d RETYING UP OF TAX DECLARATION TO ANOTHER CADASTRAL LOT

Retying up Tax Declaration to another cadastral lot to conform the property as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office		
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office		
Joint affidavit or duly sworn conformity of the owners of the affected lots; (optional) (2 Copies_1 Original, 1 Photocopy)		Notaries Public Office		
Latest Tax Receipt		Municipal Treasurer's Office		
Latest Tax Declaration		Provincial/Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i> Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Retrying up the of Tax Declaration to another cadastral lot) under multi-stage processing



### 3.e CONSOLIDATION/SUBDIVISION OF LOTS

To consolidate/subdivide the property as per approved survey plan as requested by the owner/s with complete documentary requirements.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request with Endorsement of Municipal Assessor/ Field Investigation Report/Owner's Affidavit of Consolidation/Partition with Endorsement (2 Copies Original)		Municipal Assessor's Office/Notaries Public Office/DENR
Blue Print copy of Subdivision/Consolidation Plan/Sketch Plan/Electronic Copy of Transfer Certificate of Title (2 Copies_1 Original, 1 Photocopy)		DENR/Register of Deeds
BL Form V-37 (optional) (2 Copies_1 Original, 1 Photocopy)		DENR
Latest Tax Receipt		Municipal Treasurer's Office
Latest Tax Declaration/Property Record Form		Municipal Assessor's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 200.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i> Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 200.00</b>	<b>49 Days, 11 Minutes</b>	

(Consolidation/Subdivision of Lots) under multi-stage processing



## 4. RECLASSIFICATION OF LAND

To reclassify the property/ies as per actual use of the land as requested by the owner/s with complete documentary requirements.

### 4.a AGRICULTURAL LAND TO RESIDENTIAL, COMMERCIAL OR INDUSTRIAL

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office
Zoning Certification (2 Copies_1 Original, 1 Photocopy)		MPDO
Certified True Copy of Tax Declaration (1 Copy)		Municipal Assessor's Office
Latest Tax Receipt		Municipal Treasurer's Office
Photo Documentation		Municipal Assessor's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
2. Pay the required fees	2. Process payment  2.1 Certified Tax Declaration	PHP 200.00  PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Process the Transaction	None	2 Minutes  5 Days (paused clock)	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
	4. Submit FAAS for approval		44 Days	Provincial Assessor's Office



			(paused clock)	
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I  Assessor's Office
<b>TOTAL</b>		<b>PHP 340.00</b>	<b>49 Days, 11 Minutes</b>	

(Agricultural land to residential, commercial or industrial) under multi-stage processing

#### 4.b RESIDENTIAL, COMMERCIAL OR INDUSTRIAL LAND TO AGRICUTURAL

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

<b>Office of Division:</b>	Office of the Municipal Assessor
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request with Endorsement of Municipal Assessor (2 Copies, Original)		Municipal Assessor's Office		
Field Investigation Report (2 Copies, Original)		Municipal Assessor's Office		
Certified True Copy of Tax Declaration (1 Copy)		Municipal Assessor's Office		
Latest Tax Receipt		Municipal Treasurer's Office		
Photo Documentation		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Required Documents	1. Check and review the documents presented	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III and I</i>  Assessor's Office
2. Pay the required fees	2. Process payment  2.1 Certified Tax Declaration	PHP 200.00  PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt	None	2 Minutes	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>



	3.1 Process the Transaction		5 Days (paused clock)	Assessor's Office
	4. Submit FAAS for approval		44 Days (paused clock)	Provincial Assessor's Office
5. Receive New Tax Declaration	5. Issue New Tax Declaration	None	2 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 340.00</b>	<b>49 Days, 11 Minutes</b>	

(Residential, commercial or industrial to agricultural land) under multi-stage processing





## 5. ISSUANCE OF CERTIFICATIONS, CERTIFIED TRUE AND PHOTO COPIES AND OTHER DOCUMENTS RELATED TO REAL PROPERTIES

The service provides different kinds of certifications and other real property documents as requested by property owners for different kinds of purposes (e.g.) land holdings, non-improvements latest tax declaration and others.

### 5.1 ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION AND CERTIFICATE OF PROPERTY OF LAND HOLDINGS

This service allows the taxpayer to obtain a duplicate copy of Tax Declaration and listings of his /her Property holdings as reference for payment of taxes and for other purposes it may serve.

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

<b>Office of Division:</b>	Office of the Municipal Assessor	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government	
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Government Issued Identification Card		SSS, GSIS, DFA, Post Office, BIR, PSA, Pag-IBIG, MSWD/DSWD, LTO
Special Power of Attorney (SPA) (if not the owner) (2 Copies)		Notaries Public Office
Authorization		From the Owner
Latest Tax Receipt		Municipal Treasurer's Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements	1. Receive & Check the Completeness of the Requirements 1.1 Issue order of Payment for Certified True Copy 1.2 Prepare Requested Certified Document	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i> Assessor's Office
2. Pay the required fees	2. Process payment	PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Sign Certification	None	2 Minutes	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i> Assessor's Office
4. Claim Certified True Copy of requested document/s	4. Issue Certified True Copy of requested document/s	None	1 Minute	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>10 Minutes</b>	



## 5.2 ISSUANCE OF CERTIFICATE OF NON-IMPROVEMENT

This service provides proof that the property is vacant issued upon the request of the owner or his authorized representatives, otherwise the buildings/improvements located in the property shall be appraised and assessed for purpose of real property taxation, as this can be a basis for additional ad valorem tax on idle lands (Sec. 236 of Local Government Code and Section 28).

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Government Issued Identification Card		SSS, GSIS, DFA, Post Office, BIR, PSA, Pag-IBIG, MSWD/DSWD, LTO		
Authorization		From the Owner		
Affidavit of Non-Improvement, Non-Tenancy and Total Land Holdings (2 Copies, Original)		Notaries Public Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit Documentary Requirements	1. Receive & Check the Completeness of the Requirements	None	5 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I</i>



	1.1 Issue order of Payment for Certified True Copy 1.2 Prepare Requested Certified Document			Assessor's Office
2. Pay the required fees	2. Process payment	PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt 3.1 Sign Certification	None	2 Minutes	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i> Assessor's Office
4. Claim Certification	4. Issue Certification	None	1 Minute	<i>Assessment Clerk III or Admin. Aide VI or Administrative Aide III</i> Assessor's Office
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>10 Minutes</b>	



### 5.3 ISSUANCE OF VICINITY MAP

A tax map can be requested to identify the location of a property based on the tax mapping records for other purposes it may serve.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Government Issued Identification Card		SSS, GSIS, DFA, Post Office, BIR, PSA, Pag-IBIG, MSWD/DSWD		
Authorization		From the Owner		
Tax Declaration		Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present the Required Documents	1. Check and review the documents presented 1.1 Issue order of Payment for Certified True Copy 1.2 Prepare Requested Certified Document	None	10 Minutes	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III and I</i>  Assessor's Office
2. Pay the required fees	2. Process payment	PHP 110.00 + PHP 30.00	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>



		Documentary Stamp		Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Sign Vicinity Map (For Reference Only)	None	2 Minutes	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
4. Claim Certified Vicinity Map	4. Issue Certified Documents	None	1 Minute	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>15 Minutes</b>	



## 6. VERIFICATION OF REAL PROPERTY DOCUMENTS

The service provides verification of real property documents where property owners could further trace their properties in the tax map and be able to know it if there are encumbrances in the tax declaration.

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

<b>Office of Division:</b>	Office of the Municipal Assessor			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who May Avail:</b>	All Taxpayers who has property/ies in Sudipen			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter Request (2 Copies Original)		Municipal Assessor's Office		
Duly filled-out Request Form		Municipal Assessor's Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present Letter Request	1. Check and review the documents presented	None	5 Minutes	Assessment Clerk III or Administrative Aide VI or Administrative Aide III or Administrative Aide I Assessor's Office
1.1 Fill-out Request Form	1.1 Issue order of Payment for Verification Fee			
	1.2 Prepare Requested Certified Document			



2. Pay the required fees	2. Process payment	PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II or Revenue Collection Clerk III</i>  Municipal Treasurer's Office
3. Present Official Receipt	3. Accept Official Receipt  3.1 Sign Tax Declaration	None	2 Minutes	<i>Municipal Assessor or Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
4. Claim Certified Tax Declaration	4. Issue Certified Documents	None	1 Minute	<i>Assessment Clerk III or Administrative Aide VI or Administrative Aide III</i>  Assessor's Office
<b>TOTAL</b>		<b>PHP 140.00</b>	<b>10 Minutes</b>	





## **Office of the Municipal Social Welfare and Development**

### **External Services**



## 1. Issuance of Social Case Study Report for Heart Center, & Other Welfare Agencies

Social Case Study Reports are required by charitable institutions, Government Hospitals, and Non-Government Organization that provide services to clients and patients.

