Republic of the Philippines
Province of Cotabato
Municipality of M'lang
ICE OF THE MUNICIPAL MAYOR
email add: lgumlang_mayorsoffice@yahoo.com

WHOLE OF GOVERNMENT REENGINEERING PLAN

MANDATE

The Municipality of M'lang shall exercise the powers expressly granted, those necessarily implied there from as well as powers necessary, appropriate, or incidental for its efficient and effective governance, and those which are essential to the promotion of the general welfare. Further, the local government shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development and appropriate and self-reliant scientific and technological capabilities, improve public morals, economic prosperity and social justice, promote full employment among their residents, maintain peace and order and preserve the safety and convenience of their inhabitants (People's General Welfare).

Vision

We are God-centered empowered community living in progressive and ecologically-balanced environment.

Mission

To uplift the spiritual- moral values and provide optimum services through good governance in attaining economic sufficiency and environment friendly development.

SERVICE PLEDGE

We, the officials and employees of the Municipal Government of M’lang, Cotabato, do hereby commit to serve and act promptly to all our customers from 8:00 am – 5:00 pm or beyond office hours if service is needed from Monday to Friday.

Office of the Mayor

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Issuance of Mayor's Clearance	Simple		30 minutes	1. Barangay Clearance 2. Police Clearance 3. Official Receipt	Admin Aide II, III and VI License Inspector II
Issuance of Various Permit	Simple		28 minutes	1. Death Certificate 2. Official Receipt 3. Sanitary Permit (in case of disinterment)	Admin Aide II, III and VI License Inspector II
Butcher's Permit			28 minutes	1. Certificate of Ownership 2. Official Receipt	Admin Aide II, III and VI License Inspector II
Permit to Transport			29 minutes	1. Barangay Permit 2. Official Permit 3. Sanitary Permit (in case of cadaver transport)	Admin Aide II, III and VI License Inspector II
Issuance of Special Permit			30 minutes	1. Barangay Permit/Certification 2. Official Receipt	Admin Aide II, III and VI License Inspector II
Processing of MTOP			14 days & 20 minutes	1. Certificate of Registration (from LTO) 2. Official Receipt (from LTO)(renewed) 3. MTO Clearance 4. MTO Receipt	Admin Aide II, III and VI License Inspector II Admin. Offr. I

Financial Assistance	Complex		7 Days	1. Certificate of Eligibility 2. Photocopy of Valid ID 3. Photocopy of Hospital Bill	Admin Aide II

Business Permit and Licensing Office (BPLO)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Issuance of Mayor's Permit / Business Permit	Complex/Highly Technical	Depending on Capitalization/Gross sales	30 minutes	1. Proof of Business Registration, incorporation or legal personality (i.e DTI/SEC/Cooperative Development Authority (CDA) registration 2. BPLS Unified Application Form 3. Building/Occupancy Permit 4. Sanitary Permit 5. Market/Stall Clearance (for public market only) 6. BFP Fire Inspection Certificate	Administrative Aide III Administrative Aide VI License Inspector II

Human Resource Management Office (HRMO)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	FEES TO BE PAID	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Issuance of Certificate of Employment, Service Record and Certified True Copy of 201 File Records of for former / current employee	Simple		30 minutes	Letter/verbal request	MHRMO Admin. Officer IV
On-the-Job Training and/or Immersion Referral	Simple		2 hours	Letter Request/Memorandum of Agreement	MHRMO Admin. Officer II
Application for Leave of Absences **a.** Maternity Leave	Simple		2 hours with complete documents	1. Accomplished Leave Application (CSC Form No.6) 2. CSC Form No. 41 (Medical Certification) 3. Clearances – (Money, property & accountabilities)	Admin. Officer IV Admin. Officer II Admin. Aide IV
b. Paternity Leave	Simple		5 minutes	1. Accomplished Leave Application (CSC Form No.6) 2. CSC Form No. 41 (Medical Certification) in case of miscarriages 3. Certified Photocopy of Birth Certificate of the child 4. Certified Photocopy of Marriage Contract	Admin. Officer IV Admin. Officer II Admin. Aide IV

c. Magna Carta for Women	Simple		1 hour	1. Accomplished Leave Application (CSC Form No.6) 2. Medical Certificate w/ clinical abstract 3. Clearances – (Money, property & accountabilities) 4. Service Record	Admin. Officer IV Admin. Officer II Admin. Aide IV
d. Rehabilitation Leave	Simple		1 hour	1. Accomplished Leave Application (CSC Form No.6) 2. Police Clearance / Incident Report 3. Medical Certificate w/ clinical abstract 4. Clearances – (Money, property & accountabilities)	Admin. Officer IV Admin. Officer II Admin. Aide IV
e. Study Leave	Simple		1 day	1. Letter Request 2. Recommendation 3. Latest Copy of Personal Data Sheet 4. Service Record (with at least 2 years in services under permanent status) 5. Transcript of Records 6. Last 2 Performance Ratings/IPCR (prior to application) 7. Certification of No Foreign or Local Study Grant 8. Clearances – (Money, property & accountabilities) 9. No pending administrative/criminal case	MHRMO Admin. Officer IV Admin. Officer II

Vacation Leave, Sick Leave & Special Leave	Simple		10 minutes	1. Accomplished Leave Application (CSC Form No. 6) 2. Vacation leave shall be filed in advance at least 5 days before its effectivity date 3. Sick Leave filed in advance if with medical recommendation, if none, upon return to duty 4. Special Leave maybe filed in advance or upon reporting to duty.	Admin. Officer IV Admin. Officer II Admin. Aide IV
Issuance of Certificate of Leave Credits (Vacation and Sick Leave Credits)	Simple		5 minutes	1. Letter / Verbal Request 2. Medical Certificate (sick leave for more than 5 days)	Admin. Officer IV Admin. Officer II Admin. Aide IV
Issuance of Official Documents (GSIS Retirement Benefits)	Complex		1 hour	1. GSIS Retirement Application form; 2. Declaration of Non-pendency of case 3. Service Record **Burial Claim:** **a.** Authenticated copy of Death Certificate **b.** Authenticated copy of marriage contract **c.** Authenticated copy of Birth Certificate	MHRMO

