



CITIZENS' CHARTER

Moncada Local Government Unit



Republic of the Philippines
MUNICIPALITY OF MONCADA
Province of Tarlac
OFFICE OF THE MAYOR

MESSAGE

The implementation of R.A. 9485, otherwise known as the “Anti-Red Tape Act of 2007” is indeed a good measure of eliminating unscrupulous fixers in engaging official transactions in the government service.

In pursuance to the law, the Local Government unit of Moncada, Tarlac has crafted a Citizens’ Charter aimed at promoting transparency in local governance with regard to the manner of transacting with the public. This is more in particular on frontline services of the LGU where the public in general are the clientele.

It is only right and proper then to adopt the formulated Moncada Citizens’ Charter to improve delivery of services. I encourage therefore everyone to be supportive in this undertaking.

ESTELITA M. AQUINO
Municipal Mayor

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VISION

A progressive, peaceful, safe and resilient community, anchored on good governance with God-loving and participative people living in harmony with the environment towards a sustainable economic development.

MISSION

To ensure responsive governance, sustainable economic growth and human development, lasting peace and order, convenient and healthy lifestyles and environmental protection.

Republic of the Philippines



MUNICIPALITY OF MONCADA
Province of Tarlac

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF SANGGUNIANG BAYAN OF MONCADA, TARLAC HELD ON THE 27th DAY OF JUNE, 2016 AT THE LEGISLATIVE BUILDING SESSION HALL:

PRESENT:

HON. JESSIE E. AQUINO	-	Presiding Officer Municipal Vice Mayor
HON. RODOLFO A. ESPEJO	-	Pro - Tempore
HON. RICARDO D. VENGCO	-	Member
HON. EFREN M. RAMIREZ	-	Member
HON. EDWARD V. TOLENTINO	-	Member
HON. RUBEN V. GAMBOA, JR.	-	Member
HON. ROWELL JAN B. CORPUZ	-	Member
HON. JANIUS M. YASAY	-	Member
HON. RANIER JAN CORPUZ	-	Member
HON. ALBERTO MARZAN, JR.	-	Member
HON. GEORGE R. CUCHAPIN	-	Member

ABSENT:

X XXXXXXXXXXXXX

RESOLUTION 16- 2016

“RESOLUTION ADOPTING THE REVISED CITIZENS’ CHARTER OF THE LOCAL GOVERNMENT UNIT OF MONCADA, TARLAC AS A MECHANISM IN IMPROVING EFFICIENCY OF DELIVERING GOVERNMENT FRONTLINE SERVICES”.

WHEREAS, there is an existing Moncada LGU Citizens’ Charter which was crafted and adopted on July 20, 2009 aimed at promoting transparency in local governance;

WHEREAS, the said document is a guide in fostering good governance through efficient and effective delivery of frontline services;

WHEREAS, it is about time to update or revise the existing citizens' charter as per Civil Service Commission policies;

WHEREAS, there was a prepared new Citizens' Charter by the concerned offices of the LGU;

NOW, ON MOTION presented by Coun. Janius M. Yasay, Chairperson, Committee on Rules, Laws and Ordinances and unanimously seconded;

RESOLVED, AS IT IS HEREBY RESOLVED, to adopt the new Moncada LGU Citizens' Charter as a system of improving delivery of government frontline services;

RESOLVED FURTHER, that the said official document shall take effect upon its approval;

RESOLVED FINALLY, that copies of this Resolution be furnished the concerned offices for their information and kind consideration.

UNANIMOUSLY APPROVED.

I hereby certify to the correctness of the foregoing resolution.

(SGD) ABRAHAM S. SALES, JR.
Acting SB Secretary

ATTESTED:

(SGD) JESSIE E. AQUINO
Municipal Vice Mayor/
Presiding Officer

APPROVED:

(SGD) BENITO E. AQUINO
Municipal Mayor

FRONTLINE SERVICES

MUNICIPAL CIVIL REGISTRAR'S OFFICE

I. REGISTRATION OF BIRTH CERTIFICATE, MARRIAGE CERTIFICATE AND DEATH CERTIFICATE

A. ABOUT THE SERVICE

A Certificate of Live Birth is accomplished to establish the identity of a person. In the same manner, a Certificate of Marriage is a document to prove a married status of an individual. The Certificate of Death proves, on the other hand the termination of an individual's temporal existence.

B. WHO MAY AVAIL?

As a general rule, "the place of occurrence is the place of registration" hence, any person who was born, married and died in the jurisdiction of the Municipality of Moncada may register his/her/their COLB and COM in this office. Certificate of Death may be registered by the immediate family or any representative that is believed to know the deceased person.

C. REQUIREMENTS

Duly accomplished COLB, COM, COD

For Late Registration of Birth Certificate:

PSA negative Result

Affidavit of Late Registration

At least two of the following documents

Baptismal certificate if applicable

School records if applicable

Voter's affidavit/certification if applicable

Marriage contract if married

Additional requirements for illegitimate children:

a. If child is illegitimate and was born after March 14, 1988 and is 0-6 years old:

Affidavit of Acknowledgement of Paternity executed by the father

Affidavit to use the surname of the father executed by the mother

b. If child is illegitimate and was born after March 14, 1988 and is 7-17 years old:

Affidavit of Acknowledgement of Paternity executed by the father
Affidavit to use the surname of the father executed by the child
Sworn attestation by the mother

- c. If child is illegitimate and was born after March 14, 1988 and is 18 years old and above:

Affidavit of Acknowledgement of Paternity executed by the father
Affidavit to use the surname of the father executed by the child

D. FEES

Php 90.00 for COLB and COM

For Late Registration of Birth and Marriage Certificate:

Php 10.00/year plus 90.00

For Death Certificate

Php 25.00 for Burial fee

Php 25.00 for miscellaneous fee

Php 105.00 for rental of Lot (for public cemetery)

Php 60.00 for exhumation fee

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 am to 5:00 pm

NO NOONBREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Charges/fees	Forms
1	Submit duly accomplished COLB/COM/COD with supporting docs	Review submitted documents and issue order of payment	3 minutes	Administrative assistant	None	Form 102-Birth Form 97 – Marriage Form Death
2	Pay Fees	Accept payment and Issue Official Receipt	5 minutes	Revenue Collection Clerk	PHP90 for COLB & COM	Accountable Form 51-C
3	Present official Receipt	Register in the book of registry	5 minutes	Registration Officer/ administrative Assistant/ MCR	None	None
4	Check entries and Sign COLB/COM/COD	Sign, seal and Assign Registry Number	2 minutes	Registration Officer/MCR	None	None
5	Claim original copy of COLB/COM/COD	Release original copy of COLB/COM/COD	1 minute	Administrative assistant	None	None
End of Transaction: 16 minutes						

II. ISSUANCE OF TRANSCRIPTION/CERTIFICATION OF BIRTHS, DEATHS AND MARRIAGE DOCUMENT

A. ABOUT THE SERVICE

A transcription is issued to a client requesting for his/her registered document/s in the MCRO of Moncada. When a record is not available or destroyed by war, a certification is issued.

