



Republic of the Philippines
Region 02
Province of Cagayan
MUNICIPALITY OF CAMALANIUGAN

LGU Camalaniugan

CITIZEN'S CHARTER





SERVICE PLEDGE:

WE, THE OFFICIALS & EMPLOYEES OF THE LOCAL GOVERNMENT UNIT OF CAMALANIUGAN, ARE COMMITTED TO INSTITUTIONALIZE THE EASE OF DOING BUSINESS & EFFICIENT GOVERNMENT SERVICE DELIVERY (EODB-EGSD) PURSUANT TO R.A. No. 11032 OF 2018 BY:

- 1. SERVING PROMPTLY, EFFICIENTLY AND WITH UTMOST COURTESY BY AUTHORIZED PERSONNEL WITH PROPER IDENTIFICATION FROM MONDAYS TO FRIDAYS, 8:00 AM TO 5:00 WITH NO NOON BREAK;**
- 2. PROMOTE INTEGRITY IN OUR SERVICE;**
- 3. PROMOTE TRANSPARENT ACCOUNTABLE GOVERNANCE; AND**
- 4. VALUING CITIZEN'S COMMENTS, SUGGESTIONS AND NEEDS, INCLUDING THOSE IN VULNERABLE SECTORS SUCH AS PERSONS WITH DISABILITY, PREGNANT WOMEN AND SENIOR CITIZEN.**

MANDATE:

FOR US TO ACHIEVE OR FORMULATE A MORE SENSIBLE AND CITIZEN – FRIENDLY GOVERNANCE, THE LOCAL GOVERNMENT UNIT OF CAMALANIUGAN ABIDES WITH THE CSC AND DILG's CALL IN DEVISING A CITIZEN'S CHARTER THAT WILL SERVE AS A GUIDELINE OF FRONTLINE SERVICES IN OUR LGU. THIS SHALL CONSIST OF THE STEP-BY-STEP PROCEDURES ON HOW TO AVAIL THE VARIOUS SERVICES OF OUR MUNICIPALITY, NAMES AND DESIGNATIONS OF OFFICIALS AND EMPLOYEES TO APPROACH, REDRESS MECHANISM FOR GRIEVANCES AND FEEDBACK FORM TO GIVE CHANCE FOR THE PUBLIC TO ALLOW THEIR COMMENTS AND SUGGESTIONS BE RECOGNIZED. OVER ALL, OUR CITIZEN'S CHARTER WILL SERVE AS A GUIDE TO EDUCATE THE PUBLIC OF OUR SERVICES AND TO MAKE OUR GOVERNANCE EASIER FOR BOTH CLIENT & SERVICE PROVIDER.



VISION:

CAMALANIUGAN - A PROGRESSIVE AGRI-COMMERCIAL AND ECO-CULTURAL TOURISM CENTER IN THE REGION, WHERE DIGNIFIED, LAW-ABIDING AND EMPOWERED CAMALANIUGEÑOS ENJOYING THE BEST QUALITY OF LIFE IN A CLIMATE CHANGE-ADAPTIVE, DISASTER-RESILIENT AND BALANCE ENVIRONMENT WITH SUSTAINABLE LIVELIHOOD, COMPETITIVE LOCAL ECONOMY, APPROPRIATE AND IMPROVED INFRASTRUCTURE FACILITIES GUIDED BY PRINCIPLE OF TRANSPARENCY AND GOOD GOVERNANCE.

MISSION:

TRANSFORMATION OF THE TOWN OF CAMALANIUGAN INTO A PRODUCTIVE AGRICULTURAL COMMUNITY THAT IS ALSO VIBRANT IN TRADE AND INDUSTRY WHERE ALL CAMALANIUGEÑOS CAN LIVE WITH A DECENT AND SUSTAINABLE LEVEL OF WELL-BEING AND WELFARE.



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Region 02
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MUNICIPALITY OF CAMALANIUGAN

MAYOR'S *Office*



1. MAYOR'S PERMIT FOR MTOP (Motorized Tricycle Operator's Permit)

Issuance of the required MTOP (Motorized Tricycle Operator's Permit) prior to tricycle operation.

OFFICE:	MAYOR'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	TRICYCLE OPERATORS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MTOP FRANCHISE		SANGGUNIANG BAYAN OFFICE		
OFFICIAL RECEIPT		TREASURY OFFICE		
STEPS / PROCEDURES	AGENCY ACTIONS	FEEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT DOCUMENTARY REQUIREMENTS	1.1 CHECK, REVIEW AND VERIFY ATTACHED DOCUMENTS AND RECORD TO LOGBOOK. 1.2 FORWARDING OF DOCUMENTS FOR SIGNATURE.	<u>150.00</u>	5 MINUTES	<u>JOE LORD T. NACORDA</u> JOB ORDER
2. OBTAIN MTOP	2.1 RELEASE OF MAYOR'S PERMIT.		3 MINUTES	
END OF TRANSACTION				



2. MAYOR'S CLEARANCE

Issuance of clearance for job applicants.

OFFICE:	MAYOR'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C – GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	JOB SEEKERS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BARANGAY CLEARANCE	OFFICE OF THE PUNONG BARANGAY
MTC CLEARANCE	MUNICIPAL TRIAL COURT
POLICE CLEARANCE	PNP CAMALANIUGAN STATION

STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT DOCUMENTARY REQUIREMENTS.	1.1 CHECK, REVIEW AND VERIFY ATTACHED DOCUMENTS AND RECORD TO LOGBOOK. 1.2 FORWARDING OF SECURED FOR SIGNATURE.	<u>100.00 + 15.00</u> DOCUMENTARY STAMP FREE (FOR FIRST TIME APPLICANTS)	5 MINUTES	<u>ARNALYN T. DE LEON</u> JOB ORDER
2. OBTAIN MAYOR'S CLEARANCE.	2.1 RELEASE OF MAYOR'S PERMIT		3 MINUTES	

END OF TRANSACTION



3. WATER SUBSCRIPTION

Availment for Camalaniugan Rural Water Sanitation System (CRWSS) Connection

OFFICE:	MAYOR'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	WATER SUPPLY SUBSCRIBERS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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CTC (COMMUNITY TAX CERTIFICATION)	OFFICE OF THE PUNONG BARANGAY / TREASURY OFFICE
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2X2 ID PICTURE	CLIENT
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OFFICIAL RECEIPT	TREASURY OFFICE
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
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1. SUBMIT DOCUMENTARY REQUIREMENTS.	1.1 CHECK, REVIEW AND VERIFY ATTACHED DOCUMENTS AND RECORD TO LOGBOOK.		5 MINUTES	<u>MARY GRACE R. FERNANDO</u> JOB ORDER
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2. PAY THE REQUIRED FEES	1.2 RECORD THE PAYMENT IN THE LOGBOOK & FORWARD THE APPLICATION TO MEO FOR CONNECTION.	<u>P2,250.00</u> (INSTALLATION FEE - <u>300.00</u> GUARANTEE DEPOSIT - <u>750.00</u> METER DEPOSIT - <u>1,200.00</u>)	10 MINUTES	
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2. WAIT FOR THE SCHEDULE OF INSTALLATION	2.1 MEO STAFF WILL VISIT THE PLACE		1 HOUR	<u>JESSIE MARTINEZ</u> Gen. Manager CARWASS
	2.2 INSTALLATION OF WATER METER		1 DAY	<u>RYAN OSTIL</u> Job Order

END OF TRANSACTION



4. JOB RECOMMENDATION

OFFICE:	MAYOR'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	JOB APPLICANTS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BIODATA/RESUME & OTHER CREDENTIALS	PREPARED BY THE JOB APPLICANT
APPLICATION LETTER	PREPARED BY THE JOB APPLICANT

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT DOCUMENTARY REQUIREMENTS FOR EVALUATION.	1.1 CHECK, REVIEW AND VERIFY DOCUMENTS SUBMITTED AND RECORD TO LOGBOOK. 1.2 FORWARDING OF SECURED DOCUMENT FOR SIGNATURE	NONE	10 MINUTES	<u>MARGIE S. MARAMAG</u> JOB ORDER
2. OBTAIN RECOMMENDATION LETTER.	2.1 RELEASE OF RECOMMENDATION LETTER		3 MINUTES	

END OF TRANSACTION



Republic of the Philippines
Region 02
Province of Cagayan
MUNICIPALITY OF CAMALANIUGAN

HUMAN RESOURCE MANAGEMENT *Office*



5. PRE-EMPLOYMENT/ JOB PLACEMENT

This service is an opportunity to all job seekers to be hired as (Permanent, Casual or Co-Terminous) who meet the minimum qualification standards as per 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA-OHRA) amended July 2018.

OFFICE:	HUMAN RESOURCE MANAGEMENT OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL QUALIFIED APPLICANTS OF LGU CAMALANIUGAN

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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1. Application Letter 2. Fully accomplished Personal Data Sheet (CS Form No. 212, Revised) 3. Authenticated copy of eligibility 4. Authenticated copy of Transcript of Records	<i>Personally prepared HRMO/ downloaded at CSC Website CSC or PRC School Graduated</i>
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT APPLICATION LETTER INDICATING THE POSITION APPLIED FOR AND ATTACHED THE REQUIRED DOCUMENTS STATED IN THE CSC NOTICE OF PUBLICATION	1.1 RECEIVE THE APPLICATION LETTER AND THE REQUIRED DOCUMENTS	NONE	10 MINUTES	<u>CLARIFEL T. BERBANO</u> ADMIN. OFFICER I (RECORDS OFFR. I)
	1.2 CHECK AND REVIEW THE SUBMITTED REQUIREMENTS		2 HOURS	<u>JOENA C. ALARIAO</u> ADMIN. OFFICER IV (HRMO II)
2. RECEIVE NOTICE OF EXAM & DELIBERATION	2.1 NOTIFY THE APPLICANT		2 HOURS	<u>JOENA C. ALARIAO</u> ADMIN. OFFICER IV (HRMO II)
3. ATTEND THE SCREENING	3.1 CONDUCT SCREENING & DELIBERATION		2 DAYS	<u>HRMPSB</u> (Selection Board)
4. RECEIVE A CONGRATULATORY LETTER	4.1 PREPARE CONGRATULATORY LETTER TO QUALIFIED APPLICANT/S.		1 DAY	<u>HRMO</u>



5. Comply the required additional documents for appointment & Submit for oath-taking	5.1 INFORM THE QUALIFIED APPLICANT TO SECURE THE ADD'L. REQUIREMENTS		30 MINUTES	<i>HRMO II</i>
	5.2 CHECK/REVIEW THE REQUIREMENTS SUBMITTED		4 HOURS	<i>HRMO II</i>
	5.3 PREPARE APPOINTMENT AND SUPPORTING DOCUMENTS FOR APPROVAL OF THE APPOINTING OFFICER		1 DAY	<i>HRMO II</i>
	5.4 SUBMIT APPOINTMENT TO CSC.		1 DAY	<i>HRMO II</i>
END OF TRANSACTION				



6. LEAVE APPLICATION

This service is a right given to employees who are qualified to avail Vacation, Sick, Maternity, Paternity, Rehabilitation, Parental, 10-day Leave under RA 9262, Special Leave under Magna Carta of Women & Study Leave as per Omnibus Rules on Leave.