Preparation of Payrolls (*Job Order personnel every 15th and 30th of the month*)/ Benefits	Simple		10 minutes	DTR	MHRMO Admin. Officer IV Admin. Officer II
Preparation and Processing of Terminal Leave	Complex		2 hours	1. CSC Form No.6 (Leave Application) 2. Service Record 3. Clearances (Money, property accountabilities, GSIS loan, Land bank & DBP salary loan) 4. SALN 5. Certified True Copy of Leave Card 6. Computation of Terminal Leave 7. Certified True Copy of Appointment/Oath of Office 8. Certified True Copy of Notice of latest Salary Adjustment 9. Affidavit of No Pending Case **Death Claim:** a. Authenticated copy of Death Certificate b. Authenticated copy of marriage contract c. Authenticated copy of Birth Certificate	Admin. Officer IV

Municipal Disaster Risk Reduction Management Office (MDRRMO)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Disaster Preparedness	Simple		7 minutes	Manual of operation	LDRRMO III
Emergency Response	Simple		2 minutes	1. Name of informant 2. Location and type of incident 3. Number and status of victims 4. Assistance needed	LDRRMO III
Issuance of Hazard Certification	Simple		1 hour & 15 minutes	1. Barangay Certification 2. Site assessment report 3. Official receipt	LDRRMO I
Public Service/Assistance	Simple		10 minutes	1. Name and address of requesting party; 2. Type and nature of information to be relayed/disseminated	LDRRMO I

Public Employment Services Office (PESO)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Issuance of Referral	Simple		30 minutes	1. Letter of Intent or Cover/Application Letter (1 original copy and 1 photocopy) 2. Resume or Bio data (1 original copy and 1 photocopy) 3. TOR or Evaluation Form or School Card (1 original copy and 1 photocopy) 4. Diploma (1 original copy and 1 photocopy) 5. NBI/Police Clearance (1 copy and 1 photocopy)	Administrative Aide IV PESO Manager
Issuance of Certificate of No Objection	Simple	Mayor's Permit – P200.00 Garbage Fee- P 200.00 Gym Rental- P 500.00 Other Charges – P 500.00	2 hours and 40 minutes	**1. Checklist of Requirements for overseas employment** a. Letter request/Intent address to the Municipal Mayor thru PESO Manager (1 original copy) b. DMW License (1 photocopy) c. Affidavit of Undertaking (1 original copy) d. Authorization from the General Manager of the Agency (1 original copy) e. Special Recruitment Authority (SRA) from the DMW (1 photocopy)	Administrative Aide IV Revenue Collection Clerk 1 PESO Manager

				f. List of Job Orders Available (current balance, salary, country destinations, principal employers) (1 original copy) **2. Checklist of Requirements for Local** a. Letter request/Intent address to Mayor thru PESO Manager (1 original copy) b. SEC/DTI Registration (1 photocopy) c. List of job vacancies (with list of qualifications & requirements) (1 original copy) d. PhilJobNet and PEIS Registration	
Career Coaching and Labor Market Information	Simple		3 hours and 10 minutes	Letter request address to PESO Manager	PESO Manager
Special Program for the Employment of Students	Highly Technical		23 days and 10 minutes	Duly accomplished application Form Original Income Tax Return (ITR) or Certificate of Indigence (1 original copy) Form 138/ Transcript of Records (TOR)/ Latest Grade Report (1 original copy) Birth Certificate (1 original copy) School ID	Administrative Aide IV PESO Manager

Facilitate OWWA Related Services a. OWWA Balik Pinas Balik Hanapbuhay Program	Simple		20 minutes excluding the OWWA processing time *estimated processing time	1. Passport (1 photocopy) 2. OWWA Membership (1 photocopy) 3. Immigration/Philippine Embassy Travel Record (1 photocopy) 4. Valid ID	Administrative Aide IV PESO Manager
b. Filing of Complaint for OFW Welfare	Simple		60 minutes excluding processing time with the OWWA *estimated time	Any proof of employment of the OFW Valid ID of the Next of Kin	Administrative Aide IV PESO Manager
Facilitate DOLE Related Services **1.** Issuance of Certificate of Registration of Workers Association (RWA)	Simple		30 minutes	Sample forms/ requirements can be requested from PESO 1. Duly accomplished and notarized Application Form 2. Name of the association, official list of officers, committee members and their principal addresses (2 original copies) 3. Official list of members and their addresses (2 original copies) 4. Minutes of organizational meeting (2 original copies) 5. List of members who participated in the organizational meeting/s (2 original copies) 6. Annual Financial Report if the applicant association has been in existence for one year or more (2 original copies)	Administrative Aide IV PESO Manager

				7. Financial report not required if applicant association has been in existence for less than one year or has not collected any amount (2 original copies) 8. Duly notarized Constitution and by-laws accompanied by the names and signatures of ratifying members (2 original copies) 9. Minutes of adoption or ratification of the constitution and by-laws, of the organization (2 original copies) 10. List of members who participated in the ratification/adoption of the constitution and by laws (2 original copies) 11. Members Profile	
Assist Online Appointment with DFA	Simple		55 minutes excluding processing time of DFA *estimated processing time	1. Birth Certificate 2. Marriage Certificate (for married woman)	Administrative Aide IV
ICT Literacy Training Program	Highly Technical		6 months, 452 hours, 100 minutes excluding processing time of the office of Municipal Mayor *estimated time	1. Application Form 2. 2x2 ID Colored Picture (1 piece) 3. Birth Certificate (1 photocopy) 4. Latest Academic Records/TOR/HS Report Card/Certification of Grades	ICT Trainer PESO Manager