B. WHO MAY AVAIL?

Any person who was born, married and died within the jurisdiction of the municipality of Moncada is believed to be registered in this office; therefore, he/she is entitled to ask for a transcription or certification of the registered document.

C. REQUIREMENTS

For transcription/certification of Birth record:

- Name of the child
- Birthdate
- Parents

For transcription/certification of Marriage record:

- Name of husband and wife
- Date of marriage

For transcription/certification of Marriage record:

- Name of the deceased person
- Date of death

D. FEES

Php 90.00 for Transcription of record

Php 70.00 for certification

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 am to 5:00 pm

NO NOONBREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Charges/ fees	Forms
1	Get transaction number	Call number and issue a request slip & conduct brief interview	10 minutes	Administrative assistant	None	
2	Submit the accomplished request slip	-Accept and search encoded record in the Register of Births, Marriage and Deaths. -Issue order of payment.	5 minutes	Administrative assistant	None	Form 1A, 1B,1C, 2A,2B.2C,3A,3B,3C
3	Pay the corresponding amount at the Treasury Office	Process payment and issue official receipt	5 minutes	Revenue Collection Clerk	Php 90.00 for transcription Php 70.00 for certification	Accountable Form 51-C
4	Present the Official Receipt	Verify the OR and attach the same to the transcription/certification	1 minute	Registration Officer/MCR	None	None
5	Claim the requested transcription/certification	-Sign and seal and release the transcription/certification -Release requested document	1 minute	Administrative assistant	None	None
End of Transaction: 22 minutes						

III. SUPPLEMENTAL REPORT FOR BIRTH, DEATH AND MARRIAGE

A. ABOUT THE SERVICE

A supplemental report is prepared to supply information that was unintentionally omitted in the COLB, COM, COD, COFD when the record was registered.

The supplemental report shall not be used in any manner to change or to correct any entry which was previously entered in the civil register, or to circumvent the provision of Article 412 of the Civil Code of the Philippines which prohibits any change or correction of an entry in the civil register without judicial order.

B. WHO MAY FILE:

- owner of the record
- owner's spouse
- children
- parents
- brothers
- sisters
- grandparents
- guardian
- other person duly authorized by law or by the owner of the document sought to be corrected;

C. REQUIREMENTS:

1. Supplemental Affidavit
2. Baptismal Certificate
3. Other supporting documents for the missing entry/ies, if applicable
4. PSA copy of COLB/COM/COD

D. FEES

Php 160.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 am to 5:00 pm

NO NOONBREAK

F. HOW TO AVAIL THE SERVICE?

Step	Applicant/ Client	Service Provider	Duration of Activity	Person in Charge	Charges/ fees	Forms
1	Submit complete requirements	Accept and review Affidavit of Supplemental Report and compare its contents with the COLB/COD/COFD/COM to be supplemented and issue order of payment.	3 minutes	Administrative assistant	None	
2	Pay Fees	Accept payment and Issue Official Receipt	5 minutes	Revenue Collection Clerk	PHP160	Accountable Form 51-C
3	Present official Receipt	Prepare the supplemental report, put remarks/ annotations in the Civil Registry document.	15 minutes	Registration Officer/ administrative Assistant/ MCR	None	None
4	Check entries and Sign COLB	Sign and seal accomplished supplemental report in the civil registry document	2 minutes	Registration Officer/MCR	None	None
5	Claim the owner's copy of the supplemental report	Release owner's copy of supplemental report and give instructions on what to do next	1 minute	Administrative assistant	None	None
End of Transaction: 26 minutes						

IV. LEGITIMATION BY SUBSEQUENT MARRIAGE OF PARENTS

A. ABOUT THE SERVICE

Legitimation is a remedy by means of which those who in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married. (1 Manresa 550, as cited on p. 251, Handbook on Family Code of the Philippines, Alicia V. Sempio-Diy).

Only children conceived and born outside of wedlock of parents who at the time of the conception of the former, were not disqualified by any impediments to marry each other, may be legitimated. (Art. 177, Family Code)

Legitimation of children by subsequent marriage of parents shall be recorded in the civil registry office of the place where the birth was recorded.

B. WHO MAY FILE

- owner of the record
- parents
- other person duly authorized by law or by the owner of the document sought to be corrected;
- if owner of the record is a minor or physically or mentally incapacitated, petition may be filed by his spouse, or any of his children, parents, brothers; sisters; grandparents, guardians, or persons duly authorized by law

C. REQUIREMENTS

1. Affidavit of Legitimation duly executed by the parents of the child to be legitimated.
2. NSO Copy of the COLB of the child to be legitimated
3. Certificate of Marriage of Parents
4. Advisory on Marriages of the parents/CENOMAR
5. Cedula/Community Tax Certificate

D. FEES

Php 160.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 am to 5:00 pm

NO NOONBREAK

F. HOW TO AVAIL THE SERVICE?

Step	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Charges/ fees	Forms
1	Submit complete requirements	Accept and review Affidavit of Legitimation and other requirements submitted and issue order of payment	5 minutes	Administrative assistant	None	
2	Pay Fees	Accept payment and Issue Official Receipt	5 minutes	Revenue Collection Clerk	PHP160	Accountable Form 51-C
3	Present official Receipt	Proceed with the registration of the document in the Register of Legal Instruments. Prepare Certificate of Deed of Legitimation and place remarks / annotations in the civil registry document.	30 minutes	Registration Officer/ Administrative Assistant/ MCR	None	None
4	Check documents and sign on the Legal Instrument that was registered	Sign and seal accomplished documents.	10 minutes	Registration Officer/MCR	None	None
5	Claim the owner's copy of the legitimation documents	Release owner's copy of the legitimation documents and give instructions on what to do next	1 minute	Administrative Assistant	None	None
End of Transaction: 51 minutes						

V. APPLICATION FOR MARRIAGE LICENSE

A. ABOUT THE SERVICE

All couples of legal age intending to get married must apply for marriage license at the Local Civil Registry Office. A Marriage license is valid in any part of the Philippines for a period of 120 days from the date of issue.