OFFICE:	HUMAN RESOURCE MANAGEMENT OFFICE	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS & G2G - GOVERNMENT TO GOVERNMENT	
WHO MAY AVAIL:	EMPLOYEE'S AND ELECTED OFFICIALS OF LGU CAMALANIUGAN	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
VACATION LEAVE OF 30 CALENDAR DAYS OR MORE 1. LEAVE APPLICATION FORM (CSC Form No. 6) 2. CLEARANCE (CSC Form No. 7 series of 2017)		➤ HRMO (TO BE SIGNED BY RESPECTIVE DEPT. HEADS)
SICK LEAVE OF ½ DAY OR MORE THAN 5 DAYS 1. LEAVE APPLICATION FORM (CSC Form No. 6) 2. MEDICAL CERTIFICATE		➤ HRMO ➤ ATTENDING PHYSICIAN
MATERNITY LEAVE/SICK LEAVE FOR 30 CALENDAR DAYS OR MORE 1. LEAVE APPLICATION FORM (CSC Form No. 6) 2. MEDICAL CERTIFICATE 3. CLEARANCE (CSC Form No. 7 series of 2017) 4. PHOTOCOPY OF BIRTH CERTIFICATE OF THE CHILD		➤ HRMO ➤ ATTENDING PHYSICIAN ➤ HRMO (TO BE SIGNED BY RESPECTIVE DEPT. HEADS)
PATERNITY LEAVE 1. LEAVE APPLICATION FORM (CSC Form No. 6) 2. PHOTOCOPY OF BIRTH CERTIFICATE OF THE CHILD		➤ HRMO ➤ LOCAL CIVIL REGISTRAR WHERE THE CHILD WAS BORN
REHABILITATION LEAVE 1. LEAVE APPLICATION FORM (CSC Form No. 6) 2. LETTER OF INTENT 3. POLICE REPORT/BLOTTER, IF ANY 4. MEDICAL CERTIFICATE 5. CLEARANCE (CSC Form No. 7 series of 2017) IF LEAVE IS 30 CALENDAR DAYS OR MORE		➤ HRMO ➤ PERSONAL ➤ POLICE STATION ➤ ATTENDING PHYSICIAN ➤ HRMO (TO BE SIGNED BY RESPECTIVE DEPT. HEADS)



PARENTAL LEAVE TO SOLO PARENT

1. LEAVE APPLICATION FORM (CSC Form No. 6)
2. PHOTOCOPY OF SOLO PARENT ID CARD
(to be attached once in every year)
3. PHOTOCOPY OF BIRTH CERTIFICATE OF
THE CHILD/CHILDREN

Note: (MUST HAVE CHILDREN BELOW 18 YEARS OF AGE OR ABOVE 18 BUT ARE INCAPABLE OF SELF SUPPORT AND/OR MENTALLY/PHYSICALLY CHALLENGED)

- HRMO
- MSWDO
- LOCAL CIVIL REGISTRAR WHERE
THE CHILD WAS BORN

TEN-DAY LEAVE UNDER RA 9262 (ANTI VIOLENCE AGAINST WOMEN AND THEIR CHILDREN)

1. LEAVE APPLICATION FORM (CSC Form No. 6)
2. BARANGAY PROTECTION ORDER
3. TEMPORARY/PERMANENT PROTECTION
ORDER

- HRMO
- BARANGAY
- COURT



SPECIAL LEAVE BENEFITS UNDER MAGNA CARTA OF WOMEN

1. LEAVE APPLICATION FORM (CSC Form No. 6)
2. MEDICAL CERTIFICATE AND MEDICAL RECORDS
3. CLEARANCE (CSC Form No. 7 series of 2017) IF LEAVE IS 30 CALENDAR DAYS OR MORE

- HRMO
- ATTENDING PHYSICIAN
- HRMO (TO BE SIGNED BY RESPECTIVE DEPT. HEADS)

STUDY LEAVE

1. LEAVE APPLICATION FORM (CSC Form No. 6)
2. LETTER OF INTENT APPROVED BY THE LCE
3. CLEARANCE (CSC Form No. 7 series of 2017)
4. SERVICE OBLIGATION CONTRACT

- HRMO
- PERSONAL APPROVED BY LCE
- HRMO
- MAYOR'S OFFICE

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT LEAVE APPLICATION DULY SIGNED BY THE OFFICE HEAD.	1.1 CHECK THE ATTACHMENT AND ENCODE IN THE DATABASE OF LEAVE CREDITS AND CERTIFY AVAILABE LEAVE CREDITS	NONE	15 MINUTES	<u>JOENA C. ALARIAO</u> ADMINISTRATIVE OFFICER IV (HRMO II)
	1.2 RECORD IN THE LOGBOOK OF OFFICIAL LEAVE AND FORWARD FOR APPROVAL OF THE LCE		1 MINUTE	JOB ORDER
2. OBTAIN COPY OF THE LEAVE	SEGGREGATE COPIES OF LEAVE FOR RELEASE (OMA, MTO, HR FILE AND PERSONAL)		5 MINUTES	JOB ORDER
END OF TRANSACTION				



Republic of the Philippines
Region 02
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MUNICIPALITY OF CAMALANIUGAN

BUSINESS PERMIT AND LICENSING *Office*



7. Issuance of Business/Mayor's Permit (New and Renewal, Temporary or Seasonal Vendors and Exhibitors)

This Permit is being issued to Business owners who apply for business permit

OFFICE:	BUSINESS PERMIT AND LICENSING OFFICE		
CLASSIFICATION:	SIMPLE		
TYPE OF TRANSACTION:	G2B - GOVERNMENT TO BUSINESS		
WHO MAY AVAIL:	ALL PROPRIETORS WITH NEW BUSINESS OR WITH EXISTING BUSINESS		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
BARANGAY CLEARANCE		OFFICE OF THE PUNONG BARANGAY	
CTC (CEDULA)		BARANGAY /MUNICIPAL TREASURER'S OFFICE	
POLICE CLEARANCE		MUNICIPAL POLICE STATION	
STOOL/SPUTUM EXAMINATION (FOR FOOD HANDLERS)		MUNICIPAL HEALTH OFFICE	
SANITARY/HEALTH CLEARANCE		MUNICIPAL HEALTH OFFICE / SANITARY INSPECTOR	
MARKET CLEARANCE (FOR STALL HOLDERS)		MUNICIPAL MARKET ADMINISTRATOR	
ZONING CLEARANCE (MPDO)		MUNICIPAL PLANNING AND DEVELOPMENT OFFICE/ZONING ADMINISTRATOR	
BUILDING/OCCUPANCY PERMIT (MEO)		MUNICIPAL ENGINEERING OFFICE	
NFA CLEARANCE (FOR RICE MILLERS, WHOLESALERS AND RETAILERS)		NATIONAL FOOD AUTHORITY	
DTI/SEC/CDA REGISTRATION		DTI / NEGOSYO CENTER	
SSS CLEARANCE		SOCIAL SECURITY SYSTEM	
PHILHEALTH CLEARANCE		PHILHEALTH OFFICE	
FIRE SAFETY INSPECTION CERTIFICATE		BUREAU OF FIRE PROTECTION	
LICENSE TO OPERATE (FOR DRUGSTORES)		FOOD AND DRUG ADMINISTRATOR	



STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. FILE APPLICATION FOR NEW AND RENEWAL BUSINESS APPLICATION.	1.1 VERIFICATIONS OF DOCUMENTS/ REQUIREMENTS.	FEES SHALL BE BASED ON <u>ORDINANCE NO. 2011-04</u>	3-5 MINUTES	<u>FREDERICK JACK M. TAGUPA</u> RCC II /BPLO DESIGNATE <u>LOURDES U. CEPEDA</u> MUNICIPAL TREASURER
2. ONE-TIME ASSESSMENT AND PAYMENT OF TAXES, FEES AND CHARGES.	2.1 RECEIVE PAYMENTS AND ISSUE THE OFFICIAL RECEIPT AND COMMUNITY TAX CERTIFICATE (CTC).		5-10 MINUTES	<u>FLORENDA G. ARCE</u> RCC II <u>MONALISA M. MANANSALA</u> RCC II
3. PRESENT OFFICIAL RECEIPT AND FSIC FOR THE ISSUANCE OF BUSINESS PERMIT.	3.1 ISSUE THE BUSINESS PERMIT, PLATE/STICKER.		10 MINUTES	<u>RELITA U. URSULUM</u> RCC II <u>CELIA U. ASUNCION</u> RCC II <u>MA. VICTORIA D. ALCARION</u> RCC II <u>FREDERICK JACK M. TAGUPA</u> RCC II /BPLO - DESIGNATE
END OF TRANSACTION				



Republic of the Philippines
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MUNICIPALITY OF CAMALANIUGAN

MUNICIPAL ENGINEERING *Office*



8. ISSUANCE OF BUILDING, ELECTRICAL, FENCING, MECHANICAL, DEMOLITION AND SANITARY PERMIT AND OCCUPANCY PERMIT

Provide and manage quality infrastructure facilities and services to the needs of Camalaniugeños in the pursuit of municipal development objectives.

OFFICE:	MUNICIPAL ENGINEERING OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	BUILDING, ELECTRICAL, MECHANICAL & OCCUPANCY PERMIT APPLICANTS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ACCOMPLISHED APPLICATION FORM (5 COPIES)	MUNICIPAL ENGINEERING OFFICE
PLANS AND SPECIFICATION SIGNED AND SEALED (5 SETS)	CLIENTS
ZONING CLEARANCE	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
COMMUNITY TAX CERTIFICATE	OFFICE OF THE PUNONG BARANGAY / MUNICIPAL TREASURER'S OFFICE
TAN/TIN	BIR
OFFICIAL RECEIPT OF PAYMENT	MUNICIPAL TREASURER'S OFFICE

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. FILL-UP APPLICATION FORM AND SUBMIT DOCUMENTARY REQUIREMENTS.	1.1 CHECK, REVIEW AND VERIFY ATTACHED DOCUMENTS AND RECORD TO LOGBOOK. 1.2 CONDUCT INSPECTION OF BUILDING	NONE	1 DAY	<u>HAZEL BASCO</u> Admin Aide VI <u>EDILBERTO AQUINO, JR.</u> Eng'g. Asst. B ENGINEER I
2. PAY THE COMPUTED FEES	2.1 ISSUE ORDER OF PAYMENT.	FEES SHALL BE BASED AS PER SCHEDULE OF FEES STIPULATED IN THE NBC	15 MINUTES	ENGINEERING STAFF & MUNICIPAL TREASURER'S OFFICE



3. PRESENT
OFFICIAL RECEIPT
FOR THE RELEASE
OF PERMIT.

3.1 RECEIVE AND
RECORD OF
PAYMENT

3 MINUTES

HAZEL BASCO
Admin Aide VI

3.2 CONDUCT FINAL
EVALUATION AND
APPROVAL OF
APPLICATION.

10 MINUTES

ROWELL M.
BANGAYAN
MUN. ENGINEER
BLDG. OFFICIAL

4. OBTAIN THE
APPROVED COPY OF
THE APPLIED PERMIT.

3.3 RELEASE THE
APPROVED
APPLICATION.

2 MINUTES

ENGINEERING
STAFF

END OF TRANSACTION



Republic of the Philippines
Region 02
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MUNICIPALITY OF CAMALANIUGAN

MUNICIPAL TREASURER'S *Office*



9. PAYMENT OF REAL PROPERTY TAX

Real Property Tax is an ad valorem tax imposed on real estate paid annually to the Local Government Unit. To be collected every 31st of January each year. However, taxpayers may pay in quarterly basis every: end of each quarter

OFFICE:	MUNICIPAL TREASURER'S OFFICE			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS, G2B - GOVERNMENT TO BUSINESS & G2G - GOVERNMENT TO GOVERNMENT			
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 COPY (ORIGINAL OR PHOTOCOPY) OFFICIAL RECEIPT OF THE LAST PAYMENT OF RPT OR LATEST TAX DECLARATION		FILE COPY OF THE OWNER/ADMINISTRATOR		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT THE OFFICIAL RECEIPT OF THE LAST PAYMENT OF RPT OR LATEST TAX DECLARATION.	1. RECEIVE THE OR OF THE LAST PAYMENT OF RPT OR TAX DECLARATION.	Basic Tax – 1% of the assessed value SEF - 1% of the assessed value (Discount – 15% if paid before Jan. 1 10% if paid on Jan. 1 – March 31 Penalty: 2%/month of delinquency but not to exceed 72%)	5 SECONDS	<u>MA. VICTORIA ALCARION</u> RCC II <u>FLORENDA ARCE</u> RCC III <u>CELIA ASUNCION</u> RCC II <u>MONA LISA MORALES</u> RCC II <u>RELITA URSULUM</u> RCC II
2. PAY TAX DUE	2. COMPUTE FOR THE TAX DUE		2 MINUTES	
3. RECEIVE THE REAL PROPERTY TAX RECEIPT	3.1 ISSUE OFFICIAL RECEIPT	2 SECONDS		
END OF TRANSACTION				



10. ISSUANCE OF COMMUNITY TAX CERTIFICATE

Community Tax Certificate (CTC) or Cedula is a document issued by the Local Government to Individuals and corporations upon payment of the community tax. It is used when conducting transactions in various offices/agencies of the Government.