				5. Certification from the Barangay Captain 6. Brown Long Envelope (1 piece) 7. Training Programs	

Office of the Municipal Vice Mayor/Sangguniang Bayan (Legislative/Secretariat)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Accreditation of NGO's /PO's /CSO's	Complex	None	15 working Days	1. Letter of Application 2. Duly Accomplished Application Form – DILG NGO Form 3 3. CSO/PSO Approved Board Resolution 4. Certificate of Registration 5. List of Incumbent Officers 6. List of Accomplishment Report 7. Master list of Bonafide and active members 8. Annual Accomplishment Report 9. Financial Statement for the immediately preceding year	Committee on Rules and Privileges
Approval of MTH Franchise Application	Complex	None	15 Working days	1. Transmittal from the Office of the Municipal Mayor 2. Franchise Application form 3. MTFRB Form 4. OR/CR of Motor Cycle 5. Driver's License 6. Picture of the Unit (4 side) 7. Photocopy of Official Receipt 8. Certification from the treasury	Committee on Transportation and Communication

				9. Cedula	
Review of the Barangay Annual Budget	Complex	None	15 Working Days	1. Transmittal 2. Annual Budget 3. Mandatory Thematic Plan 4. Barangay Resolution Approving the Barangay Budget 5. Indorsement from the Office of the Municipal Budget Officer	Committee on Appropriation and Finance
Review Barangay policy Ordinances	Complex	None	15 Working days	1. Transmittal 2. Copy of Proposed Barangay Ordinance 3. Notice of Public Hearing 4. Minutes of Public Hearing 5. Attendance of Public Hearing	Committee Chairperson
Review of Barangay Revenue Code	Complex	None	15 Working Days	1. Transmittal 2. Copy of Proposed Barangay Revenue Code 3. Notice of Public Hearing 4. Minutes of Public Hearing 5. Attendance of Public Hearing	Committee on Ways and Means
Committee Meetings and Public Hearing	Complex	None	15 Working Days	1. Notice of Hearing 2. List of invited stakeholders 3. Copy of the Proposed ordinance/resolution	Committee Chairperson and Secretary to the Sanggunian
Issuance of Certification (e.g., Certificate of Attendance, Legislative Actions)	Simple	None	15 minutes	1. Letter request 2. Valid ID of requester	Secretary to the Sanggunian
Issuance of Certified True Copies of	Simple	None	15 minutes	1. Letter request 2. Valid ID of requester	Secretary to the Sanggunian

Ordinances and Resolutions					
Request of Assistance in Research and Drafting of Legislative Measures	Simple	None	3 Working Days	1. Letter Request 2. Supporting Documents (if available)	Secretary to the Sanggunian, SB Secretariat Staff
Request of Copies of Minutes of Meetings	Simple	None	3 Working Days	1. Request Letter 2. Valid ID of Requester	Secretary to the Sanggunian
Request for Posting and Publication of Approved Ordinances	Simple	None	2 Working Days	1. Copy of Approved Ordinance 2. Certification from the Sanggunian Secretary	Secretary to the Sanggunian

Office of the Vice Mayor

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
PUBLIC ASSISTANCE	Simple		30 mins	Medical certificates/records Death/burial certificates Fire certificates Barangay clearance or valid ID	*Secretary to the Vice Mayor* *Vice Mayor* *Private Secretary I,* *Job Order Clerk* *Administrative Assistant*

Municipal Planning and Development Office (MPDC)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Avail Data/Information and other Public Documents	Simple		20 minutes	Request Letter	All Staff
Issuance of Locational Clearance	Simple		30 minutes	1. Duly accomplished and notarized Application Form 2. Any of the following requirements relative to right over land: a. Photocopy of the certificate of title, in case registered in the name of the applicant; b. In the absence of any existing certificate of title in the name of the applicant, submit: b.1) Certified true copy of the latest tax declaration b.2) Pro-forma affidavit (see attached form) to the effect that: - the applicant is the owner of the property subject of the application; - the reasons why the property is not yet titled; - that the property is free form liens and encumbrances of the property; - that the property is tenanted.	Planning Assistant Zoning Administrator

				c. In case the property is not registered in the name of the applicant, submit a photocopy of the owners certificate of title or in the absence of title, that tax declaration and pro-forma affidavit as described in item b. and any of the following: 3. Duly notarized deed of sale 4. Contract of lease 5. Authorization to use land, whichever is applicable 6. VICINITY MAP showing the existing land uses within the minimum of 100 meters and 1-kilometer radius from the lot boundary of the project site for projects of local and national significance, respectively. 7. SITE DEVELOPMENT PLAN showing the project site lot area boundaries and proposed layout of improvements therein. 8. Environmental Compliance Certificate/Certificate of Non-coverage (ECC/CNC) – DENR 9. Zoning Certification	
Issuance of Zoning Certification	Simple		17 minutes	Photocopy of Title/Tax Declaration/Deed of Sale	Planning Assistant Zoning Administrator

Office of the Municipal Civil Registrar

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Registration of Vital Events, Court Orders, Legal Instruments **I. Registration of Certificate of Live Birth** **1.** Timely Registration of Birth	Complex Transaction	₱ 100	23 minutes	1. Information Sheet 2. Municipal Form No. 102 3. Marriage Certificate if Marriage 4. Illegitimate Child: Valid ID of father, Community 5. Tax Certificate and birth certificate of parents	*Administrative Aide IV* *Asst. Municipal Civil Registrar* *Municipal Civil Registrar*
2. Delayed Registration of Birth		20 years above- ₱300 More than 30 days to 19 years – ₱200		Any (2) of the following documentary evidences which may show the name of the child, date & place of birth, and name of mother (and name of father, if the child has been acknowledged) 1. Baptismal Certificate 2. School Records (nursery, kindergarten or preparatory) 3. Income tax return of parents 4. Insurance Policy 5. Medical Records 6. Others, Barangay Captain Certification 7. Voters Certification ➢ Illegitimate – valid I.D. of father, CTC and birth cert. of parents ➢ Affidavit of two disinterested persons who might have	*Administrative Aide IV* *Asst. Municipal Civil Registrar* *Municipal Civil Registrar*

