SB FILE

REPUBLIKA NG PILIPINAS
LALAWIGAN NG BULACAN
BAYAN NG BALAGTAS

SANGGUNIANG BAYAN

Tel Nos. (044) 816-6087

REPUBLIC OF THE PHILIPPINES
PROVINCE OF BULACAN
MUNICIPALITY OF BALAGTAS

LIST OF OFFICES

#	NAME OF OFFICE	ADDRESS	CONTACT INFORMATION
1	OFFICE OF THE MUNICIPAL ACCOUNTANT	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 120
2	OFFICE OF THE MUNICIPAL AGRICULTURIST	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 113
3	OFFICE OF THE MUNICIPAL ASSESSOR	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 124
4	OFFICE OF THE MUNICIPAL BUDGET OFFICER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 119
5	OFFICE OF THE MUNICIPAL ENGINEER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 122
6	OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 116
7	OFFICE OF THE MUNICIPAL CIVIL REGISTRAR	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 118
8	OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 101,112/(044)380-4564
9	OFFICE OF THE MUNICIPAL MAYOR	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 117
10	BUSINESS PERMIT & LICENSING OFFICE (BPLO)	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 128
11	PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 109
12	OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 115
13	OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 121
14	OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 123
15	BALAGTAS MUNICIPAL MARKET	Wawa, Balagtas, Bulacan	9266460310
16	BALAGTAS MUNICIPAL SLAUGHTERHOUSE (ABATTOIR)	Wawa, Balagtas, Bulacan	9167533718
17	OFFICE OF THE MUNICIPAL HEALTH OFFICER	Wawa, Balagtas, Bulacan	(044)7941771
18	OFFICE OF THE SANGGUNIANG BAYAN	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 105
19	OFFICE OF THE MUNICIPAL TREASURER	New Municipal Hall (Plaza Bigaa), Borol I, Balagtas, Bulacan	(044)919-8300 LOC. 125

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OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER		
	1. Issuance of Social Case Study Report-Medical Assistance & Burial Assistance	32
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BALAGTAS MUNICIPAL SLAUGHTERHOUSE (ABATTOIR)		
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LIST OF SERVICES		
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	1. Issuance of Tax Declaration For Simple Transfer of Ownership and For Consolidation/Subdivision of Property	1
	2. Issuance of Notice of Assessment	3
	3. Issuance of Certified True Copy of Tax Declaration & Various Certifications	4
	4. Issuance of Certified Photocopy of Documents and Tax Mapping	5
BUSSINESS PERMIT & LICENSING OFFICE (BPLO)		
	1. Issuance of Business Permit (New)	6
	2. Issuance of Business Permit (Renewal)	7
	3. Issuance of Business Permit (Renewal for Market)	8
	4. Issuance of Motorized Tricycle Operator's Permit	10
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OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER		
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FEEDBACK AND COMPLAINTS MECHANISMS	
How to send a feedback	Answer the client feedback form and drop it at the designated drop box in front of the Municipal Hall, Public Information and Assistance Desk (PACD). Contact Info: (044)9198300 Email ad: mayorsoffice@gmail.com
How feedback is processed	Every Friday, the designated Information Officer opens the drop box , compiles and records all feedback submitted. Feedback requiring answers are forwarded to the relevant offices and they are required to answer three (3) days of the reciept of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow ups, clients may contact the following: telephone number: (044)919-8300 Email ad: mayorsoffice@rocketmail.com
How to file a complaint	Answer the client complaint form and drop it at the designated drop box in front of the Municipal Hall, Public information and Assisstance Desk (PACD). Complaints can also be filed via telephone. Make sure to provide the following information: Name of person being complained Incident Evidence For inquiries and follow ups, clients may contact the following: telephone number: (044)919-8300 email ad: mayorsoffice@rocketmail.com
How complaints are processed	The complaints Officer opens the complaints drop box on a daily basis and evaluated each complaint. Upon evaluation, the Complaints Officer shall start the investigation and forward the complaint to the relevant office for their explanation. The complaints Officer will create a report after the investigation and shall submit it to the Head of the Agency for appropriate action. For inquiries and follow ups, clients may contact the following: telephone number: (044)919-8300 email ad: mayorsoffice@rocketmail.com
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph 8478-5093/8478-5091/8478-5099 PCC: 8888 CCB: 0908-881-6565 (SMS)

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EXCERPTS FROM THE MINUTES OF THE ONE HUNDRED FORTYTHIRD (143) REGULAR SESSION OF THE ELEVENTH SANGGUNIANG BAYAN OF BALAGTAS, BULACAN HELD LAST MONDAY, MARCH 17, 2025 AT THE SESSION HALL OF SANGGUNIAN.

Present were:

HON. ARIEL C. VALDERAMA	- Vice Mayor and Presiding Officer
HON. ALBERTO G. CARATING II	- Sangguniang Bayan Member
HON. JULIUS DANIEL G. ABARZOSA	- Sangguniang Bayan Member
HON. MIKEE JANE A. PAYURAN	- Sangguniang Bayan Member
HON. BABBY L. ESTRELLA	- Sangguniang Bayan Member
HON. CHARLES LOUIE B. GALVEZ	- Sangguniang Bayan Member
HON. GILBERT L. GALVEZ	- Sangguniang Bayan Member
HON. FERNANDO K. GALVEZ	- Sangguniang Bayan Member
HON. ALEJANDRO P. DE GUZMAN	- Sangguniang Bayan Member
HON. ADRIAN XAVIER R. MENDOZA	- Ex-Officio, SK

Absent was:

HON. REYMUND B. ESTRELLA	- Ex-Officio, LnB

ORDINANCE NO. 11-245
Series of 2025

AN ORDINANCE UPDATING THE CITIZEN'S CHARTER OF THE MUNICIPALITY OF BALAGTAS.

Sponsored by: HON. GILBERT L. GALVEZ

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF BALAGTAS, *duly assembled that changes in the following departments will be implemented:*

SECTION 7. OFFICE OF THE MUNICIPAL ASSESSOR

FRONTLINE SERVICE I: ISSUANCE OF TAX DECLARATION FOR SIMPLE TRANSFER OF OWNERSHIP and FOR CONSOLIDATION/SUBDIVISION OF PROPERTY

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C) and Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Submit 2 sets of the following:	
Certified Photocopy or Plain Photocopy of Title	Owner's File Copy / Registry of Deeds - Meyc, City
Photocopy of Deed of Conveyance *Deed of Absolute Sale	Owner's File Copy / Notarized Law Office / Registry of Deeds, Meyc. City

*Deed of Donation *Extra-Judicial Settlement of Estate *Certificate of Sale/ Consolidation of Ownership	
Payment of BIR Taxes *Capital Gain Tax (Deed of Absolute Sale) *Donor's Tax (Deed of Donation) *Estate Tax (Extra-Judicial Settlement of Estate)	Owner's File Copy / BIR RDO 25A Plaridel Bypass Guiguinto, Bulacan / Registry of Deeds, Meyc. City
Payment/ Official Receipt of Transfer Tax Fee (PTO)	Owner's File Copy / Office of the Provincial Treasurer Capitol Building Malolos, Bulacan / RD Meyc.
Updated Real Property Tax Payment / Tax Clearance	* Office of the Provincial Treasurer Capitol Building Malolos, Bulacan * Office of the Municipal Treasurer Window 3/4 Municipal Hall Borol 1st, Balagtas, Bulacan
Additional Requirements: *Approved Consolidation/ Subdivision Plan *Technical Description *Special Power of Attorney *Affidavit of Non-tenancy (If Agriculture) *Publication (If Estate) *Secretary's Certificate (If Corporation)	Owner's File Copy / Bureau of Lands / Land Registration Authority / RD Meyc. Owner's File Copy / Notarized Law Office / RD Meyc. Owner's File Copy / Local Newspaper / RD Meyc. Owner's File Copy / Corporation / RD Meyc.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all the required documents	Receives and verifies all the documents presented. If complete, issues order of payment.	None	10 minutes	Assessor's Staff
2. Client proceeds to to cashier for payment	Accepts payment of fee and issues official receipt.	Php. 120.00 / TD as per Mun. Ord. No. 121 Sec. 85 S'2017	2 minutes	Revenue Collection Clerk III (Window 3 or 4 - Office of the Municipal Treasurer)
3. Submits transaction fee receipt to Assessor's Staff	Receives transaction fee receipt from client and prepares checklist. For simple transfer - 45minutes. For subdivision /	None	30 minutes	Assessor's Staff

	consolidation - 3 days			
	Assigns and Logs New TD/ARP			Assessment Clerk II & III Administrative Officer V
	Encoding of Transaction			Assessment Clerk II & III Administrative Officer V
	Review and Approval of tax declaration.			Administrative Officer V Municipal Assessor
4. Client receives copy of Tax Declaration	Release of original copy of Tax Declaration to client.	Php. 35.00 for documentary stamp	3 minutes	Assessor's Staff
	TOTAL:	Php 155.00	45 minutes	
END OF TRANSACTION				

FRONTLINE SERVICE II: **ISSUANCE OF NOTICE OF ASSESSMENT**

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C) and Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of Title	Owner's File Copy / RD Meyc.
Latest/Old Real Property Tax payment/Receipt	Owner's File Copy
Latest Copy/Old copy of Tax Declaration	Owner's File Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the required documents.	Verifies the records.	None	5 minutes	Assessor's Staff
	Prints Notice of Assessments			Assessor's Staff
	Release to clients the copy of Notice of Assessment.			Assessor's Staff

2. Client receives of copy of Notice of Assessment. Proceeds to cashier for computation and payment.	Client proceeds to cashier for computation and payment.		5 minutes	Revenue Collection Clerk III (Window 1 or 2 - Office of the Municipal Treasurer)
	TOTAL:		10 minutes	
END OF TRANSACTION				

FRONTLINE SERVICE III: **ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION & VARIOUS CERTIFICATIONS**

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C) and Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Photocopy of Title	Owner's File Copy / RD Meyc.
Latest/Old Real Property Tax payment/Receipt	Owner's File Copy
Latest Copy/Old copy of Tax Declaration	Owner's File Copy

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present any of the required documents	Verifies the records	None	5 minutes	Assessor's Staff
	Issues order of payment			Assessor's Staff
2. Client proceeds to cashier for payment	Accepts payment of fee and issues official receipt.	Php. 100.00 / TD or Certification TD as per Mun. Ord. No. 121 Sec. 85 S'2017	3 minutes	Revenue Collection Clerk III (Window 3 or 4 - Office of the Municipal Treasurer)
3. Presents Official Receipt of payment to Assessor's staff for processing of request	Print Certified Copy of Tax Declaration/ Certification		3 minutes	Assessor's Staff
	Approval of Authorized signatories		2 minutes	Administrative Officer V Municipal Assessor

4. Client receives copy of request	Release of Certified Copy of Tax Declaration/ Certification.	Php. 35.00 for documentary stamp / TD or Certification	2 minutes	Assessor's Staff
	TOTAL:	Php 135.00	15 minutes	
END OF TRANSACTION				

FRONTLINE SERVICE IV: **ISSUANCE OF CERTIFIED PHOTOCOPY OF DOCUMENTS and TAX MAPPING**

Office or Division:	Office of the Municipal Assessor
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C) and Government-to-Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Photocopy of Title	Owner's File Copy / RD Meyc.
Latest Real Property Tax payment/Receipt	Owner's File Copy
Copy Of Tax Declaration	Owner's File Copy

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present any of the required documents	Verifies the records.	None	3 minutes	Assessor's Staff
	Issues order of payment.			Assessor's Staff
2. Client proceeds to cashier for payment	Accepts payment of fee and issues official receipt.	Php. 50.00 / TD (set of certified documents) as per Mun. Ord. No. 121 Sec. 85 S'2017	2 minutes	Revenue Collection Clerk III (Window 3 or 4 - Office of the Municipal Treasurer)
3. Presents Official receipt of payment to Municipal Assessor's staff for processing of request	Prepares photocopy of documents/ Tax Mapping		8 minutes	Assessor's Staff
	Approval of Authorized signatories			Administrative Officer V Municipal Assessor

4. Client receives copy of request	Release of original copy of Tax Declaration/ Certification.	Php. 35.00 for documentary stamp	2 minutes	Assessor's Staff
	TOTAL:	Php. 85.00	15 minutes	
END OF TRANSACTION				

SECTION 13. BUSINESS PERMIT AND LICENSING OFFICE (OFFICE OF THE MUN. MAYOR)

Permit issued to all registered business establishments within the Balagtas allowed under all provisions of the Balagtas Revenue Code as well existing laws, ordinances and policies in the operation of business.

Office or Division:	Business Permit & Licensing Office/Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C - Government-to-Citizens
Who may avail:	Bussinessmen with business establishment in the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully accomplished application	BPLO Office
Official Receipt	Municipal Treasurer's Office
Community Tax Certificate	
Barangay Business Clearance	Barangay Treasurer during BOSS/ Barangay Hall
DTI	Negosyo Center / DTI Municipal Hall
SSS Clearance/Pag-	City of Malolos
Zoning Certificate	Municipal Planning & Development Office
Sanitary Permit	Municipal Health Office
ECC/CNC	Municipal Environment and National Resources
Fire Safety Inspection Certificate	Bureau of Fire Protection Office
Annual Inspection	Municipal Engineer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME			PERSON RESPONSIBLE
1. Fill up application form for encoding and business permit requirements.	Issue application form;	None	1 min.	SIMPLE TRANSACTION	3 DAYS	BPLO Staff
	Assess of business application;	as per assessment	5 mins.			MTO staff
	Provide requirements	None	5 mins.			BPLO Staff

	Verify application's record.	None	2 mins.	COMPLEX TRANSACTION	7 DAYS	BPLO Staff
2. Submit to verifier for editing/encoding and M.A's/BPLO approval of assessment for payment.	For payment and issuance of Official receipts.	Mayor's Permit 1,650.00 Garbage 1,650.00 Sanitary 605.00 Med.Cert 82.50 Plate 200.00 CNC/ECC 1,000.00 Zoning 450.00 Bargy.Bus. Clear 500.00	2 mins.			MTO staff
3. Submit to BPLO for M.A's/BPLO approval (with complete requirement's for Mayor's Permit Preparation and realeasing.	Approval for Mayor's permit.		1 min.			M.A/BPLO
	Preparation and releasing.	None	2 mins.	HIGHLY TECHNICAL TRANSACTION	20 DAYS	BPLO
END OF TRANSACTION						
TOTAL:		**18 minutes.**				

2. ISSUANCE OF BUSINESS PERMIT (RENEWAL)

Permit issued to all registered business establishments within the existing laws, ordinances and policies in the operation of business.

Office or Division:	Business Permit & Licensing Office/Mayor's Office
Classification:	Simple
Type of Transaction:	G2C - Government-to-Citizens
Who may avail:	Bussinessmen with business establishment in the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully accomplished application	BPLO Office
Latest Mayor's Permit	
Official Receipt	Municipal Treasurer's Office
Community Tax Certificate	
Barangay Business Clearance	Barangay Treasurer during BOSS/ Barangay Hall
SSS Clearance/Pag-	City of Malolos
Zoning Certificate	Municipal Planning & Development Office
Sanitary Permit	Municipal Health Office
ECC/CNC	Municipal Environment and National Resources
Fire Safety Inspection Certificate	Bureau of Fire Protection Office
Annual Inspection	Municipal Engineer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME			PERSON RESPONSIBLE
	Verify application's record	NONE		2 mins.	SIMPLE TRANSACTION	3 DAYS	BPLO Staff
	For assessment			5 mins.			MTO Staff
2. Submit to BPLO for M.A's/BPLO approval (with complete requirement's for Mayor's Permit.	Received assessment form	Business Tax	as per gross	2 mins.	COMPLEX TRANSACTION	7 DAYS	M.A. / BPLO
		Mayor's Permit	1,650.00				
		Garbage	1,650.00				
		Sanitary	605.00				
		Med.Cert	82.50				
	Issuance of Official receipts	Sticker	55.00	3 mins.			MTO / RCC
		CNC/ECC	1,000.00				
		AIF	375.00				
		Zoning	450.00				
		Bargy Bus. Clear	500.00				
3. Submit application form with complete requirements and official receipts to BPLO.	Approval for Mayor's permit	NONE		1 min.	HIGHLY TECHNICAL TRANSACTION	20 DAYS	M.A/BPLO/ Mayor
	Preparation and releasing			3 mins.			BPLO Staff
END OF TRANSACTION							
TOTAL:		16 minutes.					

3. ISSUANCE OF BUSINESS PERMIT (RENEWAL FOR MARKET)

Permit issued to all registered business establishments within the Municipality of Balagtas allowed under all provisions of the Balagtas Revenue Code as well as the existing laws, ordinances and policies in the operation of business.

Office or Division:	Business Permit & Licensing Office/Mayor's Office
Classification:	Simple
Type of Transaction:	G2C - Government-to-Citizens
Who may avail:	Bussinessmen with business establishment in the Municipality

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Fully accomplished application form	BPLO Office
Latest Mayor's Permit	
Official Receipt	Municipal Treasurer's Office
Community Tax Certificate	
Barangay Business Clearance	Barangay Treasurer during BOSS/ Barangay Hall
Kasunduan form	Market Office
Clearance	
Fire Safety Inspection Certificate	Bureau of Fire Protection Office
Sanitary Permit	Municipal Health Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME			PERSON RESPONSIBLE
1. Present latest mayor's permit to verifier for editing; submit to Municipal	Verify application's	NONE		1 min.	SIMPLE TRANSACTION	3 DAYS	BPLO Staff
	For Assessment			5 mins.			MTO staff
2. Submit to BPLO for M.A's/BPLO approval (with complete requirement's for Mayor's Permit.	Received assessment form	Business Tax	as per gross	2 mins.	COMPLEX TRANSACTION	7 DAYS	BPLO Staff
		Mayor's Permit	1,650.00				
		Garbage	1,650.00				
		Sanitary	605.00				
	Issuance of Official receipts	Med Cert	82.50	2 mins.			MTO / RCC
		Sticker	55.00				
		CNC/ECC	1,000.00				
		Bargy.Bus. Clear	500.00				
3. Submit application form with complete requirements and official receipts to BPLO.	Approval for Mayor's permit;	None		1 min.	HIGHLY TECHNICAL TRANSACTION	20 DAYS	MA /BPLO/ Mayor
	Preparation and releasing			2 mins.			BPLO Staff
END OF TRANSACTION							
TOTAL:		13 minutes.					

4. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT

Permit issued to all person operating a tricycle-for-hire unit with valid franchise.

Office or Division:	Business Permit & Licensing Office/Mayor's Office
Classification:	Simple
Type of Transaction:	G2C - Government-to-Citizens
Who may avail:	Tricycle operators and Franchise holders

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Original copy of Latest MTOP		BPLO
Original copy of Barangay		Barangay Hall
Original copy of Cedula		Municipal Treasurer's Office
Photo copy of O.R/C.R		Motoryzed Dealer / Seller
Photo copy of Driver's License		Operator / Driver
Original copy of TODA Clearance		TODA Official
Photo copy of Notarized Deed of		Law Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents needed in securing MTOP	Verify the documents submitted	None		2 mins.	BPLO Staff
2. Pay the corresponding fees and charges	Issue official receipt	Mayor'sPermit	75.00	5 mins.	Revenue Collection Clerk
		Sticker	20.00		
		Franchise	50.00		
		Tricycle	110.00		
		Confirmation	10.00		
3. Present Official Receipt	Processing of MTOP/ Approval of MTOP/ Release of Franchise	None		5 mins.	BPLO Staff
END OF TRANSACTION					
TOTAL:		12 minutes.			

5. ISSUANCE OF OCCUPATIONAL PERMIT

Permit issued for employment purposes, allowed under the provisions of the

Office or Division:	Business Permit & Licensing Office/Mayor's Office
Classification:	Simple
Type of Transaction:	G2C - Government-to-Citizens
Who may avail:	Applicant for New Job

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Barangay Clearance		Barangay Hall
Police Clearance/NBI Clearance		Police Station
Community Tax Certificate (Cedula		Municipal Treasurer's Office
2pcs. (1x1 or 2x2 pictures)		
Health Card		Municipal Health Office
Official Receipt		Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION		FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all documents needed in securing Occupational permit	Verify documents submitted	NONE		1 min.	BPLO STAFF
2. Pay the corresponding fees and charges	Issue official receipt	Occupational	100.00	3 mins.	MTO / Revenue Collection/Clerk
		Med. Cert.	75.00		
3. Present Official Receipt.	Processing of OP/ Release of OP.	NONE		4 mins.	BPLO STAFF
END OF TRANSACTION					
TOTAL:		8 minutes			

SECTION 15. OFFICE OF THE MUNICIPAL ENVIRONMENT AND NATURAL RESOURCES OFFICER

1. CERTIFICATE OF NON-COVERAGE

Certificate is issued to commercial, industrial establishment and institution for the renewal of business permit.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Simple
Type of Transaction:	G2B- Government to Business Entity
Who may avail:	Commercial/Industrial Establishment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Business Permit (Photocopy)	Business Permit & License Office (BPLO)
2. Receipt of Payment (Photocopy)	Municipal Treasurer's Office
3. Permit to Operate (Photocopy)	Dept.of Environment & Natural Resources (DENR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	Receive the requirements. Verify and check the documents.	None	10 minutes	Assigned MENRO Staff
2. For releasing of Certificate	Issue the Certificate.	₱250.00	3 minutes	Assigned MENRO Staff
	TOTAL:	₱250.00	13 minutes	

2. CERTIFICATE OF GARBAGE COLLECTION

Certificate is issued to industries who seek such need to ensure ecological and proper waste disposal as upon request of commercial, industrial establishments and institution.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Simple
Type of Transaction:	G2B- Government to Business Entity
Who may avail:	Commercial/Industrial Establishment

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Business Permit (Photocopy)	Business Permit & License Office (BPLO)

2. Approved Letter Request Address to LCE thru MENRO		To be provided by client		
3. Receipt of Payment (Photocopy)		Municipal Treasurer's Office		
4. Permit to Operate (Photocopy)		Dept.of Environment & Natural Resources (DENR)		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submission of Requirements	Receive the requirements. Verify and check the documents.	None	10 minutes	Assigned MENRO Staff
2. Wait for schedule of Site Inspection	Interview of the Client. Recording of Important details.	None	5 minutes	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff
	Site Inspection to Evaluate the classification and Volume of waste generated by the Commercial and Industrial Establishment	Depends on the Volume of waste generated by the Commercial and Industrial Establishment	10 minutes	Assigned MENRO Staff
3. For releasing of Certificate	Issue the Certificate duly signed by the head of MENRO	None	3 minutes	Municipal Environment & Natural Resources Officer
	TOTAL:	Depends on the Volume of waste generated by the Commercial and Industrial Establishment	28 mins	

3. CUTTING/TRIMMING OF TREES

This Service is being provided to ensure safety rehabilitaion of request.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Complex
Type of Transaction:	G2C- Government to Client, G2B- Government to Business
Who may avail:	Residencial/Commercial and Institution

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Approved Letter Request Address to LCE thru MENRO	To be provided by client
2. Barangay Clearance to Cut Trees	Barangay Hall
3. Approval from PENRO	Provincial Environment and Natural Resources Office (PENRO) located at Guiguinto, Bulacan
4. Actual photos of the Request	To be provided by client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	Receive the requirements. Verify and check the documents.	None	10 minutes	Assigned MENRO Staff
2. Wait for schedule of Site Inspection	Interview of the Client. Recording of Important details.	₱ 300 per tree	5 minutes	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff
3. For releasing of Certificate	Issue the Certificate duly signed by the head of MENRO	None	3 days	Municipal Environment & Natural Resources Officer
TOTAL:		It depends on the total quantity of trees to be cut.	3 days & 15 minutes	

4. ROAD CLEARING

This Operation helps lessen road traffics and illegal or unauthorized road obstructions along the road, right of ways, sidewalks and alikes.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Simple
Type of Transaction:	G2C – Government to Citizens, G2B – Government to Business, G2G – Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Complain letter supported with actual pictures\videos.	To be provided by the client
2. Monitoring report with actual pictures\videos.	To be provided by the Menro Monitoring Team

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requirements	Filing and Scheduling of site visitation for inspection	None	5 minutes	Assigned MENRO Staff
2. Wait for schedule of Site Inspection	Visitation/Inspection of the complained property or Affected Area	None	1 hour	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff
	Giving Citation Ticket to the violator/s	None	30 minutes	Assigned MENRO Staff
3. Pay fees at MTO/Present Citation ticket issued by the MENRO	MENRO satff will get a copy of the Official Receipt.	₱2,500	30 minutes	MTO
4. Wait for the due process	Obstruction on roads, properties and sidewalks should be removed and cleared	None	1-3 days	MENRO, Barangay, MDRRMO, Engineering and PNP Personnels
TOTAL:		₱2,500	3 days 2hour&5 minutes	

5.FILING OF COMPLAINTS ON ENVIRONMENTAL VIOLATION

This service conducts regulatory activities on complaints received from concerned citizens on establishments with violations on environmental aspects with regards to air, water, and solid waste management.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Simple
Type of Transaction:	G2C- Government to Client, G2B- Government to Business
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Complaint letter with the name of person/establishment, location, date & time of the act, and attached pictures.	1. To be provided by the Client
1. Pulis pangkalikasan Monitoring report with the name of person/establishment, location, date & time of the act, and attached pictures.	1. To be provided by Pulis Pangkalikasan

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client's signing at Logbook and Submission of requirements.	1.1 Review and check for completeness of the requirements.	None	10 minutes	Assigned MENRO Staff
	1.2 Conduct on-site ocular inspection	None	1 hour	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff, and Barangay Personnel.
	1.3 Coordinate with the respective Barangay for the Issuance of Citation Ticket	None	1 day	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff, and Barangay Personnel.
2. Pay fees at MTO/Present Citation ticket issued by the MENRO	MENRO satff will get a copy of the Official Receipt.	₱2,500	30 minutes	MTO

4. Wait for the due process	Pile of Garbage on the site with violation should be removed and cleared	None	1-3 days	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff, and Barangay Personnel.
TOTAL:		None	3 days & 1 hour & 35 minutes	

6.TREE PLANTING COORDINATION

Government Offices, Non-Government Organizations, Academe, Graduating Students, Environmental Youth Organizations and concerned individuals should coordinate with the office for their tree planting activities.

Office or Division:	Municipal Environment and Natural Resources Office (MENRO)
Classification:	Simple
Type of Transaction:	G2C- Government to Client, G2G- Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Coordination Letter	1. Letter must be made by the requesting party
2. Photos of Tree Planting Activity (In capturing photos, it is recommended to use cameraapplications that enable geotagging to track location with date and time stamp.	2. Photo documents shall be provided by the requesting party.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the coordination letter to the office	1. Receive the letter from the client	None	3 minutes	Assigned MENRO Staff
2. Set the time and date and the expected number of people to participate in the activity	Inquire for further details about the requested activity.	None	5 minutes	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff

3. Wait for the confirmation on the availability of seedlings	Inform the client about the availability status and assign a place for the activity.	None	3 days	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff
4. Conduct Tree Planting Activity	Assist the client and participate on Tree Planting Activity.	None	1 day	
5. Requesting of Tree Planting Certificate	Inssuance of Tree Planting Certificate	₱100	20 minutes	Municipal Environment & Natural Resources Officer/Assigned MENRO Staff
	TOTAL:	₱100	4 days & 28 minutes	

SECTION 16. OFFICE OF THE MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR

1. ISSUANCE OF ZONING CERTIFICATE

A Zoning Certificate is issued to residential, commercial, industrial establishment and institution for the application of new and renewal of business permit.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2B-Government to Business Entity
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Barangay Clearance	Barangay

DTI/SEC		DTI/SEC Office		
Transfer Certificate of Title (For new business)		Registry of Deeds		
Contract of Lease (For Lessee)		To be provided by client		
Tax Declaration (For new business)		Municipal Assessor's Office		
BPLO form		Business Permit and Licensing Office		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present all the requirements	1. Receive and review the completeness of the requirements	₱450.00 (Included in the assessment of the Treasury)	2 minutes	MPDO Staff
	1.1 Ask the client the exact location of business	NONE	1 minute	MPDO Staff
	1.2 Conduct of Site Inspection	NONE	1 day	MPDO Staff
	1.3 Prepare/ Print/Sign and Release Zoning Certificate	NONE	5 minutes	MPDO Staff/ MPDC
2. Receive Zoning Certificate	2. Have the client receive a copy of the zoning certificate and give them their copy	NONE	1 minute	MPDO Staff
	TOTAL:	₱450.00	9 minutes	

2. ISSUANCE OF ZONING CLEARANCE

A zoning clearance is issued as a requirements for securing CNC, ECC, DAR, DENR Certificate, Land Reclassification, Titling and Free Patent.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Tax Declaration	Municipal Assessor's Office
Vicinity Map/ Site Development Plan	To be provided by the client
Official Receipt	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the requirements	1. Receive and review the completeness of the requirements	NONE	3 minutes	MPDO Staff
	1.1 Issue order of payment	₱450.00	1 minute	MPDO Staff
	1.2 Prepare/ Print/Sign and Release Zoning Certificate	NONE	10 minutes (1 day processing)	MPDO Staff/ MPDC
2. Receive Zoning Clearance	2. Have the client receive a copy of the zoning clearance and	NONE	1 minute	MPDO Staff

	give them their copy			
TOTAL:		₱450.00	1 day and 15 minutes	

2. ISSUANCE OF LOCATIONAL CLEARANCE

A Locational Clearance is issued to residential, commercial, industrial establishment and institution for securing building permit.

Office or Division:	Municpal Planning and Development Office
Classification:	Complex
Type of Transaction:	G2C-Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished and notarized Locational Application Form	Office of the Municipal Planning and Development Coordinator
2. Photocopy of Proof of ownership (1 copy)	To be provided by the client
2.1Transfer Certificate of Title (TCT) (in the name of application) If the applicant is not the registered owner: -Deed of Sale/ Donation (duly notarized) -Contract to Sell/ Contract of Lease (duly notarized) -Authorization to Occupy Land (duly notarized)	Registry of Deeds
2.3 Real Property Tax Declaration	Assessor's Office
2.4 Current Real Estate Tax Receipt	Municipal Treasurer's Office
2.5 Survey Plan (Lot Location Plan)	To be provided by the client
2.6 Perspective/Vicinity map/ Site Development Plan*	To be provided by the client

2.7 Floor Plans (Architectural, Electrical, Structural, Mechanical & Sanitary)	To be provided by the client
2.8 Bill of Materials/ Cost Estimates*	To be provided by the client
2.9 Brgy Permit to Construct	Barangay
2.7 Subdivision Homeowners Association Consent (if the project type is other than residential)	
2.8 Current Photos of the Site with Geo-Tag and Time/Date Stamp	To be provided by the client
2.9 Fee (Official Receipt)	Municipal Treasurer's Office
*duly signed and sealed by licensed and registered professionals	
*Please bring originals for verification	
Additional Requirements (for Funeral Establishments, Poultry and Piggery, Manufacturing Projects and Special Uses):	
Vicinity Map (Scale - 1:10,000; with landmark 500m. Radius) Site Development Plan (scale-1:200)* SDP must be duly signed and sealed by licensed and registered environmental planner-for poultry and piggery	To be provided by the client
Complete Set of Plans (except for Floor Plans)*	To be provided by the client
Environmental Compliance Certificate of Certificate of Non-Coverage (ECC/CNC) from department of Environment and Natural Resources (DENR)	DENR
Written Consent/Affidavit of Non-Objection from all those whose properties is ajoining to the proposed site or Written Consent/ Affidavit of Non-Objection from all members whose properties are ajoining the proposed site and the Homeowners Association	
Sangguniang Barangay Resolution/ Ordinance Endorsing the Project	Sangguniang Barangay
Sangguniang Bayan Resolution/ Ordinance Endorsing the Project	Sangguniang Bayan

Sangguniang Panlalawigan Resolution/ Ordinance Endorsing the Project	Sangguniang Panlalawigan
Conversion Order (CO)?Exemption Clearance (EC) from Department of Agrarian Reform (DAR) - for poultry and piggery	DAR
Site Clearance from City Health Officer/ City Veterinarian on the suitability of Location pursuant to Chapter IX of PD 856s IRR on Nuisance and Offensive Trade and Occupation - for poultry and piggery	MHO
Description of Industry citing types and volume of raw materials/ chemicals used, products manufactured or stored, average production,manufactured or stored, average production output/ capacity per day/ week/ month, industrial wastes and plans for pollution control, description of process flow of manufacturing processes, manpower requirements - for manufacturing projects	
Additional Requirements For Base Stations of Cellular Mobile Telephone Service, Paging Service, Wireless Local Loop Service and other Wireless Communication Service	
Complete Plans Except Floor Plans	To be provided by the client
Environmental Compliance Certificate of Certificate of Non-Coverage (ECC/CNC) from department of Environment and Natural Resources (DENR)	DENR

Written Consent/Affidavit of Non-Objection from all those whose properties is ajoining to the proposed site of the base station and majority of actual occupants and owners of properties within radial distance equivalent to the height of the proposed base station measeured by its base or Written Consent/ Affidavit of Non-Objection from all the members whose properties are adjoining the proposed site of the base station and the Homeowners Association	
Sangguniang Barangay Resolution/ Ordinance Endorsing the Project	Sangguniang Barangay
Sangguniang Bayan Resolution/ Ordinance Endorsing the Project	Sangguniang Bayan
Sangguniang Panlalawigan Resolution/ Ordinance Endorsing the Project	Sangguniang Panlalawigan
Radio frequency Radiation Evaluation Report from	
Department of Health-Food and Drug Administration-Center for Device Regulation, Radiation and Research (DOH-FDA-CDRRHR)	
Provisional Authority (PA) Certificate of Public Convenience and Necessity (CPCN)/ Certificate of Registration to provide Telecommunication from National Telecommunication Commission	
Structural design: signed and sealed by a duly licensed and registered structural engineer-if on topof existing structures	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Application Form	1. Request an application form at the Municipal Planning and Development Office	NONE	1 minute	MPDO Staff

	2. Fill out the Application Form completely and have it notarized.	NONE		Applicant/ Client
2. Submit all the necessary requirements	1. Review the completeness of the requirements	NONE	3 minutes	MPDC/MPDO Staff
	1.1Conduct Site ocular inspection.	NONE	2 days	MPDC/MPDO Staff
	1.2 Compute fees and issue order of payment	Depends on the computed fees	10 minutes	MPDC/MPDO Staff
	1.3 Prepare/ Print/ Sign and Release Locational Clearance	NONE	10 minutes (1 day processing)	MPDO Staff/MPDC
2. Receive Locational Clearance	2. File the receiving copy of the Locational Clearance	NONE	1 minute	MPDO Staff
	TOTAL:	Depends on the computed fees	3 days 25 minutes	

3. ISSUANCE OF DEVELOPMENT PERMIT

Development Permit is the final permit issued or granted to any developer which were allow him/her to proceed with detailed and necessary development activities as reflected in the approved plans.