OFFICE:	MUNICIPAL TREASURER'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS & G2B - GOVERNMENT TO BUSINESS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 COPY (ORIGINAL OR PHOTOCOPY) PREVIOUS COMMUNITY TAX CERTIFICATE OR GIVE/PROVIDE PERSONAL INFORMATION NEEDED		OWNER/ADMINISTRATOR/MUNICIPAL TREASURY OFFICE/RESPECTIVE BARANGAY		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENTS PREVIOUS COMMUNITY TAX CERTIFICATE (CTC) OR GIVE PERSONAL INFORMATION	1.1 FILL UP THE COMMUNITY TAX CERTIFICATE	<p>INDIVIDUAL: BASIC TAX - P 5.00 ADDITIONAL P1.00 FOR EVERY P1,000.00 GROSS RECEIPT FROM BUSINESS, PROFESSION OR REAL PROPERTY BUT NOT TO EXCEED P5,000.00</p> <p>CORPORATION: BASIC TAX – P500.00 ADDITIONAL P2.00 FOR EVERY P5,000.00 GROSS RECEIPTS BUT NOT TO EXCEED P10,000.00</p>	2 MINUTES	<p><u>MA VICTORIA ALCARION</u> RCC II</p> <p><u>FLORENDA ARCE</u> RCC III</p> <p><u>CELIA ASUNCION</u> RCC II</p> <p><u>MONA LISA MORALES</u> RCC II</p> <p><u>RELITA URSULUM</u> RCC II</p>



2. SIGN OR AFFIX THUMB MARK ON THE COMMUNITY TAX CERTIFICATE AND PAY TAX DUE	2.1 COMPUTE THE REQUIRED FEES AND RECEIVE PAYMENT		30 SECONDS	ALL RCC II
3. RECEIVE THE ORIGINAL COPY OF THE COMMUNITY TAX CERTIFICATE	3.1 ISSUE THE COMMUNITY TAX CERTIFICATE		2 SECONDS	ALL RCC II
END OF TRANSACTION				



11. ISSUANCE OF TAX CLEARANCE

Tax Clearance is a certification issued by the Municipal Treasurer, certifying that Real Property Tax has been paid for the Current Year. Tax Clearance

OFFICE:	MUNICIPAL TREASURER'S OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS, G2B - GOVERNMENT TO BUSINESS & G2G - GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. COPY UPDATED REAL PROPERTY TAX PAYMENT		FILE COPY OF THE OWNER/ADMINISTRATOR		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENTS UPDATED OFFICIAL RECEIPT OF RPT OR LATEST TAX DECLARATION	1.1 CHECK THE LATEST PAYMENT OF RPT		2 MINUTES	<u>MA VICTORIA ALCARION</u> RCC II
2. PAY TAX DUE	1.2 PREPARE TAX CLEARANCE		30 SECONDS	<u>FLORENDA ARCE</u> RCC III
3. RECEIVE THE TAX CLEARANCE	1.3 RELEASE TAX CLEARANCE	CERTIFICATION FEE - P100.00 DOCUMENTARY STAMP – P30.00	2 SECONDS	<u>CELIA ASUNCION</u> RCC II <u>MONA LISA MORALES</u> RCC II <u>RELITA URSULUM</u> RCC II
END OF TRANSACTION				



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MUNICIPAL AGRICULTURE *Office*



12. CONDUCT OF TECHNICAL ASSISTANCE ON PEST AND DISEASE MONITORING

Provides free technical / extension services in the areas of crop production and crop protection.

OFFICE:	MUNICIPAL AGRICULTURE OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	FARMERS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PROOF OF POSSESSION OR OWNERSHIP OF PROPERTY		MUNICIPAL TREASURER'S OFFICE		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN THE LOGBOOK	1.1 INTERVIEW FARMER'S CROPS PROBLEM	NONE	5 MINUTES	CONCERNED AT/MA
2. ACCOMPANY ATs WHERE THE AREA IS LOCATED	2.1 ACTUAL FIELD VISITATION; CONDUCT DIAGNOSIS	NONE	1 DAY	CONCERNED AT/MA
3. FOLLOW-UP AFTER (3)DAYS	3.1 ACTUAL VISITATION	NONE	1 DAY	CONCERNED AT/MA
END OF TRANSACTION				



13. CONDUCT OF TECHNICAL ASSISTANCE ON PEST AND DISEASE MONITORING

Provides free technical / extension services in the areas of fish production and crop protection.

OFFICE:	MUNICIPAL AGRICULTURE OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	FISHERIES

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PROOF OF POSSESION OR OWNERSHIP OF PROPERTY		MUNICIPAL TREASURER'S OFFICE		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN THE LOGBOOK	1.1 CONDUCT INTERVIEW ON FISHERFOLK ISSUES	NONE	5 MINUTES	CONCERNED AT/MA
	2.1 PROVIDE TECHNICAL ADVISE	NONE	10 MINUTES	CONCERNED AT/MA
	3.1 CONDUCT MONITORING ACTIVITIES	NONE	30 MINUTES	CONCERNED AT/MA
END OF TRANSACTION				



14. DIAGNOSIS AND/OR TREATMENT OF ANIMAL DISEASES

Provides free technical / extension services on livestock production, consultation, treatment and vaccination.

OFFICE:	MUNICIPAL AGRICULTURE OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C – GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANIMAL RAISER

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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PROOF OF POSSESSION OR OWNERSHIP OF PROPERTY	MUNICIPAL TREASURER'S OFFICE
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN THE LOGBOOK	1.1 VERIFY PROOF OF OWNESHIP	NONE	5 MINUTES	Concerned AT/MA
	2.1 CONDUCT TREATMENT	NONE	1 DAY	Concerned AT/MA
	3.1 CONDUCT CHECK-UP HEALTH STATUS	NONE	1 DAY	Concerned AT/MA

END OF TRANSACTION



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MUNICIPAL PLANNING & DEVELOPMENT *Office*



15. ISSUANCE OF CERTIFICATE OF ZONING COMPLIANCE (based on the LGU's Revenue code)

No building or structure (even a part of it) can be constructed, reconstructed, extended or structurally altered until an Application for a Certificate of Zoning Compliance has been approved. The Zoning Compliance certificate ensures the plan and/or proposed structure is correctly zoned for the proposed business use and meets all provisions of the Zoning rules and Ordinances within the site area.

OFFICE:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
CLASSIFICATION:	HIGHLY TECHNICAL
TYPE OF TRANSACTION:	G2C – GOVERNMENT TO CITIZENS, G2B – GOVERNMENT TO BUSINESS & G2G – GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	GENERAL PUBLIC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3 COPIES (ORIGINAL) OF DULY ACCOMPLISHED AND NOTARIZED APPLICATION FORM	OFFICE OF THE ZONING ADMINISTRATOR
3 COPIES (PHOTOCOPY) OF TITLE AND LATEST TAX DECLARATION IN THE NAME OF THE APPLICANT	/OFFICE OF THE ASSESSOR INCASE NO PERSONAL COPY
<ul style="list-style-type: none"> ✓ CERTIFIED TRUE COPY OF LATEST TAX DECLARATION IN THE NAME OF THE APPLICANT ✓ PRO-FORMA AFFIDAVIT <p>IN CASE THE LOT WHERE THE PROPOSED PROJECT WILL BE CONSTRUCTED IS NOT YET REGISTERED IN THE NAME OF THE APPLICANT, SUBMIT THE FF:</p> <ul style="list-style-type: none"> ➤ A DULY NOTARIZED DEED OF SALE OR ➤ A DEED OF DONATION, OR CONTRACT OF LEASE OR ➤ AUTHORIZATION TO USED LAND, PHOTOCOPY OF THE OWNER'S ➤ CERTIFICATE OF TITLE, LATEST TAX DECLARATION ➤ VICINITY MAP ➤ SITE DEVELOPMENT PLAN ➤ BILL OF MATERIALS <p>ADDITIONAL REQUIREMENTS FOR ENVIRONMENTALLY CRITICAL PROJECTS:</p> <ul style="list-style-type: none"> ➤ ENVIRONMENTAL CLEARANCE AND ENVIRONMENTAL IMPACT ASSESSMENT OR ECOLOGICAL SITE ASSESSMENT, PROPONENT OF HOSPITAL ASPECTS. ✓ FOR PROJECTS/PROGRAMS IMPLEMENTED BY GOVERNMENT AUTHORITIES REQUIRING ENVIRONMENTAL CLEARANCE ✓ CERTIFICATE (ECC), SUBMIT A SOCIAL ACCEPTABILITY ENDORSEMENT BY THE LGU, THRU THE SANGGUNIANG BARANGAY OR SANGGUNIANG BAYAN <p>(3 COPIES EACH REQUIREMENT)</p>	<p>TO BE PRODUCED BY THE APPLICANT</p>



STEPS/PROCEDURES	AGENCY ACTIONS	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT APPLICATION FORM AND REQUIREMENTS FOR ASSESSMENT AND EVALUATION AND WAIT SCHEDULE FOR THE CONDUCT OCULAR INSPECTION ON THE PROJECT SITE PROVIDED REQUIREMENTS ARE COMPLETE	1.1 EVALUATION OF THE DOCUMENTS SUBMITTED BY THE FOCAL INSPECTION OF THE PHYSICAL PROJECT	3 DAYS	<u>JACQUELINE U. BUCAYU</u> PROJECT DEVELOPMENT AASISTANT
2. PAY REQUIRED ZONING FEE	2.1 PREPARATION OF CZC OR TUP	5 MINUTES	ALL RCC II
3.OBTAIN CERTIFICATE OF ZONINGCOMPLIANCE	3.1 RELEASE THE CERTIFICATE OF ZONINGCOMPLIANCE	10 MINUTES	<u>JACQUELINE U. BUCAYU</u> PROJECT DEVELOPMENT AASISTANT

FEEES TO BE PAID (IF ANY)ZONING / LOCATIONAL CLEARANCE

SINGLE RESIDENTIAL STRUCTURE ATTACHED OR DETACHED

A. P100,000.00 AND BELOW	300.00
B. OVER P100,000.00 TO P200,000.00	500.00
C. OVER P200,000.00	600.00 + 1 / 10 OF 1% IN EXCESS OF 200,000.00

APARTMENTS / TOWNHOUSE

A. P500,000.00 AND BELOW	1,100.00
B. OVER P500,000.00 TO P2 MILLION	1,700.00
C. OVER P2 MILLION	3,000.00 + 1 / 10 OF 1% IN EXCESS OF P2 MILLION



<i>DORMITORIES</i>	
A. P2 MILLION	3,000.00
B. OVER P2 MILLION	3,000.00 + 1 / 10 OF 1% IN EXCESS OF P2 MILLION
<i>INSTITUTIONAL (PROJECT COST OF WHICH IS)</i>	
A. BELOW P2 MILLION	2,500.00
B. OVER P2 MILLION	2,500.00 + 1 / 10 OF 1% IN EXCESS OF P2 MILLION
<i>COMMERCIAL, INDUSTRIAL AND AGRO-INDUSTRIAL</i>	
A. BELOW P100,00.00	1,500.00
B. OVER P100,000.00 TO P500,000.00	2,000.00
C. OVER P1500,000.00 TO P1 MILLION	2,500.00
D. OVER P1 MILLION TO P2 MILLION	3,500.00
E. OVER P2 MILLION	5,500.00 + 1 / 10 OF 1% IN EXCESS OF P2 MILLION
<i>GASOLINE STATION, COLL SITES., SLAUGHTER HOUSE, TREATMENT PLANT, ETC.</i>	
A. BELOW P2 MILLION	5,500.00
B. OVER P2 MILLION	5,500.00 + 1 / 10 OF 1% IN EXCESS OF P2 MILLION
<i>INSPECTION AND PROCESSING FEES</i>	
A. INSPECTING FEE	100.00
B. PROCESSING FEE	100.00



15. ISSUANCE OF CERTIFICATE FOR LAND USE RECLASSIFICATION

The Issuance of Certificate for Land Use Reclassification is a pre-requisite in the processing and issuance of Land Use Conversion Certificate by the Department of Agrarian Reform

OFFICE:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS & G2B - GOVERNMENT TO BUSINESS
WHO MAY AVAIL:	GENERAL PUBLIC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CERTIFICATE OF TITLE	REGISTRY OF DEEDS INCASE NO AVAILABLE COPY
LATEST TAX DECLARATION	ASSESSOR'S OFFICE INCASE NO AVAILABLE COPY
MAO CERTIFICATION THAT SUBJECT LOT IS NOT SUITABLE FOR AGRICULTURAL PURPOSES	MUNICIPAL AGRICULTURE OFFICE
SKETCH PLAN <i>(1 COPY/REQUIREMENT)</i>	GEODETTIC ENGINEER
VICINITY MAP	TO BE PRODUCED BY THE APPLICANT

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS FOR REVIEW	1.1 REVIEW OF DOCUMENTS SUBMITTED AND CONDUCT INSPECTION	<u>P 280.00</u> ZONING FEE - 150.00 INSPECTION FEE -150.00 DOCUMENTARY STAMP - 30.00	5 MINUTES	<u>JACQUELINE U. BUCAYU</u> PROJECT DEV'T. ASSISTANT
2. PAY REQUIRED FEE	2.1 CHECK OFFICIAL RECEIPT & PREPARE CERT. OF LAND USE RECLASSIFICATION		5 MINUTES	TREASURY PERSONNEL
3. SIGN AND OBTAIN THE ZONING CERTIFICATION.	3.1 PREPARE ZONING CERT. FOR RECLASSIFICATION		10 MINUTES	<u>JACQUELINE U. BUCAYU</u> PROJECT DEV'T. ASSISTANT