				witnessed of known the birth of the child ➢ Certificate of Marriage if Marriage ➢ Current CTC Number ➢ Negative Certification from PSA	
Registration of Death **a.** On time Registration of Death	Complex Transaction	₱ 100.00	20 minutes	1. Certification from the Barangay Captain where the death occurred 2. Municipal Form 103 (Certificate of Death)	*Administrative Aide IV* *Asst. Municipal Civil Registrar* *Municipal Civil Registrar*
b. Delayed Registration of Death				• Barangay Certification, Affidavit for delayed registration of death, Burial Receipt, Picture-information and other identification such as voter's ID, Negative Cert. form PSA • Municipal Form 103 (Certificate of Death)	
Marriage Application and Issuance of Marriage License	Complex Transaction	Marriage Application ₱ 400.00 Marriage License ₱ 2.00	40 minutes	At least one of the contracting party must be a resident of M'lang, Pre-marriage Counseling Certificate, Three (3) certified true/photocopy of birth certificate (male and female), 18 – 21 yrs. old-above-CENOMAR, Certificate of legal capacity to contract marriage issued by their respective diplomatic or consular official (if	*Administrative Aide III* *Municipal Civil Registrar*

				foreigner). Current CTC and CENOMAR of both parties, widow/widower death certificate deceased spouse, Court order of annulment if annulled or divorce (authenticated copies) Municipal Form 90 (municipal form no.2) Consent (Mun. form no.92) Advice (Mun. Form no.68) Notice (Mun. Form no. 94)	
Registration of Certificate of Marriage **a.** On Time Registration of Marriage	Complex Transaction	₱ 500.00	28 minutes	• Certificate of Marriage (Mun. Form 97) and Application for Marriage License (Mun. Form 97) • Certificate of Marriage (Mun. Form 97) • Certificate of Marriage (Mun. Form 97) Dry Seal/Rubber Stamp • Certificate of Marriage (Mun. Form No. 97)	*Administrative Aide III* *Municipal Civil Registrar*
b. Delayed Registration of Marriage/ Reconstruction		₱ 100.00	1 hour & 15 minutes	• Name of Spouses • Date and Place of Marriage • Information of Spouses a) Certified true copy of the marriage certificate b) Affidavit of delayed registration of marriage c) Negative Certification from PSA a. Affidavit of Reconstruction	*Administrative Aide III* *Municipal Civil Registrar*

				b. Affidavit for delayed registration of marriage c. Two (2) documentary evidence to support the reconstruction-B. Cert. of children d. Negative certification from PSA • Payment Slip • Claim Stub	
Issuance of True Copies/Certified Photocopies and Certifications of Civil Registry Documents	Simple	₱ 50 per copy	40 minutes	• Request slip form and valid I.D. of the requester – if with authorization letter, valid I.D. of the owner and requester • Payment Slip	*Administrative Aide III* *Municipal Civil Registrar*
Filing of Petitions for Clerical Error (Sex, Day & Month of Birth) R.A. 10172	Complex Transaction	RA 10172 ₱ 3,000.00	1 hour and 20 minutes	• Document subject for petition (Birth, Marriage and Death) • Certified copy of the document (LCRO Copy and PSA Copy) In Addition to Rule 8, of Admin. Order No. 1, Series of 2001. Additional Supporting Documents 1. Earliest School Records 2. Medical Records 3. Baptismal Certificate and other documents issued by religious authorities A clearance or a certification that the owner of the document has no case, administrative civil or criminal. 1. Employer, if employed 2. NBI Clearance	*Administrative Aide III* *Municipal Civil Registrar*

				3. Police Clearance 4. Affidavit of publication 5. Newspaper Clippings 6. Medical Certification issued by an accredited government physician that the petitioner has not undergone sex change or sex transplant 7. Certification of the authenticity of the certification issued by the accredited government physician R.A. 9048 Forms/10172	
Filing of Petitions for Change of First Name (R.A. 9048) and Correction of Clerical Error	Complex Transaction	RA 9048 ₱ 3,000.00	1hour and 15minutes	• Document subject for correction Verification slip Certified copy of the certificate containing the erroneous entry (PSA & LCRO Copy) • Not less than 2 public or private documents • Baptismal • Voters affidavit • Employment record • GSIS, SSS, Medical, Business, School record • Driver's license Insurance • Civil registry record of ascendants • Land Titles • Certificate of Land Transfer • Bank Passbook	*Administrative Aide III* *Municipal Civil Registrar*

				• NBI/Police clearance and others • For change of first name • Clearance from employer if employed, NBI clearance, PNP and such other clearance Publication-Newspaper clippings Affidavit of the Publisher • R.A. 9048 Forms	
Request for Endorsement of Civil Registry Records to the Office of the Civil Registrar General	Complex Transaction	₱ 2,000.00	37 minutes	1. Negative Certification from PSA 2. Copy of the document 3. Document in certified true/photo copy or certification 4. Transmittal letter	*Administrative Aide IV* *Municipal Civil Registrar*
Legal Instrument – Legitimation	Complex Transaction	₱ 200.00	53 minutes	a. CENOMAR b. Four (4) certified copies of the marriage cert. c. Affidavit of legitimation d. Community tax certificate of spouses (current) e. Birth Certificate of the child f. Cert. of Registration g. Cert. of Authenticity **Affidavit of Legitimation** • Annotated document • Unannotated document • CENOMAR • Marriage Certificate • Affidavit of Legitimation • Transmittal Letter	*Licensing Officer I* *Municipal Civil Registrar*

				• Certificate of Registration of legal instrument	
Affidavit to use the surname of the father	Complex Transaction	₱ 200.00	55 minutes	1. Birth Certificate subject for AUSF 2. Affidavit to use the Surname of the father (AUSF) 3. Community tax Certificate (current) 4. AUSF 5. Annotated document 6. Unannotated document 7. Transmittal Letter 8. Certificate of Registration of Legal Instrument	*Licensing Officer I* *Municipal Civil Registrar*
Supplemental Supports	Complex Transaction	₱ 250.00	45 minutes	1. Birth Certificate 2. Death Certificate 3. Marriage Certificate 4. Affidavit to supplement the missing entries; • At least two (2) documentary evidence to support the missing entry • Five (5) pieces certified photocopy of the document with missing entry	*Licensing Officer I* *Municipal Civil Registrar*
Out-of-Town Registration of Birth	Complex Transaction		30 minutes	1. Negative Certification from the PSA (3 copies) 2. Self-affidavit stating the facts of birth and corroborated by 2 witnesses 3. Marriage Contract (if married) 4. Any 2 of the following: • Baptismal	*Administrative Aide IV* *Asst. Municipal Civil Registrar*