<b>Office or Division:</b>	MSWD Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Gov't. to Client, G2G – Gov't. to Gov't.			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Clinical Abstract/ Medical Certificate		Hospital		
Certificate of Indigency		Residing Barangay		
Death Certificate		Civil Registrar		
Funeral Contract		Funeral		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of the problem / needs.	1. Interview of the presenting problem  1.1 Assessment of the presented problem	None	10 Minutes	Day Care Worker  Administrative Assistant I
2. Submission of needed requirements & supporting documents	2. Review of documents presented  2.1 Instruct client		5 minutes	Day Care Worker  Administrative Assistant I



	- SCSR preparation, review and recommendation by the MSWDO		5 working days	MSWDO Day Care Worker  Administrative Assistant I
3. Receives	3. Issuance of SCSR		2 minutes	Day Care Worker  Administrative Assistant I
<b>TOTAL</b>		<b>None</b>	<b>5 days &amp; 17 mins.</b>	

## 2. AICS (Aid to Individual in Crisis Situation)

For Medical Assistance

<b>Office or Division:</b>	MSWD Office		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C - Gov't. to Client.		
<b>Who may avail:</b>	All		
<b>Schedule of Service</b>	Monday – Friday, 8:00AM – 5:00PM		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Medical Certificate/Record		Hospital Medical Doctor	
Certificate of Indigency		Client's residing Barangay	
Certificate of Residency		Client's residing Barangay	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presentation of the problem/ needs	1. Interview of the client Assessment of the presented problem		5 minutes	Day Care Worker Administrative Assistant I
2. Pre-approval of the Local Chief Executive	2. Instruct client		5 minutes	Municipal Mayor/Executive Assistant V
3. Fill-up forms & submit requirements	3. Receives documents for final evaluation		10 minutes	Day Care Worker Administrative Assistant I
4. Wait for instruction	4. Prepare & process vouchers		5 days	Day Care Worker Administrative Assistant I
5. Claim Medical Assistance	5. Release cheque/cash		2 minutes	Day Care Worker Administrative Assistant I
<b>TOTAL</b>		<b>None</b>	<b>5 days &amp; 17 mins.</b>	



### 3. AICS (Aid to Individual in Crisis Situation)

#### For Burial Assistance

<b>Office or Division:</b>	MSWD Office			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Gov't. to Client.			
<b>Who may avail:</b>	All			
<b>Schedule of Service</b>	Monday – Friday, 8:00AM – 5:00PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Death Certificate		Hospital Medical Doctor/Civil Registrar		
Funeral contract		Funeral		
Certificate of Indigency		Client's residing Barangay		
Certificate of Residency		Client's residing Barangay		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Presentation of the problem/ needs	1. Interview of the client Assessment of the presented problem		5 minutes	Day Care Worker I  Administrative Assistant I
2. Pre-approval of the Local Chief Executive	2. Instruct client		5 minutes	Supervising Admin Officer Municipal Mayor
3. Fill-up forms & submit requirements	3. Receives documents for final evaluation		10 minutes	Day Care Worker I  Administrative Assistant I



4. Wait for instruction	4. Prepare & process vouchers		5 days	Day Care Worker Administrative Assistant I
5. Claim Medical Assistance	5. Release cheque/cash		2 minutes	Day Care Worker Administrative Assistant I
<b>TOTAL</b>		<b>None</b>	<b>5 days &amp; 17 mins.</b>	

#### 4. Securing Senior Citizen ID Card

Benefits and Privileges under Republic Act No. 9257

<b>Office or Division:</b>	MSWD Office	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Gov't. to Client	
<b>Who may avail:</b>	All Senior Citizen	
<b>Schedule of Service</b>	Monday – Friday, 8:00AM – 5:00PM	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
One 1x1 recent ID picture		Client
Registered Voter's ID/Certification		COMELEC



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application Form	1. Receives and Evaluates documents	None	5 minutes	Social Welfare Aide
	- Prepare and facilitate		15 minutes	Social Welfare Aide
2. Claim Senior Citizen ID card	2. Issuance of SC identification card		2 minutes	Social Welfare Aide
<b>TOTAL</b>		<b>None</b>	<b>22 mins.</b>	

### 5. Securing Person with Disability ID Card

Benefits and Privileges under Republic Act No. 9442

<b>Office or Division:</b>	MSWD Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Gov't. to Client
<b>Who may avail:</b>	All Person with Disability
<b>Schedule of Service</b>	Monday – Friday, 8:00AM – 5:00PM
<div> <div>CHECKLIST OF REQUIREMENTS</div> <div>WHERE TO SECURE</div> </div>	



Two 1x1 recent ID picture		Client		
Registered Voter's ID/Certification		COMELEC		
Medical Certificate		Hospital Medical Doctor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up application Form	1. Receives and Evaluates documents		5 minutes	Day Care Worker
	- Prepare and facilitate		15 minutes	Day Care Worker
2. Claim Senior Citizen ID card	2. Issuance of SC identification card		2 minutes	Day Care Worker
<b>TOTAL</b>		<b>None</b>	<b>22 mins.</b>	





## 6. Securing SOLO Parent ID Card

Benefits and Privileges under Republic Act No. 8972

<b>Office or Division:</b>	MSWD Office			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Gov't. to Client			
<b>Who may avail:</b>	All Qualified Solo Parent			
<b>Schedule of Service</b>	Monday – Friday, 8:00AM – 5:00PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Two 1x1 recent ID picture		Client		
Registered Voter's ID/Certification		COMELEC		
Certificate of Residency		Residing Barangay		
Death Certificate (if widow)		Civil registrar		
Court Order (if annulled/in jail )		Municipal/Regional Trial Court		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Fill-up application Form	1. Receives and Evaluates documents		5 minutes	Day Care Worker (MSWDO)
	- Prepare and facilitate		15 minutes	Day Care Worker (MSWDO)
2. Claim Senior Citizen ID card	2. Issuance of SC identification card		2 minutes	Day Care Worker (MSWDO)
<b>TOTAL</b>		<b>None</b>	<b>22 mins.</b>	



## 6. Conduct of Pre-Marriage Counseling (PMC)

Pre-Marriage counseling is a type of therapy that helps couples prepare for marriage. Pre-Marriage counseling can help ensure that you and your partner have a strong, healthy relationship; giving you a better chance for a stable and satisfying marriage.

<b>Office or Division:</b>	MSWD Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Gov't. to Client			
<b>Who may avail:</b>	All couple			
<b>Schedule of Service</b>	Friday only, 8:00AM – 5:00PM			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PMC Form		Civil Registrar		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present all forms and documents provided by the civil registrar	1. Evaluates documents		2 minutes	Social Welfare Aide
2. Provide and Answer Questions	3. Prepare and conduct PMC		4 hrs.	Social Welfare Aide
<b>TOTAL</b>		<b>None</b>	<b>4hrs. &amp; 2mins.</b>	



# **Municipal Planning and Development Office**

## **External Services**



## 1. ISSUANCE ZONING CLEARANCE

The Zoning Clearance is issued to individuals needing this document that states location for the classification of the property zoned.

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

<b>Office or Division:</b>	MUNICIPAL PLANING AND DEVELOPMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All who are Residents of the Municipality Sudipen and Individuals secured the Zoning Clearance			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Tax Declaration		Office of the Municipal Assessor's		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Secure Tax Declaration			2 Minutes	<i>Municipal Assessor Assessor's Office</i>
2. Pay Zoning Fees	2. Issue Receipt	PHP 110.00 + PHP 30.00 Documentary Stamp	2 Minutes	<i>Revenue Collection Clerk II Municipal Treasury Office</i>
	2.1 Encodes Zoning Clearance		5 Minutes	<i>MPDC Municipal Planning &amp; Development Office</i>
3. Receive Zoning Clearance	3. Issue Zoning Clearance		1 minute	<i>MPDC Municipal Planning &amp; Development Office</i>
4. Sign in Client Log Book			1 Minute	<i>Admin. Aide I MPDO</i>
<b>TOTAL</b>		<b>PHP 240.00</b>	<b>11 minutes</b>	



## 2. ISSUANCE ECO PROFILE, MAPS, BRGY. PROFILE & OTHERS

The Municipality provides technical information such as the Socio-Economic Profile, Maps, Brgy. Profile and other vital documents to researchers, businessmen and others who need it for a specific/legal purpose.

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

<b>Office or Division:</b>	MUNICIPAL PLANING AND DEVELOPMENT OFFICE			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All who are Residents of the Municipality Sudipen and Individuals secured the Documents			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
-Request Letter -Any Valid ID		Schools / Company		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON REPOSNSIBLE</b>
1. Sign in Client Log Book			1 Minute	<i>Admin. Aide I</i>  Municipal Planning & Development Office
2. Submit Requirements	2. Record Transaction		2 Minute	<i>Admin. Aide I</i>  Municipal Planning & Development Office
	2.1 Encodes Requested Documents		5 Minutes	<i>Admin. Aide I</i>



				Municipal Planning & Development Office
	2.2 Forward Documents for Verification		2 Minutes	<i>MPDC</i> Municipal Planning & Development Office
3. Receive Documents	3. Issue Requested Documents		1 minute	<i>MPDC</i> Municipal Planning & Development Office
<b>TOTAL</b>			<b>11 minutes</b>	



# **Office of the Sangguniang Bayan**

## **External Services**



## 1. SECURING COPIES OF ORDINANCES AND RESOLUTIONS

Copies of Ordinances and Resolutions are issued to requesting party with the Office of the Sangguniang Bayan.