Office or Division:	Municipal Planning and Development Office
Classification:	Complex

Type of Transaction:	Government to Citizen
Who may avail:	All
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Request Letter addressed to the Municipal Mayor, Sangguniang Bayan and Municipal Planning and Development Council applying for Development Permit	To be provided by client
Vicinity map (Minimum of 200-meter radius for residential and 500-meter radius for commercial and industrial, reflecting all adjacent landmarks)	To be provided by client
Barangay Clearance (Original and Photocopy)	
Barangay Council Resolution allowing the reclassification and proposed development	Barangay
Sangguniang Bayan Resolution/ Ordinance	Sangguniang Bayan
Sangguniang Panlalawigan Resolution/ Ordinance	Sangguniang Panlalawigan
Minutes of Public Hearing and Copy of Attendance	Barangay
Home owners consent if project is located at predominantly residential area	To be provided by client
Tax Declaration	Municpal Assessor's Office
Current Real Property Tax Receipt	Municipal Treasurer's Office
Barangay Clearance (Original and Photocopy)	Barangay
Certification from Barangay Agrarian Reform Council (BARC)	Barangay Agrarian Reform Council
Zoning Certificate	Municipal Planning and Development Office
Project Feasibility with Financial Plan	To be provided by client
Consent from neigbors within 50-meter radius if project located at predominantly residential area	To be provided by client

Photocopy of Title or Deed of Sale/ Lease Agreement/ Occupancy Permit if applicant is not the lot owner	To be provided by client
Three (3) Copies of Site Development Plan (One Copy each for MPDC/ Mun. Engineer and SB	To be provided by client
Three (3) Copies of Road (Geometric & Structural) Design Plan (One Copy each for MPDC/ Mun. Engineer and SB	To be provided by client
Three (3) Copies of Road (Geometric & Structural) Design Plan (One Copy each for MPDC/ Mun. Engineer and SB)	To be provided by client
Six(6) copies of Complete Engineering Plan	To be provided by client
Bill of Materials	To be provided by client
SEC/ DTI Registration (for business only)	DTI
5R size picture (North, South, West, East location of whole area)- 4 copies each	To be provided by client
NIA and DA Certificate Of Non Irrigable Land	National Irrigation Administration
ECC/CNC from DENR for environmentally critical projects	Department of Environmetal and Natural Resources
Conversion Order (CO) or Exemption Clearance EC from DAR if agricultural Zone	Department of Agriculture-Region
NGCP Clearance (if under NGCP Row)	
ATO Clearance (for towers)	
ID or Authorization Letter with Photocopy of ID of owner if applicant is only a representative	To be provided by client
Official Receipt	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present all the requirements	1. Receive and review the completeness of the requirements	NONE	2 minutes	MPDC
	1.1 Issue order of payment	Depends on the computed fees	5 minutes	MPDC
	1.2 Prepare/ Release Development Permit	NONE	10 minutes (1 day processing time)	MPDC
2. Receive Development Permit	2. File the receiving a copy of the Development Permit	NONE	1 minute	MPDO Staff
	TOTAL:	Depends on the computed fees	1 day 18 minutes	

4. PURCHASE OF VACANT LOT/SINGLE TYPE NICHE/APARTMENT TYPE NICHE AT DALIG PUBLIC CEMETERY

This service provides contract of sale except for apartment niche.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	Government to Citizen
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Official Receipt	Municipal Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for vacant lot, single type niche or apartment type niche at Dalig Cemetery	The MPDC will check the vacant lots, single type niche or apartment type niche	NONE	2 minutes	MPDC
	The MPDO staff will give a copy a computation of the cost of the chosen vacant lot, single type niche or apartment type niche.	NONE	1 minute	MPDO staff
	Issue Order of payment	(Depends on the chosen vacant niche (single type niche = P42,750 apartment type niche= P6,000)	1 minute	MPDO staff
2. Pay Fees at MTO/ Present official receipt to MPDO	The MPDO staff will get a copy of the Official Receipt/ Prepare the Contract (single type)	NONE	10 minutes	MPDO staff

3. Sign the Contract and give back to the MPDO staff	The MPDO staff will notarize the Contract and give the client a copy.(for mausoleum & single type)	none	3 days	MPDO staff
4. Receive the copy of their contract	File the receiving copy of contract	none	1 minute	MPDO staff
	TOTAL:	(Depends on the chosen vacant niche (single type niche = P42,750 apartment type niche= P6,000)	3 days 15 minutes	

5. REQUEST FOR DOCUMENTS / DATA

This service provides copy or certified copy of requested documents.

Office or Division:	Municipal Planning and Development Office
Classification:	Simple
Type of Transaction:	GTC-Government to Citizen/GTG-Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Request Letter (1 Original Copy)	To be provided by the client
*For Students: The letter should be signed by the student and their professor/teacher.	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the letter request	1. Receive the letter request	NONE	1 minute	MPDO Staff

	1.1 Searching and retrieval of the requested documents/data	NONE	1 day	MPDO Staff
	1.2 The MPDO staff will print or photocopy the requested documents. For soft copy of requested documents, the documents will be saved or sent through flashdrive or email.	NONE	10 minutes	MPDO Staff
2. Received the requested documents/data		NONE	1 minute	MPDO Staff
	TOTAL:	NONE	1 day and 12 minutes	

SECTION 17. OFFICE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICER

1. ISSUANCE OF SOCIAL CASE STUDY REPORT

Social Case Study Reports are required by charitable institutions, government hospitals and non-government organization that provide services to clients and patients.

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
MEDICAL ASSISTANCE	
1. Certificate of Indigency (Original)	Barangay Hall
2. Latest Medical Abstract or Medical Certificate (Original & photocopy)	Hospital where currently admitted/diagnose
3. Latest hospital bill or statement of account or Quotation for Dialysis or Quotation for Surgery or Quotation for Orthopedic Implants (locking plates, screws, etc.) or Treatment Protocol or Drug Prescription (Reseta) or Laboratory Request (Referral) - (Original & photocopy)	Hospital where currently admitted/diagnose
4. Valid ID of Patient and Representative	Government Agencies Providing/Issuing I.D.'s & COMELEC
BURIAL ASSISTANCE	
1. Barangay Certificate of Indigency (Original)	Barangay Hall
2. Funeral Contract - (Original & photocopy)	Current Funeral Service providing service
3. Death Certificate (Original & photocopy)	Municipal hall, Municipal Registry Office
4. Valid ID of Representative - (Original & photocopy)	Government Agencies providing/issuing I.D.'s & COMELEC
5. Promisory or Certification from Funeral indicating outstanding balance - (Original & photocopy)	Current Funeral Service providing service

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive and review of documents submitted	None	5 minutes	Social Welfare Officer 1 Staff of the Office of the

				social welfare & Development Office
2. Answer the question of the interviewer	Conduct intake interview	None	15 minutes	Social Welfare Officer 1 Staff of the Office of the social welfare & Development Office
3. Wait for the Social Case Study Report and Endorsement Letter	Prepare Social Case Study Report and Endorsement Letter	None	37 minutes (1 day processing time)	Social Welfare Officer 1 Staff of the Office of the Social Welfare & Development Office
4. Receive the Social Case Study Report and Endorsement Letter	Release of Social Case Study Report and Endorsement Letter	None	3 minutes	Social Welfare Officer 1 Staff of the Office of the Social Welfare & Development Office
	TOTAL:	None	1 hour - 1 day	

2. PROVISION OF ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION

Provision of Financial assistance to indiviidual who are in crisis situation through Medical, Burial, Educational, Food Assistance, Emeregency Shelter Assistance, Transportation Assistance

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Burial	
1. Barangay Certificate of Indigency (Original)	Barangay Hall
2. Funeral Contract - (Original & photocopy)	Current Funeral Service providing service
3. Death Certificate (Original & photocopy)	Municipal hall, Municipal Registry Office
4. Valid ID of Representative - (Original & photocopy)	Government Agencies providing/issuing I.D.'s & COMELEC
5. Promisory or Certification from Funeral indicating outstanding balance - (Original & photocopy)	Current Funeral Service providing service

Medical	
1. Certificate of Indlgency (Original)	Barangay Hall
2. Latest Medical Abstract or Medical Certificate (Original & photocopy)	Hospital where currently admitted/diagnose
3. Latest hospital bill or statement of account or Quotation for Dialysis or Quotation for Surgery or Quotation for Orthopedic Implants (locking plates, screws, etc.) or Treatment Protocol or Drug Prescription (Reseta) or Laboratory Request (Referral) - (Original & photocopy)	Hospital where currently admitted/diagnose
4. Valid ID of Patient and Representative	Government Agencies Providing/Issuing I.D.'s & COMELEC
Educational	
1. Barangay Certificate of Indlgency (Original)	Barangay Hall
2. Valid ID of Representative - (Original & photocopy)	Government Agencies Providing/Issuing I.D.'s & COMELEC
3. Certificate of Enrollment	School weher the student currently enrolled
Food Assistance/Emeregency Shelter Assistance/ Transportation Assistance	
1. Barangay Certificate of Indlgency (Original)	Barangay Hall
2. Valid ID of Representative - (Original & photocopy)	Government Agencies providing/issuing I.D.'s & COMELEC
3. Certification Indicating that the client need Financial Assistanc due to Crisis Situation such as Fire Victim, Informal Settler Families, children in Need of special protection,	Social workers or other agencies that verify their current situation.

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive and review of documents submitted	None	5 minutes	Social Welfare Officer 1 Staff of the Office of the social welfare & Development Office
2. Answer the question of the interviewer	Conduct intake interview	None	15 minutes	Social Welfare Officer 1 Staff of the Office of the social welfare

				& Development Office
2. Wait for scheduled release	Review the of documents for assessment, prepare the obligation slip , disbursement voucher and certificate of Eligibility	None	15 minutes (3 days processing time	Social Welfare Officer 1 Staff of the Office of the social welfare & Development Office
4. Receive the financial Assistance	Release the Financial Assistance	None	3 minutes	Social Welfare Officer 1 Staff of the Office of the social welfare & Development Office
	TOTAL:	None	1 hour - 3 days	

3. ISSUANCE OF CERTIFICATE OF INDIGENCY

Certificate of Indigency are required by Public attorney 's Office (PAO) to qualified clients for Legal Assistance
Certificate of Indigency are required by Philhealth to qualified clients for Discounted Medication

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
PUBLIC ATTORNEY'S OFFICE	
1. Barangay Certificate declaring Family Income (Original & photocopy)	Barangay Hall
2. Certificate of Property Holdings - (Original & photocopy)	City Assesor's Office
3. Complete Copy of Cases Filed - (Original & photocopy)	Client
4. Copy of one (1) month Payslip - (Original & photocopy)	Current Company

PHILHEALTH				
1. Barangay Certificate of Indigency (Original)		Barangay Hall		
2. Valid ID of Patient and/or Representative (xerox copy)		government agencies providing/issuing ID's and COMELEC		
3. Medical Certificate/Hospital Bill		Hospital where currently admitted or diagnosed		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements	Receive and review of documents submitted	None	5 minutes	Social Welfare Officer 1 Staff of the Office of the Social Welfare & Development Office
2. Answer the question of the interviewer	Conduct intake interview	None	15 minutes	Social Welfare Officer 1 Staff of the Office of the Social Welfare & Development Office
3. Wait for the release of the certification	Assessment and Prepare the certification	None	37 minutes (1 day processing time)	Social Welfare Officer 1 MSWDO Staff of the Office of the Social Welfare & Development Office
4. Receive the certification	Release of the certification	None	3 minutes	Social Welfare Officer 1 Staff of the Office of the Social Welfare & Development Office
	TOTAL:	None	1 hour - 1 day	

4. Issuance of Senior Citizen ID

Republic Act No. 9994, otherwise known as "An act to maximize the contribution of Senior Citizens to nation building, grant benefits and special priveledges and for other purposes", stated that the Senior

Citizens are entitled to 20% discount and exemption from the value-added tax (VAT) on certain goods and services for their exclusive use. Among these are the purchase of medicines and essential medical supplies, accesories and equipment; professional fees of attending physicians and licensed health workers as well as on medical and dental services, diagnostic and laboratory fees in private hospitals, medical facilities, out-patient clinics and home health care services

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Clearance - (Original & photocopy)	Barangay Hall of current resident
2. One (1) pc. Latest 1x1 picture	To be produced by the client
3. Photocopy of Voter's ID or Voter's affidavit	COMELEC
4. Photocopy of Birth Certificate or SSS ID (for ages 60 - 65 y/o only	Local Civil Registrar Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive and review of documents submitted	None	5 minutes	OSCA office
2. Wait for scheduled release	Prepare Senior citizen ID	None	15 minutes (2 days processing time	OSCA office
3. Receive Senior Citizen ID	Release Seior Citizen ID	None	3 minutes	OSCA office
	TOTAL:	None	23 minutes	

5. Issuance of Solo Parent ID

The Solo Parent Act of 2000 or Republic Act No. 11861 or Granting additional vbenefits to Solo Parents, Amending for the Purpose of R.A 8972, entitled "An Act Providing For Benefits and Priveleges ro Solo Parents and their children"

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Certificate of Residency and Non Cohabitating	Barangay Hall of current resident
2. Two (2) pcs. Latest 1x1 picture (white background)	To be produced by the client
3. 1 pc 5 R Family Picture	To be produced by the client
4. Photocopy of Death Certificate of deceased spouse	Local Civil Registrar Office
5. Voter's Certification or ID/National ID	Comelec/Philsys
7.Certificate of Enrollment (for children 18-22 years old)	School
8. Marriage Contract (if married)	Local Civil Registrar Office
9. Photocopy of Birth Certificate of children 1- 22years old	Local Civil Registrar Office
10. Income Tax Return (If employed)	Employer
11. Affidavit of Two Disinterested parties who knows that you are a solo parent and has the sole parental care and support of the child/children	to be produced by the client
12. Proof of Abandonment	PNP or Barangay Hall
13. Proof of Guardianship/Foster care or Adoption (If Applicable)	To be produced by the client/DSWD
14. Certification From Jail (if Incarcerated at least 3 months	Jail Officer
15. Court Decision (if annulled or On Going)	Court
16. Medical certificate (if the spouse/child is PWD)	Medical Doctor
17. Certificate of Attendance (orientation on Solo parent Act)	Solo Parent President and Focal Person/MSWDO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements	Receive and review of documents submitted	None	5 minutes	Solo Parent Focal/Staff of the Office of the Social Welfare & Development Office
2. Wait for scheduled release	Prepare Solo Parent ID	None	15 minutes (2 days processing time	Solo Parent Focal/Staff of the Office of the Social Welfare & Development Office

3. Receive Solo Parent ID	Release Solo Parent ID	None	5 minutes	Solo Parent Focal/Staff of the Office of the Social Welfare & Development Office
	TOTAL:	None	25 minutes	

6. Issuance of Person with Disability (PWD) ID

According to the Republic Act 10754, PWD's "are those with long term physical, mental, intellectual or sensory impairment which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. " A PWD ID is a valid identification card issued to persons with disabilities. This card serves as a proof for availing of the benefits and priveledges for PWDs.

Office or Division:	Office of the Municipal Social Welfare and Development Officer
Classification:	Simple
Type of Transaction:	Government to Client
Who may avail:	Residents of Municipality of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Barangay Clearance	Barangay Hall of current resident
2. Medical Certificate with recommendation for PWD ID application	Municipal Health Office/ any hospital specialize with PWD Diagnosis
3. whole body picture (3R- 1 PC.)	To be produced by the client
4. Valid ID of applicant and/or Representative if the applicant is a minor or unable to apply personally	To be produced by the client
4. Two (2) pcs. Latest 1x1 picture	To be produced by the client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled-out form with complete requirements	Receive and review of documents submitted	None	5 minutes	PWD Focal/Staff of the Office of the Social Welfare & Development Office

2. Wait for scheduled release	Prepare PWD ID	None	15 minutes (1 day processing time	PWD Focal/Staff of the Office of the Social Welfare & Development Office
3. Receive Solo Parent ID	Release PWD ID	None	5 minutes	PWD Focal/Staff of the Office of the Social Welfare & Development Office
	TOTAL:	None	25 minutes	

SECTION 19. MUNICIPAL SLAUGHTERHOUSE (ABBATTOIR)

Office or Division:	Balagtas Municipal Abattoir
Classification:	Simple
Type of Transaction:	G2B- Government to Business Entity
Who may avail:	Meat Dealers and other entities needing butchering services

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Veterinary Health Certificate (original)	Municipal Agricultural Office
Veterinary Shipping Permit (original)	nvqsd.bai.gov.ph
Certificate of Free Status on ASF (original)	BAI or DA Regional Field Office
Certficate of Ownership/Transfer of Ownership for Cattle/Carabao (original)	Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the documents to the Meat Inspector.	1. Checking of documents and collection of data. Ante mortem inspection is performed once documents are verified.	None	5 Minutes	Meat Inspector

2. Payment of fees.	2. Issues official receipt. *Ante/Post Mortem Fees* Fattener Sow Cattle, Carabao *Corral Fees* Fattener Sow Cattle, Carabao *Slaughter Fees* Fattener Sow Cattle, Carabao	 25.00 25.00 25.00 25.00 25.00 25.00 50.00 100.00 300.00	5 Minutes	Revenue Collection Clerk/Officer
3. Place hog, cattle, and carabao into their lairage for proper resting before slaughtering.	3. Perform ante-mortem inspection on hog, cattle, and carabao in their lairage. 3.1 Slaughtering of Animals Hog Cattle, Carabao 3.2 Perform post mortem inspection on hog, cattle, and carabao.	None	5 Minutes 20 Minutes 30 Minutes 5 Minutes	Meat Inspector Butcher Meat Inspector
4. Secure meat inspection certificate.	4. Issue meat inspection certificate to client.	None	2 Minutes	Deputized Meat Inspector
	Total:		Hog- **42 Minutes** Large Animal- **52 Minutes**	

SECTION 20. OFFICE OF THE MUNICIPAL HEALTH OFFICER (RHU)

7. ISSUANCE OF SANITARY PERMIT FOR BUSINESS ESTABLISHMENT

The Sanitary Permit is issued to business establishment applying for new and renewal of business permits to ensure safety of their employees and the general public availing their services.

Office or Division:	MUNICIPAL HEALTH OFFICE
Classification:	SIMPLE
Type of Transaction:	G2C - GOVERNMENT - TO - CITIZENS
Who may avail:	ALL APPLICANTS FOR NEW AND RENEWAL OF BUSINESS ESTAB.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Sanitary Permit 2. Properly filled-up application form 3. Inspection report form accomplished by Sanitary Inspector - if new 4. Photocopy of previous Sanitary Permit - if renewal	MHO- Sanitary Inspector
5. Photocopy of Diagnostic Examination results of all employees and owner of the establishments.	DOH Accredited laboratory facility

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	a. Receive and review submitted documents.	None	3 minutes	Sanitary Inspector
2. Proceed to the Treasurer's Office for payment. Secure Official Receipt.			10 minutes	Revenue Collector Treasurer's Office
3. Present Official Receipt	b. Verify official receipt presented.	Depends upon the	5 minutes	Sanitary Inspector

	c. Prepare Sanitary permit and health certificate	kind of business applied.	10 minutes	Sanitary Inspector
4. Receive sanitary permit and health certificate.	d. Release sanitary permit and health certificate.	None	1 minute	Sanitary Inspector
	Total		**29 minutes**	

SECTION 23. ***Effectivity.*** This Ordinance shall take effect immediately upon its approval.