				• Voters Affidavit • Employment Record • GSIS, SSS, Medical, Business, school record • Driver's license • Insurance • Civil registry record of ascendants • Land titles • Certificate of Land transfer • Bank Passbook • NBI/Police clearance and others 5. Municipal Form No. 102 6. Transmittal Letter 7. Official Receipt	*Municipal Civil Registrar*
Court Order/Decrees	Complex Transaction	Indorsement Fee ₱ 200.00	60 minutes	1. Certified copies of Court Order 2. Certified copies of Certificate of finality 3. Certified copies of Certificate of Registration 4. Certified copies of the document – PSA & LCRO copy 5. Certificate of Authenticity	*Administrative Aide III* *Municipal Civil Registrar*
Piecemeal/Electronic Indorsement	Complex Transaction	₱ 200.00	45 minutes	1. Birth Certificate 2. Death Certificate 3. Marriage Certificate 4. All attachment	*Administrative Aide IV* *Municipal Civil Registrar*

Office of the Municipal Budget Officer

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
Preliminary Review of Barangay Budget	Simple		45 minutes	1. Year-end trial balance 2. National Tax Allotment] 3. Certification from Barangay treasurer of the local income	Municipal Budget Officer
Processing of Certification on Appropriations, Fund Obligation and Allotment (CAFOA)	Simple		20 minutes	1. Approved Authority to Render Overtime (for payment of overtime) 2. Monetization Leave (approved leave application) 3. Purchase Request (for supplies, meals, materials and equipment) 4. Travel Order (for training and travel) 5. Bill or statement (for utilities, insurance, LTO/DOH registration and subscription) 6. Inspection Report of GSO (for repair and maintenance expense) 7. Project Procurement Management Plan (office concerned)	Municipal Budget Officer

Office of the Municipal Accountant

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	PERSON RESPONSIBLE
PROCESSING OF PAYMENTS TO SUPPLIERS & CASH ADVANCES TO EMPLOYEES **Pre-auditing and recoding of disbursement vouchers for commercial transactions, honoraria, and cash advance employees** Agency Action: • Receive vouchers and verify its completeness and proprietary supporting documents • Encode CAFOA to its respective Registry of Accounts (RAAOMOE, RAAOCO, RAAOPS) and indicate CAFOA number for GF, SEF, EDF • Record FURS and indicate FURS number • Monitor balances/ utilization of fund	Complex		1 hour	○ Certification on Appropriations, Fund and Obligation of Allotment (CAFOA) or ○ Fund Utilization Request Status (FURS) ○ Disbursement voucher ○ Purchase Request ○ Request for Quotation and Abstract of Quotation ○ Bid Documents ○ Purchase Order ○ Acceptance and Inspection Report ○ Itinerary of travel ○ Travel Order ○ Invitation Letter ○ Original invoice/receipts ○ Certificate of travel completed	Admin. Assistant II Admin. Aide VI Admin. Officer IV Admin. Assistant II

-EDF -SEF -TRUST • Final review and approve pre-audited vouchers Indicate DV (release) number and transmit to treasury's office for issuance of check				○ Certificate of Appearance Other supporting documents	Admin Officer II Admin. Officer IV Municipal Accountant Admin. Aide VI
Pre-auditing of liquidation reports (Travel Expenses, Special Undertaking) Agency Action: • Receive Liquidation Report and verify its completeness and proprietary supporting documents • Indicate Liquidation Report number Final review and approve liquidated cash advances	Simple		30 minutes	○ Liquidation Report Form ○ Original invoice/receipts ○ Certificate of travel completed Certificate of Appearance	Admin. Assistant II Municipal Accountant
Liquidation of Trust Projects Agency Action: • Prepare Statements of Receipts and	Simple		3 days	○ Memorandum of Agreements ○ Paid Vouchers ○ NADAI OR from Source Agency	Admin. Officer IV

disbursements (SORD) and Liquidation Report • File supporting paid vouchers • Sign SORD and LR • Forward SORD and LR to Office of Municipal Mayor for approval • Prepare transmittal for submission to COA • Transmit SORD and LR to COA Submit SORD and LR duly stamped received by COA to donor agency					Municipal Accountant Admin. Aide VI Admin. Officer IV Admin. Aide VI Admin. Officer IV
Pre-auditing and recording of payroll for salaries and voucher for allowances and other forms of compensations Agency Action: • Receive payrolls and verify its completeness and proprietary supporting documents • Pre-audit vouchers for employees'	Simple		1 day	○ Certification on Appropriations, Fund and Obligation of Allotment (CAFOA) ○ Fund Utilization Request Status (FURS) ○ Payroll ○ Daily Time Record ○ Approved Appointment	Admin. Aide VI Admin. Officer II

allowances, incentives and other forms of compensation • Pre-audit vouchers for Pakyaw Labor • Encode CAFOA to its respective Registry of Accounts (RAAOMOE, RAAOPS) and indicate CAFOA number • Record FURS and indicate FURS number • Pre-audit DV of cash advance for payrolls • Final review and approve pre-audited vouchers Indicate DV(release) number and transmit to treasury's office for issuance of check				○ Notice of Salary Adjustments Other supporting documents	Admin. Aide VI Admin. Officer IV Admin. Assistant II Municipal Accountant Admin. Aide VI
Preparation and processing of payrolls (regular and casual) Agency Action: • Prepare payrolls per office and attach DTRs	Simple		3 days	○ CAFOA/FURS ○ Payroll ○ Daily Time Record ○ Leave Applications	Admin. Officer IV Admin. Aide VI

• Distribute to respective offices for signatures • Receive duly signed payrolls and indicate -CAFOA number -Payroll number • Sign Payrolls Transmit to the treasurer's office for preparation of ADA					Municipal Accountant Admin. Aide VI
Preparation of municipal accountant's advice Agency Action: • Receive duly signed checks • Prepare accountants advice according to fund classification • Sign accountant's advice Submit to bank the signed accountant's advice	Simple		15 minutes	Complete Documents with Checks Issued	Admin. Aide VI Municipal Accountant Admin. Aide VI
Computation of tax to be withheld and issuance of certificates Agency Action:	Simple		10 minutes	○ Disbursement Voucher ○ Invoice, Receipts BIR Certificate of Registration (for new suppliers)	