END OF TRANSACTION



16. ISSUANCE OF CERTIFICATE OF ZONING VIABILITY

The proposed project can support economic based activities, vital community services and facilities while at the same time posing no adverse effect on the zone/community

OFFICE:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2B - GOVERNMENT TO BUSINESS
WHO MAY AVAIL:	GENERAL PUBLIC

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
LEASE CONTRACT AGREEMENT IF PLACE OF BUSINESS IS RENTED		LESSOR		
BARANGAY CERTIFICATION STATING THAT THE PROPOSED/EXISTING PROJECT HAS NO NEGATIVE IMPACT WITHIN THE VICINITY (1 COPY/REQUIREMENT)		OFFICE OF THE PUNONG BARANGAY WHERE THE BUSINESS IS LOCATED		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS FOR REVIEW	1.1 REVIEW OF DOCUMENTS SUBMITTED AND CONDUCT INSPECTION	<u>P380.00</u>	5 MINUTES	<u>JACQUELINE U. BUCAYU</u> PROJECT DEV'T. ASSISTANT
2. PAY REQUIRED FEE	2.1 CHECK OFFICIAL RECEIPT & PREPARE CERT. OF ZONING VIABILITY		10 MINUTES	TREASURY PERSONNEL
3. SIGN AND ISSUE THE ZONING CERTIFICATION.	3.1 PREPARE CERTIFICATE OF ZONING VIABILITY CERTIFICATION		10 MINUTES	<u>JACQUELINE U. BUCAYU</u> PROJECT DEV'T. ASSISTANT
END OF TRANSACTION				



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MUNICIPAL SOCIAL WELFARE & DEVELOPMENT *Office*



17. PROVISION OF AID TO INDIVIDUALS IN CRISIS SITUATION (AICS)

The Financial Assistance to Individuals in Crisis Situation (AICS) is part of the DSWD's menu under protective services for the marginalized and disadvantaged individuals. It is included in the devolution of services to the LGUs per the Local Government Code of 1991, the LGU continue to dispense the service as a form of augmentation support.

The Financial assistance may be in the form of the following: Burial, Medical, Transportation, and Food Assistance.

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE	
CLASSIFICATION:	SIMPLE	
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS	
WHO MAY AVAIL:	INDIGENT RESIDENTS OF CAMALANIUGAN	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ FOR BURIAL ASSISTANCE		
REGISTERED DEATH CERTIFICATE - 3 PHOTOCOPIES		LOCAL CIVIL REGISTRAR
FUNERAL CONTRACT, IF ANY - 3 PHOTOCOPIES		FUNERAL SERVICE
BARANGAY ENDORSEMENT/ CERTIFICATE OF INDIGENCE - 1 ORIG, 2 PHOTOCOPIES		BARANGAY HALL
OBLIGATION REQUEST - 4 COPIES		MSWDO
VALID ID 1(TO BE PRESENTED)		
➤ FOR MEDICAL ASSISTANCE		
MEDICAL CERTIFICATE / ABSTRACT / PRESCRIPTION/ HOSPITAL BILL / LABORATORY REQUEST (LATEST)- 3 PHOTOCOPIES		HEALTH CLINIC / HOSPITAL
BARANGAY ENDORSEMENT / CERTIFICATE OF INDIGENCY - 1 ORIG, 2 PHOTOCOPIES		BARANGAY HALL
VALID ID 1 (TO BE PRESENTED)		
➤ FOR TRANSPORTATION / FOOD/FINANCIAL ASSISTANCE		
BARANGAY ENDORSEMENT / CERTIFICATE OF INDIGENCY PUNONG BARANGAY - 1 ORIG, 2 PHOTOCOPIES		BARANGAY HALL
VALID ID 1(TO BE PRESENTED)		CLIENT
➤ FOR ASSISTANCE TO FIRE VICTIM		
BARANGAY ENDORSEMENT / CERTIFICATE OF INDIGENCY PUNONG BARANGAY - 1 ORIG, 2 PHOTOCOPIES		BARANGAY HALL
CERTIFICATION OF BUREAU OF FIRE PROTECTION (3 PHOTOCOPIES)		BFP
VALID ID 1 (TO BE PRESENTED)		



STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS FOR ASSISTANCE AND UNDERGO INTERVIEW	1.1 CHECK COMPLETENESS OF REQUIREMENTS & PREPARES SUMMARY OF FINDINGS AND CERTIFICATE OF ELIGIBILITY FOR APPROVAL OF THE MAYOR.	NONE	15 MINUTES	<u>MA. CORAZON C. URSULUM</u> MSWDO
	1.2 PREPARES VOUCHER, REQUEST OF ALLOTMENT OBLIGATION AND SIGN ENDORSEMENT OF DOCUMENTS		5 MINUTES	<u>CLAIRE ANN A. REYES</u> SOCIAL WELFARE OFFICER
	1.3 RECORDS NAME, ADDRESS, NAME OF PATIENT, AND AMOUNT OF ASSISTANCE IN THE LOG BOOK.		1 MINUTE	<u>FEN CLAIRE C. COLLADO</u> SOCIAL WELFARE ASST. <u>GIGI I. CASTILLA</u> SOCIAL WELFARE ASST.
2. PROCEED TO MUNICIPAL BUDGET OFFICE	2.1 CHARGING OF FUND	NONE	5 MINUTES	<u>CHRISMAE UBIAS</u> JOB ORDER
3. PROCEED TO ACCOUNTING OFFICE	3.1 PREPARE & APPROVAL OF JOURNAL ENTRY VOUCHER (JEV)	NONE	5 MINUTES	<u>SUSAN ORATA</u> MBO
4. PROCEED TO MUN. TREASURER'S OFFICE AND RECEIVE FINANCIAL ASSISTANCE	4.1 APPROVAL OF VOUCHER	NONE	2 MINUTES	<u>MERCENIÑA A. CASIBANG</u> Mun. Accountant
	4.2 RELEASE OF FINANCIAL ASSISTANCE		5 MINUTES	<u>LOURDES U. CEPEDA</u> Mun. Treasurer <u>GRECY URMATAM</u> Disbursing Officer II
END OF TRANSACTION				



18. PREPARATION OF SOCIAL CASE STUDY REPORT (SCSR)

Referral for financial assistance to other government agencies

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BARANGAY CERTIFICATE OF INDIGENCY OF CLIENT (1 ORIGINAL COPY)		RESPECTIVE BARANGAY		
LATEST MEDICAL CERTIFICATE OR MEDICAL ABSTRACT WITH DATE OF ISSUANCE, COMPLETE NAME, SIGNATURE AND LICENSE NUMBER OF THE ATTENDING PHYSICIAN (ISSUED WITHIN 3 MONTHS) (3 XEROX COPIES)		ATTENDING PHYSICIAN		
MEDICAL ABSTRACT (1 ORIGINAL COPY)		ATTENDING PHYSICIAN		
LETTER OF REQUEST OF CLIENT ADDRESS TO THE HEAD OF AGENCY WHERE HE/SHE SUBMITS SCSR (1 COPY)		CLIENT		
VALID I.D. OF CLAIMANT (1 XEROX COPY)		CLIENT		
CERTIFICATE OF NO PROPERTY LANDHOLDING FORM (1 ORIGINAL COPY)		MUNICIPAL ASSESSOR'S OFFICE		
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	PERSON RESPONSIBLE (NAME & DESIGNATION)
1. SUBMITS REQUIREMENTS AND UNDERGO INTERVIEW	1.1 CHECK COMPLETENESS OF REQUIREMENTS	NONE	10 MINUTES	MA. CORAZON C. URSULUM MSWDO CLAIRE ANN A. REYES SOCIAL WELFARE OFFICER FEN CLAIRE C. COLLADO SOCIAL WELFARE ASST. GIGI I. CASTILLA SOCIAL WELFARE ASST. MA. CORAZON C. URSULUM MSWDO
	1.2 CONDUCTS INTAKE INTERVIEW AND COLLATERAL INTERVIEW FOR BACKGROUND INFORMATION OF THE CLIENT		30 MINUTES	
	1.3 HOME VISIT		2 HOURS	
	1.4 PREPARATION OF SOCIAL CASE STUDY REPORT		1 HOUR	
	1.5 APPROVAL OF THE MSWDO & RECORD IN THE LOGBOOK.		5 MINUTES	
2. OBTAIN THE SOCIAL CASE STUDY REPORT	2.1 RELEASE SOCIAL CASE STUDY REPORT			JOB ORDER
END OF TRANSACTION				



19. ISSUANCE OF REFERRAL LETTER

Referral letters are issued for financial assistance on Medical and Educational Assistance from DSWD Regional Office 2.

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE			
CLASSIFICATION:	COMPLEX			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
➤ REFERRAL FOR MEDICAL ASSISTANCE				
BARANGAY CERTIFICATE OF INDIGENCY OF CLIENT (1 ORIGINAL COPY)		RESPECTIVE BARANGAY		
LATEST MEDICAL CERTIFICATE OR MEDICAL ABSTRACT WITH DATE, SIGNATURE AND LICENSE NUMBER OF THE ATTENDING PHYSICIAN (ISSUED WITHIN 3 MONTHS) (1 ORIGINAL COPY)		ATTENDING PHYSICIAN		
VALID I.D. OF CLAIMANT (1 XEROX COPY)		CLIENT		
ACCOMPLISHED INTAKE FORM (1 COPY)		MSWDO		
➤ REFERRAL FOR EDUCATIONAL ASSISTANCE				
BARANGAY CERTIFICATE OF INDIGENCE OF CLIENT (1 ORIGINAL COPY)		RESPECTIVE BARANGAY		
VALID I.D. OF CLAIMANT (1 XEROX COPY)		CLIENT		
LATEST ASSESSMENT/ENROLLMENT FORM (1 ORIGINAL COPY)		IN SCHOOL		
STUDENT I.D. (2 XEROX COPY)		STUDENT		
CERTIFICATE OF NO PROPERTY LANDHOLDING FORM (1 ORIGINAL COPY)		MUNICIPAL ASSESSOR'S OFFICE		
ACCOMPLISHED INTAKE FORM (1 COPY)		MSWDO		
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	PERSON RESPONSIBLE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS AND UNDERGO INTERVIEW	1.1 CHECK COMPLETENESS & AUTHENTICITY OF REQUIREMENTS SUBMITTED	NONE	15 MINUTES	<u>MA. CORAZON C. URSULUM</u> MSWDO
	1.2 CONDUCT INTAKE INTERVIEW TO CLIENT			<u>CLAIRE ANN A. REYES</u> SOCIAL WELFARE OFFICER
	1.3 PREPARATION OF REFERRAL LETTER			<u>GIGI I. CASTILLA</u> SOCIAL WELFARE ASST. <u>FEN CLAIRE C. COLLADO</u> SOCIAL WELFARE ASST.