ENACTED by the Sangguniang Bayan of Balagtas, Bulacan on its 143rd Regular Session held on March 17, 2025.

I certify that the Ordinance above was approved by the Sangguniang Bayan of Balagtas.

KITCHIE KATHERINE D. JOSE
Secretary to the Sanggunian

REPUBLIKA NG PILIPINAS
LALAWIGAN NG BULACAN
BAYAN NG BALAGTAS

SANGGUNIANG BAYAN

Tel Nos. (044) 816-6087

Certified True and Correct:

HON. ALBERTO G. CARATING II

HON. CHARLES LOUIE B. GALVEZ

HON. JULIUS PAMUEL G. ABARZOSA

HON. GILBERT L. GALVEZ

HON. MIKEE JANE A. PAYURAN

HON. FERNANDO K. GALVEZ

HON. BABBY L. ESTRELLA

HON. ALEJANDRO P. DE GUZMAN

Absent
HON. REYMUND B. ESTRELLA

HON. ADRIAN XAVIER R. MENDOZA

HON. ARIEL E. VALDERAMA
Municipal Vice Mayor and Presiding Officer

Approved by:

HON. ELADIO E. GONZALES, JR.
Municipal Mayor

Date: March 28, 2025

OFFICE OF THE MUNICIPAL MAYOR

1. SPECIAL PERMIT IN THE CONDUCT OF ACTIVITIES, CERTIFICATIONS

The Special Permit is issued to individuals who want to hold motorcades, parades set up of booth within the Municipal Hall and other related activities. Certifications are issued to affirm the validity of an information.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C - Government to Client
Who may avail:	Residents of Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to the Mayor **indicating the ff.** **(for Motorcade/Parades)** -Date(s) of Activity -Route(s) of Activity -Inclusive time **(for request of setting up a booth at the Municipal hall** -Inclusive date -Size of booth or space to be occupied -Type of products to be marketed	Requesting party
For Certifications: 1. Valid identification where the residence address is explicity 2. Exhibit original documents upon which the certification will be	Requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Mayor's Office. Exhibit original document to be used as basis of the Certification	1. Receive the document and forward the request letter to the Mayor's Secretary subject for verification	None	3 minutes	Assigned personnel Office of the Mayor.
	2. Verification: ***For parades/motorcades and other related activities:*** *Verify to the MTPB for road assessment* ***For booth set-up:*** *availability of the space for the specified date* *After verification, forward the letter request to the Municipal Mayor for approval.*	None	10 minutes	Executive Assistant II / Office of the Mayor
	3. Approval	None	10 Minutes	Municipal Mayor
	TOTAL:	**None**	**23 minutes**	

2. APPOINTMENT WITH THE MAYOR

Any person may request for a schedule with the Mayor that may include courtesy calls, meetings, conference, reporting and any other concerns of the Mayor.

Office or Division:	Office of the Municipal Mayor
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Clients, Government to Business, Government to
Who may avail:	Guests

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Competent evidence of identity or endorsement of the	Barangay Hall

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. For appointment, look for Executive Assistant II	Set the appointment and block the scheduled date	None	5 minutes	Executive Assistant II / Office of the Mayor
2. For emergency appointment, inquire if the Mayor is available at the office	Set the appointment	None	15 minutes	Executive Assistant II / Office of the Mayor
3. If available, list the name in the visitor's logbook and wait for the name to be called	Assist the client	None	2 minutes	Executive Assistant II / Office of the Mayor
4. If not available, come back during the date of the Mayor's availability	Assist the client	None	2 minutes	Executive Assistant II / Office of the Mayor
	TOTAL:	**None**	**24 minutes**	

OFFICE OF THE MUNICIPAL AGRICULTURIST

1. SUBSIDIZED SEED DISTRIBUTION

Subsidized Seeds distributed to qualified farmer beneficiaries

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-CitIzen			
Who may avail:	All Registered Farmers			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Register at Registry System For Basic Sectors in Agriculture (RSBSA)		MUNICIPAL AGRICULTURE OFFICE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Fill-up Prescribed Form	1.1 Assist in Accomplishing the Form. 1.2 Verify name of Beneficiary against Masterlist 1.3 Processing of Seed Subsidy entitlement.	None	10 mins.	Agricultural Extension Worker
2. Acknowledge subsidy availment and Pay the Farmer's equity	2.1 Issue Proof of payment and issue release paper.	None	10 mins.	Agricultural Extension Worker
		TOTAL:	20 mins.	

2. Disease Prevention & Regulatory Services

Free Anti-Rabies Vaccine provided to Pet Animals yearly

Office or Division:	OFFICE OF THE MUNICIPAL AGRICULTURIST			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-CitIzen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Duly accomplished form		Municipal Agriculture Office		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Request for Service Assistance 2. Fill-up Application Form service Required	1.1 Assist/Interview in Accomplishing form	None	5 mins.	Agricultural Extension Worker
	Conduct of Vaccination	None	5 mins.	Agricultural Extension Worker
		TOTAL:	10 mins.	

OFFICE OF THE MUNICIPAL BUDGET OFFICER

1. REVIEW OF ANNUAL BUDGET OF BARANGAYS

Annual Budget of Barangays are reviewed by the Local Finance Committee before endorsing to the Sangguniang Bayan.

Office or Division:	**OFFICE OF THE MUNICIPAL BUDGET OFFICER**			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Barangay			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 Copy - Barangay Budget Forms (Original)				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Submit Annual Budget/Supplemental Budget of Barangay	Review Barangay Annual Budget/Supplemental Budget	n/a	1 day after receipt	Municipal Budget Officer
	TOTAL:		1 day	

2. ISSUANCE CERTIFICATION OF AVAILABILITY OF FUND

Certificate of fund availability is required for various purposes.

Office or Division:	**OFFICE OF THE MUNICIPAL BUDGET OFFICER**			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Various Offices (Municipality of Balagtas)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 copy - Letter Request (Original)				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Request for Certification on Availability of Fund	Prepare Certification on Availability of Fund	n/a	1 day after receipt	Municipal Budget Officer
	TOTAL:		1 day	

3. PROVISION OF FUND UTILIZATION REPORT

For application of telephone lines, creation of positions, counterpart funds etc.

Office or Division:	**OFFICE OF THE MUNICIPAL BUDGET OFFICER**			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Various Offices (Municipality of Balagtas), National Government Agencies, Provincial Government of Bulacan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1 copy - Letter Request (Original)				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Request Fund Utilization Report	Prepare Report	n/a	1 day after receipt	Municipal Budget Officer/Staff
	TOTAL:		1 day	

4. CERTIFY AVAILABILIY OF FUNDS

For transparency and accountability

Office or Division:	**OFFICE OF THE MUNICIPAL BUDGET OFFICER**			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Constituents of Balagtas, Bulacan			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Obligation Slip (2 copies Original) Endorsement/Assessment Form (1 Copy Original)		DSWD, OSCA, MAYOR'S OFFICE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Present Obligation Slip	Check availability of Fund in the System	n/a	5 minutes (1day processing)	Staff
	Sign Obligation Slip	n/a	5 minutes (1day processing)	Municipal Budget Officer
	TOTAL:		10 minutes (1 day processing)	

OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER

SERVICE #1 - RECEIVING APPLICATIONS AND PERSONAL DATA SHEET

Letter of application and personal data sheet are required if vacant position arises and for future reference of HRMO for recruitment.

Office or Division:	**OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER**			
Classification:	G 2 C - GOVERNMENT TO CLIENT			
Type of Transaction:	SIMPLE			
Who may avail:	WALK IN APPLICANTS/PRESENT EMPLOYEES			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
NONE		NONE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
SUBMIT PERSONAL DATA SHEET OR RESUME	RECEIVED DOCUMENTS	NONE	10 MINUTES	HRMO/HR STAFF
	TOTAL:		10 MINUTES	

SERVICE #2 - ISSUANCE OF CERTIFICATE OF EMPLOYMENT & COMPENSATION; SERVICE RECORD

Certificate of Employment & Compensation is required for the employees' applications for visa, loan and other legal purposes, while service record is required for other counterpart Agencies for the application of their benefits.

Office or Division:	**OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER**			
Classification:	G 2 C - GOVERNMENT TO CLIENT			
Type of Transaction:	SIMPLE			
Who may avail:	PRESENT EMPLOYEES AND RESIGNED EMPLOYEES			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
NONE		NONE		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
SUBMIT REQUEST (VERBAL OR TEXT MESSAGES OR WRITTEN)	RECEIVED AND PROCESS DOCUMENTS	NONE	10 MINUTES	HR STAFF/HRMO
	TOTAL:		10 MINUTES	

SERVICE #3 - RECEIVING APPLICATION FOR THE ON-THE-JOB TRAINING (OJT)/WORK IMMERSION AND ISSUANCE OF CERTIFICATE OF COMPLETION

Above service is required by different schools for the graduation of College students (OJT) and Senior High School (Work Immersion) students.

Office or Division:	**OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER**			
Classification:	G 2 C - GOVERNMENT TO CLIENT			
Type of Transaction:	SIMPLE			
Who may avail:	GRADUATING STUDENTS FROM BALAGTAS (COLLEGE AND SENIOR HIGH SCHOOL)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
SCHOOL ENDORSEMENT WITH RESUME		SCHOOL WHERE THEY ARE PRESENTLY ENROLLED		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
SUBMIT COMPLETE REQUIREMENTS	RECEIVE/ASSESS/COORDINATE WITH SCHOOL COORDINATORS (IF NEEDED), FOR DEPLOYMENT	NONE	1 HOUR	HR STAFF/HRMO/MUNICIPAL MAYOR
	TOTAL:		1 HOUR	

SERVICE #4 - RECEIVING/ISSUANCE OF FOR MAYOR'S CLEARANCE; RECOMMENDATION LETTER; MERALCO CERTIFICATE; LOW INCOME CERTIFICATE

Above services is in compliance by Balagtaseños with regards to employment, electrical connection with no Transfer Certificate of Title and for scholarship applications.

Office or Division:	**OFFICE OF THE HUMAN RESOURCE MANAGEMENT OFFICER**			
Classification:	G 2 C - GOVERNMENT TO CITIZEN			
Type of Transaction:	SIMPLE			
Who may avail:	WALK IN APPLICANTS (BALAGTAS RESIDENTS)			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
BARANGAY CERTIFICATE (INDIGENT/ELECTRICAL CONNECTION APPLICATION/GOOD MORAL CHARACTER/LOW INCOME EARNER)		Applicant's respective Barangay.		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
SUBMIT COMPLETE REQUIREMENTS	RECEIVE/CHECK/PREPARE/SIGN/RELEASE	NONE	1 HOUR	HR STAFF/HRMO/MUNICIPAL MAYOR
	TOTAL:		1 HOUR	

-E N D -

MUNICIPAL MARKET

1. ISSUANCE OF CERTIFICATION AS TO FULL PAYMENT OF MARKET AND ELECTRICAL FEES

Certification is required for the renewal of business permit yearly.

Office or Division:	MUNICIPAL MARKET			
Classification:	Government to Client			
Type of Transaction:	Simple			
Who may avail:	Market Stall Owner			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Official Receipt of Market and Electrical Fees		Revenue Collecetion Clerk III		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
Received request for Certificate	Give the Cert. or Clearance to the stall owner	None	10 minutes	RCC III
TOTAL:			10 minutes	

OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

1. Timely Registration of Birth
Registration of Birth Certificate within the reglementary period of 30 days.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Born in Balagtas (Under Data Privacy Act of 2012)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Hospitals, Lying-in Clinics, Health Centers, Private Midwifes
2. Marriage Contract (1 photocopy)	Office of the Local Civil Registrar/any PSA Serbilis and BREQS outlet
3. Community Tax Certificate of Parents (Cedula)	Office of the Municipal Treasurer, Barangay Hall
4. Personal Appearance of Father (if not married)	None
5. Affidavit to Use the Surname of the Father (AUSF) (if not married), pursuant to R.A. 9255 (4 original copies)	Office of the Local Civil Registrar, Legal Offices
6. Government Issued Identification Card of Parents (if not married) (1 photocopy)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements and receive order of payment.	Receive and review entries in the documents submitted and issue order of payment.	None	5 Minutes	Administrative Aide II Asst. Registration Officer Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Timely Registration of Birth - PHP 100	none	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present the Official Receipt, check the entries and details in the certificate for any discrepancies.	Attach receipt in the Prepare the Certificate then Sign and register.	None	5 Minutes	Administrative Aide II Registration Officer III Municipal Civil Registrar Office of the Municipal Civil Registrar
4. Receive Certificate.	Release Certificate.	None	3 minute	Asst.Registration Officer Administrative Aide II Office of the Municipal Civil Registrar
	TOTAL:	**PHP 100.00**	**11 mInutes**	

2. Timely Registration of Marriage

Registration of Marriage Certificate within the reglementary period of 15 days.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All Solemnized in Balagtas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No.97 (4 original copies)	Church or any Legal Solemnizing Officer
2. Request to Solemnize Marriage outside Church (if applicable) (1 copy)	Solemnizing Office
3. Authority to Solemnize Marriage of Solemnizing Officer (1 photocopy)	Solemnizing Office
4. Marriage License (if not issued in Balagtas)	Office of the Local Civil Registrar where the Marriage License is released
5. Actual Marriage Ceremony (1 original, 1 photocopy)	Office of the Local Civil Registrar, Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements. Check the entries and details in the certificate for any discrepancies	Receive and review entries in the documents submitted. Issue Order of Payment for client to pay on treasurers office.	None	5 Minutes	Administrative Assistant II Office of the Municipal Civil Registrar Or Assistant Registration Officer Office of the Municipal Civil Registrar
2. (For Marriage License issued on other Municipality) Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	2.Receive payment and issue official receipt.	2. Timely Registration of Marriage – PHP 200(other Municipality License).	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 1)
2.1 (For Marriage License issued in Balagtas) Wait for the Documents to be released.	2.1 Proceed to Step 3.	2.1 Balagtas License (None)	2.1 (10 Minutes)	Assistant Civil Registrar Or Municipal Civil Registrar

3. Present the Official Receipt	Prepare and register the Certificate, to be signed with MCR or Asst. Civil Registrar.	None	5 Minutes	Administrative Assistant II Office of the Municipal Civil Registrar Or Asst. Registration Officer Office of the Municipal Civil Registrar
4. Receive Certificate.	Release Certificate.	None	3 minute	Administrative Assistant II Office of the Municipal Civil Registrar Or Registration Officer III Office of the Municipal Civil Registrar
	TOTAL:	**PHP 200.00**	**23 mInutes**	

3. Timely Registration of Death Certificate

Registration of Death Certificate within the reglementary period of 30 days.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Deaths within territorial Jurisdiction of Balagtas.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No.103 (4 original copies)	Hospitals, Funeral Services

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Sanitary Division under Municipal Health Office.	Determine if the cadaver will: **a.** Bury to another Municipal/municipality (Transfer Permit) **b.** Bury in this Municipal were death occur in different Municipal/municipality (Entrance Permit) **c.** To be cremated (Cremation) **d.** Bury another cadaver in an existing tomb (Exhumation Permit) Review death certificate , sign, then issue Necessary Burial Permit or Transfer Permit.	None	5 Minutes	Municipal Health Officer of the Municipal Health Office
2. Proceed to Local Civil Registrar's Office, Submit the filled out form with complete requirements	2. Receive and review entries in the documents submitted and Office, Submit the filled out form with complete	Timely Registration of Birth - PHP 100	none	Office of the Municipal Civil Registrar

3. Proceed to the Office of the Municipal Treasurer for payment. Secure Official Receipt.	Receive payment and issue official receipt.	Burial Permit – PHP 200 / Transfer Permit – Php 100.00	5 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer
4. Check the entries and details in the death certificate for any discrepancies	Prepare and register the Certificate.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Assistant Civil Registrar Office of the Municipal Civil Registrar
5. Receive Certificate.	Release Certificate.	None	3 minute	Administrative Aide II Office of the Municipal Civil Registrar Or Assistant Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**Burial Permit – PHP 200.00** **Transfer Permit –PHP 100.00** **Entrance Permit -PHP 100.00** **Exhumation Permit –PHP 200.00**	**23 Minutes**	

4. Late Registration of Birth (For 0-6 years old with Unmarried Parents) Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Classification: Complex
Type of Transaction:	G2C
Who may avail:	All (Born in Balagtas) (For 0-6 years old with Unmarried Parents)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No.102 (4 original copies)	Hospitals, Lying-in Clinics, Health Centers, Private Midwifes
2. Any two (2) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, Place of Birth must be Original Copy of Certified True Copy, to wit:	
- Baptismal Certificate (1 original, 1 photocopy) Place of Birth must be indicated.	Church were the child was baptized
- School Record (1 original, 1 photocopy) Place of Birth must be indicated.	The school where the child
- Voter's Certification BORN 1930 and Below (1 original, 1 photocopy) Place of Birth must be indicated.	Comelec Office
- Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy) Place of Birth must be indicated.	GSIS/SSS/Philhealth office
3. Personal Appearance of Parents	None
4. Affidavit to Use the Surname of the Father (AUSF), pursuant to R.A. 9255 (4 original copies)	Office of the Local Civil Registrar, Legal Offices
5. Mother's Affidavit (1 original copy)	Office of the Local Civil Registrar, Legal Offices
6. Joint Affidavit of Two Disinterested Persons (1 original copy)	Office of the Local Civil Registrar, Legal Offices
7. Government Issued Identification Card of Parents (if not married) (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE

1. Submit the filled out form with complete requirements and wait for order of payment.	Receive and review entries in the documents submitted and issue order of payment.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Late Registration of Birth – PHP 300	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present the Official Receipt.	Prepare the Certificate.	Prepare the Certificate. None	3 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Administrative Assistant II Office of the Municipal Civil Registrar Or Registration Officer III Office of the Municipal Civil Registrar
4. Check the entries and details in the certificate for any discrepancies. Return to the office after posting.	4. Advise client to return for release of certificate. 4.1(After 10 days) Register the Certificate.	None 4.1 None	10 days posting after filing application of certificate. 4.1 (2 Minutes)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
5. Receive Certificate. Again, Check the entries and details in the certificate for any discrepancies.	Release Certificate.	None	3 Minute	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 300.00**	**13 mInutes (10 days for posting)**	