• Computation of taxes to be withheld -Suppliers, Honorarium - Salaries/Compensation • Issuance of certificate of withholding tax (BIR form) 2307 -Suppliers, Honoraria -COTELCO • Issuance of Certificate of Compensations Withheld (BIR form 2316) Sign Certificates					Admin. Assistant II Admin. Officer IV Admin. Officer II Admin. Aide VI Municipal Accountant
Processing of remittance of mandatory contributions and loan repayments Agency Action: • Processing of remittances and preparation of DVs for payment of mandatory contribution -BIR(suppliers, employees)	Simple		1 day	○ Payroll Billing Statements	Municipal Accountant

-HDMF -PHIC -GSIS -SSS (JO) -HDMF (JO) -PHIC (JO) • Preparation of DVs for loan repayment -Banks (salary loans) -NHA -Bank loans					Admin. Officer IV Admin. Officer II Admin. Officer IV Admin. Assistant III Admin. Assistant II
Receiving of report of collections and deposit Agency Action: • Receive the RCD with OR and validated deposit slip • Log the RCD and prepare JEV for collection and deposit Review and approve JEV			30 minutes	○ Report of collection and deposit ○ AF 51, CTC Validated deposit slip	Admin. Assistant III Admin. Officer IV Admin. Assistant III Admin. Officer IV Municipal Accountant
Bookkeeping financial transactions Agency Action: • Preparation of Journal Entry Vouchers -DV (all fund)	Simple		1 hour	○ CAFOA/ FURS ○ Invoice, Receipts ○ Disbursement Vouchers ○ Report of Collection and deposit	Municipal Accountant Admin. Officer IV Admin. Officer II Admin. Assistant III

-Liquidation of CA -Collections *GF, SEF *TF -Payrolls *JO (GF, SEF) *Regular and Casual *TF				○ Other supporting documents	Admin. Aide VI
Preparation of certifications • Receive request and preparation of Certification -Net take home pay -Pay slip -Others • Sign certifications/ authentication Receive request and retrieve monthly payrolls	Simple	Php 75.00	10 minutes	○ Official receipt AF51 – Certification Fee ○ Verbal Request	Admin. Assistant II Admin. Officer IV Admin. Officer II Municipal Accountant Admin. Aide VI

Office of the Municipal Treasurer

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Assessment of Business Taxes	Simple	***a.*** *Manufacturer/Dealer/Contractor - see tables at Revised Revenue Code of Mlang;* ***b****. Retailer - 2.2 % of gross sales from P400,000.00 and below and additional 1.1% in excess of P 400,000.00;* ***c****. Exporter and other essential commodities - 1/2 of the rates of a & b*	30 minutes	**1.** Application for Business License **2**. DTI/SEC/DOLE/CDA Registration (for new) **3**. Previous year's clearance for business tax, fees and charges (for renewal)	LORO II, AO III
Issuance of Community Tax Certificate	Simple	**For Individual** a. Basic P 5.00 b. Additional (not to exceed P5,000) P 1.00 for every P 1,000.00 1. Gross receipts or earnings derived from business during the the preceding year 2. Salaries or gross receipt or earnings derived from exercise of profession or pursuit of any occupation 3. Income from real property	18 minutes	**1.** Information Sheet (Inclusive of complete name, address, date and place of birth, civil status) **2.** For employed, proof of income (Form W2) Bureau of Internal Revenue) **3.** For busines, appropriate proof of income and/or assessment	LRCO I, RCC I

		For Corporation a. Basic - P 500.00 b. Additional (not to exceed P 10,000) - P 2.00 for every P 5,000.00 1. Assessed value of real property in the Philippines 2. Gross receipts, including dividends/earnings from business the Phils. During the preceding year)			
Preparation of Order of Payment for Tricycle Registration	Simple		20 minutes	1. OR/CR of tricycle unit 2. Driver's license of operator and driver 3. Philhealth MDR 4. Photograph of tricycle unit	RCC I, Admin. Aide III
Billing of Real Property Taxes	Simple		30 minutes	1. Copy of latest Real Property tax declaration	LRCO I, RCC II, RCC I, Admin. Aide III
Issuance of Tax Clearance		Certification fee - P 75.00 Documentary Stamp - 30.00 TOTAL **P105.00**		1. Official Receipt showing full payment 2.Official Receipt for cert. fee	Municipal Treasurer, RCC I, Admin. Aide IV
Issuance of Official Receipts for Payment of taxes, fees and charges	Simple		30 minutes	1. Order of Payment 2. Billing Statement	LRCO I, RCC I

Issuance of Checks	Simple		18 minutes	Approved disbursement voucher	Municipal Treasurer, RCC I
Releasing of Checks to payees	Simple		18 minutes	1.Valid ID 2. SPA (if not the owner)	RCC I

Office of the Municipal Assessor

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Issuance of Certification *a. Certification of no Existing Improvements)* *b. Certificate no real property* *c. Total Landholding* *d. Certificate of exact Location*	Simple		8 minutes	1. Duly accomplished request form 2. Official Receipt from the Treasurer's Office	Assessment Clerks LAOO I
Issuance of True copy of Tax Declaration	Simple		20 mins	1. Duly accomplished request form 2. Official Receipt 3. SPA if applicable	Assessment Clerks LAOO I
Ocular Inspection and Field Monitoring	Complex		2 - 5 days	1. Duly accomplished request form	Tax Mapper I Municipal Assessor Assessment Clerks

				2. Building Permit/ Certificate of Occupancy	
Segregation of Tax Declaration	Simple, Complex		5 - 7 days	1. Tax Clearance 2. Approved Subdivision Plan 3. Land Title (if applicable)	Tax Mapper I Assessment Clerks LAOO I
Segregation of Tax Declaration (with Transfer Certificate of Title/OCT as basis)	Simple, Complex		5 - 7 days	1. Tax Clearance 2. Certified photocopy of land title 3. Sworn Statement of the true and current market value of the real property 4. Approved Subdivision Plan	Tax Mapper I Assessment Clerks LAOO I
Transfer of Ownership of Tax Declaration (Transfer Certificate of Title as basis for transfer)	Simple		15 mins – 1 day	1. Tax Clearance 2. Certified photocopy of land title	Tax Mapper I Assessment Clerks LAOO I