B. WHO MAY FILE

- Both contracting parties

C. REQUIREMENTS

FOR APPLICANTS 25 YEARS OLD AND ABOVE

1. Accomplished Application for Marriage License Form by the applicants
2. Birth/Baptismal Certificates
3. Attend Family Planning Seminar (ONCE ONLY) at DSWD. Schedule is every Wednesday at 8:00 AM to 5:00 PM
4. Certificate of No Marriage Record (CENOMAR) issued by PSA
5. Community Tax Certificate (Cedula)

FOR APPLICANTS 18 TO 24 YEARS OLD

1. Accomplished Application for Marriage License Form by the applicants
2. Consent of Parents/Advice of Parents Sought
3. Birth/ Baptismal Certificates
4. Attend Family Planning Seminar/Marriage Counseling (ONCE ONLY) at DSWD. Schedule is every Wednesday at 8:00 AM to 5:00PM
5. Certificate of No Marriage Record (CENOMAR) issued by PSA
6. Community Tax Certificate (Cedula)

Additional Requirements FOR FOREIGN APPLICANTS

1. Submit Certificate of No Legal Impediment to Contract Marriage/ Legal Capacity secured from the concerned Embassy in the Philippines
2. Certificate of Divorce/ Divorce Papers if Divorced

For Applicants Whose Marriage Has Been Previously Annulled

1. Submit CTC of Court Decree re: Declaration of Nullity of Marriage
2. CTC of Certificate of Marriage with annotation (PSA or LCR Copy)

FOR WIDOW/ WIDOWER APPLICANTS

1. Certificate of Death of Husband / Wife

D. FEES

Php 320.00 plus 2.00 for License

Php 250.00 for the solemnization fee (for civil wedding)

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 am to 5:00 pm

NO NOONBREAK

E. HOW TO AVAIL THE SERVICE?

	Applicant/Client	Service Provider	Duration of Activity	Person in Charge	Charges/fees	Forms
1	Submit complete requirements	Review requirements and interview contracting parties and issue order of payment.	10 minutes	Administrative assistant	None	None
2	Pay Fees	Accept payment and Issue Official Receipt	5 minutes	Revenue Collection Clerk		Accountable Form 51-C
3	Present official Receipt	Prepare and accomplish Application for Marriage License form and other forms needed.	15 minutes	Registration Officer/ administrative Assistant/ MCR	None	None
4	Check entries and sign Application for Marriage License	Sign and seal accomplished documents.	5 minutes	Registration Officer/MCR	None	None
5	Claim the owner's copy of the Application for Marriage License	Release owner's copy of the Application for Marriage License and give instructions on what to do next (Advice applicants to return to secure their marriage license on the 11th day from the date of submission to comply with the 10day posting period.)	1 minute	Administrative assistant	None	None
End of Transaction: 36 minutes						

MUNICIPAL TREASURER'S OFFICE

I. SECURING COMMUNITY TAX CERTIFICATE (CEDULA)

A. ABOUT THE SERVICE

A Community tax Certificate (CTC) is a basic document acquired by any individual or citizen at least 18 years of age and above or juridical being for identifying himself and his residence which can be used for legal transaction.

B. WHO MAY AVAIL THE SERVICE?

Any natural person at age 18 and above

C. REQUIREMENTS

For Individuals – previous CTC/Information Sheet
For Corporation – Gross Receipts

D. FEES

For individuals – Basic Php 5.00 + 1.00 per 1, 000.00 (employed, unemployed)
For corporation (Business permit)
New – Basic Php 500.00
Renewal – Basic php 500.00 + 2.00 per 5,000.00 (Gross Sales)

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 am to 5:00 pm
NO NOONBREAK

F. HOW TO AVAIL THE SERVICE?

Step	Applicant/ Client	Service provider	Duration of activity	Person in charge	Fees & charges	Form
1	Submit information sheet to the person-in- charge	Encode and print CTC	5 minutes	RCC II/Clerk/ LTOO I	For Individuals Basic P5.00 + 1.00 per 1,000.00 For Corporation BASIC P500.00 + (Gross Sales x 2.00)/ 5,000.00	NONE
END OF TRANSACTION: 5 MINUTES						

II. PAYMENT OF REAL PROPERTY TAX

A. ABOUT THE SERVICE

This service caters the land owners and property owners in the municipality. Said service covers the declared taxable land area as well as the assessment of buildings, houses, etc.

B. WHO MAY AVAIL THE SERVICE?

All individuals/clients that own Real Property within the municipality

C. REQUIREMENTS

Latest Tax Receipts
Tax Declaration

D. FEES

1% of Assessed Value – BASIC
1% of Assessed Value – SEF

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 am to 5:00 pm
NO NOONBREAK

F. HOW TO AVAIL THE SERVICE?

Step	Applicant/ Client	Service provider	Duration of activity	Person in charge	Fees & charges	Form
1	Present latest tax receipts/tax declaration	Assess payment	2 minutes	RCC II/ Clerk		
2	Pay fees	Accept payment and issue Official Receipt	5 minutes	RCC II / Clerk	1% of Assessed Value –BASIC 1% of Assessed Value –SEF	
END OF TRANSACTION: 7 MINUTES						

III. ISSUANCE OF MAYOR’S PERMIT ON BUSINESS

A. ABOUT THE SERVICE

One of the municipality’s lifblood in terms of revenues. Mayor’s Permit on business are availed by businessman (be it small or big ones) who do trade in the municipality. Said permit must be availed every January of the year to avoid the 25% penalty on the tax.