5. Late Registration of Birth (For 7 years old-up with Unmarried Parents) Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (Born in Balagtas) (For 7 years old-up with Unmarried Parents)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Philippine Statistics Authority (PSA) - Certificate of No Record (1 original copy)	PSA Offices, PSA accredited outlets
2. Duly Accomplished Municipal Form No.102 (4 original copies)	Hospitals, Lying-in Clinics, Health Centers, Private Midwifes
Any three (3) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, Place of Birth must be Original Copy or Certified True Copy, to wit:	
- Baptismal Certificate (1 original, 1 photocopy) Place of Birth must be indicated.	Church were the child was baptized
- School Record (1 original, 1 photocopy) Place of Birth must be indicated.	The school where the child
- Voter's Certification BORN 1930 and below (1 original, 1 photocopy) Place of Birth must be indicated.	Comelec Office
- Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy) Place of Birth must be indicated.	GSIS/SSS/Philhealth office
3. Community Tax Certificate of Parents (Cedula)	Office of the Municipal/Municipal Treasurer, Barangay Hall
4. Personal Appearance of Father and Children	None
5. Affidavit to Use the Surname of the Father (AUSF) ,pursuant to R.A. 9255 (4 original copies)	Office of the Local Civil Registrar, Legal Offices
6. Mother's Affidavit (1 original)	Office of the Local Civil Registrar, Legal Offices

7. Joint Affidavit of Two Disinterested Persons (1 original)	Office of the Local Civil Registrar, Legal Offices
8. Sworn Attestation (to be signed by father, mother or guardian) (1 original)	Office of the Local Civil Registrar, Legal Offices
9. Government Issued Identification Card of Parents (if not married) (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements and wait for order of payment.	Receive and review entries in the documents submitted and issue order of payment.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Late Registration of Birth – PHP 300	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present the Official Receipt	Prepare the Certificate.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
4. Check the entries and details in the certificate for any discrepancies. Return to the office after posting.	4. Advise client to return for release of certificate. 4.1 (After 10 days) Register the Certificate.	None None	5 Minutes 10 days posting after filing application of certificate. 3 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
5. Receive Certificate. Again, Check the entries and details in the certificate for any discrepancies.	Release Certificate.	None	3 Minute	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 300.00**	**16 Minutes (10 days for**	

6. Late Registration of Birth (With Married Parents)

Late Registration of Birth Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (Born in Balagtas) (With Married Parents)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Philippine Statistics Authority (PSA) -Certificate of No Record (1 original)	PSA Offices, PSA accredited outlets
2. Duly Accomplished Municipal Form No.102 (4 original copies)	Office of the Local Civil Registrar, Hospitals, Lying-in Clinics, Health Centers
Any two (2) of the following documentary evidences, showing Name of Child, Date of Birth, Name of Mother and Father, Place of Birth.must be Original Copy of Certified True Copy, to wit:	
- Baptismal Certificate (1 original, 1 photocopy)	Church were the child was baptized
- Marriage Contract (1 original ,1 photocopy)	Office of the Local Civil Registrar, PSA Offices, PSA accredited outlets
- School Record (1 original, 1 photocopy)	The school where the child
- Voter's Certification BORN 1930 below (1 original, 1 photocopy)	Comelec Office
- Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)	GSIS/SSS/Phillhealth
3. Joint Affidavit of Two Disinterested Persons (1 original)	Office of the Local Civil Registrar, Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements and wait for order of payment.	Receive and review entries in the documents submitted and issue order of payment.	None	10 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil

2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Late Registration of Birth – PHP 300	5 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 1)
3. Present the Official Receipt.	Prepare the Certificate.	None	3 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
4. Check the entries and details in the certificate for any discrepancies. Return to the office after posting.	4. Advise client to return for release of certificate. 4.1 (After 10 days) Register the	None	10 days posting after filing application of certificate. 4.1 (3 Minutes)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
5. Receive Certificate. Again, Check the entries and details in the certificate for any discrepancies.	Release Certificate.	None	1 Minute	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 100.00**	**22 Minutes (10 days for posting)**	

8. Late Registration of Death Certificate

Late Registration of Death Certificate is a report of a vital event made beyond the reglementary period (30 days) as specified in existing laws, rules and regulations.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (Deaths within territorial Jurisdiction of Balagtas.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly Accomplished Municipal Form No.103 (4 original copies)	Hospitals, Funeral Services
2. Affidavit of Late of Registration of Death (1 original)	Legal Offices
3. Philippine Statistics Authority (PSA) -Certificate of No Record (1 origi	PSA Offices, PSA accredited outlets
4. Picture of Tombstone (Lapida) (1 copy)	Cemetery
5. Community Tax Certificate (Cedula) of the Petitioner (1 original, 1 photocopy)	Barangay Hall, Office of the Municipal/Municipal Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out form with complete requirements and wait for order of payment.	Receive and review entries in the documents submitted and advise client to proceed to Health Office and pay On Treasurers Office before going back to Civil Registrar Office	None	10 Minutes	Administrative Aide II Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to Sanitary Division under Municipal Health Office.	Review death certificate and sign the certificate.	None	5 Minutes	Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar

3. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Late Registration of Death - PHP 300	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 1)
4. Proceed to Local Civil Registrar's Office, Submit the filled out form with complete requirements.	Receive and review entries in the documents submitted.	None	3 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
5. Check the entries and details in the death certificate for any discrepancies.	Advice the Client to comeback at the date after 10 working days of posting.Prepare and register the Certificate.	None	5 Minutes (10)days posting	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
6. Receive the Owners Copy of the Document.	Release the document to the client.	None	1 minute	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 300.00**	**24 Minutes**	

9. Issuance of Certified True Copy/Photocopy of Birth/Marriage/Death Certificate

The copy of civil registry document from the Office of the Local Civil Registrar is being certified.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	All (Birth, Marriage, Death in Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Government Issued Identification Card of owner of the document, nearest kin/authorized person (if the requester is not the owner of the requested document)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
2. Authorization Letter or Special Power of Attorney from the authorizing person (1 original copy)	Handwritten Letter from the authorizing person, Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled out verification slip/query slip.	1. Search and verify requested documents and issue order of payment. 1.2 Prepare the Certified True Copy/Photocopy of Certificate.	None	5 Minutes 1.2 (3 Minutes)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	PHP 50 /copy	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present Official Receipt.	Attached O.R. number in the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar

4. Receive Certified True Copy/Photocopy of Certificate.	Sign and release the Certified True Copy/ Photocopy of Certificate.	None	1 Minute	Municipal Civil Registrar or Assistant Civil Registrar
	TOTAL:	**PHP 50.00**	**10 Minutes**	

10. Registration of Legitimation/Acknowledgement of Paternity

The process of changing a child's status from being illegitimate (born out of wedlock) to legitimate.

Office or Division:	Office of the Municipal Civil Registrar			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All (Born in Balagtas)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Certificate of No Marriage of Parents (CENOMAR) (1 original copy each)			PSA Offices, PSA accredited outlets	
2. Certificate of Marriage of Parents (PSA copy) (1 original)			PSA Offices, PSA accredited outlets	
3. Affidavit of Legitimation executed by both parents (1 original copy)			Legal Offices, Office of the Local Civil Registrar	
4. Birth Certificate of Child (PSA copy) (1 original copy)			PSA Offices, PSA accredited outlets	
Additional Requirements For Acknowledgment of Paternity:				
5. Affidavit of Admission of Paternity			Legal Offices	
6. Baptismal Certificate (1 original, 1 photocopy)			Church where the child was baptized	
7. Insurance Policy (GSIS/SSS/Philhealth) (1 original, 1 photocopy)			GSIS, SSS, Philhealth	
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**

1. Submit complete requirements.	Receive, review the submitted documents, determine/ verify client's copy of Birth Certificate and issue order of payment. 1.2 Prepare Certificate of Registration / Legitimation and Endorsement Letter 1.3 Sign the Certificate of Registration of Legitimation and Endorsement letter.	None 1.2 None 1.3 None	10 Minutes 1.2 (5 Minutes) 1.3 (2 Minutes)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar 1.3 Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Registration Fee - PHP 300 Certified True Copy Certificate – PHP50 Per copy	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present Official Receipt. Review documents for discrepancies.	Review documents for discrepancies. Hand over the prepared Certificate of Registration of Legitimation and Endorsement letter.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
4. Send the Compiled Documents to Courier	Prepare the documents (Certification of Registration of Legitimation, Endorsement letter and other requirements.) and Advice the Client to Send the Compiled Documents to LBC Courier.	Courier Fee is Based on Current LBC Rate	3 Days (until the documents received in PSA)	Private Courier LBC.

5.Return to Office, Receive the copy of the sent documents and copy of the courier receipt then follow-out the sent documents to Philippine Statistics Authority Main Office.	Release the copy of the sent documents and copy of the courier receipt.		2 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 350.00**	**19 Minutes (3 days is outside of office)**	

11. Out of Town Registration of Birth Certificate

Out-of-town reporting occurs when the certificate is presented to the civil registrar of a Municipal or municipality which is not the place of birth, not for registration but to be forwarded to the civil registrar of the Municipal or municipality where the vital event occurred and where it should be registered.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Residents of Balagtas only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Philippine Statistics Authority (PSA) - Certificate of No Record (1 original)	PSA Offices, PSA accredited outlets
2. Baptismal Certificate (1 original 1 photocopy)	Church where the child was baptized
3. Voter's Affidavit (1 original, 1 photocopy)	Comelec Offices
4. Community Tax Certificate (Cedula) (1 original, 1 photocopy)	Office of the Municipal/Municipal Treasurer, Barangay Hall
5. Barangay Clearance (1 original, 1 photocopy)	Barangay Hall
6. NBI/Police Clearance (1 original, 1 photocopy)	NBI Offices, Local Government Units
7. 2 Valid Government Issued Identification Card (original, 1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
8. Marriage Certificate of Parents (1 original, 1 photocopy)	Office of the Local Civil Registrar

9. SSS E-1 Form (1 original, 1 photocopy)	SSS Offices
10. Philhealth Member Data Record (MDR) (1 original)	Philhealth Offices
11. School Records Transcript of Records, Diploma, Form 137) (1 original, 1 photocopy)	School Attended
12. Joint Affidavit of Two Disinterested Persons (1 original)	Office of the Local Civil Registrar, Legal Offices
13. Affidavit of Late Registration (Applicant) (1 original)	Office of the Local Civil Registrar, Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	Receive, review entries in the documents submitted and prepare certificate of Live Birth.	None	10 Minutes	Asst. Civil Registrar Or Municipal Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Out of Town processing Fee P 500.00	3 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. None	Prepare and encode the Certificate of Live Birth and requirements to be mailed with attached payment(amount are depending on the concerned Civil Registrar.	Courier Fee is Based on Current LBC Rate or Philpost) Payment on Registration for money transfer(all payables by client)	10 Minutes	Asst. Civil Registrar Or Municipal Civil Registrar Office of the Municipal Civil Registrar
3. Review Certificate for any discrepancies.	Ask the client to check the accomplished Certificate of Birth for Error/s.	None	3 Minutes	Asst. Civil Registrar Or Municipal Civil Registrar Office of the Municipal Civil Registrar
10 days posting period				

4. Receive the Certificate of Birth and attached requirements with attached payment then mail through courier to concerned Municipal/Municipal Civil Registrar.	Give to the client the Certificate of Birth attached requirements with attached payment for mailing.	None	1 Minute	Asst. Civil Registrar Or Municipal Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**P 500 (money order for the concerned civil registrar are payable by the client.**	**27 Minutes) 10 days posting period**	

12. Issuance of Marriage License

A legal document that allows two people in their legal age to get married.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (at least one of the couple is a resident of Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal appearance of both applicants	None
2. Birth Certificate from PSA or Certified True Copy (CTC) (1 copy)	PSA Offices, Office of the Local Civil Registrar
3. Certificate of No Marriage (CENOMAR) (1 original)	PSA Offices, PSA accredited outlets
4. Certificate of Attendance for Pre-Marriage Counselling and Family Planning Seminar	Municipal Health Office and Municipal Nutrition and Population Office
5. Community Tax Certificate (Address should be the place where you live for the last 6 months) (1 copy each)	Office of the Municipal/Municipal Treasurer, Barangay Hall
6. Personal Appearance of Father for 18-25 years old applicants	6. Personal Appearance of Father for 18-25 years old applicants None

7. If applicant's previous marriage is annulled, bring: (1 copy each) a. Certificate of Finality b. Court Decision c. Annotated Marriage Certificate	Office of the Local Civil Registrar Office of the Local Civil Registrar Office of the Local Civil Registrar
8. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse (1 copy)	Office of the Local Civil Registrar, PSA Offices, PSA accredited outlets
9. Duly accomplished questionnaire Interview sheets.	Office of the Local Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personally Appear in Civil Registrar Office for Interview and Bring the complete requirements.	Receive, review entries in the documents submitted, interview client and issue order of payment.	None	20 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Marriage License Fee – PHP 650 for Mayor or Judge Wedding in Balagtas. PHP 1150.00 for Weddingin Church, pastor and other.	5 Minutes	Revenue Collection Clerk I (Window 3) Office of the Municipal Treasurer
3. Present Official Receipt	Prepare Application for Marriage License and inform the schedule for the Pre-Marriage Counseling, and Family Planning Seminar, inform the applicant to complete the requiements within 10 days before the release of the Marriage License.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
4. Attend the Pre- Marriage Counseling and Family Planning Seminar as to scheduled date at the Municipal Nutrition and Population Office and Municipal Health Office and Receive the Certificates of Attendance.	Conduct the Pre-Marriage Counseling and Family Planning Seminar and Release the Certificates of Attendance.	None	Base on MHO required length of Seminar.	Municipal Health Officer Office of the Municipal Health Officer And Municipal Population Officer Office of the Municipal Population Office

5. Present the Pre-Marriage Counseling and Family Planning Seminar Certificates along with other requirements and receive Claim Stub.	Prepare Notice of Posting, for ten (10) days and issue Claim Stub for schedule of release of Marriage License.	None	3 Minutes	Registration Officer III Office of the Municipal Civil Registrar
6. Wait for the ten (10) days posting period of Notice.	Post Notice in bulletin board at Balagtas Municipal Hall.	None	2 minutes (10 days posting period)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
7. Return after the ten (10) days posting period, pay the Marriage License Fee and receive the Marriage License.	Receive payment, prepare and release Marriage License.	Php 50	10 Minutes	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar
	TOTAL:	**Marriage License Fee – PHP 600 for Mayor or Judge Wedding in Balagtas. PHP 1100.00 for**	**40 Minutes & 10 days Posting**	

13. Issuance of Marriage Affidavit (Article 34)

Is intended to make it easy for couples who have actually cohabited as husband and wife for at least five (5) years to get married without the necessity of a marriage license.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	Resident Only

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Personal appearance of both applicants	None
2. Birth Certificate of Applicants	PSA Offices, PSA accredited outlets
3. Certificate of No Marriage (CENOMAR)	PSA Offices, PSA accredited outlets
4. Barangay Certification (Living together as husband and wife for 5 years and above)	Barangay Hall
5. Birth Certificate or Baptismal Certificate of eldest child	Church where the child was baptized /Office of the Local Civil Registrar
6. If applicant's previous marriage is annulled, bring: a. Certificate of Finality b. Court Decision c. Annotated Marriage Certificate	Office of the Local Civil Registrar Office of the Local Civil Registrar Office of the Local Civil Registrar
7. If applicant is widow/widower, bring Certified True Copy (CTC) of Death Certificate of deceased spouse	Office of the Local Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	Receive, review entries in the documents submitted, interview client and issue order of payment.	None	20 Minutes	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar r
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Applicat ion Fee - PHP 1100	5 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer
3. Present Official Receipt.	Prepare Marriage Affidavit.	None	5 Minutes	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar Civil Registrar
4. Proceed to any Notary Public to notarize the Marriage Affidavit.	Notarize the Marriage Affidavit.	Depends on the Attorney' s Fee	None	Attorney Legal Office
5. Present the notarized Marriage Affidavit.	Receive, review and record in the logbook.	None	2 Minutes	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar
6. Receive the Marriage Affidavit.	Release the Marriage Affidavit.	None	10 Minute	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar
	TOTAL:	**PHP 1100**	**42 Minutes**	

14. Correction of Clerical Error

Correction of an obvious mistake committed in clerical work, either in writing, copying, transcribing, or typing an entry in the civil register that is harmless and innocuous, such as misspelled place of birth and the like, and can be corrected or changed only by reference to other existing record or records.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born, Died, Married in Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Birth, Death or Marriage Certificate	PSA Offices, PSA accredited outlets
2. Local Copy of Birth, Death or Marriage Certificate	Office of the Local Civil Registrar
3. Baptismal Certificate	Church that the child was baptized
4. Marriage Contract of parents	Office of the Local Civil Registrar , PSA Offices, PSA accredited outlets
5. Birth Certificate of Son or Daughter (if applicable)	PSA Offices, PSA accredited outlets, Municipal Civil Registrar
6. Latest NBI Clearance	Office of the Local Civil Registrar
7. Latest Police Clearance	Police Station
8. Certificate of Employment or Affidavit of Non- Employment	Legal Offices
9. At least 2 Government Issued Identification Card	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
10. Voter's Certification	Comelec

11. School Record (Official Transcript of Record, Form 137 or 138, Diploma)	School Attended
12. Community Tax Certificate (Cedula)	Office of the Municipal/Municipal Treasurer, Barangay Hall