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

<b>Office or Division:</b>	Office of the Sangguniang Bayan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
<b>Who may avail:</b>	All interested parties			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request specifying the documents needed		Requesting party		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.State the requested document/s	1. If approved & available: Advice the client to pay fees		3 Minutes	<i>SB Secretary/ SB Administrative Staff</i>
2. Pay at the Municipal Treasury Office	2. Issue Official Receipt	PHP 110.00 + PHP 30.00 Doc. Stamp	5 minutes	<i>Revenue Collection Clerk II Municipal Treasury Office</i>
3. Wait for the Processing	Prepare requested documents		5 minutes	<i>SB Administrative Staff</i>
4. Receive documents	Issue requested documents		1 minute	<i>SB Secretary</i>





# **Municipal Treasury Office**

## **External Services**



## 1. REGISTRATION OF NEW BUSINESS PERMIT

The service is to be rendered to any individual or business entity who will put up and register their new business.

<b>Office or Division:</b>	Municipal Treasury Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, Government to Government	
<b>Who may avail:</b>	All business owner entity	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Accomplished Application Form One Original Copy		Municipal Treasury Office
Barangay Business Clearance		Barangay where the business is located
Barangay Clearance		Barangay where the client resides
Zoning Clearance		Municipal Planning and Development Office
Sanitary Permit to Operate & Health Certificate		Municipal Health Office
Occupancy Permit – if required		Municipal Engineering Office
Valid Fire Safety Inspection Certificate		Bureau of Fire Protection Office
Community Tax Certificate		Municipal Treasury Office or Barangay where the client resides
Market Clearance (For Stall Holders within Public Market)		Municipal Treasury Office
DTI Accreditation (If Sole Proprietorship)		Department of Trade and Industry
SEC Registration (If Corporation)		Securities and Exchange Commission
CDA Registration		Cooperative Development Authority



(If Cooperative)				
SSS Clearance		Social Security Services		
PAG-IBIG/HDMF Clearance		Home Development Mutual Fund Office		
PHILHEALTH Clearance		Philippine Health		
Provincial Government Clearance (for videoke bars and quarrying business)		Provincial Government of La Union Designated PGLU employee (Quarry Outpost located at Barangay Ipet, Sudeten, La Union)		
Notarized Contract of Lease– if Lessee One photocopy		Lessee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application with complete requirements	1. Review and validate submission Assess business taxes, charges and fees	Capital Investment – 1/20 of 1% (One twentieth of one percent) of the declared amount.  Mayor's Permit (see table 1, 2.1 and 2.2) Occupation Fee (P300.00per person)  Health Certificate-153.00 Sanitary Permit to Operate-220.00 Garbage Fee	15 minutes	<i>Revenue Collection Clerk II/BPLO Designate Municipal Treasury Office</i>



		(see table 3) Sticker for business permit plate – 75.00 Business Plate- P300.00(3 year validity) Documentary Stamp Tax- P30.00		
2. Pay taxes, fees and charges	2. Receive payment		5 minutes	<i>Revenue Collection Clerk II/ BPLO Designate Municipal Treasury Office</i>
3. Claim Official Receipt, Mayor's Permit, Sticker and Business Plate and sign into the log book.	3. Issue Official Receipt, Mayor's Permit, Sticker and Business Plate and give the log book to the client for signing as proof of acknowledgement to the received documents.		30 minutes	<i>Revenue Collection Clerk II/BPLO Designate Municipal Treasury Office</i>

Basis: Municipal Tax Ordinance 124 S. 2017  
Chapter 4  
Article A. Section 4A.01



**Table 1 Business Size**

Characteristics	Asset Size, in Pesos	Number of Workers
Cottage	500,000.00 and below	1 – 10
Small	Over 500,000.00 to 5,000,000.00	11 – 99
Medium	Over 5,000,000.00 to 20,000,000.00	100 – 199
Large	Over 20,000,000.00	200 and above

**Table 2.1 Graduated Fixed Taxes**

Type of Business	Amount of Fee, in Pesos – Per Annum			
	Cottage	Small	Medium	Large
1. On Manufacturers/Importers/Producers	P 800.00	P3,000.00	P4,000.00	P6,000.00
2. On Other Financial Institutions		P5,500.00	P7,500.00	P10,500.00
3. On Contractors/Service Establishments	P2,000.00	P2,500.00	P3,000.00	P6,000.00
4. On Wholesalers/Retailers/Dealers or Distributors	P1,100.00	P1,700.00	P2,500.00	P3,500.00
5. On Trans Loading Operations			P4,500.00	P7,500.00
6. Other Businesses	P800.00	P3,000.00	P4,000.00	P6,000.00



**Table 2.2 Graduated Fixed Taxes**

<b>• On Banks</b>	<b>Amount of Fee, in Pesos-Per Annum</b>
1.1 Rural, Thrift and Savings Banks	P2,500.00
1.2 Commercial, Industrial and Development Banks	P6,000.00
1.3 Universal Banks	P8,000.00

**Table 3 Service Charge for Garbage Collection**

\*For business establishments that will operate within and outside the Public Market

<b>Type of Business</b>	<b>Not more than 100sq. m.</b>	<b>More than 100 sq. m.</b>
1. Manufacturers, Millers, Assemblers, Processors and Similar Businesses	P4,500.00	P5,500.00
2. Hotels, Apartments, Motels and Lodging Houses	P4,000.00	P5,000.00
3. Restaurants, Day and Night Clubs, Cafes and Eateries	P3,500.00	P4,000.00
4. Hospitals	P4,000.00	P5,000.00
5. Clinics, Laboratories and similar businesses	P4,000.00	P5,000.00
6. Movie Houses	P4,000.00	P5,000.00
7. Other Businesses not mentioned above	P1,500.00	P2,500.00
8. Retailers and Wholesalers Outside Public Market	P3,500.00 regardless of area	



## • RENEWAL OF BUSINESS PERMIT

The service is to be rendered to business owner/entity who will renew their business.

Office or Division:	Municipal Treasury Office		
Classification:	Simple		
Type of Transaction:	G2C-Government to Client, G2B-Government to Business, Government to Government		
Who may avail:	All registered businesses that will renew their business		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished Application Form One Original Copy		Municipal Treasury Office	
Previous Mayor’s Permit One Photocopy		Business Owner/Proprietor	
Barangay Business Clearance One Photocopy		Barangay where the business is located	
Barangay Clearance One Photocopy		Barangay where the client resides	
Sanitary Permit to Operate & Health Certificate One Photocopy		Municipal Health Office	
Valid Fire Safety Inspection Certificate One Photocopy		Bureau of Fire Protection Office	
Community Tax Certificate One Photocopy		Municipal Treasury Office or Barangay where the client resides	
BIR Annual Registration One Photocopy		Bureau of Internal Revenue	



Sworn Statement of Gross Receipts or Sales of preceding Calendar Year One photocopy	Bureau of Internal Revenue
Market Clearance (For Stall Holders within Public Market)	Municipal Treasury Office
DTI Accreditation (If Sole Proprietorship) One Photocopy	Department of Trade and Industry
SEC Registration (If Corporation) One Photocopy	Securities and Exchange Commission
CDA Registration (If Cooperative) One Photocopy	Cooperative Development Authority
SSS Clearance One Photocopy	Social Security Services
PAG-IBIG/HDMF Clearance One Photocopy	Home Development Mutual Fund Office
PHILHEALTH Clearance One Photocopy	Philippine Health
Provincial Government Clearance (for videoke bars and quarrying business) One Photocopy	Provincial Government of La Union Designated PGLU employee (Quarry Outpost located at Barangay Ipet, Sudipen, La Union)
Certificate of Registration with Department of Agriculture-Bureau of Animal Industry for Animal Facilities.	Department of Agriculture-Bureau of Animal Industry





One Photocopy				
NFA License to Operate- for Rice retailer/dealer One Photocopy		National Food Authority		
BFP Certification PNP License to deal firecrackers  Authorization Letter as Retailer Certificate of Attendance to Fireworks Retailers Seminar -For Firecrackers and other Pyrotechnic devices dealers and retailers- One Photocopy of each type of document		Bureau of Fire Protection Office National Headquarters, PNP CSG, Camp Crame, Quezon City From the Licensed Dealer National Headquarters, PNP CSG, Firearms and Explosives Office, Camp Crame, Quezon City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application with complete requirements	1. Review and validate submission Assess business taxes, fees and charges	Gross Sales Tax (refer to Section 2A.02 tables 4-9 below) Mayor's Permit (see table 1, 2.1 and 2.2) Occupation Fee (P300.00per person) Health Certificate- 153.00	15 minutes	Revenue Collection Clerk II/ BPLO Designate Municipal Treasury Office



		<p>Sanitary Permit to Operate-220.00 Garbage Fee (see table 3)</p> <p>Sticker for business permit plate– 75.00</p> <p>Business Plate- 300.00 (3-year validity) Documentary Stamp Tax- 30.00 Surcharge and Interest (If Late Renewal)See content of Chapter 2 Article C below)</p>		
2. Pay taxes, fees and charges	<ul style="list-style-type: none"> <li>Receive Payment</li> </ul>		5 minutes	Revenue Collection Clerk II/BPLO Designate Municipal Treasury Office
<ul style="list-style-type: none"> <li>Claim Official Receipt, Mayor's Permit, Sticker and Business Plate and sign into the log book.</li> </ul>	3. Issue Official Receipt, Mayor's Permit, Sticker and Business Plate and give the log book to the client for signing as proof of acknowledgement to the received documents.		30 minutes	Revenue Collection Clerk II/BPLO Designate Municipal Treasury Office