	1.4 RECORD IN THE LOGBOOK FOR APPROVAL OF THE MSWDO			CHRISMAE UBIAS JOB ORDER
2. OBTAIN THE REFERRAL LETTER FOR F/A	2.1 RELEASE OF REFERRAL LETTER	NONE	1 MINUTE	
END OF TRANSACTION				



20. VIOLENCE AGAINST WOMEN AND CHILDREN (VAW-C)

Legal assistance to women and girls victims of violence

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE			
CLASSIFICATION:	HIGHLY TECHNICAL			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BARANGAY CERTIFICATE OF INDIGENCE OF CLIENT (1 ORIGINAL COPY)		RESPECTIVE BARANGAY		
POLICE BLOTTER (1 ORIGINAL COPY)		PHILIPPINE NATIONAL POLICE		
COPY OF CASE FILED IN COURT (1 ORIGINAL COPY)		REGIONAL TRIAL COURT		
MEDICAL CERTIFICATE (BATTERED AND RAPE CASE)		ATTENDING PHYSICIAN		
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	PERSON RESPONSIBLE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS AND IS INTERVIEWED	1.1 CHECK COMPLETENESS OF REQUIREMENTS	NONE	10 MINUTES	<u>MA. CORAZON C. URSULUM</u> MSWDO
	1.2 CONDUCT INTAKE INTERVIEW TO CLIENT		30 MINUTES	<u>CLAIRE ANN A. REYES</u> SOCIAL WELFARE OFFICER
	1.3 HOME VISIT		4 HOURS	<u>FEN CLAIRE C. COLLADO</u> SOCIAL WELFARE ASST.
	1.4 COLLATERAL INTERVIEW			<u>GIGI I. CASTILLA</u> SOCIAL WELFARE ASST.
	1.5 RESCUE THE VICTIM WITH LAW ENFORCER (IF NECESSARY)			
2. COMMIT HERSELF TO THE INSTITUTION	ASSIST CLIENT IN FILING CASE IN COURT		1 DAY	REGIONAL TRIAL COURT
END OF TRANSACTION				



21. COURT RELATED CASES FOR MINOR (ALL TYPES OF CRIMES)

Legal assistance to children in conflict of the law

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE			
CLASSIFICATION:	HIGHLY TECHNICAL			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	CHILDREN IN CONFLICT OF THE LAW			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
COPY OF BIRTH CERTIFICATE/NSO (1 XEROX COPY)		MUNICIPAL CIVIL REGISTRAR		
MEDICAL CERTIFICATE (1 ORIGINAL COPY)		ATTENDING PHYSICIAN		
POLICE BLOTTER (1 ORIGINAL COPY)		PHILIPPINE NATIONAL POLICE		
COPY OF CASE OF THE MINOR (CASE STUDY REPORT 1 ORIGINAL COPY)		MSWDO		
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	PERSON RESPONSIBLE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS AND UNDERGO INTERVIEW	1.1 CHECK COMPLETENESS OF REQUIREMENTS	NONE	30 MINUTES	MA. CORAZON C. URSULUM MSWDO
	1.2 CONDUCT INTAKE INTERVIEW TO CLIENT		1 HOUR	CLAIRE ANN A. REYES SOCIAL WELFARE OFFICER
	1.3 HOME VISIT		2 HOURS	FEN CLAIRE C. COLLADO SOCIAL WELFARE ASST. GIGI I. CASTILLA SOCIAL WELFARE ASST. CHRISMAE UBIAS JOB ORDER
	1.4 COLLATERAL INTERVIEW		2 HOURS	
	1.5 PREPARATION OF SOCIAL CASE STUDY THRU COURT ORDER		2 HOURS	
	1.6 RELEASE SOCIAL CASE STUDY REPORT			
2. WAIT FOR COURT DECISION	2.1 REFERRAL TO INSTITUTION/REHAB	NONE	1 DAY	DSWD REGIONAL HAVEN FOR WOMEN AND GIRLS
3. OBTAIN CERTIFICATION FROM DSWD REGIONAL OFFICE	3.1 ASSIST/BRING MINOR TO RECEPTION OF STUDY CENTER FOR CHILDREN (RSCC)	NONE	2 DAYS	DSWD R02/MSWDO & STAFF
END OF TRANSACTION				



22. ANNULMENT OF MARRIAGE

Legal assistance to partners/spouses seeking for annulment

OFFICE:	MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE			
CLASSIFICATION:	HIGHLY TECHNICAL			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	PARTNERS/SPOUSES SEEKING FOR ANNULMENT			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
COPY OF REPORT OF THE PSYCHOLOGIST		PSYCHOLOGIST		
COPY OF CASE OF NULLITY OF MARRIAGE		REGIONAL TRIAL COURT		
COURT ORDER FOR PREPARATION OF THE SOCIAL CASE STUDY REPORT (1 ORIGINAL COPY)		REGIONAL TRIAL COURT		
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	PERSON RESPONSIBLE (NAME & DESIGNATION)
1. SUBMIT REQUIREMENTS AND UNDERGO INTERVIEW	1.1 CHECK COMPLETENESS OF REQUIREMENTS 1.2 CONDUCT INTAKE INTERVIEW TO CLIENT 1.3 COLLATERAL INTERVIEW 1.4 HOME VISIT 1.5 PREPARED SOCIAL CASE STUDY THRU COURT ORDER	NONE	20 WORKING DAYS	MA. CORAZON C. URSULUM MSWDO CLAIRE ANN A. REYES SOCIAL WELFARE OFFICER FEN CLAIRE C. COLLADO SOCIAL WELFARE ASST. GIGI I. CASTILLA SOCIAL WELFARE ASST.
2. OBTAIN SOCIAL CASE STUDY REPORT	2.1 RELEASE SOCIAL CASE STUDY REPORT			
END OF TRANSACTION				



Republic of the Philippines
Region 02
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MUNICIPALITY OF CAMALANIUGAN

MUNICIPAL CIVIL REGISTRAR'S *Office*



23. TIMELY REGISTRATION OF CERTIFICATE OF LIVE BIRTH

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of person shall be recorded. The birth of a child must be registered with thirty (30) days from birth at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANY PERSON DURING HIS/HER LIFETIME MAY SEEK FOR THE REGISTRATION OF HIS/HER CERTIFICATE OF LIVE BIRTH (COLB) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON BORN WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF LIVE BIRTH FORM		MCRO/HOSPITAL		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. WRITE AND SUBMIT FILL UP FORMS DULY SIGNED BY THE BIRTH ATTENDANT AND INFORMANT.	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW 1.2 PREPARE AND PRINT	NONE	5 MINUTES -	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	PROCESSING FEE - <u>P 75.00</u> DOCUMENTARY STAMP - <u>P 30.00</u>		TREASURY PERSONNEL
3. RECEIVE ACCOMPLISHED COLB, SIGN AND LOG	3.1 SIGN AND RELEASE COPIES OF THE COLB		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



24. TIMELY REGISTRATION OF CERTIFICATE OF MARRIAGE

The marriage of a couple must be registered fifteen(15) days from the date of event and thirty (30) days if the marriage is solemnize under article 34 at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	EITHER BOTH PARTIES DURING THEIR LIFETIME MAY SEEK FOR THE REGISTRATION OF THEIR CERTIFICATE OF MARRIAGE (COM) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON MARRIED WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF MARRIAGE FORM		MCRO/MO/MTC/CHURCH		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. WRITE AND SUBMIT FILL UP FORMS DULY SIGNED BY THE SOLEMNIZING OFFICER AND WITNESSES	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW 1.2 PREPARE AND PRINT REGISTRY NUMBER	-	5 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	SOLEMNIZATION FEE <u>PHP. 200.00</u> SPONSOR FEE <u>PHP. 100.00/PERSON</u>		TREASURY PERSONNEL
3. RECEIVE ACCOMPLISHED COM, SIGN AND LOG	3.1 SIGN AND RELEASE COPIES OF THE COM		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



25. TIMELY REGISTRATION OF CERTIFICATE OF DEATH

The death of a person must be registered within the thirty (30) days from date of death at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	NEAREST RELATIVE MAY SEEK FOR THE REGISTRATION OF THEIR RELATIVE'S CERTIFICATE OF DEATH (COD) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON DIED WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF DEATH FORM		MCRO/HOSPITAL		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. WRITE AND SUBMIT FILL UP FORMS DULY SIGNED BY THE MUNICIPAL HEALTH OFFICER, INFORMANT AND EMBALMER	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW 1.2 PREPARE AND PRINT	-	5 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	TRANSFER OF CADAVER <u>PHP. 100.00</u> NEW CONSTRUCTION OF TOMB <u>PHP. 1,600.00</u> ADDITIONAL LAYER <u>PHP. 1,350.00</u> OPENING OF TOMB <u>PHP. 100.00</u> EXHUMATION <u>PHP. 100.00</u> ARREARS <u>PHP. 40.00/YEAR</u> BURIAL FEE <u>PHP. 100.00</u>		TREASURY PERSONNEL



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3. RECEIVE
ACCOMPLISHED
COD, SIGN AND LOG

3.1 SIGN AND
RELEASE COPIES OF
THE COD

3 MINUTES

CHERRY S.
CALPITO
MUNICIPAL CIVIL
REGISTRAR

END OF TRANSACTION



26. APPLICATION FOR DELAYED REGISTRATION OF CERTIFICATE OF LIVE BIRTH

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of person shall be recorded. The birth of a child must be registered with thirty (30) days from birth at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANY PERSON DURING HIS/HER LIFETIME MAY SEEK FOR THE REGISTRATION OF HIS/HER CERTIFICATE OF LIVE BIRTH (COLB) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON BORN WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ORIGINAL COPIES OF UNREGISTERED COLB		MCRO/HOSPITAL/OWNER		
PSA NEGATIVE CERTIFICATION OF BIRTH		PSA		
AFFIDAVIT OF TWO DISINTERESTED PERSONS		NOTARY PUBLIC		
BAPTISMAL CERTIFICATE		CHURCH		
SCHOOL RECORDS		SCHOOL ADMIN. OFFICER		
BARANGAY CERTIFICATION FOR LATE REGISTRATION OF BIRTH		BARANGAY		
MARRIAGE CERTIFICATE (IF THE APPLICANT IS MARRIED)		MCRO/PSA		
CEDULA OR ANY VALID ID		BARANGAY/MTO/GOV. AGENCIES		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. WRITE AND SUBMIT FILL UP FORMS DULY SIGNED BY THE BIRTH ATTENDANT AND INFORMANT	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW 1.2 PREPARE AND PRINT	-	10 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER



2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	PROCESSING FEE <u>PHP. 75.00</u> DOCUMENTARY STAMP <u>PHP. 30.00</u> SECRETARY'S FEE <u>PHP. 50.00</u> CEDULA MIN. OF <u>PHP. 50.00</u> BASIC CEDULA <u>PHP. 5.00</u>		TREASURY PERSONNEL
3.CONFIRM/CHECK NOTICE HAS BEEN POSTED IN THE BULLETIN BOARD	3.1 POSTING OF NOTICE FOR LATE REGISTRATION OF COLB		10 DAYS	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
4. RECEIVE ACCOMPLISHED COLB, SIGN AND LOG	3.1 SIGN AND RELEASE COPIES OF THE COLB		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



27. APPLICATION FOR DELAYED REGISTRATION OF CERTIFICATE OF MARRIAGE

The marriage of a couple must be registered fifteen(15) days from the date of event and thirty (30) days if the marriage is solemnize under article 34 at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	EITHER BOTH PARTIES DURING THEIR LIFETIME MAY SEEK FOR THE REGISTRATION OF THEIR CERTIFICATE OF MARRIAGE (COM) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON MARRIED WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ORIGINAL COPY OF UNREGISTERED COM	MCRO/OWNER/MTC/MO
PSA NEGATIVE CERTIFICATION OF MARRIAGE	PSA
AFFIDAVIT OF TWO DISINTERESTED PERSONS	NOTARY PUBLIC
AFFIDAVIT OF HUSBAND AND WIFE, WEDDING PICTURES, COPY OF MARRIAGE LICENSE AND AFFIDAVIT EXECUTED BY THE SOLEMNIZING OFFICER OR PERSON REPORTING/PRESENTING OTHER MARRIAGE FOR REGISTRATION	NOTARY PUBLIC
CEDULA OR ANY VALID ID	BARANGAY/MTO/GOV. AGENCIES

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT FILLED-UP FORMS DULY SIGNED BY THE SOLEMNIZING OFFICER AND WITNESSES	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW 1.2 PREPARE AND PRINT	-	10 MINUTES	LUZ C. BAÑADA ADMINISTRATIVE OFFICER I RICHARD B. BRITO ASSISTANT REGISTRATION OFFICER



2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	PROCESSING FEE <u>PHP. 75.00</u> DOCUMENTARY STAMP <u>PHP. 30.00</u> SECRETARY'S FEE <u>PHP. 50.00</u> CEDULA MIN. OF <u>PHP. 50.00</u> BASIC CEDULA <u>PHP. 5.00</u>		TREASURY PERSONNEL
3.CONFIRM/CHECK COM HAS BEEN POSTED IN THE BULLETIN BOARD	3.1 POSTING OF NOTICE FOR LATE REGISTRATION OF COM		10 DAYS	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
4. RECEIVE ACCOMPLISHED COM, SIGN AND LOG	4.1 SIGN AND RELEASE COPIES OF THE COM		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



28. APPLICATION FOR DELAYED REGISTRATION OF CERTIFICATE OF DEATH

The death of a person must be registered within the thirty (30) days from date of death at the Municipal Civil registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	NEAREST RELATIVE MAY SEEK FOR THE REGISTRATION OF THEIR RELATIVE'S CERTIFICATE OF DEATH (COD) AND FOLLOWING THE LEGAL MAXIM "THE PLACE OF OCCURRENCE IS THE PLACE OF REGISTRATION" ANY PERSON DIED WITHIN THE TERRITORIES AND JURISDICTION OF CAMALANIUGAN SHOULD BE REGISTERED BEFORE THE CIVIL REGISTRAR'S OFFICE OF CAMALANIUGAN, CAGAYAN.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ORIGINAL COPY OF UNREGISTERED OR COD CERTIFICATE OF DEATH (PREPARED BY HOSPITALS)	MCRO/OWNER/MTC/MO
PSA NEGATIVE CERTIFICATION OF DEATH	PSA
AFFIDAVIT OF TWO DISINTERESTED PERSONS	NOTARY PUBLIC
AFFIDAVIT OF NEAREST RELATIVE OF THE DECEASE	NOTARY PUBLIC
CEDULA OR ANY VALID ID	BARANGAY/MTO/GOV. AGENCIES