B. WHO MAY AVAIL THE SERVICE?

- ❖ Entrepreneurs/Business Organizations who wish to put up business in the municipality
- ❖ Registered business taxpayers(e.g. Market Vendors, Sari-Sari Store Owners)

C. REQUIREMENTS

1. Required documents for:
 - SINGLE PROPRIETORSHIP** - Department of Trade and Industry (DTI) Registration
 - CORPORATION/PARTNERSHIP** – Securities and Exchange Commission (SEC) Registration Articles of Incorporation
 - COOPERATIVE** – Cooperative Development Authority (CDA) Registration
 2. Community Tax Certificate (Cedula)
 3. Barangay Certification/Barangay Business Permit
 4. If place of Business is rented – Leasehold Contract (Photocopy)
 5. Occupancy Permit for New Buildings/ Building Improvement
 6. SSS Clearance
 7. Financial Statement/Gross Receipts (For Business Renewals)
- Additional Requirements:**
Junkshop/Poultry/Piggery – Social Acceptability/MPDC Requirements

Drugstore – License to Operate from BFAD
Rice Retailing – License to Operate from NFA

D. FEES

Municipal License -based on declared gross receipts
Mayor’s Permit –based on declared capital investment
Regular Fees –
 1,950.00 for small scale business
 3,150.00 for large scale business
Computer’s Fee -70.00
Penalty – 25% on license after January 31

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 am to 5:00 pm
NO NOONBREAK

F. HOW TO AVAIL THE SERVICE?

STEP	APPLICANT/ CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES & CHARGES	FORM
1	Submit duly accomplished form with requirements	Evaluate requirements and assess payment	5 minutes	LTOO I/ Admin. Aide I		Unified application Form for Business
2	Pay amount due	Accept payment and issue official receipt Advise client to proceed to other concerned offices (Fire Station, Health Dept., PNP, BIR)	5 minutes	LTOO I/ Revenue Collection Clerk	Municipal License – based on declared gross receipts Mayor’s Permit –based on declared capital investment Regular Fees – 1,950.00 for small scale business 3,150.00 for large scale business Computer’s Fee -70.00	
3	Return to Treasury Office	Prepare Mayor’s Permit for business Approval/Signing of Mayor’s Permit	10 minutes	LTOO I/ Admin. Aide I Municipal Mayor	None	None
4	Claim Mayor’s Permit	Record & release Mayor’s Permit	3 minutes	LTOO I/ Admin. Aide I	None	None
END OF TRANSACTION: 30 MINUTES						

MUNICIPAL HEALTH OFFICE

I. CONSULTATION

A. ABOUT THE SERVICE

Patient comes in for free diagnosis management and treatment of common diseases.

B. WHO MAY AVAIL THE SERVICE?

Any resident individual of the Municipality of Moncada

C. REQUIREMENTS:

Personal appearance of the patient.
Philhealth I.D. if available.
Laboratory Result if applicable.

D. FEES

None

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:30 am to 5:00 pm

F. HOW TO AVAIL THE SERVICE?

Step	Applicant/ client	Service provided	Duration of activity	Person in charge	Fees & Charges	Forms
1	Get number and wait for your turn.	-Take medical history (present and past medical histories) -Take Vital Signs (Blood Pressure, Weight, Temperature)	5 mins.	RHM / NDP	NONE	None
2	Proceed to Doctor's Office / Nurse (consultation room)	-Conduct Physical Examination -Conduct Diagnosis -Provide Treatment And Prescription	30mins	MHO/NURSE	NONE	None
END OF TRANSACTION: 35 MINUTES						

II. LABORATORY SERVICES

A. ABOUT THE SERVICE

The following services are offered:

- a) Urinalysis
- b) Fecalalysis
- c) CBC
- d) Platelet count
- e) Blood typing
- f) FBS
- g) Pregnancy Test
- h) HIV Test
- i) Syphilis Test

B. WHO MAY AVAIL THE SERVICE?

All clients who has referral or request from their Doctor's, those who are applying for medical and health certificate and those walk in who seek laboratory services.

C. REQUIREMENTS:

1. Physician's / Health worker request.s
2. Official Receipt from the Treasurer Office.

D. FEES

1. Urinalysis = 50.00
2. Fecalalysis = 50.00
3. CBC = 180.00
4. Platelet count = 100.00
5. Blood typing = 100.00
6. FBS = 100.00
7. Pregnancy Test = 100.00
8. HIV Test = Free
9. Syphilis Test = Free

E. AVAILABILITY OF THE SERVICE

Monday – Friday
8:30 am – 5:00 pm

Except: Tuesday and Friday Afternoon (TB DOTS)

F. HOW TO AVAIL THE SERVICE?

Steps	Applicant/client	Service provided	Duration of activity	Person in charge	Fees & Charges	Forms
1	Present request	Evaluate and advise client to proceed at the Treasurer’s Office for payment	5mins.	Med. Tech.	NONE	None
2	Payment of fee	Issue official receipt	5 mins	Treasurer office	Urinalysis = 50.00 Fecalysis = 50.00 CBC = 180.00 Platelet count = 100.00 Blood typing = 100.00 FBS = 100.00 Pregnancy Test = 100.00 HIV Test = Free Syphilis Test = Free	None
3	Submit official receipt	Get the receipt and ask for patient information. Instruct Client to submit specimen of their desired laboratory services	5 min	Med. Tech.	NONE	None
4	Submit specimen collected	Receive and process specimen	30 mins	Med. Tech.	NONE	None
5	Claim result of the laboratory test	Write the result in corresponding form and record in the logbook. Release the result	5mins.	Med. Tech	None	Result Form

END OF TRANSACTION: 50 MINUTES

III. DIAGNOSTIC PURPOSES

A. ABOUT THE SERVICE

X-ray service offered for diagnostic purpose.

B. WHO MAY AVAIL THE SERVICE?

All patients who seek dental services.

C. REQUIREMENTS:

Official Receipt

D. FEES

Chest X-ray

a. 200.00

b. 160.00 = Senior Citizen and PWD

E. AVAILABILITY OF THE SERVICE

Monday – Friday

8:30 am – 5:00 pm

F. HOW TO AVAIL THE SERVICE?

Steps	Applicant/client	Service provided	Duration of activity	Person in charge	Fees & Charges	Forms
1	Get dental number from the dental clinic and patient evaluation.	Evaluate and advise client to proceed at the Treasurer's Office	3 mins	Dentist/ Dental Aide	NONE	
2	Payment of fee	Issue official receipt	5 mins	Treasurer office	100.00 per tooth	Official Receipt
3	Present official receipt and wait for the number to be called	Get the receipt and record the information. Advise client to wait for the number to be called	3 mins	Dental Aide	NONE	None
4		Conduct dental Procedure and instruct the patient for post-operative care.	45 mins	Dentist	NONE	Prescription Form
END OF TRANSACTION: 56 MINUTES						

IV. FOR DENTAL SERVICES

A. ABOUT THE SERVICE

The following services are offered:

- a. Dental Check-up
- b. Tooth Extraction

B. WHO CAN AVAIL THE SERVICE

All patients who seek dental services

C. REQUIREMENTS

- 1. Official Receipt

D. FEES

100.00 per tooth

E. AVAILABILITY OF THE SERVICE

Monday – Friday

8:30 am – 5:00 pm

F. HOW TO AVAIL THE SERVICE?

Steps	Applicant/client	Service provided	Duration of activity	Person in charge	Fees & Charges	Forms
1	Get dental number and evaluate patient	Evaluate and advise client to proceed at the Treasurer's Office	3 mins	Dentist/ Dental Aide	NONE	None
2	Payment of fee	Issue official receipt	5 mins	Treasurer office	100.00	None
3	Present official receipt and wait for the number to be called	Get receipt and record Advise client to wait	3 mins	Dental Aide	NONE	None
4		Conduct dental procedure and instruct patient for post-operative care.	30 mins	Dentist	NONE	None
END OF TRANSACTION = 41 minutes						

V. ISSUANCE OF HEALTH CERTIFICATE

A. ABOUT THE SERVICE

A Health Certificate is issued by the Municipal Health Officer to all employees of business establishment operating in Moncada, Tarlac in compliance with the provisions of the Code of Sanitation of the Philippines (P.D. 856).

B. WHO MAY AVAIL THE SERVICE?

All clients employed in business establishment, operating in Moncada in compliance with the provisions of the Code of Sanitation of the Philippines (P.D. 856).

C. REQUIREMENTS

General requirements include,

Original Copy of:

1. Recent Chest X-ray (not more than 6 months).
2. Recent Stool Examination (not more than 1 month).
3. Recent Urine Test (not more than 1 week).
4. Recent Hepa test for Food Handlers (not more than 1 month)
5. Recent 1 x 1 I.D. picture (2 copies).
6. Health Certificate fee (Official Receipt).

D. FEES

Health Certificate Fee = 50.00

E. AVAILABILITY OF THE SERVICE

Monday – Friday
8:30 am – 5:00 pm

F. HOW TO AVAIL THE SERVICE?

Steps	Applicant/client	Service provided	Duration of activity	Person in charge	Fees & Charges	Forms
1	Submit duly accomplished application form for health certificate and laboratory results at Sanitation Inspector Room	Interview client and instruct client to go at the Doctor’s Office	7 mins	S.I.	NONE	Application form for health certificate
2		Evaluate lab. Results and conduct physical examination <i>If client passes:</i> Approve and proceed to step 3 <i>If client fails:</i> For treatment or referral and repeat all steps. Attending Physician will treat the client.	15 mins	MHO	NONE	None
3	Pay due amount	Accept payment and Issue official receipt	5 mins	Treasurer’s Office	50.00	None
4	Present official receipt at S.I. Room and get claim stub (for the scheduled release of Health Certificate)	Issue claim stub indicating date of release of Health Certificate (except Holidays). Prepare and record the Health Certificate.	7 mins	S.I.	NONE	None
5	Claim Health Certificate	Sign and Release Health Certificate	2 mins	S.I	NONE	None
END OF TRANSACTION: 36 MINUTES						

MUNICIPAL ENGINEER'S OFFICE

I. MAYOR'S PERMIT FOR ELECTRICAL INSTALLATION

A. ABOUT THE SERVICE

Mayor's Permit for Electrical Installation is required for application of kilowatt hour (KWH) meter in order for them to have their own electric power supply

B. WHO MAY AVAIL THE SERVICE?

Any individual or consumer who wants to energize their residential houses, commercial buildings and other infrastructure that needs power supply

C. REQUIREMENTS

1. Application form from Tarelco I
2. Recent tax receipt
3. Duly accomplished forms for Mayor's permit for Electrical Installation.

D. AVAILABILITY OF THE SERVICE

Monday – Friday
8:00 am – 5:00 pm
NO NOONBREAK

E. FEES:

Residential:

Number of outlets + Php 55.00 + Inspection Fee of Php 50.00

Commercial:

Number of Outlets + Php. 100.00 + Inspection Fee of Php. 50.00

F. HOW TO AVAIL THE SERVICE?

Steps	Applicant/ Client	Service provider	Duration of activity	Person in charge	Charges/ fees	Forms
1	Present duly accomplished application form and other requirements	Evaluate the presented requirements and fully accomplished application form	3 mins.	Clerk	None	Duly accomplished form for Mayor's permit for Electrical Permit
2		Assess payment and issue order of payment	1 min.	Clerk/Engr. Asst.	None	None
3	Pay Fees	Accept payment and issue OR	5 mins	Treasury Office	Based on assessment	None
4	Present Official receipt	Prepare & process the mayor's permit	15 mins.	Engineering Asst./Clerk and Bldg. Official/Mun. Mayor	None	Official receipt
5	Claim mayor's permit	Issue mayor's permit	1 min.	None	None	None
End of Transaction=25 mins						

II. ISSUANCE OF BUILDING PERMIT

A. ABOUT THE SERVICE

A building permit is required (Under National Building Code of the Philippines) and issued prior to construction, erection or adding unto pre-existing structures and in some cases for major renovations of buildings, houses, roads and other infrastructures.

B. WHO MAY AVAIL THE SERVICE?

Any person that will construct a residential house, commercial and other infrastructure whether new or renovation.

C. REQUIREMENTS

VI. Xerox TCT (2 copies)

In case the applicant is not a register owner of the lot:

- duly notarized copy of the contract of lease
- duly notarized copy of the contract of sale
- duly notarized copy of deed of sale
- Authorization Letter from the lot owner

2. Xerox Tax Declaration (2 copies)
3. Xerox Tax Receipt (2 copies)
4. Six (6) Sets of Plans
5. Six (6) Copies specifications and Bill of materials
6. Xerox PTR, PRC ID of Engineer/Architect
8. All requirements should be fastened and foldered
9. Locational Clearance
10. Checklist from the Fire Department (Fire Code)

D. AVAILABILITY OF THE SERVICE

Monday – Friday
8:00 am – 5:00 pm
NO NOONBREAK

E. FEES

I-A. Residential:	Area in Sq.m.
Below 20 Sq.m.	2.00/sq.m.
Above 20 sq.m.to 50 sq.m.	3.40/sq.m.
Above 50 sq.m.to 100 sq.m.	4.80/sq.m.
Above 100 sq.m.to 150 sq.m.	6.00/sq.m.
Above 150 sq.m.	7.20/Sq.m.
Renovation	5.00/sq.m.

I-B.Commercial/Industrial/Institutional 23.00/Sq.m.