**Basis: Municipal Tax Ordinance No. 124 S. 2017**

#### **Section 2A.02 Imposition of Tax**

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

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

**Table 4**

<b>Amount of Gross Sales/Receipts For the Preceding Calendar Year, in Pesos:</b>	<b>Tax Per Annum, in Pesos</b>
Less than 10,000.00	P 217.00
10,000.00 or more but less than 15,000.00	P 290.00
15,000.00 or more but less than 20,000.00	P 398.00
20,000.00 or more but less than 30,000.00	P 580.00
30,000.00 or more but less than 40,000.00	P 871.00
40,000.00 or more but less than 50,000.00	P 1,089.00
50,000.00 or more but less than 75,000.00	P 1,742.00
75,000.00 or more but less than 100,000.00	P 2,178.00
100,000.00 or more but less than 150,000.00	P 2,904.00
150,000.00 or more but less than 200,000.00	P 3,630.00
200,000.00 or more but less than 300,000.00	P 5,082.00
300,000.00 or more but less than 500,000.00	P 7,260.00
500,000.00 or more but less than 750,000.00	P 10,560.00
750,000.00 or more but less than 1,000,000.00	P 13,200.00
1,000,000.00 or more but less than 2,000,000.00	P 18,150.00
2,000,000.00 or more but less than 3,000,000.00	P 21,780.00
3,000,000.00 or more but less than 4,000,000.00	P 26,136.00
4,000,000.00 or more but less than 5,000,000.00	P 30,492.00



5,000,000.00 or more but less than 6,500,000.00	P 32,175.00
6,500,000.00 or more	At a rate of forty five percent (45%) of one percent (1%) of the gross sales/receipts

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

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

**Table 5**

<b>Amount of Gross Sales/Receipts for the Preceding Calendar Year, in Pesos</b>	<b>Tax Per Annum, in Pesos</b>
Less than 1,000.00	P 23.00
1,000.00 or more but less than 2,000.00	P 43.00
2,000.00 or more but less than 3,000.00	P 66.00
3,000.00 or more but less than 4,000.00	P 95.00
4,000.00 or more but less than 5,000.00	P 132.00
5,000.00 or more but less than 6,000.00	P 159.00
6,000.00 or more but less than 7,000.00	P 188.00
7,000.00 or more but less than 8,000.00	P 217.00
8,000.00 or more but less than 10,000.00	P 246.00
10,000.00 or more but less than 15,000.00	P 290.00
15,000.00 or more but less than 20,000.00	P 363.00
20,000.00 or more but less than 30,000.00	P 435.00
30,000.00 or more but less than 40,000.00	P 580.00



40,000.00 or more but less than 50,000.00	P 871.00
50,000.00 or more but less than 75,000.00	P 1,306.00
75,000.00 or more but less than 100,000.00	P 1,742.00
100,000.00 or more but less than 150,000.00	P 2,468.00
150,000.00 or more but less than 200,000.00	P 3,194.00
200,000.00 or more but less than 300,000.00	P 4,356.00
300,000.00 or more but less than 500,000.00	P 5,808.00
500,000.00 or more but less than 750,000.00	P 8,712.00
750,000.00 or more but less than 1,000,000.00	P 11,616.00
1,000,000.00 or more but less than 2,000,000.00	P 13,200.00
2,000,000.00 or more	At a rate of sixty percent (60%) of one percent (1%) of the gross sales/receipts

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

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

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;
- (4) Laundry soap, detergents, and medicines;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;



- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad.

The amount of export sales shall be excluded from the total sales and shall be subject to the rates not exceeding one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of the Article.

(d) On retailers:

**Table 6**

Gross Sales/Receipts for the Preceding Calendar Year, in Pesos	Rate of Tax Per Annum, in Pesos
400,000.00 or less	2.64%
More than 400,000.00	1.21%

The rate of 2.64% per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of 1.21% 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 business taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (P 30,000.00) subject to existing laws and regulations.

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

**Table 7**

Gross Sales/Receipts for the Preceding Calendar Year in Pesos	Amount of Tax Per Annum, in Pesos
Less than 5,000.00	P 36.00
5,000.00 or more but less than 10,000.00	P 81.00



10,000.00 or more but less than 15,000.00	P 137.00
15,000.00 or more but less than 20,000.00	P 217.00
20,000.00 or more but less than 30,000.00	P 363.00
30,000.00 or more but less than 40,000.00	P 508.00
40,000.00 or more but less than 50,000.00	P 726.00
50,000.00 or more but less than 75,000.00	P 1,161.00
75,000.00 or more but less than 100,000.00	P 1,742.00
100,000.00 or more but less than 150,000.00	P 2,613.00
150,000.00 or more but less than 200,000.00	P 3,484.00
200,000.00 or more but less than 250,000.00	P 4,791.00
250,000.00 or more but less than 300,000.00	P 6,098.00
300,000.00 or more but less than 400,000.00	P 8,131.00
400,000.00 or more but less than 500,000.00	P 10,890.00
500,000.00 or more but less than 750,000.00	P 12,210.00
50,000.00 or more but less than 1,000,000.00	P 13,530.00
1,000,000.00 or more but less than 2,000,000.00	P 15,180.00
2,000,000.00 or more -	At a rate sixty percent (60%) of one percent (1%)
Provided, that in no case shall the tax on gross sales of P 2,000,000.00 or more be less than P 15,180.00.	

- (f) On banks and other financial institutions, at the rate of 60.5% of 1% of the gross receipts of the preceding calendar year derived from interest,



commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of properties, and insurance premiums, and profit from dealing on foreign currencies. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.

(g) On the businesses hereunder enumerated:

1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, carinderias or food caterers;
2. Amusement places, including places wherein customers thereof actively participate without making bets or wagers, including but not limited to night clubs, or day clubs, cocktail lounges, cabarets or dance halls, karaoke or videoke 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, ferries wheels, swings, shooting galleries, and other similar contrivances, theaters and cinema houses, boxing stadiums, 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 systems;
11. Operators of computer and internet services establishment;
12. General consultancy services





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

**Table 8**

<b>Gross Sales/Receipts for the Preceding Calendar Year, in Pesos</b>	<b>Amount of Tax Per Annum, in Pesos</b>
Less than 5,000.00	P 36.00
5,000.00 or more but less than 10,000.00	P 81.00
10,000.00 or more but less than 15,000.00	P 137.00
15,000.00 or more but less than 20,000.00	P 217.00
20,000.00 or more but less than 30,000.00	P 363.00
30,000.00 or more but less than 40,000.00	P 508.00
40,000.00 or more but less than 50,000.00	P 726.00
50,000.00 or more but less than 75,000.00	P 1,161.00
75,000.00 or more but less than 100,000.00	P 1,742.00
100,000.00 or more but less than 150,000.00	P 2,613.00
150,000.00 or more but less than 200,000.00	P 3,484.00
200,000.00 or more but less than 250,000.00	P 4,791.00
250,000.00 or more but less than 300,000.00	P 6,098.00
300,000.00 or more but less than 400,000.00	P 8,131.00
400,000.00 or more but less than 500,000.00	P 10,890.00
500,000.00 or more but less than 750,000.00	P 12,210.00



750,000.00 or more but less than 1,000,000.00	P 13,530.00
1,000,000.00 or more but less than 2,000,000.00	P 15,180.00
2,000,000.00 or more -	At a rate of sixty percent (60%) 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 P 15,180.00.	

- (h) On peddlers engaged in the sale of any merchandise or article of commerce, at the rate of P 60.50 per peddler annually.

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

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

- (i) On operators of public utility vehicles maintaining booking office, terminal, or waiting station for the purpose of carrying passengers from this municipality or neighboring municipalities under a certificate of public convenience and necessity or similar franchises

**Table 9**

Air-conditioned buses	P1,815.00 per unit
Buses without air conditioning	P1,452.00 per unit
"Mini" buses	P1,210.00 per unit
Jeepneys/Vans	P 605.00 per unit
Taxis	P1,210.00 per unit

Basis: Municipal Tax Ordinance 124 s. 2017



Chapter 2, Article C

Section 2C.04(e)

**Submission of Certified Income Tax Return Copy**

All persons who are granted a permit to conduct an activity or business and who are liable to pay the business tax provided in this Code shall submit a certified photocopy of their Income Tax Returns (ITR) on or before April 30 of each year. The deficiency in the business tax arising out of the difference in gross receipts or sales declared in the application for Mayor's Permit declaration of gross sales or receipts and the gross receipts or sales declared in the ITR shall be payable on or before May 20 of the same year with interest at the rate of ten percent (10%) corresponding to the two percent (2%) per month from January to May. Payments of the deficiency tax made after May 20 shall be subject to the twenty five percent (25%) surcharge and two percent (2%) interest for every month counted from January up to the month payment is made.