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT FILLED-UP FORMS DULY SIGNED BY THE MUNICIPAL HEALTH OFFICER, EMBALMER AND INFORMANT	1.1 RECEIVE AND REVIEW THE FILL UP FORMS, INTERVIEW THE INFORMANT 1.2 PREPARE AND PRINT		10 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER



2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	DELAYED REG. FEE <u>PHP. 155.00</u> TRANSFER OF CADAVER <u>PHP. 100.00</u> NEW CONSTRUCTION OF TOMB <u>PHP. 1,600.00</u> ADDITIONAL LAYER <u>PHP. 1,350.00</u> OPENING OF TOMB <u>PHP. 100.00</u> EXHUMATION <u>PHP. 100.00</u> ARREARS <u>PHP. 40.00/YEAR</u> BURIAL FEE <u>PHP. 100.00</u> CEDULA MIN. OF <u>PHP. 50.00</u> BASIC CEDULA <u>PHP. 5.00</u>		TREASURY PERSONNEL
3. CONFIRM/CHECK NOTICE HAS BEEN POSTED IN THE BULLETIN BOARD	3.1. POSTING OF NOTICE FOR LATE REGISTRATION OF COD		10 DAYS	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
4. RECEIVE ACCOMPLISHED COD SIGN AND LOG	4.1 SIGN AND RELEASE COPIES OF THE COD TO THE INFORMANT		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



29. APPLICATION FOR MARRIAGE LICENSE

A marriage license is valid in any part of the Philippines for a period of One Hundred twenty (120) days from the date of issue.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL COUPLES (EITHER ONE OR BOTH MUST BE RESIDENT OF CAMALANIUGAN) OF LEGAL AGES INTENDING TO GET MARRIED.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CERTIFICATE OF LIVE BIRTH	MCRO/PSA
CERTIFICATE OF NO MARRIAGE	PSA
CEDULA	BARANGAY/MTO
PARENTAL CONSENT FOR APPLICANTS 18-20 YEARS OLD	MCRO
PARENTAL ADVICE FOR APPLICANTS 21-24 YEARS OLD	MCRO
CERTIFICATE OF LEGAL CAPACITY TO CONTRACT MARRIAGE FOR CITIZENS OF FOREIGN COUNTRY	EMBASSY
PRE MARRIAGE COUNSELLING AND FAMILY PLANNING CERTIFICATE	MHO/MSWDO/MAO
DECREE OF DIVORCE OR ANULMENT FOR APPLICANTS WHOS HAS BEEN PREVIOUSLY MARRIED	TRIAL COURT
CERTIFICATE OF DEATH (IF SPOUSE IS DECEASED)	MCRO/PSA

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT THE NECESSARY REQUIREMENTS	1.1 REVIEW NECESSARY REQUIREMENTS, INTERVIEW THE COUPLE 1.2 PREPARE AND PRINT		10 MINUTES	LUZ C. BAÑADA ADMINISTRATIVE OFFICER I RICHARD B. BRITO ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	APPLICATION FOR MARRIAGE LICENSE P 200.00 LICENSE FEE P 2.00 MARRIAGE COUNSELLING P 100.00 BASIC CEDULA P 5.00		TREASURY PERSONNEL



3. ATTEND MARRIAGE COUNSELING	3.1 CONDUCT MARRIAGE COUNSELING		EVERY THURSDAY OF THE WEEK	MAO PERSONNEL MSWDO PERSONNEL MHO PERSONNEL
4. WAIT FOR THE RELEASE OF MARRIAGE LICENSE	4.1 POSTING NOTICE FOR APPLICATION OF MARRIAGE AT THE BULLETIN BOARD		10 DAYS	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
5. COME BACK AFTER 10 DAYS AND RECEIVE THE APPROVED APPLICATION	5.1 SIGN, RECORD IN THE LOGBOOK AND RELEASE COPIES OF THE APPLICATION OF MARRIAGE LICENSE		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR <u>RICHARD B. BRITO</u> ASST. REGISTRATION OFFICER

END OF TRANSACTION



30. ISSUANCE OF CERTIFIED TRUE COPY OF LIVE BIRTH, MARRIAGE AND DEATH

Civil registry documents such as birth, marriage and death certificates may be availed by securing a certified transcript from the Municipal registry Office.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANY RESIDENT OF CAMALANIUGAN AND/OR ANY NEAREST RELATIVE WHO WISHES TO AVAIL CERTIFIED TRUE COPY MAY AVAIL, IF THE OWNER OF THE DOCUMENT IS DECEASED.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
VALID ID/CEDULA		BARANGAY/MTO		
AUTHORIZATION LETTER (IF THE REQUESTER IS NOT THE OWNER OF THE DOCUMENT)		FAMILY OF THE OWNER OF DOCUMENT		
STEPS/ PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN THE LOGBOOK AND SUBMIT REQUEST	1.1 RECEIVE REQUEST, INTERVIEW	-	5 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I
	1.2 VERIFY, PREPARE, SEARCH			<u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 CHECK OFFICIAL RECEIPT	BIRTH/MARRIAGE /DEATH FEE OF <u>PHP. 105.00</u>		TREASURY PERSONNEL
3. RECEIVE CERTIFIED TRUE COPY OF REQUEST	3.1 SIGN AND RELEASE COPIES OF THE CERTIFIED TRUE COPY OF BIRTH/MARRIAGE/ DEATH		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



31. LEGITIMATION/R.A. 9858

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of person shall be recorded.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2G – GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	ANY PERSON MAY SEEK FOR THE APPLICATION OF LEGITIMATION OF ILLEGITIMATE CHILD WHOSE PARENTS WERE NOT MARRIED UPON THE TIME OF HIS/HER BIRTH.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CERTIFICATE OF LIVE BIRTH		MCRO/PSA		
CERTIFICATE OF MARRIAGE		MCRO/PSA		
AFFIDAVIT OF LEGITIMATION		NOTARY PUBLIC		
CERTIFICATE OF NO MARRIAGE		PSA		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT NECESSARY DOCUMENTS	1.1 RECEIVE, EVALUATE, INTERVIEW 1.2 PREPARE AND PRINT	-	15 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	LEGITIMATION FEE OF <u>PHP. 100.00</u> BIRTH CERTIFICATE OCRG COPY <u>PHP. 105.00</u> BIRTH CERTIFICATE UNANNOTATED <u>PHP. 105.00</u>		TREASURY PERSONNEL
3. RECEIVE LEGITIMATION COPY	3.1 RELEASE COPIES OF ANNOTATED COLB		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR

END OF TRANSACTION



32. ISSUANCE OF PSA COPY THRU BATCH REQUEST ENTRY SYSTEM (BRES)

Adopting the BREQS scheme can only mean more convenience to the LGU constituents. By filing their applications for PSA copies of birth, marriage, death and cenomar right at the Municipal Civil Registry Office (MCRO).

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANY PERSON DURING HIS/HER LIFETIME MAY APPLY FOR THE PSA COPY OF HIS/HER LIVE BIRTH, MARRIAGE, CENOMAR, AND/OR PSA COPY OF DEATH OF ANY DECEASED RELATIVES.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOCUMENTARY REQUEST		MCRO		
AUTHORIZATION LETTER (IF REQUESTER IS NOT THE OWNER OF THE DOCUMENT)		NOTARY PUBLIC		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. FILL UP AND SUBMIT PSA FORMS OF BIRTH/MARRIAGE/ DEATH/CENOMAR	1.1 VERIFY	-	5 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE AND MCRO	2.1 ISSUE RECEIPT 2.2 GET THE OFFICIAL RECEIPT & PREPARE THE BRES	BIRTH/MARRIAGE/DEATH LGU - <u>PHP. 110.00</u> PSA - <u>PHP. 155.00</u> CENOMAR LGU - <u>PHP. 105.00</u> PSA - <u>PHP. 210.00</u>	1 MINUTE 5 MINUTES	TREASURY PERSONNEL <u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
3. COME BACK AFTER A WEEK AND RECEIVE THE PSA COPY	3.1 RELEASE PSA COPY		1 WEEK	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



33. PETITION FOR CHANGE OF FIRST NAME/ CORRECTION OF TYPOGRAPHICAL ERROR, GENDER AND DATE OF BIRTH (DAY/MONTH/YEAR) IN THE CERTIFICATE OF LIVE BIRTH/MARRIAGE AND DEATH R.A. 9048/R.A. 10172

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees Concerning the civil status of person shall be recorded.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	HIGHLY TECHNICAL
TYPE OF TRANSACTION:	G2G – GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	ANY PERSON DURING HIS/HER LIFETIME MAY APPLY FOR PETITION IF HE/SHE WISHES TO CHANGE HIS/HER FIRST NAME/ CORRECTION OF TYPOGRAPHICAL ERROR, GENDER AND DATE OF BIRTH (DAY/MONTH/YEAR) IN THE CERTIFICATE OF HIS/HER LIVE BIRTH/MARRIAGE AND DEATH.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CERTIFICATE OF LIVE BIRTH (PSA AND MCRO COPY)	PSA/MCRO
CERTIFICATE OF BAPTISM/SCHOOL RECORD	CHURCH
VOTER'S CERTIFICATION	COMELEC
MARRIAGE CERTIFICATE (If married)	PSA/MCRO
MEDICAL RECORDS	HOSPITAL/CLINIC/MHO
DRIVER'S LICENSE	LTO OFFICE
EMPLOYMENT RECORD	PRIVATE OR GOVERNMENT AGENCY
INSURANCE	INSURANCE COMPANY
LAND TITLES	REGISTRY OF DEEDS
POLICE CLEARANCE	POLICE STATION
NBI CLEARANCE	NBI OFFICE
EMPLOYMENT CLEARANCE IF EMPLOYED,	PRIVATE OR GOVERNMENT AGENCY
AFFIDAVIT OF NON EMPLOYMENT (If not employed)	NOTARY PUBLIC

STEPS/ PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT NECESSARY REQUIREMENTS/SUPPORTING DOCUMENTS	1.1 REVIEW, INTERVIEW, PROCESS 1.2 PREPARE AND PRINT	-	5 MINUTES	<u>CHERRY S. CALPITO</u> MCR <u>LUZ C. BAÑADA</u> ADMIN. OFFICER I



2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	CFN & CORRECTION OF ENTRY IN SEX AND DATE OF BIRTH (FILING FEE) <u>PHP. 3,000.00</u> PUBLICATION <u>PHP. 1,000.00</u> (CCE) <u>PHP. 1,000.00</u> (CERT. OF FINALITY AND CERTIFICATION) <u>PHP. 50.00</u> LBC <u>PHP. 140.00</u>		TREASURY PERSONNEL
3. WAIT FOR 10 DAYS AFTER POSTING	3.1 POSTING UPON FILING FOR CCE 3.1 SUBMISSION OF MCRO'S DECISION ON PETITION FILED TO PSA LEGAL SERVICE DIVISION, MANILA THRU LBC APARRI, CAGAYAN		10 DAYS	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
4. WAIT FOR 3-6 MONTHS AFTER PUBLICATION	4.1 PHOTOCOPY THE DECISION COMING FROM PSA-MANILA TOGETHER WITH THE ORIGINAL COPIES OF BIRTH CERTIFICATE PSA AND MCRO COPY 4.2 PUBLICATION FOR TWO CONSECUTIVE WEEKS FOR CFN AND CCE UNDER RA 9084		3-6 MONTHS	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
5. OBTAIN COPY OF THE PETITION	5.1 ISSUED COPY OF ANNOTATED AND UNANNOTATED CERTIFICATE TRUE COPIES OF PETITION		5 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR
END OF TRANSACTION				



34. SUPPLEMENTAL REPORT

Republic Act 3753 mandates that acts, events, legal instruments and court orders/decrees concerning the civil status of person shall be recorded.