Municipal Health Office

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Blood Banking Program	Complex/ Highly Technical		15 minutes	1. Blood Request Form 2. Promissory Form (if no blood donor)	Nurse II
Cervical Cancer & Sexually Transmissible Infections (STI) Screening Program	Complex/ Highly Technical		1 hour and 55 minutes	1. Individual Treatment Record 2. Laboratory Request & Specimen	Nurse II
Dental Services	Complex/ Highly Technical		1 hour & 35 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Dentist II
Environmental Sanitation Program a. Issuance of Sanitary Permit	Complex/ Highly Technical		7 days and 35 minutes	1. Application Form 2. Certificate of Food Handlers Training (for food establishments)	Sanitation Inspector I
b. Issuance of Health Certificate			1 hour and 22 minutes	1. Accomplished Application Form 2. Laboratory Results	Sanitation Inspector I
c. Issuance of Permit to Disinter/ Travel a Cadaver			45 minutes	1. Accomplished Application Form 2. Death Certificate	Sanitation Inspector I
d. Inspection of Sanitary Complaints and Environmental Sanitation			2 days % 45 minutes	Written Complaint	Sanitation Inspector I

Expanded Program on Immunization	Complex/ Highly Technical		40 minutes	1. Referral Slip 2. ECCD Card/ Maternal & Child Record Book	Nurse II
Family Planning Program	Complex/ Highly Technical		1 hour & 20 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Nurse II
Leprosy Control Program	Complex/ Highly Technical		2 hour and 4 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Nurse II
Maternal Care Program	Complex/ Highly Technical		1 hour & 55 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Nurse II
Medical Consultation and Management	Complex/ Highly Technical		55 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	MHO Medical Officer III
Medico-Legal Services	Complex/Highly Technical		2 days & 35 minutes	Medico-Legal Request	MHO Medical Officer III
Nutrition Program	Complex / Highly Technical		35 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Nutrition Officer I
Rabies Prevention Program	Complex/ Highly Technical		55 minutes	1. Referral Slip 2. Individual Treatment Record (ITR)	Nurse II
Tuberculosis Control Program	Complex/ Highly Technical		12 months, 1hour & 15 minutes	1. Referral Slip 2. Individual Treatment Record (ITR) 3. Patients Record	Nurse II

Municipal Social Welfare and Development Office (External Services)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Issuance of Pre-marriage Certificate	Simple		2days, 2hours & 32 minutes	None	MSWDO STAFF/CLERK
Extending of Financial Assistance	Simple		2 days & 25 minutes	Note from the Mayor's office & Vice Mayor's Office Valid ID Medical Certificate/Bill or Death Certificate	MSWDO STAFF
Issuance of Certificate of Indigency	Simple		25 minutes	a. Barangay Certificate of Indigency	MSWDO STAFF
Issuance of Travel Permit to Minors	Simple		25 minutes	a. Birth Certificate of Child b. Affidavit of Guardianship (for Guardians only) c. Adoption papers (for adopted children) d. Parents' Consent for Minors Travelling alone and Minor's Travelling with Guardian e. Valid ID of Parents f. Plane Ticket (Photo copy) g. Valid ID of the Child h. Barangay Certification	SOCIAL WORKER I
Handling of CICL Cases	Simple		3 hours	a. Birth Certificate of Child and/or other documents	SOCIAL WORKER I

				as proof of the child's age b. PNP Blotter Report	
Handling of VAWC Cases	Simple		1 hour and 30 minutes	Medical Certificate for Physical Abused victims	SOCIAL WORKER I
Preparation of Social Case Study Report	Simple		2days, 2 hours & 15 minutes	a. Death Certificate for Burial Cases b. Medical Certificate or Medical Abstract for Medical Cases c. School Billing Statement for Educational Purposes	SOCIAL WORKER I
Handling of CNSP	Simple		3-4 hours	a. Soc Pen intake form b. Soc Pen Validation Form c. Senior Citizen's ID d. Certificate of identity (Barangay Level) e. Endorsement Letter	SOCIAL WORKER I
Conduct of Self-assessment for Persons with Disability	Simple		2 hours and 55 minutes	a. 4 pcs 1x1 ID Picture b. Barangay Certificate c. Medical Abstract / Record d. Medical Certificate (Dr. Jun C. Sotea, Jr., M.D.) e. Birth Certificate (photocopy) f. Membership Fee g. Monthly Dues	Disability Affairs Officer I PWD Staff
Provision of Emergency / Relief Assistance	Simple		3 hours	a. Barangay Certificate b. Death Certificate	MSWDO Staff Daycare Worker I

				c. Certificate from Fire Department (in case of Fire) d. Certificate from MDRRMO (in case of disasters)	
Conduct of Self-assessment for Solo Parent	Simple	100.00	30 mins- 1 hour	a. Barangay Certificate b. 2 pcs. 1x1 ID Picture c. Birth certificate of Children d. Certificate of employment (kung may trabaho) e. Marriage Contract (if married) f. Affidavit (if separated, unwed or married) g. Death Certificate (if Deceased of partner) h. Copy of filed/pending petition for annulment (for separation) i. Cedula	MSWDO Staff Clerk