### 3. GRANTING MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP) AND MAYOR'S PERMIT

The service is rendered to any individual or person needing motorized tricycle franchise.

<b>Office or Division:</b>	Municipal Treasury Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client
<b>Who may avail:</b>	All tricycle operators and drivers.
<b>CHECKLIST OF REQUIREMENTS</b>	
Barangay Clearance One Photocopy	<b>WHERE TO SECURE</b> Barangay where the client resides



Barangay Permit to Operate One Photocopy		Barangay where the client resides		
Previous Permit and Franchise One Photocopy		Owner or Operator		
Barangay Certification of Tree Planting One Photocopy		Barangay where the client resides		
Police Clearance One Photocopy		Philippine National Police		
SSS Clearance except Senior Citizen (RA 8282) One photocopy		Social Security Services		
PAG-IBIG/HDMF Clearance except Senior Citizen (RA 8282) One photocopy		Home Development Mutual Fund Office		
Certificate of Registration and latest O.R of vehicle One photocopy		Land Transportation Office		
Community Tax Certificate One photocopy		Barangay where the client resides or Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File application with complete requirements -for New and Renewal	1. Validate submission, assess eligibility.		5 minutes	Revenue Collection Clerk II/ BPLO Designate Municipal Treasury Office
2. Pay fees and charges	2. Assess fees and charges and accept payment	Annual Tax(if renewal)- P500.00	10 minutes	Revenue Collection Clerk II/ BPLO Designate Municipal Treasury Office



		Franchise Fee(if new)-P432.00 Mayor's Permit- P300.00 Occupation Fee- P300.00 Motorized Plate(if new and every change of administration)- P300.00 Municipal Seal- P100.00 (4"x4") - issued yearly Municipal Seal P135.00 (8"x9") – for new Sticker for motorized plate- P75.00 Parking Fee (Market & Municipal Compound)- P750.00 Filing Fee-P110.00		
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		Documentary Stamp Tax-P30.00		
3. Claim OR, MTOP, Mayor's Permit, Municipal Seal, Sticker and Motorized Plate (if new). Sign into the logbook	3. Issue OR, MTOP, Mayor's Permit, Municipal Seal and Motorized Plate (if new).		15 minutes	<i>Revenue Collection Clerk II/ BPLO Designate Municipal Treasury Office</i>
<b>TOTAL</b>			<b>30 minutes</b>	

#### 4. REAL PROPERTY TAX PAYMENTS

The service is to be rendered to any individual or person who will pay their real property taxes.

<b>Office or Division:</b>	Municipal Treasury Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business
<b>Who may avail:</b>	All taxpayers. *PWD, SC, and Pregnant Women pay at Window 1
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Notice of Assessment (if latest official receipt is unavailable)	Municipal Assessor's Office
Latest Official Receipt	Taxpayer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present previous tax receipt payment or Notice of Assessment for verification	1. Verify records	(See attached RPT table of discounts and penalties)	10 Minutes	Revenue Collection Clerk II Municipal Treasury Office
2. Wait for the assessment or computation of the tax due	2. Assess/ Compute tax Due		10 minutes	Revenue Collection Clerk II Municipal Treasury Office
3. Pay Real Property Tax	3. Receive payment and issue Official Receipt		5 Minutes	Revenue Collection Clerk II Municipal Treasury Office
<b>TOTAL</b>			<b>25 Minutes</b>	

### RPT TABLE OF DISCOUNTS AND PENALTIES

\*Assessed Value x 1% x 2 (Basic & SEF)

\* 20 % Discount on the month of December preceding the taxable year

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Current	%Discount	(17.50)	(17.50)	(17.50)	(12.50)	(12.50)	(12.50)	(7.50)	(7.50)	(7.50)	(2.50)	(2.50)	(2.50)
Year	%Penalty				8	10	12	14	16	18	20	22	24
	Net	(17.50)	(17.50)	(17.50)	(4.50)	(2.50)	(0.50)	6.50	8.50	10.50	17.50	19.50	21.50
PY 1		26	28	30	32	34	36	38	40	42	44	46	48
PY 2		50	52	54	56	58	60	62	64	66	68	70	72
1992-PY 3		72	72	72	72	72	72	72	72	72	72	72	72



1991		24	24	24	24	24	24	24	24	24	24	24	24
1990		48	48	48	48	48	48	48	48	48	48	48	48
1989		72	72	72	72	72	72	72	72	72	72	72	72
1988		96	96	96	96	96	96	96	96	96	96	96	96
1987		120	120	120	120	120	120	120	120	120	120	120	120
1986		144	144	144	144	144	144	144	144	144	144	144	144
1974-1985		24	24	24	24	24	24	24	24	24	24	24	24

## 5. SECURING COMMUNITY TAX CERTIFICATE (Cedula)

The service is to be rendered to any individual or person needing the community tax certificate.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Any individual or person needing the community tax certificate.			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Fill-up Request Form	Municipal Treasury Office			
Identification Cards	Payor			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>





1. Fill-up and submit request form	1. Compute Community Tax Fee and fill up CTC	(See attached CTC Table of Payments)	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
2. Pay computed CTC	2. Receive payment		1 minute	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
2. Receive CTC	3. Issue Community Tax Certificate		1 Minute	<i>Revenue Collection Clerk II</i> Municipal Treasury Office

### Community Tax Certificate Table of Payments

	January	February-December
1. Students	₱ 5.00	₱ 6.20
2. Minimum Wage Earner	₱ 25.00	₱ 31.00
3. Professionals	Gross Income x 12 x 0.1%	Gross Income x 12 x 0.1% x 24%



## 6. SECURING POLICE CLEARANCE

The service is to be rendered to any individual or person needing Police Clearance.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	All residents in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Barangay Clearance	Respective Barangays			
CTC	Respective Barangays or Municipal Treasury Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present requirements	1. Verify presented requirements if complete		1 minute	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
2. Pay the Police Clearance Fee	2. Receive Payment and Issue Official Receipt	(See attached Police Clearances Table of Payments)	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office



3. Proceed to PNP Office	3. Advise the client to proceed to the PNP Office for the issuance of Police Clearance		1 Minute	Revenue Collection Clerk II Municipal Treasury Office
<b>TOTAL</b>			<b>5 minutes</b>	

### POLICE CLEARANCES TABLE OF PAYMENTS

Police Clearance:	Fees
1. For Educational Use	₱ 120.00
2. For Local Employment	₱ 140.00
3. For Travel Abroad	₱ 180.00
4. For Firearm Permit Application	₱ 830.00
5. For Change of Name	₱ 830.00
6. For Application for Citizenship	₱ 1,530.00
7. Police Blotter	₱ 140.00
8. Other Clearance Use	₱ 140.00



## 7. RENTAL OF MUNICIPAL PROPERTIES

The service is to be rendered to any individual or person who will pay their monthly rentals.

<b>Office or Division:</b>	Municipal Treasury Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client			
<b>Who may avail:</b>	Any individual or person needing assistance from municipal properties.			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Official Receipt	Municipal Treasury Office			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>			
1. Present previous official receipt for verification	1. Verify records	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Wait for the computation of the rental fee	2. Compute the Rental Fee		3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Pay rental fee	3. Receive rental payment and issue official receipt	(See attached Tables of Rental Fees)	3 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
<b>TOTAL</b>			<b>5 minutes</b>	



The following are the rates per truckload delivered:

**Table 1. Mini-Dump Trucks**

Place of Delivery	River Mix/ Filling Materials	Fine Sand	Coarse Sand	Gravel	Boulders
a. Namaltugan, OldCentral, Ilocano, Ipet, Poblacion, Turod	400	500	500	600	700
b. Sengngat, Castro	450	550	550	750	750
c. San Jose	700	800	800	900	1,000
d. Bigbiga, San Francisco Norte & Sur	650	750	750	850	950
e. Up-uplas, Porporiket, Duplas, Bulalaan	400	500	500	600	700
f. MaliclicoProper	1,100	1,200	1,200	1,300	1,400
g. Sitio Nalvo	1,000	1,200	1,200	1,200	1,300
h. Sitio Badang,Paduca	400	500	500	600	700

The rate of rent for the use of the Mini-Dump Truck if used for purposes other than hauling of aggregates shall be P300.00 per hour, plus the cost of fuel.



**Table 2. Chairs and Tables**

	Rate (per piece)	Time
Chair	₱ 8.00	24 Hrs
Table	₱ 15.00	24 Hrs

**Table 3. Pay Loader**

Kind/Type of Truck	River Mix/ Filling Materials	Fine Sand	Coarse Sand	Gravel	Boulders
a. Ten-wheeler Dump Truck 12 cu.m.	300	300	700	700	1,200
b. Six-wheeler Dump Truck 6 cu.m.	200	200	400	400	750
c. Six/Four- wheeler Dropside Truck 3cu.m.	100	100	250	250	400
d. Six/Four wheeler Mini Dumptruck 2.5 cu.m.	100	100	250	250	400



# **Office for Agricultural Services**

## **External Services**



## 1. ISSUANCE OF APPLICATION FOR SEED CERTIFICATION AND PRELIMINARY FIELD INSPECTION REPORT

The Application for Seed Certification and Preliminary Field Inspection Report are issued to Accredited Seed Growers as requirements in availing the service of the BPI-NSQCS for Seed Certification.