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	Receive and review entries in the documents submitted and issue order of payment.	None	30 Minutes	Asst. Civil Registrar Office of the Municipal Civil Registrar or Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Correcti on of Clerical Error - PHP 2,000	5 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
4. Wait for the ten (10) days posting period of Notice.	Post Notice in bulletin board at Balagtas Municipal Hall	None	2 Minutes (10 days posting period)	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
5. Return after ten (10) days posting period and send the compiled documents to courier LBC. 5.1 Bring the Tracking Number receipt from LBC back to Civil Registrar Office for Recording.	Compile all necessary documents and ask the client to send it to PSA Office via LBC Courier.	Courier Fee - Base on LBC Rate	10 minutes (6 months waiting period) 2 minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
6. Wait for call or text from the Municipal Registrar's Office and return to the scheduled date.	6. Issue Certificate of Finality and ask the client to Send it to PSA Regional Office for Final Step Via Courier LBC.	Courier Fee - Base on LBC Rate	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar
7. Send the Compiled Certificate of finality and all necessary documents via LBC Courier to PSA Regional Office and bring back the Tracking Number Receipt back to Civil Registrar Office for Recording.	Record Tracking Number of LBC on logbook for future needs.	None	2 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar

8. Receive all documents and submit to Philippine Statistics Authority Main Office for endorsement.	Release Certificate of Finality and Certified Petition Documents.	None	1 Minute	Municipal Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**Correction of Clerical Error –PHP 2,000.00 Courier Fee based on LBC Current Rate**	**57 Minutes 6months waiting on PSA Response 10 days posting period**	

15. Correction: Change of First Name, Change of Month and Day of Birth, Change of Gender

Change of a person's first name in his/her civil registry document (Birth Certificate) under certain grounds specified under the law through administrative process.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All (Born in Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PSA Copy of Birth Certificate	PSA Offices, PSA accredited outlets
2. Local Copy of Birth Certificate	Office of the Local Civil Registrar
3. Baptismal Certificate	Church that the child was baptized
4. His/her Marriage Contract, Marriage Contract of parents	Office of the Local Civil Registrar , PSA Offices, PSA accredited outlets
5. Birth Certificate of Son or Daughter (if applicable)	Office of the Local Civil Registrar, PSA Offices, PSA accredited outlets
6. Latest NBI Clearance	Office of the National Bureau of Investigation
7. Latest Police Clearance	Police Station
8. Certificate of Employment or Affidavit of Non-Employment	Legal Offices
9. At least 2 Government Issued Identification Card	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
10. Voter's Certification	Comelec

11. School Record (Official Transcript of Record, Form 137 or 138, Diploma)	School
12. Community Tax Certificate (Cedula)	Office of the Municipal/Municipal Treasurer, Barangay Hall
13. Affidavit of Publication	Publication from national circulating newspaper company. **Note: Publication from a national circulating newspaper for two (2) consecutive weeks.
14. Medical Certification from Municipal Health Officer (for Change of Gender)	Office of the Municipal Health Officer
15. Certification for Municipal Social Welfare and Development Officer (for Change of Gender)	Office of the Municipal Social Welfare and Development Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	Receive and review entries in the documents submitted and issue order of payment.	None	30 Minutes	Municipal Civil Registrar Administrative Aide II Office of the Municipal Civil Registrar
2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	Correction Change of First Name - Php 4,000.00 /Gender, Month and Day– Php 4000.00	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present Official Receipt	Prepare Petition Certificate and Notice of Posting for ten (10) days and post notice in the bulletin board at Balagtas Municipal Hall.	None	10 Minutes (10 days posting period)	Municipal Civil Registrar Administrative Aide II Office of the Municipal Civil Registrar
4. Wait for the five (5) days after posting and secure a copy of Petition Certificate and Notice of Posting.	Release copy of Petition Certificate and Notice of Posting to be published.	None	2 Minutes	Administrative Aide II Office of the Municipal Civil Registrar

5. Have your petition published by a national circulating newspaper and secure an Affidavit of Publication	Wait for the Affidavit of Publication.	Correction Change of First Name - Php 1,500.00 /Gender, Month and Day– Php 4000.00	2 weeks publishing	Publishing Company
6. Submit Affidavit of Publication.	Receive Affidavit of Publication and submit documents (via courier) to Philippine Statistics Authority (PSA) for processing and approval.	Courier Fee – Base on Courier LBC current rate.	15 Minutes (6 months waiting period)	Administrative Aide II Office of the Municipal Civil Registrar
7. Wait for call or text from the Municipal Civil Registrar's Office and return to the scheduled date.	Prepare Certificate of Finality and Certify Petition Documents and ask the Client to Send the Compiled Certificate of Finality thru Courier LBC to PSA Regional Office.	None	15 Minutes	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar
8. Bring the Compiled Certificate of Finality Thru LBC Courier to PSA Regional Office and Bring back the Tracking number Receipt to Civil Registrar Office for Recording.	Record Tracking number receipt on logbook and Release the Client Copy of Documents.	Courier Fee – Base on Courier LBC current rate.	None	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar
9. Receive all documents and submit to Philippine Statistics Authority (PSA) Main Office for endorsement.	Release Certificate of Finality and Certified Petition Documents.	None	1 Minute	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar
	TOTAL:	**Correction Change of First Name/r – PHP 5,000 Correction of Gender, Month and Day – PHP 8,000.00 All with**	**75 Minutes, 2 weeks Publishing. 6 months Waiting for PSA Decision,**	

16. Supplemental Report

It is performed to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate Death and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (Born in Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Philippine Statistics Authority (PSA) - Certificate of No Record	PSA Offices, PSA accredited outlets
2. Certified True Copy (CTC) of Birth	Office of the Local Civil Registrar
3. Baptismal Certificate	Church where the child was baptized
4. NBI/Police Clearance	NBI Offices, Local Government Units
5. 2 Valid Government Issued Identification Card (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec
6. Voter's Affidavit (1 original 1 photocopy)	Comelec Offices
7. SSS E-1 Form	SSS Offices
8. School Records Transcript of Records, Diploma, Form 137)	School Attended
9. Affidavit of Supplemental Report	Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive and review entries in the documents submitted and issue order of payment.	None	10 Minutes	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar

2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	PHP 150	5 Minutes	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present Official Receipt.	Prepare Certificate of Live Birth and Endorsement Letter addressed to PSA.	None	15 Minutes	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar
4. Review Certificate for any discrepancies.	Ask the client to check the accomplished Certificate of Birth for error/s.	None	3 Minutes	Courier Fee – Base on Courier LBC current rate
5. Receive all documents and submit/Hand carry to Philippine Statistics Authority (via courier).	Release all the documents.	Courier Fee – Base on Courier LBC current rate.	2 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 150**	**35 Minutes**	

17. Endorsement of Civil Registry Documents

Endorsement is a procedure done to help the clients to acquire a PSA copy faster. Advance Endorsement is an endorsement prepared for civil registry documents registered within the month while Endorsement for inclusion is prepared if the civil registry document is when the requested copy of the civil registry document has no copy/record in PSA but there is a copy in the Office of the Local Civil Registrar while endorsement for clear copy is prepared when the copy of the PSA is blurred.

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All (Born, Died and Married in Balagtas)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Local Copy of Certificate of Birth, Death, and Marriage (For Advance indorsement)	Office of the Local Civil Registrar
2. Blurred PSA Copy of Certificate of Birth, Death, and Marriage (For Indorsement of Clear Copy) a. Feedback Form from PSA stating that the copy is blurred and in need to request a indorsement of clear	PSA Offices, PSA accredited outlets
3. Philippine Statistics Authority (PSA) - Certificate of No Record (For Indorsement for Inclusion) a. Certified True Copy of Certificate (For Indorsement for Inclusion)	PSA Offices, PSA accredited outlets, Office of the Local Civil Registrar
4. Authorization Letter (if the owner or nearest kin cannot process indorsement) or Special Power of Attorney	Handwritten Letter from the authorizing person, Legal Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Advance indorsement, Check the entries and details in the	Prepare Indorsement Letter for Advance copy and Certificate Civil and issue payment order to the client.	None	5 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar

2. Proceed to the Office of the Municipal Treasurer for payment. Secure official receipt.	Receive payment and issue official receipt.	PHP 300	None	Revenue Collection Clerk I Office of the Municipal Treasurer (Window 3)
3. Present Official Receipt.	Ask the client to send the compiled endorsement documents to PSA Main Office thru LBC Courier and bring back the Tracking Number Receipt for record.	Base on Current LBC Rate.	None	Asst. Civil Registrar of Municipal Civil Registrar And Municipal Civil Registrar
4. Proceed to Civil Registrar Office to give the Tracking number Receipt for record and claim the Owners Copy of Endorsed Document.	Record the Tracking Number Receipt on logbook and Give the copy of Endorsed Document to the client, inform the client to wait for 3 days before following up on PSA Office.	None	2 Minutes	Administrative Aide II Office of the Municipal Civil Registrar Or Asst. Civil Registrar Office of the Municipal Civil Registrar
	TOTAL:	**PHP 300**	**7 Minutes**	

18. LGU BREQS SERVICE

The BREQS is a scheme where PSA authorizes a partner LGU to receive requests for PSA-issued copies and certifications of civil registry documents from the public and issue the documents to its clientele. The actual processing of the requests is done by the Serbilis Outlet assigned to service the authorized partner (also known as the BREQS User).

Office or Division:	Office of the Municipal Civil Registrar
Classification:	Complex
Type of Transaction:	G2C
Who may avail:	All(Authorized requester)Under RA 10173

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 2 Valid Government Issued Identification Card (1 photocopy each)	BIR, Post Office, DFA, LTO, SSS, Philhealth, Pag-ibig, PRC, Comelec, NBI Clearance, Police Clearance
2. Authorization Letter or Special Power of Attorney,DSWD Institution License.	Documents Owner if not Minor, Parents, Spouse or Institution incharged.
3. PSA Application Form	PSA Offices, Office of the Local Civil Registrar

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up Form Request slip and submit to Office Staff.	Check the Slip and Issued Correct form for PSA Request.	None	1 Minute	Administrative Aide II or Officer In charged or Data Privacy Officer of Municipal Civil Registrar

2. Fill Up the PSA Request form and submit to PSA BREQS window, pay the correct amount for PSA REQUEST.	Received PSA Request form and check the completeness of the data on each section,check the Authority of the requester, check the completeness of the requierments and ask the client to pay for the correct amount of the documents requested, Give the Claim Stub and inform the client of the date of release Designated by PSA Regional Office.	PSA Birth/Marriage and Death Certificate 195.00 Cenomar 250.00	2 Minutes	Administrative Aide II or Officer In-charged or Data Privacy Officer of Municipal Civil Registrar
3. Received the Claim Stub and wait for date of release.	File the request online via BREQS SOFTWARE and compile the whole day transaction to submit Via-Ecensus website and Pick up Documents on PSA regional Office Every Wednesday of the week.	None	2 Minutes (waiting time up to 15 working days)	Administrative Aide II or Data Privacy Officer of Municipal Civil Registrar
4. Proceed to Civil Registrar office at the date of release to Claim the requested Documents,submit the Claim stub for retrieval of the Documents and sign the released documents list.	Release the right documents on the Authorized claimant together with the receipt and keep the record of released documents in the list.	None	3 Minutes	Administrative Aide II or Officer In-charged or Data Privacy Officer of Municipal Civil Registrar
	TOTAL:	**Birth/Marriage and Death Certificate 195.00** **Cenomar 250.00**	**8 Minutes (15days PSA Process)**	

OFFICE OF THE MUNICIPAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICER

1. Emergency Response

Emergency situations warranting a response can range from natural disasters to hazardous materials problems and transportation incidents. Emergency response plans are a critical coponent of workplace safety. Response time is an important aspect of emergency response. This refers to how long it takes emergency responders to arrive at the scene of an emergengy after the emergency response system has been activated. A long response time can result in increased and permanent damage, a higher likelihood of fatalities, and greater distress to those

Office or Division:	Offie of the Municipal Disaster Risk Reduction Management Officer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business / Government to Government
Who may avail:	General Public within Area of Responsibility / As Need Arises

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
NONE	**N/A**

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Call or Text 0917 127 5818 0917 794 0771 0938 959 5273 (044) 919 8300 Radio-In/ Walk-In Call	1. Answer emergency call/ text, assess the case and ask for pertinent informations	None	3 minutes	Telephone/Radio Operator/ MDRRMO Staff/ DRRM Assistant/ LDRRMO
	1.1 Check availability of responders and vehicle		2 minutes	
	1.2 Prepare trip ticket, dispatch responders and vehicle		2 minutes	
	TOTAL:	**None**	**7 minutes**	

2. Medical Transfer Conduction

The intra and inter-hospital patient transfer is an important aspect of patient care which is often undertaken to improve upon the existing management of the patient. It may involve transfer of patient within the same facility for any dianostic procedure or transfer to another facility with more advanced care. The main aim in all such transfers is maintaining the continuity of medical care. As the transfer of sick patient may induce various physiological alterations which may adversely affect the prognosis of the patient, it should be initiated systematically and according to the evidence-based guidelines. The key elements of safe transfer involve decision to transfer and communication, pre-transfer stabilization and preparation, choosing the appropriate mode of transfer, personnel accompanying the patient, equipment and monitoring required during the transfer, and finally, the documentation and handover of the patient at the receiving facility.

Office or Division:	**Office of the Municipal Disaster Risk Reduction Management Officer**
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business / Government to Government
Who may avail:	General Public within Area of Responsibility

CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Request thru Call/ Text/ Walk-in/ Letter		Client/ Requester/ Supplicant		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Call or Text 0917 127 5818 0917 794 0771 0938 959 5273 (044) 919 8300 Walk-in	1. Answer call/ text, assess the case and ask for pertinent informations	None	5 minutes	Telephone/Radio Operator/ MDRRMO Staff/ DRRM Assistant/ LDRRMO
	1.1 Check availability of responders and vehicle		2 minutes	
	1.2 Prepare trip ticket, dispatch responders and vehicle		2 minutes	
	TOTAL:	**None**	**9 minutes**	

3. Request for Training

Organize, train, equip and supervise the local emergency response teams, ensuring that humanitarian aid workers are equipped with basic skills.

Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business / Government to Government
Who may avail:	General Public within Area of Responsibility

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter Request (3 pcs.Original Copy)	To be provided by client

CLIENT STEPS	AGENCY ACTION		PAID	TIME	PERSON RESPONSIBLE
1. Submit request letter to Office of the Municipal Mayor	1.0	Receives approved request letter from the	None	5 minute	MDRRMO Staff
	1.1	Check availability of training team		30 minutes	DRRM Assistant on Admin and Training
	1.2	Assign Training Team		30 minutes	
	1.3	Confirms approval of request to client thru call/ text and ask for pertinent details of training		40 minutes	
	TOTAL:		**None**	**1 hour and 45 minutes**	

OFFICE OF THE MUNICIPAL ENGINEER

1. Application for Building Premit

Building permit is issued by the Building Official to allow an individual/contractor to proceed with a construction/ remodeling/renovation project on their property.

Office or Division:	**OFFICE OF THE MUNICIPAL ENGINEER**
Classification:	COMPLEX - HIGHLY TECHNICAL
Type of Transaction:	G2C/G2B/G2G - Government to Citizen/ Government to Business/ Government to Government
Who may avail:	Potential Building Owners/ Building Contractors within Area of Responsibilit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. 5 pcs. Certified True Copy of Transfer Certificate of Title (Land Title)	• Registry of Deeds-City of Mecauayan
b. 5 pcs. Xerox Copy of Notarized Contract of Sale/ Lease (if applicant is not the registered owner of land)	• Lessor/ Owner of Property
c. 5 pcs. Xerox Copy of Tax Declaration	Office of the Municipal Assessor/ Owner
d. 5 pcs. Xerox Copy of Latest Real Property Tax Receipt	Office of the Municipal Treasurer/ Owner
e. 5 copies Lot/ Location Plan with Vicinity Map (originally signed & sealed by Geodetic Engineer, Architect/ Civil Engineer)	To be provided by Applicant/Client/ Contractor
f. 5 sets Building Plans, Construction Specifications, Bill of Materials, and notarized Application for Building Permit forms, (originally signed & sealed by Architect, Civil Engineer, Sanitary Engineer/ Registered Master Plumber, Professional Electrical Engineer, Professional Mechanical Engineer, Professional Electronics and Communications Engineer and other Design Professionals as needed)	To be provided by Applicant/Client/ Contractor
g. Barangay Building Clearance	Barangay Hall/ Barangay Chairman
h. Community Tax Receipt	Barangay Hall / Municipal Treasurer's Office
i. Locational Clearance	Municipal Planning and Development Office
j. 3 pcs. Xerox copy of PRC ID & PTR No. of Design Professionals (originally signed & sealed by design professionals)	Licensed Civil Engineer/Architect/ Other Design Professionals
k. Fire Safety Evaluation Clearance (FSEC)	Bureau of Fire Protection - Balagtas
l. Environmental Compliance Certificate (ECC)	DENR - Malolos Branch
m. Construction Safety and Health Program (CSHP)	DOLE - Malolos Branch
n. Structural Design & Analysis (for structures 2 Storey or more)	Licensed Civil/ Structural Engineer
o. Soil Test	Soil Testing Laboratories/ Contractors
p. Voltage Drop Calculation and Short Circuit Analysis (for non-residential occupancy)	
For Repair, Renovation and Addition	
1. Previous Building Permit	Owner's Copy
2. Approved Building Plan	Owner's Copy
3. Certification of Occupancy	Owner's Copy
4. Fire Safety Inspection Certificate (FSIC)	Bureau of Fire Protection - Balagtas

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out and notarized application forms with complete requirements	Receives and checks the submitted documents	None	15 minutes	Administrative Aide VI/ Project Development Officer I

2. Wait for the order of payment	Assess fees and issues order of payment	Pls. see attached document (Annex 1)	60 minutes	Administrative Aide VI/ Project Development Officer I/ Electrical
3. Pay the order of payment at the Municipal Treasurer's Office (Window 1)			10 minutes	Revenue Collection Clerk
4. Submit xerox copy of receipt at the Municipal Engineer's Office	Receives the machine copy of receipt, process Building Permit documents	None	30 minutes	Administrative Aide VI/ Project Development Officer
5. Wait for the release of Building Permit	Evaluates, approves, and signs Building Permit Forms and Plans	None	240 minutes	Project Development Officer I/ Electrical Engineer I/ Municipal Engineer
6. Receives Approved Building Permit Forms and Plans	Releases building permit forms and plans	None	5 minutes	Administrative Aide VI
	TOTAL	*Based on*	**360 minutes**	