OFFICE:	MUNICIPAL CIVIL REGISTRY OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2G – GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	ANY PERSON DURING HIS/HER LIFETIME MAY APPLY IF HE/SHE WISHES TO SUPPLY MISSING DATA ON HIS/HER CERTIFICATE OF LIVE BIRTH.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PSA CERTIFICATE OF LIVE BIRTH	PSA
LOCAL CERTIFICATE OF LIVE BIRTH	MCRO
SUPPLEMENTAL AFFIDAVIT	NOTARY PUBLIC

STEPS/ PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT NECESSARY REQUIREMENTS/ SUPPORTING DOCUMENTS	1.1 REVIEW, INTERVIEW 1.2 PREPARE AND PRINT		15 MINUTES	<u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I <u>RICHARD B. BRITO</u> ASSISTANT REGISTRATION OFFICER
2. PAY DUE AMOUNT AT MUNICIPAL TREASURER'S OFFICE	2.1 ISSUE RECEIPT	BIRTH CERTIFICATE UNANNOTATED <u>PHP. 105.00</u> ANNOTATED <u>PHP.105.00</u> SUPPLEMENTAL FEE <u>PHP. 100.00</u>		TREASURY PERSONNEL
3. OBTAIN COPY OF THE CERTIFICATE OF LIVE BIRTH WITH SUPPLEMENTAL	3.1 ISSUED COPY OF ANNOTATED AND UNANNOTATED CERTIFICATE OF LIVE BIRTH WITH SUPPLEMENTAL 3.2 RELEASE COPY OF COLB WITH SUPPLEMENTAL		3 MINUTES	<u>CHERRY S. CALPITO</u> MUNICIPAL CIVIL REGISTRAR <u>LUZ C. BAÑADA</u> ADMINISTRATIVE OFFICER I

END OF TRANSACTION



Republic of the Philippines
Region 02
Province of Cagayan
MUNICIPALITY OF CAMALANIUGAN

MUNICIPAL HEALTH *Office*



35. DAILY CONSULTATION

A day to day health service provided by the Municipal Health Office to treat common illnesses and to provide necessary protocols and measures to decrease and eradicate such diseases.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
INDIVIDUAL TREATMENT RECORD (ITR) - 1 ORIGINAL COPY AND PHOTOCOPY	MUNICIPAL HEALTH OFFICE
HOMOPD NUMBER	MUNICIPAL HEALTH OFFICE
MATERNAL RECORD (HBMR) - INDEX CARD/MOTHER'S BOOKLET	MUNICIPAL HEALTH OFFICE
ECCD CARD	MUNICIPAL HEALTH OFFICE

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SECURE NUMBER AT THE TRIAGE AREA	1.1 PROVIDE CLIENT WITH OPD NUMBER	NONE	5-10 MINUTES (CASE TO CASE BASIS)	Rural Health Midwives: <u>YVONNE REINA V. GUILLEN</u> MIDWIFE III <u>LORNA U. AQUINO</u> MIDWIFE II <u>JONALYN O. PORSENIDO</u> MIDWIFE II <u>TERESA CASAUAY</u> MIDWIFE II <u>BUEN CASHMERE URMENETA</u> MIDWIFE II
2. PROCEED TO REGISTRATION/ADMISSION AREA	2.1 FILL OUT THE INDIVIDUAL TREATMENT RECORD 2.2 CONDUCT HISTORY TAKING AND VITAL SIGNS		10 MINUTES (CASE TO CASE BASIS)	
3. SUBMIT SELF FOR PROPER ASSESSMENT / EXAMINATION	3.1 EXAMINE / ASSESS THE PATIENT 3.2 PRESCRIBE MEDICINES AND GIVES ADVICE TO PATIENT		5-10 MINUTES (CASE TO CASE BASIS)	<u>DR. DESIREEHGRACIA C. BULAITAN</u> MHO <u>MARVIE C. CASAUAY</u> NURSE II <u>KAREN JOY DOLIENTE</u> NURSE II <u>ABIGAIL MIRAFUENTE</u> MED. TECHNOLOGIST I (for laboratory procedures)



4. PRESENT ITR TO STAFF ON DUTY FOR PROPER DISPENSING OF MEDICINES AND OTHER TREATMENTS AND REFERRALS AS ORDERED

4.1 CARRY OUT ORDERS AND GIVE BENEFICIAL HEALTH EDUCATION TO PATIENT

- ✓ FOR REFERRAL
- ✓ MAKE REFERRAL FORM AND GIVE TO PATIENTS

Marvie C. Casauay
NURSE II

Karen Joy Doliente
NURSE II

END OF TRANSACTION



36. FAMILY PLANNING PROGRAM

Family Planning are those that meet the needs of women under reproductive age (15-49 years old) or couple in terms of proper spacing and planning for their family.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	WOMEN UNDER REPRODUCTIVE AGE (15-49 YEARS OLD) AND MALE FOR CONDOM USER

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
FP CARD		MUNICIPAL HEALTH / BARANGAY HEALTH STATION		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. NEW ACCEPTORS MAY PROCEED TO REGISTRATION/ADMISSION AREA FOR PROPER PHYSICAL ASSESSMENT WHILE CURRENT USERS PRESENT THEIR FP CARD FOR ENTRIES OF VITAL SIGNS AND OTHER PERTINENT FINDINGS DURING COLLECTION, AND FOR SIGNATURE OF THE HEALTH WORKER ISSUING THE COMMODITY.	1.1 CONDUCT HISTORY TAKING WITH THOROUGH ASSESSMENT AND REFER TO HEALTH OFFICER IF WITH COMPLICATIONS NOTED 1.2 ASSIGNED STAFF WILL ACCOMPLISH NECESSARY DOCUMENTS FOR PATIENTS RECORD	NONE	5 MINUTES (CASE TO CASE BASIS)	<u>MARVIE C. CASAUAY</u> NURSE II <u>KAREN JOY DOLIENTE</u> NURSE I Rural Health Midwives: <u>YVONNE REINA V. GUILLEN</u> MIDWIFE III <u>LORNA U. AQUINO</u> MIDWIFE II <u>JONALYN O. PORSENIDO</u> MIDWIFE II
2. SIGN ON THE DAILY DISPENSING RECORD BOOK AND RECEIVE THE FP COMMODITY.	2.1 DISPENSE FP COMMODITY, INFORM NEXT VISIT AND GIVE BENEFICIAL INFORMATION TO ACCEPTORS			<u>TERESA D. CASAUAY</u> MIDWIFE II

END OF TRANSACTION



37. DISEASE CONTROL PROGRAM

- | | | | |
|-----------------|------------|--------------------|----------------------------------|
| a. Pulmonary | c. Malaria | e. Schistosomiasis | g. Sexually Transmitted Diseases |
| b. Tuberculosis | d. Leprosy | f. Rabies | h. Vascular Disease |
| i. Dengue | | | |

Disease Control Program aims to provide necessary protocols and measures to decrease and Eradicate such diseases.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
INDIVIDUAL TREATMENT RECORD	MUNICIPAL HEALTH OFFICE
TB CARD FOR PATIENTS UNDERGOING TREATMENT	MUNICIPAL HEALTH OFFICE

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PROCEED TO REGISTRATION ADMISSION AREA FOR THE ACCOMPLISHMENT OF THE INDIVIDUAL TREATMENT CARD (ENTRY OF CHIEF COMPLAINS, VITAL SIGNS AND OTHER PERTINENT FINDINGS).	1.1 FILL OUT THE INDIVIDUAL TREATMENT RECORD	NONE	5-10 MINUTES (CASE-TO-CASE BASIS)	RURAL HEALTH MIDWIVES: <u>YVONNE REINA V. GUILLEN</u> MIDWIFE III <u>LORNA U. AQUINO</u> MIDWIFE II <u>JONALYN O. PORSENIDO</u> MIDWIFE III
	1.2 CONDUCT HISTORY TAKING AND VITAL SIGNS		5-10 MINUTES (CASE-TO-CASE BASIS)	
2. WITH THE ACCOMPLISHED ITR, PROCEED TO MUNICIPAL HEALTH OFFICER FOR PROPER DIAGNOSIS AND TREATMENT.	2.1 EXAMINE / ASSESS THE PATIENT		5-10 MINUTES (CASE-BASIS)	<u>TERESA D. CASAUAY</u> MIDWIFE III <u>DR. DESIREEH GRACIA C. BULAITAN</u> MHO
	2.2 PRESCRIBE MEDICINES AND GIVES ADVICE TO PATIENT			



3. PRESENT YOUR ITR TO THE NURSE WHO WILL DISPENSE THE PRESCRIBED MEDICINES AND CAUSE THE CARRYING OUT OF THE OTHER DOCTOR' ORDERS.

3.1 CARRY OUT ORDERS AND GIVE BENEFICIAL HEALTH EDUCATION TO PATIENTS

* IN CASE OF PATIENTS WITH ANIMAL BITES, ARE REFERRED FOR ANTI - RABIES INJECTION TO ANY ANIMAL BITE CENTER LIKE APARRI RHU, APARRI DISTRICT HOSPITAL OR THE PROVINCIAL HEALTH OFFICE

MARVIE C. CASAUAY
NURSE II

KAREN JOY DOLIENTE
NURSE I

END OF TRANSACTION



38. LABORATORY SERVICES - DISEASE CONTROL

Provide series of procedures to give baseline data to the physician for diagnosing disease.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
DOCTOR'S ORDER	MUNICIPAL HEALTH OFFICE / REQUESTING PHYSICIANS
FEEES TO BE PAID (IF ANY)	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)

LABORATORY TESTS:
ROUTINE EXAMINATION:
FREE FOR HEALTH INDIGENT RESIDENTS OF CAMALANIUGAN
AUTHORIZED FEES FOR NON-PHILHEALTH INDIGENTS:

ABIGAIL R. MIRAFUENTE
MEDICAL TECHNOLOGIST I
(for laboratory services)

Fasting Blood Sugar	P 100.00
Total Cholesterol	P 120.00
Total Triglycerides	P 150.00
HDL	P 150.00
LDL	P 150.00
Blood Uric Acid	P 100.00
Creatinine	P 100.00
HbA1C	P 600.00

Routine Examination	Residents of Camalaniugan	Non residents of Camalaniugan
CBC	P100.00	P120.00
CBC w/ platelet ct.	150	180
Platelet ct	70	90
Hemoglobin hematocrit	50	70
WBC	50	70
Urinalysis	40	60
Fecalysis	40	60
BSMP	40	60
Blood typing	50	70
Sputum exam	40	60
Gram staining	100	120

STEPS/PROCEDURES	AGENCY ACTIONS	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT DOCTOR'S REFERRAL/LABORATORY REQUEST TO THE CLINICAL LABORATORY & WAIT FOR THE RESULT	1.1 MEDICAL TECHNOLOGIST WILL PERFORM THE NEEDED LABORATORY SERVICE WITH PRECAUTIONARY MEASURES	3-4 HOURS	ABIGAIL R. MIRAFUENTE MEDICAL TECHNOLOGIST I
2. OBTAIN A COPY OF THE RESULT	RELEASE COPY OF THE RESULT	5 MINUTES	

END OF TRANSACTION



39. LABORATORY SERVICES - BLOOD CHEMISTRY

Provide series of procedures to give baseline data to the physician for diagnosing disease.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C – GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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DOCTOR'S ORDER	MUNICIPAL HEALTH OFFICE / REQUESTING PHYSICIANS
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT DOCTOR'S REFERRAL/LABORATORY REQUEST TO THE CLINICAL LABORATORY & WAIT FOR THE RESULT	1.1 MEDICAL TECHNOLOGIST WILL PERFORM THE NEEDED LABORATORY SERVICE WITH PRECAUTIONARY MEASURES	NONE	3-4 HOURS	ABIGAIL R. MIRAFUENTE MEDICAL TECHNOLOGIST I
2. OBTAIN A COPY OF THE RESULT	RELEASE COPY OF THE RESULT		5 MINUTES	

END OF TRANSACTION



40. LABORATORY SERVICES – NEWBORN SCREENING

Provide series of procedures to give baseline data to the physician for diagnosing disease.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	HIGHLY TECHNICAL
TYPE OF TRANSACTION:	G2C – GOV'T TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NEW BORN SCREENING KIT		MUNICIPAL HEALTH OFFICE		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. BRING BABY TO THE RHM ASSIGNED IN THE AREA FOR PROPER ASSESSMENT AND FILLING UP OF THE NECESSARY DOCUMENTS	1.1 CHECK THE DATA OF THE BABY	<u>PHP 600.00</u>	15 MINUTES	RURAL HEALTH MIDWIVES: <u>ABIGAIL R. MIRAFUENTE</u> MEDICAL TECHNOLOGIST I
2. BRING BABY TO THE MED TECH FOR COLLECTION OF SPECIMEN.	1.2 MEDICAL TECHNOLOGIST WILL COLLECT SPECIMEN			
3. COME BACK AFTER PROCESSING OF THE RESULT OF THE NEW BORN SCREENING	2.1 SEND SPECIMEN AT NEW BORN SCREENING OFFICE		1 MONTH	NEWBORN SCREENING OFFICE MANILA
4. OBTAIN A COPY OF THE RESULT	3.1. RELEASE COPY OF THE RESULT		5 MINUTES	<u>ABIGAIL R. MIRAFUENTE</u> MEDICAL TECHNOLOGIST I
END OF TRANSACTION				



41. DENTAL HEALTH PROGRAM

Aims to ensure successfully oral health within the municipality thru series of activities and programs.