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

<b>Office or Division:</b>	Office for Agricultural Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All accredited Seed Growers in the Municipality of Sudipen. L.U.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Certificate of Accreditation as Seed Grower		Bureau of Plant Industry – National Seed Quality Control Services		
Tags identifying the seed class and variety of the seeds to be produced by the Seed Grower.		Accredited Seed Network Center and Seed Grower.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Inform the Seed Inspector of the actual date of planting.	Interview the SG and confirms the date for the conduct of Field Inspection	None	10 minutes	<i>Deputized Seed Inspector</i>
Accompany the Seed Inspector in the conduct Field Inspection	Conduct on-site field validation, and inspections.	None	1 day per hectare	<i>Deputized Seed Inspector</i>





Wait for the preparation of application and field inspection report.	Prepare Seed Grower's Application for Seed Certification and Field Inspection Reports.		30 minutes	<i>Deputized Seed Inspector</i>
Sign the Application Form and Field Inspection Report and return to the Deputized Seed Inspector together with the appropriate field inspection fee	Submit the documents together with the appropriate filed inspection fee to BPI-NSQCS	P200.00 per Hectare	4 days	<i>Deputized Seed Inspector</i>
Wait for the copies of submitted application form and inspection reports	Provide copies of application form and field inspection reports.		1 minutes	<i>Deputized Sees Inspector</i>

## 2. TECHNICAL ASSISTANCE ON COLLECTING SOIL SAMPLE FOR LABORATORY ANALYSIS

Technical assistance on collecting soil sample for laboratory analysis is given to interested farmers who wants to know nutrient requirements of their field to attain better crop production yields.



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

<b>Office or Division:</b>	Office for Agricultural Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All farmer in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request the assistance AEW on soil sample collection.	Concerned AEW confirms attendance on the date of soil sample collection.	None	10 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
Collect soil sample with the presence of AEW	AEW assists in the collection of soil sample.	None	1 day	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
Turn-over collected soil sample to AEW	Prepare label for the soil sample and advise the client to wait for 1-2 weeks		30 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
	Submit soil sample to Soil Laboratory for analysis.		1 day	<i>Deputized Seed Inspector</i>
	Conducts of Soil Analysis		1 day	<i>Soil Lab. Personnel</i>
Receives result of soil analysis and sign logbook	Delivers and discusses results of soil sample analysis with the client		30 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
<b>TOTAL</b>		<b>None</b>	<b>3 dyas, 1 hr and 10 minutes</b>	



## 2. TECHNICAL ASSISTANCE ON CROP PROTECTION

Technical assistance on crop protection is a recommendation given to farmers having pest management problems.

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

<b>Office or Division:</b>	Office for Agricultural Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All farmer in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Informs AEW of any possible occurrence of pest and diseases.	Concerned AEW conducts interview and confirms date and time of visitation.	None	15 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
Assist AEW during field inspection and pest validation	-Inspect pest/disease infestation -Advises and recommends right pest/disease control -Report to higher authority if needed	None	1 day	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>



Receives/Performs recommended action	Gives/discusses appropriate action	None	30 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
<b>TOTAL</b>		<b>None</b>	<b>1 day and 45 minutes</b>	

#### 4. TECHNICAL ASSISTANCE ON ANIMAL HEALTH PROTECTION (DEWORMING, TREATMENT, CASTRATION)

Technical assistance on animal health protection is a service given to animal raiser in insuring potential profit.

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

<b>Office or Division:</b>	Office for Agricultural Services			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business			
<b>Who may avail:</b>	All farmer in the municipality			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Request the needed technical assistance.	Confirms date and time of visitation.	None	10 minutes	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>



Assist Livestock Inspector during the time of visitation	On-site inspection and validation of animal abnormality and recommends right appropriate management action -Report to higher authority if needed	None	1 day	<i>Livestock Inspector</i>
<b>TOTAL</b>		<b>None</b>	<b>1 day and 10 minutes</b>	

## 5. ASSISTANCE ON ANTI-RABBIES MASS VACCINATION

The Municipal Government of Sudipen provides free vaccination services through the Office for Agricultural Services as a policy to protect the health of pets for safety community.

The service is as scheduled by the Office for Agricultural Services through the Livestock Inspector.

<b>Office or Division:</b>	Office for Agricultural Services
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business
<b>Who may avail:</b>	All pet owners in the municipality
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
None	None



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request the livestock inspector to conduct vaccination	Confirms date and time of visitation.	None	5 minutes	<i>Livestock Inspector</i>
Assist AEW during the conduct of vaccination	Conduct mass vaccination	None	1 day	<i>Livestock Inspector</i>
<b>TOTAL</b>		<b>None</b>	<b>6 minutes</b>	

## 6. PROVISION OF EXTENSION SERVICES

The Municipal Government of Sudipen provides extension services to capacitate and empowers clientele to have a competitive edge through superior application of new agricultural knowledge and technology.

The service is as scheduled by the Office for Agricultural Services

<b>Office or Division:</b>	Office for Agricultural Services
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business



<b>Who may avail:</b>		All farmers, entrepreneurs, rural women and rural youth in the municipality		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None		None		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Confirms attendance on the date of training.	Prepares letters of invitation for prospective participants.	None	2 hours	<i>AEW/Training Coordinator</i>
Receives invitation letter	Distribute letters of invitation	None	16 hours	<i>Agricultural Extension Worker (AEW) assigned in the barangay</i>
Attends training/classes as scheduled	Conducts training/classes	None	8 hours/day	<i>OAS Staff</i>
<b>TOTAL</b>			<b>1 day and 10 minutes</b>	



# **Engineering Office**

## **External Services**





## 1. Building Permit Issuance

The Building Permit is issued to applicants prior to construction, erection, alteration, major repair, renovation or conversion of any building/structure owned by the government or private entities.

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

<b>Office or Division:</b>	Engineering Office
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G- Government to Government
<b>Who may avail:</b>	ALL owners of public and private buildings/structures
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Duly accomplished Application Form (5 copies)	Municipal Building Official
Zoning Clearance (1 copy)	Municipal Planning and Development Office
Certified True Copy of Tax Declaration (1 copy)	Municipal Assessor’s Office
Updated O.R of Real Property Tax (1 copy)	Municipal Assessor’s Office
Affidavit of Consent (if lot is not owned by the applicant) (1 copy)	Notary Public Office
Electrical Permit Application Form (5 copies)	Form to be secured at Building Official Office (Form to be signed by Professional Electrical Engineer)
Sanitary/ Plumbing Permit (5 copies)	Form to be secured at Building Official Office (Form to be signed by Professional Sanitary or Plumber)
Barangay Clearance (1 copy)	Barangay where the client resides
Community Tax certificate (1 copy)	Barangay or Municipal where the clients/applicants reside



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Requirements	1.1Receives application	None	5 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office
	1.2Evaluates Plans/ Site Inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.3Assesses Fees	None	5 minutes	Engr. Rey Urbano Engineering Office
	1.4 Prepare Endorsement	None	5 minutes	Engr. Rey Urbano Engineering Office  Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office



2. Present Endorsement for Fire Safety Clearance to the Bureau of Fire Officer along with one (1) set of plans	2. Site Inspection	None	1 day	<i>SPO4 Rodolfo O. Castillo Bureau of Fire Protection</i>
	2.1 Evaluate, review and recommend with respect to fire safety and control requirements	None	1 day	
	2.2 Issue Receipt	Fees and charges are computed base on the IRR of the Bureau of Fire Protection	9 5 minutes	
3. Present approved Fire Safety Clearance by the Bureau of Fire Officer to the Building Official	3. Processes application based on the completeness and correctness of related plans	None	10 minutes	<i>Engr. Rey Urbano Municipal Engineer's Office</i>
4. Pay the corresponding fees	4. Issue receipt	Fees are computed based on the Implementing Rules and Regulations of the National Building Code + PHP 30.00	5 minutes	<i>Revenue Collection Clerk // Municipal Treasury Office</i>



		Documentary Stamp Tax		
5.Receive Building Permit	5.Sign and Releases Building Permit	None	2 minute	<i>Engr. Rey Urbano Engineering Office</i>
Total			3 days & 37 minutes	

## 2. Issuance of Occupancy Permit

Occupancy Permit is issued before any building or structure is used or occupied. It is usually secured after the completion of the structure. It is also required if there is any change in the existing use or occupancy classification of a building structure or any portion thereof.

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

<b>Office or Division:</b>	Engineering Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G- Government to Government
<b>Who may avail:</b>	ALL owners of public and private buildings/structures



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Certificate of Completion (1 copy)		Municipal Building Official duly signed by the in-charge of the construction/installation		
Logbook of the building construction and Building Inspection Sheet (1 copy)		Contractor (if undertaken by contractor) Signed and sealed by the Architect or Civil Engineer		
Fire safety Inspection Report/ Certificate ( 1 copy)		Bureau of Fire Protection (issued upon filing of Building Permit)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Requirements	1.Receives application	None	2 minutes	Engr. Rey Urbano Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office
	1.1 Site inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.2Assesses Fees	None	5 minutes	Engr. Rey Urbano Engineering Office
2.Pay certificate of Occupancy Fee	2.Issue receipt	Fees are computed based on the Implementing Rules	5 minutes	Revenue Collection Clerk II Municipal Treasury Office



		and Regulations of the National Building + PHP 30.00 Documentary Stamp Tax		
3.Receive Certificate of Occupancy	3.Releases and record Certificate of Occupancy	None	1 minute	Engr. Rey Urbano Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office
<b>Total</b>			<b>1 day and 13 minutes</b>	

### 3. Issuance of Certification for Electric Meter Installation

The office of the Municipal Engineer issues a certification of the existence and non-existence of a building permit for a specific structure and other related documents.