II. Electrical FEE

a. 5 kVA or less	Php. 200.00	
b. Over 5 kVA to 50 kVA	Php. 200.00	+ Php 20.00/kVA
c. Over 50 kVA to 300 kVA	Php. 1,100.00	+ 10.00/kVA
d. Over 300 kVA to 1500 kVA	Php. 3,600.00	+ 5.00/kVA
e. Over 1,500 kVA to 6,000 kVA	Php. 9,600.00	+ 2.50/kVA
f. Over 6,000 kVA	Php. 20,800.00	+ 1.25/kVA

NOTE: Total connected load as shown in the load schedule.

VII. Plumbing

- a. Installation Fees, one (1) Unit composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charge as thar of the cost of a whole “UNIT”Php. 24.00
- b. Every fixture in excess of one unit.
 - 1. Each water closet 7.00
 - 2. Each floor drain 3.00
 - 3. Each sink 3.00
 - 4. Each Lavatory 7.00
 - 5. Each Faucet 2.00
 - 6. Each shower head 2.00

IV. Inspection Fee 100.00

NOTE:For Commercial/Industrial and other are based on National Building Code Fees

F. HOW TO AVAIL THE SERVICE?

Steps	Application/client	Service provider	Duration of activity	Person in charge	Charges/ fees	Forms
1	Submit duly accomplished Forms & other requirements	Accept, check & verify submitted requirements	15 mins	Engineering Asst./ clerk	None	Application form
Conduct site inspection (3 hours)						
2		Evaluate additional requirements and assess corresponding fees & issue order of payment	30 mins.	Engineering Asst./ clerk		None
3	Pay Fees	Accept payment and issue official receipt	5 mins	Treasury office	Based on National Building Code of the Phil.	Official Receipt
4	Submit photocopied Official Receipt & Present original Official Receipt	Prepare & Process building permit	20 mins	Engineering Asst./ Bldg. Official/Mun. Mayor	None	None
5	Claim Building Permit	Release Building Permit	5 mins	Engineering Asst./ Clerk	None	None
End of transaction: 4 hours and 15 mins <i>(Inspection will be scheduled)</i>						

MUNICIPAL ASSESSOR'S OFFICE

I. TRANSFERRING OF TITLE TO NEW TAX DECLARATION

A. ABOUT THE SERVICE

Transfer of Tax Declaration is issued to reflect the name of the current owner for purposes of taxation.

B. WHO MAY AVAIL THE SERVICE?

Any individual who owns real property within the jurisdiction of the Municipality of Moncada.

C. REQUIREMENTS

1. Photocopy of title
2. Tax Clearance or Tax Receipt up to the current year
3. Photocopy of Certification Authorizing Registration "CAR"
4. Photocopy of OR of Transfer Tax
5. Photocopy of Deed of Absolute Sale / Deed of Inheritance / Deed of Donation
6. Photocopy of Deed of Agreement of Subdivision (if subdivided)
7. Subdivision Plan (if subdivided)
8. Cedula

D. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 am to 5:00 pm
NO NOONBREAK

E. FEES

P50.00 per copy

F. HOW TO AVAIL THE SERVICE?

Step	Applicant / client	Service provider	Duration of activity	Person in charge	Fees and charges	Forms
1	Submit required documents	Verify documents	5 mins.	Municipal Assessor/Clerk	None	None
2	Secure Action Slip / Order of payment	Issue order of payment and action slip	2 mins.	Clerk	None	None
3	Pay Processing Fee	Accept payment and Issue Official Receipt	5 mins.	Revenue Collection Clerk (MTO)	50.00	None
4	Present official receipt	-Prepare Tax Declaration (TD) / Certificate of Non-Improvement (CNI0) -Record O.R. number	11 mins.	Clerk and Municipal Assessor	None	Field Appraisal and Assessment Sheet (FAAS)
5	Claim documents	Check and release documents	10 mins.	Clerk and Municipal Assessor	None	None
End of Transaction: 33 mins.						

II. SECURING OF CERTIFIED TRUE COPY OF TAX DECLARATION / CERTIFICATION OF NON-IMPROVEMENT

A. ABOUT THE SERVICE

This service is issued in lieu of the original Tax declaration for taxation purposes to real property owner located within the jurisdiction of the Municipality of Moncada.

B. WHO CAN AVAIL OF THE SERVICE

Any person who owns real property within the jurisdiction of the Municipality of Moncada.

C. REQUIREMENTS

1. Written authorization from the property owner
2. Valid ID of owner/representative
 - a. If broker – present PRC ID
 - b. If salesperson – accreditation certificate from PRC (as per RA 9646)
3. Latest Tax Receipt

D. FEES

P50.00 per copy

E. AVAILABILITY OF THE SERVICE

MONDAY TO FRIDAY
 8:00 am to 5:00pm
 NO NOON BREAK

F. HOW TO AVAIL OF THE SERVICE

Step	Applicant / client	Service provider	Duration of activity	Person in charge	Fees and charges	Forms
1	Submit required documents	Verify documents	3 mins.	Municipal Assessor/Clerk	None	None
2	Secure Action Slip / Order of payment	Issue order of payment and action slip	2 mins.	Clerk	None	None
3	Pay Processing Fee	Accept payment and Issue Official Receipt	5 mins.	Revenue Collection Clerk (MTO)	50.00	None
4	Present official receipt	-Prepare Tax Declaration (TD) / Certificate of Non-Improvement (CNI) -Record O.R. Number	5 mins.	Clerk and Municipal Assessor	None	FAAS
5	Claim documents	Check and release documents	5 mins.	Clerk and Municipal Assessor	None	None
End of Transaction:21 mins.						

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

I. ISSUANCE OF LOCATIONAL CLEARANCE

A. ABOUT THE SERVICE

An enterprise and private person constructing a new building or applying for expansion/renovation/alteration is required to secure a Locational/Zoning Clearance at the Municipal Planning & Development Coordinator's Office prior to the application for Building Permit. This should be done before the start of construction to ensure that the building/business is allowed in the chosen location in conformity with the Comprehensive Land Use Plan and Zoning Ordinance of the municipality.

B. WHO CAN AVAIL OF THE SERVICE?

A resident of Moncada, whether natural or juridical, with lot/property, within the municipality and have the intention to apply for Building Permit.