2. Issuance of Certificate of Final Electrical Inspection

A Certificate is issued by the Building Official to the owner/applicant as a requirement for the installation of power lines to a building/structure and certifies the completeness of the installation of all electrical wirings

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business / Government to Government
Who may avail:	General Public within Area of Responsibility

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Yellow Card indicating feasible for connection / Text message for feasible connection to Client	MERALCO
2. Certificate of Occupancy	Owner's Copy / Engineering Office
3. Electrical Permit	Owner's Copy / Engineering Office

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit complete requirements.	Receive and review submitted documents.	None	15 minutes	Administrative Aide VI/ Electrical Engineer I
2. Assist in ocular inspection	Conduct ocular inspection.	None	60 minutes (as per schedule)	Administrative Aide VI/ Electrical Engineer I
3. Wait for Order of Payment	Assess fees & Issues order of Payment	Pls. check Attached document (Annex I)	2 minutes	Administrative Aide VI/ Electrical Engineer I
4. Proceed to the Office of the Municipal Treasurer, present			10 minutes	Revenue Collection Clerk

order of payment and pay the required fees. Secure Official Receipt and provide xerox copy of O.R.				
5. Return to Municipal Engineer's Office and present Official Receipt and submit xerox copy of O.R.	Process CFEI form, approves and signs the CFEI form	None	7 minutes	Administrative Aide Vi/ Electrical Engineer I/ Municipal Engineer
6. Receive CFEI	Release CFEI	None	1 minute	Administrative Aide VI
	TOTAL:	*Based on Assessment*	**95 minutes**	

3. Issuance of Certificate of Occupancy

Certificate of Occupancy Permit is issued by the Building Official that serves as a proof that the structure built complete all the building work and suitable for occupation based on the National Building Code.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Fire Safety Inspection Certificate	Bureau of Fire Protection - Balagtas

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Original Copy of Fire Safety Inspection Certificate (FSIC) and submit duplicate copy of FSIC at the Office of the Municipal Engineer	Checks original copy of FSIC and receives duplicate copy	None	1 minute	Administrative Aide VI
2. Wait for Order of Payment	Assess fees and issues order of payment	Pls. Check Attached document (Annex I)	5 minutes	Administrative Aide VI
3. Proceeds to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt and submit xerox copy of O.R. at the Office of the Municipal Engineer			10 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt and submit duplicate copy of O.R.	Process Certificate of Occupancy and submit to the Municipal Engineer for Approval	None	5 minutes	Administrative Aide VI/ Municipal Engineer
6. Receives Certificate of Occupancy	Releases Certificate of Occupancy	None	1 minute	Administrative Aide VI

	TOTAL:	*Based on Assessment*	**54 minutes**	

4. Excavation Permit

Excavation Permit is issued by the Building Official authorizing excavations for water lines and connections.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request from Water District 2. Barangay Clearance 3. Sketch 4. Community Tax Certificate	Water District - Balagtas City Treasurer's Office Owner Barangay Hall/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out and with complete requirements	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare Excavation Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I /
6. Receive Excavation Permit	Release Excavation Permit	None	1 minute	Administrative Aide VI / Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**54 minutes**	

5. Fencing Permit

Fencing Permit is issued for the construction of fences which are greater than 3 feet in height, measured from the finished grade which are also 10 feet af any street right of way or access easement or within 20 feet of a corner.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple

Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. TCT (Land Title)	Registry of Deeds - Balagtas/Owner
2. Barangay Clearance	City Treasurer's Office
3. Tax Declaration/Latest Real Property	City Assesor's Office - Balagtas
4. Tax Reciept (Amilyar)	Treasurer's Office - Balagtas
5. Fencing Plan	Licensed Civil Engineer/Architect
6. Lot Plan	Licensed Civil Engineer/Architect
7. Bill of Materials	Licensed Civil Engineer/Architect
8. Community Tax Certificate	Licensed Civil Engineer/Architect
	Barangay Hall/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out and notarized form with complete requirements	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes (as per schedule)	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
4. Return to Municipal Engineer's Office and present Official Receipt	Prepare Fencing Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
5. Receive Fencing Permit	Release Excavation Permit	None	3 minute	Administrative Aide VI
	TOTAL:	*Based on Assessment*	**46 minutes**	

6. Mechanical Permit

Mechanical Permit is issued by the Building Official to all install new mechanical equipment such as heating, venting, and air conditioning (HVAC) equipment and kitchen hood exhaust system etc.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Mechanical Plan (3 Copies)	Registered Mechanical Engineer
2. Barangay Clearance	City Treasurer's Office
3. Occupancy Permit (1 Photocopy)	Owner's Copy
4. Building Permit (1 Photocopy)	Owner's Copy
5. Community Tax Certificate (Cedula)	Barangay Hall/City Treasurer's Office
6. Latest Real Property Tax Reciept (Amilyar)	Owner's Copy/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements and with original signatureof Registered Mechanical Engineer	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes (as per schedule)	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Mun icipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare Excavation Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive Mechanical Permit	Release Mechanical Permit	None	3 minutes	Administrative Aide VI / Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**56 minutes**	

7. Annual Mechanical Permit

Annual Mechanical Permit is issued for Annual permit to operate machineries.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Mechanical Lay-out 2. Latest Real Property Tax Reciept (Amilyar) 3. Community Tax Certificate (Cedula)	Registered Mechanical Engineer Owner's Copy/City Treasurer's Office Barangay Hall/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements.	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer

2. Assist in ocular inspection	Conduct ocular inspection.	None	1 hour (as per schedule)	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare Annual Mechanical Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive the Permit and sign in the log book	Release the Permit	None	3 minutes	Administrative Aide VI / Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**1 hour and 26 minutes**	

8. Annual Building Permit

Annual Building Permit is issued to check buildings structure condition.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Building Permit (1 Photocopy)	Owner's Copy
2. Occupancy Permit (1 Photocopy)	Owner's Copy
3. Community Tax Certificate (Cedula)	Barangay Hall/City Treasurer's Office
4. Latest Real Property Tax Reciept (Amilyar)	Owner's Copy/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements.	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development

				Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare Annual Building Permit	None	5 minutes	Administrative Aide VI / Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**53 minutes**	

9. Demolition Permit

Demolition Permit is issued to certifies that the building is structurally unsafe and otherwise contitutes a hazard to safety of health or public welfare because of inadequate maintenance and therefore is declared dangerous to human life and must be demolished.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Picture of the Structure to be demolished	Owner
2. Vicinity Map	Owner's Copy
3. Floor Plan (Building/Structure)	Licensed Civil Engineer/Architect
4. Demolition Permit form duly notarized	City Enginering Office
5. Barangay Clearance	Barangay Hall of the barangay where the demolition is located
3. Community Tax Certificate (Cedula)	Barangay Hall/City Treasurer's Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with with notarized with complete requirements and with original signature of Licensed Engineer/Architect	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	1 hour (as per schedule)	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal	Prepare Demolition	None	5 minutes	Administrative

Engineer's Office and present Official Receipt	Permit			Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive the Demolition Permit.	Release Demolition Permit	None	1 minutes	Administrative Aide VI / Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**1 hour and 24 minutes**	

10. Development Permit

Development Permit is issued and approved by the Municipal Mayor that specifies how development is to occur on a given parcel of land. Once approved, the Development permit is registered againts the title of the land and becomes binding on future land owners.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Application letter requesting for reclassification of land/issuance of Development Permits/approval of Subdivision plans. In case of Corporation, the applicant must be duly authorized by the Board of Directors to apply on behalf of the Corporation	Owner
2. Project Proposal	Owner / Corporation
3. Certified True Copuy of Title	Registry of Deeds-Balagtas / Owner
4. SEC or DTI Registration and Mayor's Permit, if there is any	SEC - PICC / DTI Malolos / BPLO - Balagtas
5. Site Development Plans, Vicinity/ Location Map	Licensed Civil Engineer/Architect
6. Payment of Real Property Tax	Owner's Copy/Treasurer's Office
7. Tax Declaration	Assessor's Office
8. Payment of Application Fee for Reclassification of Land/issuance of Development Permits/approval of Subdivision Plans	Owner / Corporation
9. Location Clearance / Certification from CUPDO / Deputized Zoning Administrator as to the actual and potential compatible land users.	CUPDO - Balagtas
10. Barangay Clearance	City Treasurer's Office
The Applicant must submit to the Office of the Sangguiang Panlungsod, the following pertinent papers/documents. (13 certified Xerox copy each)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building	10 minutes	Administrative Aide VI/ Project

		Code Fees		Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present original and photocopy Official Receipt	Prepare the Permit and proceed to the Office of the Municipal Mayor for signature	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Wait for the Schedule of realease of permit	Advice client of the schedule of release of permit	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
7. Receive Development Permit.	Release Development Permit	None	3 minutes	Administrative Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**59 minutes**	

11. Certificate of Change of Use

Certificate of Change of Use is issued for the change of use of a building or establishment.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Corporation	
1. As-Built Plan	Licensed Civil Engineer/Architect
2. Contract of Lease	Lessor of Property
3. Tax Declaration	Assessor's Office
4. Photos lof Building	Owner
5. Location / Zoning Clearance (Business)	CUPDO - Balagtas
6. Fire Safety Inspoection Certificate (Business)	Bureau of Fire Protection - Balagtas
7. Barangay Clearance	Barangay Hall of the barangay where the building is located
8. SEC/DTI	SEC-PICC / DTI-Malolos
9. Certificate of Occupancy (Lessor)	Lessor of Property
10. ECC (DENR)	DENR - Pampanga
For Single Prorietor	
1. Contract of Lease	Lessor of Property
2. Photos of Building	Owner
3. Locatuion/Zoning Clearance (Business)	CUPDO - Balagtas
4. Barangay Clearance (Business)	Barangay Hall
5. SEC/DTI	SEC-PICC / DTI-Malolos
6. Certificate of Occupancy (Lessor)	Lessor of Property

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I /

				Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare the Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive Certificate of Change of Use	Release Certificate of Change of Use	None	3 minutes	Administrative Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**56 minutes**	

12. Annual Electrical Permit

Electric Annual Permit is issued for site specific and intended for minor installations and maintenance at a specific commercial, industrial or institutional premises.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. DOLE (Order of Payments)	DOLE - Malolos/Pampamga

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present Order of Payment from DOLE	Receive and review submitted documents.	None	3 minutes	Electrical Engineer I / Municipal Engineer
2. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Electrical Engineer I / Municipal Engineer
3. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees.	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk

Secure Official Receipt				
4. Return to Municipal Engineer's Office and present Official Receipt. Receive Annual Electrical Permit	Release Annual Electrical Permit	None	1 minute	Administrative Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**19 minutes**	

13. Excavation and Ground Preparation

Excavation and Ground Preparation is issued by the Building Official authorizing excavations, including those made for the purpose of removing earth, sand gravel or other material from the Subject Property.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. TCT/Deedof Sale 2. Barangay Clearance for Excavation 3. Layout Plan a.) Architectural b.) Foundation	Registry of Deeds - Balagtas / Owner Barangay Hall of the barangay where the demolition is located Licensed Civil Engineer

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out application form with complete requirements.	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare the Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive Exacavation and	Release Exacavation	None	1 minutes	Administrative

Ground Preparation Permit.	and Ground Preparation Permit			Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**56 minutes**	

14. Electronics Permit

Electronics Permit is issued by the Building Officials for the installation of Eletronics equipment / device of Commercial/Industrial Establishments.

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Layout Plan 2. Barangay Clearance	Licensed Civil Engineer Barangay Hall of the barangay where the building is located

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements.	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare the Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive Electronics Permit.	Release Electronics Permit	None	3 minutes	Administrative Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**56 minutes**	

15. Sign Permit / Billboard

Sign Permit is issued to any publicly displayed information that's presented in the form of words, symbols and/ or pictures and is designed to advertise his/her business. Sign permits provide legal permission to post such

Office or Division:	Office of the Municipal Engineer
Classification:	Simple
Type of Transaction:	G2C/G2B/G2G - Government to Citizen / Government to Business /
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Lay-out (3 Copies) 2. Barangay Clearance 3. National Grid corporation Clearance (Structures along NGCP Lines) 4. DPWH	Licensed Civil Engineer Barangay Hall of the barangay where the signage installed NGCP - San Jose Del Monte, Bulacan DPWH 2nd Engineering District, Sta. Maria,

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit filled out form with complete requirements	Receive and review submitted documents.	None	3 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
2. Assist in ocular inspection	Conduct ocular inspection.	None	30 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
3. Wait for Order of Payment	Issue order of Payment	Based on Building Code Fees	10 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
4. Proceed to the Office of the Municipal Treasurer, present order of payment and pay the required fees. Secure Official Receipt	Receive payment and issue official receipt	Based on order of payment	5 minutes	Revenue Collection Clerk
5. Return to Municipal Engineer's Office and present Official Receipt	Prepare the Permit	None	5 minutes	Administrative Aide VI/ Project Development Officer I / Municipal Engineer
6. Receive Sign Permit.	Release Sign Permit	None	1 minute	Administrative Aide VI Office of the Municipal Engineer
	TOTAL:	*Based on Assessment*	**54 minutes**	

PUBLIC EMPLOYMENT SERVICE OFFICE

1. ISSUANCE OF JOB REFERRAL AND RECOMMENDATION

Referral is a process of directing pre-screened jobseekers to employers with vacancies matching their qualifications, while placement is the result of a successful referral.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE
Classification:	SIMPLE
Type of Transaction:	GOVERNMENT TO CITIZEN(G2C)
Who may avail:	GENERAL PUBLIC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. RESUME	To be provided by client
2. ENDORSEMENT LETTER FROM PESO Manager(for non-resident of Balagtas)	To be provided by client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Resume and endorsement Letter(if needed)	Review submitted resume to match qualifications with vacant positions and prepare referral letter	None	2 minutes	PESO Manager and PESO Staff
2. Filling out NSRP Form	Guide applicants in filling up the form	None	10 minutes	PESO Staff
3. Received Job referral / recommendation Letter	Releasing of Job Referral/ recommendation letter	None	2 minutes	PESO Manager and PESO Staff
	TOTAL:	**None**	**14 minutes**	

2. ISSUANCE OF COMPANY ACCREDITATION

Local establishments, sub-contractor agencies, or companies may seek the assisstance of PESO in conducting LRA, SRA and Job Fairs once accredited by PESO.

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE
Classification:	SIMPLE
Type of Transaction:	GOVERNMENT TO CLIENT
Who may avail:	ALL COMPANIES SEEKING TO JOIN JOB FAIRS, LOCAL RECRUITMENT ACTIVITY, SPECIAL RECRUITMENT ACTIVITY

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter of Intent address to Municipal Mayor thru the PESO Manager	To be provided by the client
2. Business Permit (latest copy)	
3. DOLE Certificate of Registration	DOLE office
4. PhilJobnet Registration	To be provided by the client
5. List of Job Posting/Vacancies	
6. Certificate of Accreditation from DMW(License) for Overseas Agency Only	DMW
7. Approved Manpower Job Order from DMW for Overseas Agency Only	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Complete Requirements	Assess and Verify the submitted documents and conduct inspection if needed.	None	10 minutes	PESO Manager/Staff
	Prepare Certificate if requirements are complete			
2. Fill Out NSRP Registration Form 2	Check if filled out correctly	None	5 minutes	PESO Staff
3. Receive the Certificate of Accreditation	Certificate of Accreditation signed by the PESO Manager	None	2 minutes	PESO Manager/Staff
	TOTAL:	**None**	**17 minutes**	

3. APPLICATION FOR SHORT TERM EMPLOYMENT(TUPAD) AND LIVELIHOOD ASSISTANCE

Displaced/ Disadvantage Workers may seek the assistance of PESO employment and Livelihood Assistance

Office or Division:	PUBLIC EMPLOYMENT SERVICE OFFICE			
Classification:	SIMPLE			
Type of Transaction:	GOVERNMENT TO CLIENT			
Who may avail:	Displaced/Disadvantage			
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Complete Requirements	Assess and Verify the submitted documents and conduct inspection if needed.	None	5 minutes	PESO Manager/Staff
2. Fill Out NSRP Registration Form 2	Check if filled out correctly	None	5 minutes	PESO Staff
3. Interview and Counselling	Inform the applicant on the action of their application through call / text and schedule of interview for approved applicants	None	2 minutes	PESO Manager/Staff
	TOTAL:	**None**	**12 minutes**	

OFFICE OF THE SANGGUNIANG BAYAN

1. Request for tents and chairs

This is for the purpose of serving our constituents with free tents and chairs during burial and special occasions

Office:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Citizens			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter Request or Form 1 (2 Copies)		Clerk		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Receiving of Letter Request or Form 1	1. Receive Form 1	none	2 mins	Receiving Clerk
2. Secure Job Order Slip	2. Issuance of Job Order	none	2 mins	Clerk
	3. Deliver the requested items on the specified date and time	none	30 mins	Job Order Employees
TOTAL			**34 mins**	

2. Request for Documents/Certificates

Certificate of "No Pending Case" is required for loan applications of Barangay Officials and staff.