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

<b>Office or Division:</b>	Engineering Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C-Government to Client, G2B-Government to Business, G2G- Government to Government
<b>Who may avail:</b>	ALL owners of public and private buildings/structures



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay where the client resides		
Sketch Plan		To be sketch by the Foreman		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Requirements	1.Receives	None	1 minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office Engr. Rey Urbano Engineering Office
	1.1 Review submitted requirements	None	2 minutes	
2.Pay corresponding Fees	2.Issue receipt	Php 135 + PHP 30.00 Documentary Stamp Tax	5 minutes	<i>Revenue Collection Clerk // Municipal Treasury Office</i>
3.Receive Certification	3.Record and Release Certification	None	2 minutes	<i>Engr. Rey Urbano Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office</i>
Total		Php 165.00	10 minutes	



#### 4. Issuance of Building Data Certification

The office of the Municipal Engineer issues a certification of the existence and non-existence of a building permit for a specific structure and other related documents.

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

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter (addressed to the Municipal Engineer-Building Official		Prepared by the client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.Submit Request for Building Data Certification	1.Receives request	None	1 minute	<i>Engr. Rey Urbano</i> Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Check Data Availability	None	5 minutes	
	1.2Prepares Certification	None	2 minutes	





2.Receive Certification	Record and Release Certification	None	2 minutes	Engr. Rey Urbano Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez Engineering Office
Total		Php 165.00	10minutes	

## 5. Assistance for the Preparation of Program of Works (POW)

The Municipal Government through the Office of the Municipal Engineer prepares plans and Programs of Works for Infrastructure which could benefit the community.

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

<b>Office or Division:</b>	Engineering Office		
<b>Classification:</b>	Complex		
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government		
<b>Who may avail:</b>	ALL Barangay and SEF		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Request Letter (stating the title of project and approved budget for the contract)		Prepared by Barangay Official and School Head	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit Letter Request duly approved by the Municipal Mayor	1.Receives endorses to the Municipal Engineer	None	3 minutes	Administrative Staff/ Municipal Mayor
	1.1Conduct Site inspection		1 day	Engr. Rey Urbano
	1.2Prepares POW		1 day	Engr. Rey Urbano
	1.3Evaluate and Approve		1 minute	Engr. Rey Urbano
2.Receive Program of Work (POW)	2.Release Program of Work	None	1 minute	Engr. Rey Urbano
<b>Total</b>			<b>2 days, 5 minutes</b>	



## 6.Issuance of Mechanical Permit

Required before the installation of additional, removal or alteration of machinery.

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

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government, G2B-Government to Business			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Mechanical Permit  Mechanical Plans (3 copies) Mechanical Specifications (3 copies) Bill of Materials and Cost Estimates( 3 copies)		Form to be secured from the Municipal Building Official and to be signed by Professional Mechanical Engineer. Professional Mechanical Engineer Professional Mechanical Engineer Professional Mechanical Engineer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.File application at the office of the Building Official	1.Receives application	None	1minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Evaluates plans / site Inspection	None	1 day	Engr. Rey Urbano Engineering Office



	1.2Assesses fees	None	5 minutes	Engr. Rey Urbano Engineering Office
	1.3Process application base on the completeness and correctness of related documents	None	5 minutes	Engr. Rey Urbano Engineering Office
2. Pay the corresponding fees	2.Issue Receipt	Fees and charges are computed based on the Revised implementing Rules and Regulations of the National Building Code	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Receive the Electrical Permit	3.Releases and record Permit	None	2 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
<b>Total</b>			<b>1 day &amp; 18 minutes</b>	



## 7.Issuance of Electrical Permit

Required before the changing, alternating or adding to the approved electrical installations.

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

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government, G2B-Government to Business			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Accomplished Electrical Permit	Form to be secured from the Municipal Building Official and to be signed by Professional Electrical Engineer. Professional Electrical Engineer Professional Electrical Engineer			
Electrical Plans (3 copies) Electrical Specifications (3 copies) Bill of Materials and Cost Estimates( 3 copies)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1.File application at the office of the Building Official	1.Receives application	None	1minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Evaluates plans / site Inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.2Assesses fees			
	1.3Process application base on the completeness and correctness of related documents	None  None	5 minutes  5 minutes	Engr. Rey Urbano Engineering Office  Engr. Rey Urbano Engineering Office
2. Pay the corresponding fees	2.Issue Receipt	Fees and charges are computed based on the Revised	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office



		implementing Rules and Regulations of the National Building Code		
3. Receive the Electrical Permit	3.Releases and record Permit	None	2 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
<b>Total</b>			<b>1 day &amp; 18 minutes</b>	

## 8. Issuance of Sanitary/Plumbing Permit

Required before adding or altering existing plumbing installations, water supply, storm drainage, water purification and sewerage treatment plats.

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



<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government, G2B-Government to Business			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Accomplished Sanitary/ plumbing Permit  Sanitary/ Plumbing Plans (3 copies) Sanitary/ Plumbing Specifications (3 copies) Bill of Materials and Cost Estimates(3 copies)		Form to be secured from the Municipal Building Official and to be signed by Professional Sanitary/ Plumber. Professional Sanitary/ Plumber Professional Sanitary/ Plumber Professional Sanitary/ Plumber		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.File application at the office of the Building Oficial	1.Receives application	None	1minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Evaluates plans / site Inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.2Assesses fees			
	1.3Process application base on the completeness and correctness of related documents	None	5 minutes	Engr. Rey Urbano Engineering Office





		None	5 minutes	Engr. Rey Urbano Engineering Office
2. Pay the corresponding fees	2.Issue Receipt	Fees and charges are computed based on the Revised implementing Rules and Regulations of the National Building Code	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Receive the Sanitary/Plumbing Permit	3.Releases and record Permit	None	2 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
<b>Total</b>			<b>1 day &amp; 18 minutes</b>	



## 9. Issuance of Fencing Permit

Required prior to the actual construction of a fence

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

<b>Office or Division:</b>	Engineering Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Client, G2G- Government to Government, G2B-Government to Business	
<b>Who may avail:</b>	ALL	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Accomplished Fencing Permit		Form to be secured from the Municipal Building Official
Fencing Plans (3 copies)		Professional Civil Engineer
Bill of Materials (3 copies)		Professional Civil Engineer
Lot Plans ( 3 copies)		Professional Civil Engineer
Land Title (3 Copies)		Municipal Assessor's Office
Updated Real Property Tax Declaration (3 copies)		Municipal Assessor's Office
Deeds of Sale/Lease/Contract to Sell or Affidavit of Consent of lot owner if Title is not in the name of the owner/applicant (3 copies)		Municipal Assessor's Office
		Municipal Assessor's Office



Certificate of real Property Tax Payment (3 copies) Real Property Tax Receipt (3 copies)		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.File application at the office of the Building Official	1.Receives application	None	1minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Evaluates plans / site Inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.2Assesses fees	None	5 minutes	Engr. Rey Urbano Engineering Office
	1.3Process application base on the completeness and correctness of related documents	None	5 minutes	Engr. Rey Urbano Engineering Office



2. Pay the corresponding fees	2.Issue Receipt	Fees and charges are computed based on the Revised implementing Rules and Regulations of the National Building Code	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Receive the Fencing Permit	3.Releases and record Permit	None	2 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
<b>Total</b>			<b>1 day &amp; 18 minutes</b>	



## 10. Issuance of Signage Permit

This permit is required prior to the installation, erection, attachment and painting of any form of signages.