C. REQUIREMENTS

- Tax declaration
- Vicinity Map
- Bill of Materials

D. FEES

HLURB 2013 Schedule of Fees

E. AVAILABILITY OF THE SERVICE

MONDAY TO FRIDAY
8:00 am to 5:00pm
NO NOON BREAK

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/Clients	Service Provider	Duration of Activity	Person In-Charge	Charges	Forms
1	Submit requirements and accomplished application form	Review submitted documents and application form	5 minutes	Clerk	None	Application for Locational Clearance
2		Evaluate and assess corresponding	1 minutes	Clerk	None	None
2	Pay fees	Accept payment and issue OR	5 Minutes	Clerk(treasury office)	None	Accountable Form 51-C
4	Present Official Receipt	Prepare Zoning Clearance	5 minutes	Clerk	None	None
5	Claim Locational clearance	Issue Z.C.	1 Minute	MZA	None	None
End of transaction= 17 minutes						

MUNICIPAL AGRICULTURE OFFICE

I. DISTRIBUTION OF CERTIFIED SEEDS

A. ABOUT THE SERVICE

To help farmers to recover from their losses and encourage them to use and practice new variety of seeds, the department of Agriculture distributes Certified Seeds.

B. WHO MAY AVAIL

All farmers recorded in the masterlist filed by the Agricultural Extension Worker in every barangay.

C. REQUIREMENTS

1. Personal Appearance
2. Identification/Verification/Validation on the Masterlist of Farmers
3. Authorization letter from farmers recipient (for representative)

D. FEES

None

E. AVAILABILITY OF THE SERVICE

MONDAY TO FRIDAY
8:00 am to 5:00pm
NO NOON BREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/ client	Service provider	Duration of activity	Person in charge	Fees/ charge s	Forms
1	Request Technical Assistance & provide information needed	Search & verify the given information in the masterlist and provide a piece of paper duly signed by the AEW as a proof that the farmer is qualified to avail certified seeds	2 minutes	AEWs	None	None
2	Claim requested seeds	Verify piece of paper presented & release certified seeds	1 minute	AEWs	none	none
End of Transaction: 3 minutes						

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

I. SECURING CERTIFICATE OF INDIGENCY

A. ABOUT THE SERVICE

Certificate of Indigency is a certification issued by the Municipal Social Welfare and Development Office certifying that the said client/applicant belongs to the indigent families in their barangay as certified by their barangay captains.

B. REQUIREMENTS

Barangay Certification issued by the Barangay Captains

C. FEES

None required

D. AVAILABILITY OF THE SERVICE

From Monday to Friday, 8:00 am to 5:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees/charges	Forms
1	Submit certificate of indigency from barangay	Accept and interview the client.	3 minutes	Admin Asst. I/Clerk	None	None
2		Encode data of the applicant and prepare cert of indigency	1 minute	Admin Asst. I/Clerk	None	None
3	Claim C.I	Release cert of indigency	1 minute	Admin Asst. I/Clerk	None	None
End of transaction: 5 minutes						

II. SECURING A SOCIAL CASE STUDY REPORT

A. ABOUT THE SERVICE

Social Case Study Report – it is a referral letter or a case study (prepared by the MSWDO or a social worker) for the concerned agencies like PCSO, Hospitals and referrals of clients to other service providers of other agencies concerned

B. REQUIREMENTS

Certificate of Indigency, Medical Abstract, Referral from the Hospital

C. FEES

None required

D. AVAILABILITY OF THE SERVICE

From Monday to Friday, 8:00 am to 5:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/ client	Service provider	Duration of activity	Person in charge	Fees/ charges	Forms
1	Submit medical abstract and endorsement letter from the hospital	Accept and check the requirements	2 minutes	MSWDO/ Admin. Asst.1	None	None
2		Interview the client	5 minutes	MSWDO/Admin. Asst.1	None	None
3		Encode data of the client and prepare Social Case Study Report	10minutes	MSWDO/ Admin. Asst.1	None	None
4	Claim SCSR	Release SCSR signed by MSWDO	3minutes	MSWDO/ Admin Asst.1	None	None
End of Transaction 20 minutes						

III. SECURING OF PERSON WITH DISABILITY I.D. AND PURCHASE BOOKLET

A. ABOUT THE SERVICE

Persons with Disabilities are those suffering from restriction of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being

B. REQUIREMENTS

Accomplished Membership Form
2 pcs – 1 x 1 ID Picture

C. FEES

P20 for new member

D. AVAILABILITY OF THE SERVICE

From Monday- Friday, 8:00 am to 5:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees/charges	Forms
1	Submit Medical certificate and 2 pcs (1x1 picture)	Accept and check the requirements.	3minutes	MSWD clerk	None	
2		Interview the client to fill out the form and type id.	4minutes	MSWD clerk	None	PWD Registry Form
3	Check the ID and sign.	Laminate and issue PWD ID and purchase booklet.	3 minutes	MSWD clerk	20 pesos	
End of transaction:10 minutes						

IV. SECURING SENIOR CITIZENS I.D.

A. ABOUT THE SERVICE

Senior Citizen shall mean any resident citizen of the Philippines and at least 60 years of age and above

The grant of 20% discount from all the establishments relative to the utilization of services in hotels, restaurants and recreation centers and purchase of medicines in all establishments for the exclusive use or enjoyment of Senior Citizens, including funeral and burials services for the death of Senior Citizens.

B. REQUIREMENTS

Accomplished Membership Form

2 pcs – 1 x 1 ID Picture

1 pc. – 2 x 2 ID Picture

C. FEES

P20 for new member

P 20.00 ID

P170.00 payment for Lost ID (should be paid in the Municipal Treasury and present the Official Receipt to MSWD Office.)

D. AVAILABILITY OF THE SERVICE

From Monday to Friday, 8:00 am to 5:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees/charges	Forms
1	Submit duly accomplished CTC and 2 pcs (1x1 picture)	Accept and check the requirements.	2 minutes	MSWD clerk	NONE	NONE
2		Interview the client to fill out the form and type id.	5 minutes	MSWD clerk	NONE	Registration Form for Senior
3	Check the id and sign.	Laminate and issue SC ID.	3 minutes	MSWD clerk	20 pesos	
End of transaction:10 minutes						

V. SECURING SOLO PARENTS I.D.

A. ABOUT THE SERVICE

Solo Parents refer to counseling service to Solo Parents to help them resolve conflict and depression brought about by the loss or absence of their spouses either by abandonment, separation, divorce, death or overseas employment.