Office:	Office of the Sangguniang Bayan			
Classification:	Simple			
Type of Transaction:	G2C - Government-to-Government			
Who may avail:	All Government Officials and Staff			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
Letter Request		Sangguniang Barangay		
CLIENT STEPS	**AGENCY ACTIONS**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Letter Request	1. Receive Letter Request	none	2 minutes	Receiving Clerk
	2. Prepare the requested documents	none	5 minutes	SB Secretary
	3. Release the documents	none	2 minutes	SB Secretary
TOTAL			**9 mins**	

OFFICE OF THE MUNICIPAL TREASURER

1. ISSUANCE OF OFFICIAL RECEIPT OF REAL PROPERTY TAX (AMILYAR)

This is the Tax imposed by the Office of the Municipal Treasurer on all persons National or Judicial owning or administering Real Property including the improvements.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT)/ (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***REAL PROPERTY OWNERS***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest Official Receipt of Payment of Real Property (1 original or photocopy) or	To be provided by the taxpayer
2. Notice of Assessment	Office of the Municipal Assessor

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the latest Official Receipt or Notice of Assessment (WINDOW 1 or 2 of Treasury Department, Ground Floor Municipal Hall)	1. Receives the document given by the Taxpayer	**Computation for Updated RPT:** Assessed Value x 1% x 2 (Basic & SEF) less discount Deadline March 31	5 minutes	Revenue Collection Clerk III / Administrative Officer I
	2. Verifies and compute the Real Property Tax	**Computation for Delinquent RPT:** Assessed Value x 1% x 2 (Basic & SEF) + 2% penalty per month of delay not exceed 36 months	10 minutes	
2. Pay the required fees (WINDOW 1 or 2 of Treasury Department, Ground Floor, Municipal Hall)	Accepts payment and issue Official Receipts	Total amount of computed Real Property Tax	5 minutes	Revenue Collection Clerk III / Administrative Officer I
3. Receive the Official Receipt (WINDOW 1 or 2 of Treasury Department, Ground Floor, Municipal Hall)	Release of Official Receipt	None	1 Minute	Revenue Collection Clerk III / Administrative Officer I
	TOTAL:	**Based on Assessment**	**10 Minutes** (Depending on the Assessed Value or Transaction)	
END OF TRANSACTION				

2. ISSUANCE OF TAX CLEARANCES

Certification issued by the Office of the Municipal Treasurer to property owners who pay their updated Real Property Tax.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT)/ (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***REAL PROPERTY OWNERS***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest Official Receipt of Payment of Real Property (1 original or photocopy) or 2. Notice of Assessment or Cert. of Tax Declaration	To be provided by the taxpayer Office of the Municipal Assessor
3. Community Tax Certificate (CEDULA)	Tyo be provided by the taxpayer / person requesting

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements (WINDOW 1 or 2 of Treasury Department, Ground Floor, Municipal Hall)	Review / Verify the presented document if paid of Current Year Real Property Tax	None	1 Minute	Revenue Collection Clerk III / Administrative Officer I
2. Pay the required fees (WINDOW 3 or 4 of Treasury Department, Ground Floor, Municipal Hall)	Accepts payment and issue Official Receipts	Php 150.00 per Clearance	2 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Present the Official Receipt (WINDOW 1 or 2 of Treasury Department, Ground Floor, Municipal Hall)	Prepare the Tax Clearance	None	2 Minutes	Revenue Collection Clerk III / Administrative Officer I
	Review Tax Clearance Certificate	None	1 Minute	Revenue Collection Clerk III / Administrative Officer I
	Approval of Tax Clearance	None	1 Minute	Municipal Treasurer or Assistant Municipal Treasurer
4. Receive Tax Clearance (WINDOW 1 or 2 of Treasury Department, Ground Floor, Municipal Hall)	Release Tax Clearance	None	1 Minute	Revenue Collection Clerk III / Administrative Officer I
	TOTAL:	**Php 150.00 per Clearance**	**8 Minutes**	
END OF TRANSACTION				

3. APPLICATION OF BUSINESS PERMITS - NEW APPLICANTS

This is issued by the Office of the Municipal Treasurer to persons / company who operated a business within the Municipality of Balagtas, Bulacan. This tax is payable for every distinct establishment.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***ALL BUSINESS OWNERS OPERATING IN BALAGTAS***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Permit Application Form	Business Permit Licensing Office (Ground Floor - Municipal Hall)
2. **For Single Proprietorship** - DTI Permit (Original and 1 Photocopy)	DTI Booth - 2nd Floor - Municipal Hall
For Corporation / Partnership - SEC Articles of Incorporation and By Laws (Original and 1 Photocopy)	Securities and Exchange Commission - Pasay City
For Cooperative - Cooperative Development Authority (CDA) (Original and 1 Photocopy)	Cooperative Development Authority, Pampanga Extension Office, Main Road, Diosdado Macapagal Regional Center, City of San Fernando, Pampanga
3. Barangay Business Clearance (Original and 1 Photocopy)	Barangay Hall where the business is located in Balagtas, Bulacan
4. Cedula (Original and 1 Photocopy)	Barangay where the business is located / WINDOW 7 Office of the Municipal Treasurer (Ground Floor - Municipal Hall)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished Application Form together with the complete requirements	Verify completeness of the submitted requirementsand encoding the details of the business / applicant	None	2 minutes	Administrative Aide I / Adiministrative Assistant IV (Business Permit and Licensing Office)
	Assessment and computation for the business tax	Based on Capital and Nature of Business	8 minutes	Municipal Treasurer / Administrative Assistant VI (Office of the Municipal Treasurer)
2. Receive Assessment Form	Release of Assessment Form	None	2 Minutes	Municipal Treasurer / Administrative Assistant VI (Office of the Municipal Treasurer)
3. Payment of required fees (WINDOW 6 Treasury Department, Ground Floor, Municipal Hall)	Receive payment and issuance of Official Receipt	Based on Assessment Form	2 Minutes	Administrative Assistant VI
	TOTAL:	Based on Assessment	**14 Minutes (Depending on the assessed amount)**	
END OF TRANSACTION				

4. APPLICATION OF BUSINESS PERMITS - FOR RENEWAL

This is issued by the Office of the Municipal Treasurer to persons / company who operated a business within the Municipality of Balagtas, Bulacan. This tax is payable for every distinct establishment.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***ALL BUSINESS OWNERS OPERATING IN BALAGTAS***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Business Permit Application Form	Business Permit Licensing Office (Ground Floor - Office of the Municipal Mayor)
2. **For Single Proprietorship** - DTI Permit (Original and 1 Photocopy)	DTI Booth - 2nd Floor - Municipal Hall
For Corporation / Partnership - SEC Articles of Incorporation and By Laws (Original and 1 Photocopy)	Securities and Exchange Commission - Pasay City
For Cooperative - Cooperative Development Authority (CDA) (Original and 1 Photocopy)	Cooperative Development Authority, Pampanga Extension Office, Main Road, Diosdado Macapagal Regional Center, City of San Fernando, Pampanga
3. Barangay Business Clearance (Original and 1 Photocopy)	Barangay Hall where the business is located in Balagtas, Bulacan
4. Cedula (Original and 1 Photocopy)	Barangay where the business is located / WINDOW 7 Treasury Department (Ground Floor)
5. Latest Mayor's Permit and Receipts or Assessment Form (1st - 4th Quarter) Original Copy	To be provided by the Taxpayer
6. BIR Returns preceeding year (Forms 2550M, 2550Q, 2551M, 1701Q, or 1702Q) or Financial Statement (FS) or Notarized Certificate of Gross Sales/Income (If No Operation/Sales - Affidavit of No Operation/Sales) Original and 2 Photocopies	To be provided by the Taxpayer / Accounting Office or Firm, Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present duly accomplished Application Form together with the complete requirements	Verify completeness of the submitted requirementsand encoding the details of the business / applicant	None	2 minutes	Administrative Aide I / Adiministrative Assistant IV (Business Permit and Licensing Office)
	Assessment and computation for the business tax	**Computation for Updated Business Permit:** Based on Gross Sales/Receipts and Nature of Business Deadline: On or Before January 20	8 minutes	Municipal Treasurer / Administrative Assistant VI (Office of the Municipal Treasurer)
		Computation for Delinquent Business Permit: 25% Penalty + 2% Surcharge per month not exceed 36 months.	10 minutes	

2. Receive Assessment Form	Release of Assessment Form	None	2 Minutes	Municipal Treasurer / Administrative Assistant VI (Office of the Municipal Treasurer)
3. Payment of required fees (WINDOW 6 Treasury Department, Ground Floor, Municipal Hall)	Receive payment and issuance of Official Receipt	Based on Assessment Form	2 Minutes	Administrative Assistant VI
TOTAL:		Based on Assessment	**14 Minutes (Depending on the assessed amount)**	
END OF TRANSACTION				

5. ISSUANCE OF BUSINESS CLOSURE CERTIFICATIONS

This is issued by the Office of the Municipal Treasurer for authenticity of the documents requested as per attached supporting papers.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***ALL BUSINESS OWNERS OPERATING IN BALAGTAS***

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Affidavit of Closure	To be provided by the Taxpayer / Notary Public
2. Barangay Business Closure Certification	Barangay where the business is established.
3. Surrender the following (Must be Original): 3.1. Latest Mayor's Permit 3.2. Mayor's Plate **Note:** In case the Mayor's Permit and Mayor's Plate is lost, Please secure **Affidavit of Loss** for the both requirements.	To be provided by the Taxpayer / Notary Public
4. BIR Returns preceeding year (Forms 2550M, 2550Q, 2551M, 1701Q, or 1702Q) or Financial Statement (FS) or Notarized Certificate of Gross Sales/Income (If No Operation/Sales - Affidavit of No Operation/Sales) Original and 2 Photocopies	To be provided by the Taxpayer / Accounting Office or Firm, Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present necessary documents / requirements for Business Closure Certification (Treasury Department, Ground Floor, Municipal Hall)	Verify the documents / requirements presented	None	2 minutes	Administrative Assistant VI
	Compute Business Closure Fee	**Computation for Business Closure Fee:** Based on Gross Sales/Receipts last operation of Business and Nature of Business	5 Minutes	Municipal Treasurer / Administrative Assistant VI

2. Payment of required fees (Treasury Department, Ground Floor, Municipal Hall)	Receive payment and issuance of Official Receipt	**With Last Business Operation:** Based on Assessment Form (WINDOW 6) **With No Business Operation:** Php 150.00 (WINDOW 3 or 4)	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk III / Administrative Aide I
3. Present the Official Receipt (Treasury Department, Ground Floor, Municipal Hall)	Prepare Certification	None	5 Minutes	Administrative Assistant VI / Revenue Collection Clerk I
	Check Certification	None	2 minutes	
	Approval of Certification	None	2 minutes	Municipal Treasurer
4. Receive Certification	Release Certification	None	1 Minute	Administrative Assistant VI / Revenue Collection Clerk I
	TOTAL:	Based on Assessment	**19 Minutes**	
END OF TRANSACTION				

6. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

A Community Tax Certificate (Cedula) is issued by the Office of the Municipal Treasurer to inhabitant of the Municipality of Balagtas, eighteen (18) years of age & above. Business with gross sales / receipts, Real Property owners with assessed value of Php 1,000.00 or above, required by law to file Income Tax Return.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***ALL***

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
1. Duly Accoumplished Application Form or Previous Cedula	WINDOW 7 (Treasury Department - Ground Floor) To be provided by the Taxpayer

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the filled out application form or previous Cedula (WINDOW 7 Treasury Department, Ground Floor, Municipal Hall)	Received filled out form, prepare, and print Cedula	None	2 Minutes	Revenue Collection Clerk I
2. Sign and put Thumbprint on the Cedula	Review the issued Cedula	None	1 Minute	Revenue Collection Clerk I
3. Pay the required fees	Accept payment and issue Cedula	**For Individual:** Receipts or Salaries/Php 1,000.00 x Php 1.00 + Php 5.00 **Deadline:** February 28 with 2% Penalty charge every month	2 Minutes	Revenue Collection Clerk I
		For Corporation / Partnership: Gross Receipts or Earnings / Php 5,000.00 x Php 2.00 + Php 500.00 **Deadline:** February 28 with 2% Penalty charge every month	2 Minutes	Revenue Collection Clerk I
4. Receive the Cedula	Releasing of Cedula	None	1 Minute	Revenue Collection Clerk I
	TOTAL:	Based on Assessment	**6 Minutes** (Depending on the assessed amount)	

END OF TRANSACTION

7. FEES AND CHARGES

This is issued by the Office of the Municipal Treasurer as payment for documentary requirements of different offices.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***			
Classification:	***SIMPLE***			
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***			
Who may avail:	***ALL***			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Order of Payment (Different Offices)		Offices issued Order of Payment		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit Order of Payment (WINDOW 3 or 4 Treasury Department, Ground Floor, Municipal Hall)	Receive Order of Payment presented	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I
2. Pay the required fees	Accepts payment and issue Official Receipts	Based on Order of Payment	3 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Receive Official Receipt	Release of Official Receipt	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I
	TOTAL:	Depending on the assessed amount	**5 Minutes**	
END OF TRANSACTION				

8. TRAFFIC VIOLATION

This is issued by the Office of the Municipal Treasurer to person who violates Traffic Ordinance in this different offices.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***			
Classification:	***SIMPLE***			
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***			
Who may avail:	***ALL***			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Traffic Violation Receipt (Original)		From Traffic Enforcer/Philippine National Police - Balagtas		
		Provincial Police given to the Violator		
Note: If the Traffic Violation Receipt is misplaced or lost, the violator needs to secure **Affidavit of Loss** before claiming his/her license or plate.		Notary Public		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Traffic Violation Receipt or Affidavit of Loss (WINDOW 3 or 4 Treasury Department, Ground Floor, Municipal Hall)	Review the Traffic Violation Receipt presented	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I

2. Pay the required fees	Accept Payment and issue Official Receipt	Based on Traffic Violation	3 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Receive Official Receipt	Release of Official Receipt	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I
4. Proceed to Impounding Area, PMFC Outpost, or Police Station	Release of License, Plate or Motor keys (Depending on what is confiscated)	None	3 Minutes	Traffic Enforcer / Provincial Police / Philippine National Police - Balagtas
TOTAL:		Depending on the Violation	**8 Minutes**	
END OF TRANSACTION				

9. ISSUANCE OF PROFESSIONAL TAX RECEIPT (PTR)

This is issued by the Office of the Municipal Treasurer to all professionals who passed the Bar examinations or any Board or other examinations conducted by the Philippines Regulation Commission (PRC) for the exercise or practice of his/her profession.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***			
Classification:	***SIMPLE***			
Type of Transaction:	***G2C (GOVERNMENT TO CLIENT)***			
Who may avail:	***VALID BOARD PASSERS***			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Duly Accomplished Professional Tax Receipt Form		WINDOW 3 or 4, Treasury Department, Ground Floor, Municipal Hall		
2. Valid BAR or PRC issued ID (Original)		To be provided by the Taxpayer		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present the Accomplished PTR Form and Valid BAR or PRC issued ID (WINDOW 3 or 4 Treasury Department, Ground Floor, Municipal Hall)	Review the requirements presented	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I
2. Pay the required fees	Accept Payment and issue Official Receipt	Php 330.00 **Deadline:** January 31 with 25% penalty plus 2% surcharge every month for late payment	3 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Receive PTR	Release of PTR	None	1 Minute	Revenue Collection Clerk III / Administrative Aide I
TOTAL:		**Php 330.00 (No penalty)** (w/ penalty depends on when it is being paid)	**4 Minutes**	
END OF TRANSACTION				

10. ISSUANCE OF OTHER CERTIFICATIONS

This is issued by the Office of the Municipal Treasurer for the authenticity of the documents requested as per attached supporting papers.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***			
Classification:	***SIMPLE***			
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***			
Who may avail:	***ALL***			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Request Slip or Order of Payment needed for issuance of Certification (Original)		To be provided by the Taxpayer		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present necessary documents / requirements for the specific certification needed (Treasury Department, Ground Floor, Municipal Hall)	Review and Verify the requirements presented	None	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk I
2. Pay the required fees (WINDOW 3 or 4 Treasury Department, Ground Floor, Municipal Hall)	Accept Payment and issue Official Receipt	Php 100.00 per certification	3 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Present the Official Receipt	Prepare the Certification	None	12 Minutes	Administrative Assistant VI / Revenue Collection Clerk I
	Check the Certification	None	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk I
	Approval of Certification	None	2 Minutes	Municipal Treasurer
4. Receive Certification	Release Certification	None	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk I
	TOTAL:	**Php 100.00 per certification**	**23 Minutes**	
END OF TRANSACTION				

11. ISSUANCE OF CERTIFIED TRUE COPY OF RECEIPTS

This is issued for the authenticity of the receipts requested.

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***			
Classification:	***SIMPLE***			
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***			
Who may avail:	***ALL***			
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
1. Upon Request		Requested by the Client or Authorized Representative		
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present requirements to be certified (Treasury Department, Ground Floor, Municipal Hall)	Check / Verify presented documents or requirements presented	None	1 Minute	Administrative Assistant VI / Revenue Collection Clerk III / Revenue Collection Clerk I
2. Pay the required fees (WINDOW 3 or 4 Treasury Department, Ground Floor, Municipal Hall)	Accept Payment and issue Official Receipt	Php 50.00 per certification	3 Minutes	Revenue Collection Clerk III / Administrative Aide I
3. Present the Official Receipt	Photocopy Document requested and affix signature	None	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk III / Revenue Collection Clerk I
	Approval of Certification	None	2 Minutes	Municipal Treasurer
4. Receive Certification	Release Certification	None	2 Minutes	Administrative Assistant VI / Revenue Collection Clerk III / Revenue Collection Clerk I
TOTAL:		**Php 50.00 per certification**	**10 Minutes**	
END OF TRANSACTION				

12. ISSUANCE OF CHECKS

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C/G2G (GOVERNMENT TO CLIENT) / (GOVERNMENT TO GOVERNMENT)***
Who may avail:	***ALL***

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Valid Identification Card	To be provided by the Individual receiving the check
Official Receipt	To be provided by the Supplier for payment

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Present Valid ID or OR (in case of a supplier) - WINDOW 9 Treasury Department, Ground Floor, Municipal Hall)	Receive and verify the ID or OR presented	None	1 Minutes	Administrative Assistant I
2. Sign the Voucher and Logbook	Return the ID or OR	None	1 Minute	Administrative Assistant I
4. Receive the Check	Releasing of Check	None	1 Minute	Administrative Assistant I
	TOTAL:	None	**3 Minutes**	
END OF TRANSACTION				

13. PAYROLL - SALARIES AND WAGES

Office or Division:	***OFFICE OF THE MUNICIPAL TREASURER***
Classification:	***SIMPLE***
Type of Transaction:	***G2C (GOVERNMENT TO CLIENT)***
Who may avail:	

CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Personal Appearance	

CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Sign the Payroll (WINDOW 7 Treasury Department, Ground Floor, Municipal Hall)	Review the Payroll	None	1 Minutes	Administrative Officer V
2. Receive the Salary/wage	Release the salary/wage	None	1 Minute	Administrative Officer V
	TOTAL:	None	**2 Minutes**	
END OF TRANSACTION				