Municipal Agriculture Office (External Services)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Artificial Insemination	Simple		2 hours & 8 minutes	1. Livestock Farmer 2. Farmer profile 3. Animal Credentials 4. RSBSA claim stub 5. Valid ID	Agricultural Technologist
Farm Input Assistance (seeds/seedlings, fertilizers, chemicals etc.)	Simple		27 minutes	1. Bonafide Farmer 2. Farmer Data 3. RSBSA Claim stub 4. Valid ID (Gov't ID) 5. Land Availability 6. Proof of Ownership (Brgy. Certification, land title, USUFRUCT/ Agreement)	Agricultural Technologist
Fish and Aquatic Resource Services	Simple		17 minutes	1. Fisherfolk registered 2. RSBSA Claim stub 3. Valid ID (Gov't ID) 4. Area/ Size of pond 5. Proof of Ownership (Brgy. Certification) 6. Pictures/ evidence	Agricultural Technologist
Livestock	Simple		1 day and 40 minutes	1. Bonafide Farmer 2. Farmer Data 3. RSBSA Claim stub 4. Valid ID (Gov't ID) 5. Proof of Ownership (Brgy. Certification) 6. Animal Credintials 7. CTC	Senior Agriculturist Agricultural Technologist

				8. Mayor's permit fee 9. Picture/Evidence 10. Availability of biologics/drugs	
Processing of Registry System on Basic Sector in Agriculture (RSBSA)	Simple		10 minutes	• Use blue ballpen only • Photocopy valid ID • 2x2 ID Picture • Photocopy of land title • Barangay Certification	Senior Agriculturist Agricultural Technologist
Promotion of Rural Based Organization	Simple		10 minutes	• Organized Group with Dole/Sec Certification • Registration SB Accredition	Agricultural Technologist
Regulatory Services	Simple		13 minutes	• Barangay Ceritificate • CTC • Mayor's Permit Fee • Travel Permit	Agricultural Technologist
Technical Assistance – Crops (Rice/Corn/HVCC)	Simple		10 minutes	1. Bonafide Farmer 2. Farmer Data 3. RSBSA Claim Stub 4. Valid ID (Gov't ID) 5. Land Availability 6. Proof of Ownership (Brgy. Certification, land title, USUFRUCT/ Agreement) 7. Picture/evidence	Agricultural Technologist

Office of the Municipal Engineer (External Services)

LIST OF TRANSACTIONS	CATEGORIZATION OF TRANSACTIONS	Fees to be Paid	MAXIMUM PROCESSING TIME	REQUIREMENTS	Person Responsible
Issuance of Annual Electrical Inspection Certificate for Business Permit Application (Public Business Establishments/ Public Market Lessee)	Simple	Depend on the area of establishment minimum of 120.00	17 minutes	1. Duly Accomplished Application Form for Business Permit 2. Copy of Certificate of Occupancy	Engineering Assistant Admin Aide
Issuance of Annual Inspection Certificate for Business Permit Application (Private Business Establishments)	Simple	Depend on the area of establishment minimum of 120.00	17 minutes	1. Duly Accomplished Application Form for Business Permit 2. Copy of Certificate of Occupancy	Engineering Assistant Admin Aide
Issuance of Building and Ancillary Permits	Simple	Depends on the area	1 hour & 18 minutes	1. Five (5) copies of filled up Unified Application Form for Building Permit 2. Original Certificate of Title (OCT) / Transfer Certificate of the Title (TCT), or Deed of Absolute Sale of Lot Location Plan from LRA (if Lessee, Contract of Lease)	Engineering Assistant Engineer II Engineer I Municipal Engineer Electrician

				3. Five (5) sets of survey plans, Design Plans and other documents as follows a. Architectural Documents b. Civil/ Structural Documents c. Electrical Documents d. Mechanical Documents e. Sanitary Documents f. Plumbing Documents g. Electronics Documents h. Geodetic Documents i. Fire Protection Plan (if applicable) ➢ Automatic Fire Suppression System ➢ Wet Stand Pipe ➢ Dry Stand Pipe ➢ Kitchen Hood Suppression ➢ Fire Detection & Alarm System 4. Zoning Clearance (ECC/CNC) 5. Three (3) photocopies of Valid Licenses (PRC ID) of all involved professionals 6. Notarized estimated cost of the building / structure to be erected as declared	

				by the owner prepared by engineer or architect 7. Construction Safety and Health Program approved by DOLE 8. Notarized affidavit of Undertaking of lacking documents e.g. clearance from other agencies	
Issuance of Certificate of Occupancy	Simple	Depends on the area	1 hour & 18 minutes	1. Filled-up Unified Application Form for Certificate of Occupancy 2. Three (3) Copies of duly notarized Certificate of Completion using the form in Annex H, signed by the owner/ applicant and signed and sealed by the duly licensed Architect of Civil Engineer in-charge of construction. If the construction was undertaken through a contract, the certificate of Completion shall be signed by the contractor / Authorized Managing Officer 3. One (1) copy of construction logbook 4. One (1) photocopy of the Valid Licenses of all involved	Engineering Assistant Engineer II Engineer I Municipal Engineer

				5. Professionals (e.g. Professional Tax 6. Receipt and the Professional Regulation Commission identification card) 7. Photograph of the completed structure showing front, sides and rear areas 8. As Built Plan of Building Plans	
Issuance of Special Permit (for electrical power service connection)	Simple	Depend on the KVA (electrical load)	1 hour & 18 minutes	1. Proof of Ownership a. Land Title/ Notarized Deed of Absolute Sale b. Deed of Donation/ Lease Contract 2. Latest Tax Receipt 3. Electrical Permit & Plan/Layout duly signed and sealed by Professional Electrical Engineer 4. Cost Estimate a. Material and Labor Cost, Professional and Cotelco Fee 5. Photocopy of PRC ID and PTR of PEE/REE 6. Community Tax Certificate 7. Promissory Note a. Secure Building Permit if incase there is	Engineering Assistant Engineer II Engineer I Municipal Engineer Electrician

				construction or alternation take place in building/premises	
Maintenance of Drainage Systems and other Infrastructure	Simple		1 day, 2hours & 25 minutes		Engineer II Engineer III CMM Municipal Engineer
Preparation of Plans and Program of Works for Barangay EDF	Simple		4 hours and 23 minutes	Approved Annual Investment Plan of respective barangay	CMF Engineer I Engineer II Engineer III Municipal Engineer
Preparation of Plans and Program of Works for Municipal EDF and other infrastructure	Simple		4 hours and 14 minutes		CMF Engineer I Engineer II Engineer III Municipal Engineer
Requisition of Heavy Equipment	Simple		28 minutes		Engineer III Eqpt. Ins. II Municipal Engineer CMM