B. REQUIREMENTS

Barangay Certificate issued by the Barangay Captains
2 pcs 1 x 1 ID picture

C. FEES

Php 20.00

D. AVAILABILITY OF THE SERVICE

From Monday to Friday, 8:00 am to 5:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/ client	Service provider	Duration of activity	Person in charge	Fees/ charges	Forms
1	Submit certification from barangay and 2 pcs (1x1 picture)	Accept and check the requirements.	2 minutes	MSWD clerk	NONE	NONE
2		Interview the client to fill out the form and type id.	5 minutes	MSWD clerk	NONE	Application Form for Solo- Parents
3	Check the id and sign.	Laminate and issue SC ID.	3 minutes	MSWD clerk	20 pesos	
End of transaction:10 minutes						

VI. SECURING PRE-MARRIAGE COUNSELING CERTIFICATE

A. ABOUT THE SERVICE

Pre-marriage counseling is a one day orientation and counseling to would-be couples on Responsible Parenthood and Family Planning. This is a Presidential Decree No. 965 as a pre-requisite for securing the marriage license of the couple.

B. REQUIREMENTS

Notice and application of Marriage License issued by the Local Civil Registrar

C. FEES

None required

D. AVAILABILITY OF THE SERVICE

Every Wednesday (only) from 8:00 am to 12:00 pm

E. HOW TO AVAIL OF THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees/charges	Forms
1	Request for Pre-Marriage Counseling and provide information	Check the data given	5 minutes	MSWDO Admin.Asst. 1	NONE	NONE
2	Attend Pre-marriage counseling	Conduct Pre-marriage Counseling	3 hours	MSWDO Admin.Asst. 1	NONE	NONE
3		Type the PMC Certificate signed by MSWDO	3 minutes	MSWD Clerk	NONE	NONE
4	Check and Claim the PMC Certificate.	Issue PMC Certificate	2 minutes	MSWDO ADMIN.ASS T.1	NONE	PMC CERTIFICATE
End of Transaction:3 hours and 10 minutes						

MAYOR'S OFFICE

I. ISSUANCE OF MAYOR'S CLEARANCE

A. ABOUT THE SERVICE

Mayor's Clearance is issued to the grantee upon his/her verbal request for clearance purposes.

B. .WHO CAN AVAIL THE SERVICE

Any individual who has no criminal records or case pending before the Barangay Captain, Municipal Judge, and Station Commander of this town.

C. REQUIREMENTS

1. Barangay Clearance
2. Municipal Trial Court Clearance
3. Police Clearance
1. Community Tax Certificate

D. FEES

P 50.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 A.M to 5:00 P.M.
NO NOON BREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees	FORMS
1	Submit required documents	Verify requirements	1 min	Administrative Officer 1 /Clerk		?
2.	Pay fees	Accept payment and issue official receipt	5min	Revenue collection Clerk	Local- P50.00 Abroad- P80.00	?
3.	Present official receipt	Prepare Clearance	3 min	Administrative Officer 1 /Clerk and Municipal Mayor	?	?
4.	Accept Clearance	Release Clearance	1 min	Administrative Officer 1 /Clerk		?
End of Transaction : 10 minutes						

II. ISSUANCE OF MAYOR'S PERMIT TO HOLD A DANCE PARTY

A. ABOUT THE SERVICE

Mayor's Permit to Hold a Dance Party is granted to the person or party for the occasion/affair or celebration, on the date, time and place.

B. WHO CAN AVAIL THE SERVICE

Person or Party hosting the affair/occasion

C. REQUIREMENTS

1. Business Permit of Sound System

D. FEES

P 60.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday

8:00 A.M to 5:00 P.M.

NO NOON BREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees	Forms
1	Request for Permit and submit requirements	Verify requirements	1 min	Administrative Officer 1 /Clerk	None	?
2.	Pay fees	Accept payment and issue official receipt	5min	Revenue collection Clerk	P50.00	?
3.	Present official receipt	Prepare Permit	3 min	Administrative Officer 1 /Clerk and Municipal Mayor	None	?
4.	Accept Clearance	Release Permit	1 min	Administrative Officer 1 /Clerk	None	?
End of Transaction: 10 minutes						

III. ISSUANCE OF MAYOR'S PERMIT TO USE THE PUBLIC PLAZA

A. ABOUT THE SERVICE

Mayor's Permit to Use the Public Plaza is granted to the person or party for the occasion/affair or celebration.

B. WHO CAN AVAIL THE SERVICE

Person or Party hosting the affair/occasion

C. REQUIREMENTS

- Business Permit of Sound System

D. FEES

Half day	-	750.00
Whole day	-	1,500.00
Night Time	-	2,000.00
(depending upon its use – disco, variety show)		

E. AVAILABILITY OF THE SERVICE

Monday to Friday
 8:00 A.M to 5:00 P.M.
 NO NOON BREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees	Form
1	Written Request for Permit/submit requirements	Verify requirements	1 min	Administrative Officer 1 /Clerk	None	None
2.	Pay fees	Accept payment and issue official receipt	5min	Revenue collection Clerk	Half day 750.00 Whole day1,500.00 Night time - 2,000.00 depending upon its use/occasion	None
3.	Present official receipt	Prepare Permit	3 min	Administrative Officer 1 /Clerk and Municipal Mayor	None	None
4.	Accept Mayor’s Permit	Release Permit	1 min	Administrative Officer 1 /Clerk	None	None
End of Transaction: 10 minutes						

IV. PREPARATION OF AFFIDAVITS

A. ABOUT THE SERVICE

Issued to the person or party upon verbal request.

B. WHO CAN AVAIL THE SERVICE

Person or Party requesting.

C. REQUIREMENTS

- 2 disinterested person (witnesses)
- Community Tax Certificate of Witnesses and or Affiants

D. FEES

P 60.00

E. AVAILABILITY OF THE SERVICE

Monday to Friday
8:00 A.M to 5:00 P.M.
NO NOON BREAK

F. HOW TO AVAIL THE SERVICE

Step	Applicant/client	Service provider	Duration of activity	Person in charge	Fees	Forms
1	Request Needed Affidavit and submit requirements	Verify requirements	1 min	Administrative Officer 1 /Clerk	None	None
2.	Pay fees	Accept payment and issue official receipt	5min	Revenue collection Clerk	P60.00/ 240.00	None
3.	Present official receipt	Prepare needed affidavit	4 min	Administrative Officer 1 /Clerk and Municipal Mayor	None	None
4.	Accept affidavit	Release Permit	1 min	Administrative Officer 1 /Clerk	None	None
End of Transaction: 11 minutes						