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

<b>Office or Division:</b>	Engineering Office	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G- Government to Government, G2B-Government to Business	
<b>Who may avail:</b>	ALL	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished Signage Permit Form		Form to be secured from the Municipal Building Official
Electrical Permit Form(3 copies)		Municipal building Official
Sketches Plan of Signage		Professional Civil Engineer
Location/Vicinity Plan		Professional Civil Engineer
Lot Documents in case it occupies a private lot		Municipal Assessor's Office
DPWH Clearance ( National Road/Highways)		DPWH Office



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.File application at the office of the Building Oficial	1.Receives application	None	1minute	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
	1.1Evaluates plans / site Inspection	None	1 day	Engr. Rey Urbano Engineering Office
	1.2Assesses fees	None	5 minutes	Engr. Rey Urbano Engineering Office
	1.3Process application base on the completeness and correctness of related documents	None	5 minutes	Engr. Rey Urbano Engineering Office



2. Pay the corresponding fees	2.Issue Receipt	Fees and charges are computed based on the Revised implementing Rules and Regulations of the National Building Code	5 minutes	<i>Revenue Collection Clerk II</i> Municipal Treasury Office
3. Receive the Signage Permit	3.Releases and record Permit	None	2 minutes	Engr. Dexter Jordan Macusi Valerie Sagibo Mischell Ordoñez <i>Engineering Office</i>
<b>Total</b>			<b>1 day &amp; 18 minutes</b>	



# **BIDS AND AWARDS COMMITTEE**

## **External Services**





### a. Competitive Bidding

<b>Office or Division:</b>	Engineering Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government, G2B-Government to Business			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Project Procurement Management Plan		Procuring Entity		
Estimates (Infrastructure Projects)		Procuring Entity		
Purchase Request		Procuring Entity		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Purchase Request	Procuring Entity	Not Applicable		BAC Secretariat
	2.Preparation of Bid Documents Sheet (BDS) <ul style="list-style-type: none"> <li>• Approved Budget for the Contract ( ABC)</li> <li>• Instructions to Bidders</li> <li>• Terms of Reference</li> <li>• Eligible Requirements</li> <li>• Plans and Technical Specifications</li> <li>• Form of Bid, and List of Goods or Bill of Quantities</li> </ul>	Not Applicable	7 days	<i>BAC Technical Working Group</i>



	<ul style="list-style-type: none"> <li>• Delivery time or completion schedule</li> <li>• Form and Amount of Bid Security</li> <li>• Form and Amount of Performance Security and Warranty</li> <li>• Form of Contract and General and Special Conditions of Contract</li> </ul>			
	3.Pre-Procurement Conference	Not Applicable	2 hrs	BAC Member/ BAC Secretariat/ BAC TWG
	4.Advertising and Posting of Invitation to Bid Newspaper, PhilGEPS, Agency Website (if applicable), and Any conspicuous place in agency premises	Not Applicable	7 days	<i>BAC Secretariat</i>
5. Inquiry on the availability of Bid Documents	5.Sale of BDS, as applicable	ABC	Max Cost of Bidding Documents	5 mins  BAC Secretariat
		500,000 and below	500.00	



		More than 500,000 up to 1 Million	1,000.00		
		More than 1 Million up to 5 Million	5,000.00		
		More than 5 Million up to 10 Million	10,000.00		
		More than 10 Million up to 50 Million	25,000.00		
		More than 50 Million up to 500 Million	50,000.00		



		More than 500 Million	75,000.00		
		Reference: Republic Act No. 9184			
6. Secure payment slip from BAC Secretariat with attached Invitation to Bid (ITB)	6. Issuance of Payment Slip			3 mins	<i>BAC Secretariat</i>
7. Payment of appropriate fees as required based on BDS	7. Issuance of Official Receipt (OR)			3 mins	<i>Revenue Collection Clerk</i>
8. Present OR to BAC	8. Release of BDS to interested Bidders/Suppliers	Not applicable		3 mins	<i>BAC Secretariat</i>
9. Attend Pre-Bid Conference, as scheduled	9. Pre-bid Conference	Not applicable		4 hours	<i>BAC members/BAC Secretariat/ BAC TWG/ Bidders</i>
	10. Preparation of Supplemental Bid Bulletin, if necessary	Not applicable		1-3 days	<i>BAC Secretariat/ BAC TWG</i>



11.Submission of Bid/ Attend Opening of Bids, as scheduled	11.Receipt and Opening of Bids	Not applicable	1 day	<i>BAC members/BAC Secretariat/ BAC TWG/ Bidders</i>
	12.Bid Evaluation of Documents	Not applicable	1 day	<i>BAC members/BAC Secretariat/ BAC TWG</i>
	13.Post qualification of Documents	Not applicable	2 days	<i>BAC members/BAC Secretariat/ BAC TWG</i>
	14.TWG presents evaluation result to BAC	Not applicable	30mins/project	<i>BAC TWG</i>
	15.Declaration of Lowest Calculated Responsive Bid	Not applicable	30 mins	<i>BAC TWG</i>
	16.Preparation of Notice of Bidding Result to losing Bidders, if any	Not applicable	1 day	<i>Bac TWG</i>



17.Receipt of Notice of Bidding Result, if any	Issuance of Notice of Bidding Result	Not applicable	1 day	<i>BAC TWG</i>
	18.Preparation of BAC Resolution for Notice of Award	Not applicable	1 day	BAC Secretariat
	19.Approval of BAC Resolution for NOA	Not applicable	1 day	<i>Head of Procuring Entity (HOPE)</i>
	20. Preparation of Notice of Award (NOA)	Not applicable	1 day	<i>BAC Secretariat</i>
20.Winning Bidder acknowledge NOA issued	Issuance of Notice of Award	Not applicable	1 day	<i>BAC Secretariat</i>
	21.Posting of NOA and BAC Resolution	Not applicable	1 day	<i>BAC Secretariat</i>



22. Winning Bidder post Performance Security Bond		Form of Performance Security	Amount	1 day	
		Cash/Cashier's or Manager's Check/Bank draft	5% of the bid price		
		Surety Bond Ref. RA 9184	30% of the bid price		
	23. Preparation of Contract, Notice to Proceed (NTP)	Not applicable		3 days	<i>BAC Members/BAC Secretariat</i>
24. Winning Bidder acknowledge Contract, NTP					<i>Bidders</i>
	25. Monitoring of Delivery	Not applicable			<i>Supplier/Inspection Officer</i>
26. Delivery by Supplier/Winning Bidder	Inspection and Acceptance	Not applicable		As specified in the contract	<i>Supplier/Inspection Officer</i>



## VI. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Answer the client feedback form and drop it at the Public Information and Complaint Desk in front of the Municipal Town Hall</p> <p>Contact Info: 072-607-3088</p>
How feedbacks are processed	<p>Every Friday, the Administrative Officer V opens the Suggestion Box and compiles and record all feedback submitted</p> <p>Feedback requiring answers are forwarded to the relevant offices and they are required to answer within 3 days of the receipt of the feedback</p> <p>The answer of the office is then relayed to the citizen</p> <p>For inquiries and follow-up, clients may contact the following telephone number – 072-6073088 and 09564133128</p>
How to file a complaint	<p>Answer the client complaint Form and drop it at the Public Information and Complaint Desk in front of the Municipal Town Hall</p> <p>Complaints can also be filed via telephone. Make sure to provide the following information: Name of person being complained, Incident and evidence</p>





	<p><b>For inquiries and follow-up, clients may contact the following telephone Number – 072-607-3088 and 072-607-3009</b></p>
How complaints are processed	<p><b>The Complaint Officer opens the complaint drop box on a daily basis and evaluate each complaint.</b></p> <p><b>Upon evaluation, the complaint officer shall start the investigation and forward the complaint to the relevant office for their explanation.</b></p> <p><b>The complaint officer will create a report after the investigation and shall submit it to the Head of Agency for appropriate action.</b></p> <p><b>The Complaint Officer will give the feedback to the client</b></p> <p><b>For inquiries and follow-up, clients may contact the following telephone number: 072-607-3088 and 072-607-3009</b></p>
Contact Information of CCB, PCC, ARTA	<p><b>ARTA: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a></b></p> <p><b>PCC: 8888</b></p> <p><b>CCB: 0908-881-6565 (SMS)</b></p>



## VII. LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Office of the Mayor - Human Resource Management Services - Public Employment Service Unit - Municipal Disaster Risk Reduction & Management Office - Municipal Tourism Office	2 <sup>nd</sup> Floor, Municipal Town Hall, Poblacion, Sudipen, 2520 La Union	072-607-3088/607-3099
Sangguniang Bayan Office	2 <sup>nd</sup> Floor Legislative Bldg., Municipal Town Hall, Poblacion, Sudipen 2520 La Union	072-607-3117
Municipal Planning and Development Office	2 <sup>nd</sup> Floor, Municipal Town Hall, Poblacion, Sudipen, 2520 La Union	072-607-3088/607-3099
Municipal Budget Office	2 <sup>nd</sup> Floor, Municipal Town Hall, Poblacion, Sudipen, 2520 La Union	072-607-3088/607-3099
Municipal Civil Registry	1 <sup>st</sup> Floor, Municipal Town Hall, Poblacion, Sudipen 2520 La Union	072-607-3088/607-3099
Municipal Treasury Office	1 <sup>st</sup> Floor, Municipal Town Hall, Poblacion, Sudipen 2520 La Union	072-607-3088/607-3099
Office for Agricultural Services	1 <sup>st</sup> Floor, Municipal Town Hall, Poblacion, Sudipen 2520 La Union	072-607-3088/607-3099
Municipal Accounting Office	Municipal Town Hall, Poblacion, Sudipen, La Union	072-607-7846



Municipal Assessor	1 <sup>st</sup> Floor, Municipal Town Hall, Poblacion, Sudipen 2520 La Union	072-607-3088/607-3099
Municipal Social Welfare and Development Office	2 <sup>nd</sup> Floor, Municipal Town Hall Extension Poblacion, Sudipen 2520 La Union	072-607-4487
Municipal Engineering Office	2 <sup>nd</sup> Floor, Municipal Town Hall Extension Poblacion, Sudipen 2520 La Union	072-888-0191
Municipal Health Office	Municipal Health Office, Poblacion, Sudipen 2520 La Union	072-607-2351