OFFICE:	MUNICIPAL HEALTH OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ALL CAMALANIUGEÑOS

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DOCTOR'S ORDER / LABORATORY REQUEST		MUNICIPAL HEALTH OFFICE / REQUESTING PHYSICIANS		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PROCEED TO REGISTRATION/ADMISSION AREA	1.1 FILL OUT THE INDIVIDUAL TREATMENT RECORD 1.2 CONDUCT HISTORY TAKING AND VITAL SIGNS	NONE	3 MINUTES 10-15 MINUTES (CASE-TO-CASE BASIS)	RURAL HEALTH MIDWIVES: <u>YVONNE REINA V. GUILLEN</u> MIDWIFE III <u>LORNA U. AQUINO</u> MIDWIFE II <u>JONALYN O. PORSENIDO</u> MIDWIFE II Teresa D. Casauay MIDWIFE II
2. SUBMIT FOR DENTAL EXAMINATION	2.1 EXAMINE / ASSESS THE PATIENT. 2.2 PRESCRIBE MEDICINES AND GIVES ADVICE TO PATIENT		30 MINUTES	<u>DR. GUILLERMO M. JURADO</u> DENTIST I <u>RIA ALIÑO</u> DENTAL AIDE
3. PRESENT ITR TO STAFF ON DUTY FOR PROPER DISPENSING OF MEDICINES	3.1 CARRY OUT ORDERS AND GIVE BENEFICIAL HEALTH EDUCATION TO PATIENTS		10 MINUTES	<u>MARVIE C. CASAUAY</u> NURSE II <u>KAREN JOY DOLIENTE</u> NURSE II
END OF TRANSACTION				



Republic of the Philippines
Region 02
Province of Cagayan
MUNICIPALITY OF CAMALANIUGAN

MUNICIPAL ASSESSOR'S *Office*



42. PROCESSING/ DECLARATION OF REAL PROPERTY

Appraisal and assessment of lands, buildings/ improvements and machineries and subsequent submission to the provincial assessor's office for approval.

OFFICE:	MUNICIPAL ASSESSOR'S OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	PROPERTY OWNER/S AND TRANSACTING PUBLIC
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. ON LANDS/ ELECTRONIC 1. CERTIFIED COPY OF TITLE (OCT, TCT, KOT, CLT, CLOA) - (1 COPY) 2. APPROVED SUBDIVISION AND CONSOLIDATION PLAN – (IF SUBDIVIDED) (1 BLUE PRINT COPY OR PHOTOCOPY) 3. CERTIFIED COPY OF DEED OF CONVEYANCES – (1 CERTIFIED COPY OR ELECTRONIC COPY) 4. BIR CAR CERTIFICATION - (ELECTRONIC COPY) (1 COPY) 5. CURRENT TAX RECEIPT - (ORIGINAL COPY) (1 COPY) 6. TRANSFER TAX FEE - (ORIGINAL COPY) (1 COPY)	- REGISTRY OF DEEDS - TUGUEGARAO CITY - DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES– TUGUEGARAO CITY - REGISTRY OF DEEDS - TUGUEGARAO CITY - BIR - TUGUEGARAO CITY - MTO - CAMALANIUGAN - MTO - CAMALANIUGAN
B. ON BUILDING AND/FOR IMPROVEMENTS 1. BUILDING PERMIT - (1 PHOTOCOPY OR ORIGINAL) 2. BUILDING PLAN - (IF THERE IS ANY - (1 PHOTOCOPY OR ORIGINAL) 3. TAX DECLARATION OF LOT - (1 PHOTOCOPY OR ORIGINAL) 4. CURRENT TAX RECEIPT OF BUILDING - ((1 PHOTOCOPY OR ORIGINAL) 5. BILL OF MATERIALS - (IF THERE IS ANY - (1 PHOTOCOPY OR ORIGINAL)) 6. CERTIFICATE OF OCCUPANCY FROM THE MUNICIPAL ENGINEER'S OFFICE - (1 PHOTOCOPY OR ORIGINAL) 7. AFFIDAVIT OF OWNERSHIP DECLARING THE VALUE OF THE BUILDINGS. - (2 COPIES, ORIGINAL)	- ENGINEERING OFFICE - ENGINEER/ ARCHITECT - ASSESSOR'S OFFICE - MTO CAMALANIUGAN - ENGINEER/ ARCHITECT - ENGINEERING OFFICE - PREPARED BY ASSESSOR'S OFFICE, SIGNED BY THE PROPERTY OWNER
C. ON MACHINERIES 1. INVOICE RECEIPT SWORN STATEMENT DECLARING THE ACQUISITION COST SPECIFICATION OF THE MACHINERY (1 COPY, PHOTOCOPY OR ORIGINAL)	COMPANY WHERE THE MACHINERY WAS BOUGHT.



STEPS/PROCEDURES	AGENCY ACTIONS	FEEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN CLIENT LOGBOOK, DOCUMENTS AND INSPECTION, APPRAISAL OF THE NEW BUILDING OR MACHINERY.	1.1 VERIFY DOCUMENTS AND PREPARES NECESSARY FORMS TO BE FILLED-UP.		5 MINUTES 1 HOUR TO 2 HOURS –ALL OTHER BARANGAYS 1 DAY – WESTERN BARANGAYS	<u>LIZA LORAIN</u> <u>USITA</u> ASSESSMENT CLERK II
2. PAY THE REQUIRED FEES	2.1 PREPARATION OF FIELD APPRAISAL AND ASSESSMENT SHEET AND UPDATED OWNERS' COPY OF TAX DECLARATION UPON PRESENTATION OF PRESCRIBED FEES. 2.2 ENCODE FIELD APPRAISAL AND ASSESSMENT SHEETS FOR SIGNATURE, PROCESSING AND APPROVAL.	<i>INSPECTION FEE</i> <u>P 100.00</u>	1 HOUR	<u>ENGR. ANN BERNADETTE U. BALALLO</u> MUN. ASSESSOR Tax mapper I <u>LIZA LORAIN</u> <u>USITA</u> ASSESSMENT CLERK II
3. COME BACK AFTER A WEEK AND RECEIVE COPY OF THE APPROVED TAX DEC.	3.1 SUBMIT PREPARED TRANSACTIONS AT THE PROV'L. ASSESSOR'S OFFICE TUGUEGARAO CITY. 3.2. RELEASE COPY OF THE APPROVED TAX DEC.	<i>NONE</i>	1 WEEK 5 MINUTES	<u>ENGR. ANN BERNADETTE U. BALALLO</u> MUN. ASSESSOR <u>LIZA LORAIN</u> <u>USITA</u> ASSESSMENT CLERK II
END OF TRANSACTION				



43. ISSUANCE OF CERTIFIED TRUE COPY OF TAX DECLARATION/S AND OTHER CERTIFICATION

Issue upon request of the property owner/s or his/her representative/s certificates pertaining to or certified copies of the assessment records of real properties and other records relative to its assessment.

OFFICE:	MUNICIPAL ASSESSOR'S OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	PROPERTY OWNER/S AND TRANSACTING PUBLIC

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OFFICIAL RECEIPT		MTO - CAMALANIUGAN		
TAX CLEARANCE/RPT PAYMENT		MTO - CAMALANIUGAN		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN CLIENT LOG BOOK AND STATE THE PURPOSE	1.1 VERIFY THE DETAILS OF THE PROPERTY	<u>P 50.00/</u> OTHER THAN THE OWNER- <u>P75.00</u> OTHER CERTIFICATIONS - <u>P50.00</u>	5 MINUTES	MUNICIPAL ASSESSOR AND STAFF
2. PRESENT PROOF OF CURRENT PAYMENT OF RPT AND PAYMENT OF PRESCRIBED FEES	2.1 VERIFY THE PROOF OF PAYMENTS		10 MINUTES	MUNICIPAL ASSESSOR AND STAFF / MUNICIPAL TREASURER'S OFFICE
3. OBTAIN CERTIFIED COPY OF TAX DEC. AND OTHER CERTIFICATION/S	3.1 ENCODE AND ISSUE THE DOCUMENTS REQUESTED		15 MINUTES	MUNICIPAL ASSESSOR AND STAFF
END OF TRANSACTION				



Republic of the Philippines
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SANGGUNIANG BAYAN *Office*



44. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO)

SECTION 447 (3) (VI) of the Local Government Code (RA 7160) provides that the power to grant franchise for the operation of tricycles is vested to the Sangguniang Bayan.

OFFICE:	SANGGUNIANG BAYAN OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	TRICYCLE OPERATORS
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ORIGINAL PROOF OF OWNERSHIP (ORIGINAL PURCHASE, RECEIPT, DEED OF SALE, DEED OF CONDITIONAL SALE OR REGISTRATION PAPERS)	FROM THE SOURCE OF THE MOTOR UNIT
COMMUNITY TAX CERTIFICATE	THEIR RESPECTIVE BARANGAY TREASURER OR FROM THE MUNICIPAL TREASURER'S OFFICE
PROPOSED ROUTES WITH CORRESPONDING RATES	OFFICE OF THE SECRETARY TO THE SANGGUNIANG
CERTIFIED PHOTOCOPY OF CERTIFICATE OF REGISTRATION IN THE NAME OF THE APPLICANT OF THE UNITS TO BE USED	LAND TRANSPORTATION OFFICE
CERTIFIED PHOTOCOPY OF LATEST OFFICIAL RECEIPT ISSUED BY THE LTO IN THE NAME OF THE APPLICANT FOR THE UNITS TO BE USED	LAND TRANSPORTATION OFFICE
A DULY CERTIFIED PHOTOCOPY OF A COMMON CARRIERS INSURANCE CERTIFICATE SUFFICIENT TO ANSWER FOR ANY LIABILITY TO PASSENGERS AND THIRD PARTIES IN CASE OF ACCIDENTS	ANY INSURANCE COMPANY
A 5R SIZE PICTURE OF THE APPLICANT BESIDE HIS/HER TRICYCLE FOR EASY DETERMINATION OF ITS USAGE	PERSONAL
ROAD WORTHINESS CERTIFICATION FROM THE BOARD	SANGGUNIANG BAYAN
AFFIDAVIT OF THE APPLICANT STATING THAT HIS/HER TRICYCLE WILL BE DRIVEN ONLY BY A PERSON WITH A PROFESSIONAL DRIVER'S LICENSE WITH RESTRICTION 1)	NOTARY PUBLIC
MAYOR'S PERMIT TO OPERATE A TRICYCLE	MAYOR'S OFFICE
POLICE CLEARANCE FROM THE APPLICANT'S USUAL PLACE OF RESIDENCE	CAMALANIUGAN POLICE STATION



STEPS/ PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. FILE APPLICATION AND PRESENTATION OF ACCOMPLISHED REQUIREMENTS	1.1 RECEIVE AND REVIEW THE SUBMITTED DOCUMENTS AS TO ITS COMPLETENESS	APPLICATION FEE MTOP A (1ST 5UNITS) <u>P250.00</u> A (FOR EACH ADDITIONAL UNIT) <u>P75.00</u> ANNUAL FRANCHISE FEE <u>P150.00/UNIT TO BE</u>	15 MINUTES	<u>FLORYNETH P. AGPALZA</u> LLSO I
2. PAY THE REQUIRED FEES	2.1 INSTRUCT APPLICANT TO PROCEED TO THE MUNICIPAL TREASURY OFFICE	COLLECTED ONCE A YEAR (ON OR BEFORE THE ANNIVERSARY DATE OF THE MTOP) FILING FEE FOR AMENDMENT OF MTOP <u>P250.00</u> FILING FEE FOR PETITION OF FARE INCREASE--- <u>P50.00/</u> OPERATOR REGARDLESS OF THE NUMBER OF TRICYCLE/S HE/SHE OPERATES FARE SCHEDULE (TARIPA) <u>P50.00</u> "NO SMOKING" SIGN <u>P30.00</u> DRIVER'S ID <u>P75.00</u> STICKER <u>P30.00</u>	15 MINUTES	RCC II
3. WAIT FOR THE APPROVAL OF THE APPLICATION	3.1 APPLICATION/S WILL BE FORWARDED TO THE CAMALANIUGAN FRANCHISING REGULATORY BOARD (CFRB) FOR RECOMMENDATION OF ITS APPROVAL TO THE SANGGUNIANG BAYAN.		MAXIMUM OF 7 DAYS DEPENDING ON SB SESSION	<u>ISIDRO T. CABADDU</u> MUNICIPAL VICE-MAYOR <u>LESLIE G. CASAUAY</u> SB MEMBER <u>EVANGELINE M. TAGUBA</u> SEC. TO THE SANGGUNIANG
4. OBTAIN COPY OF THE APPROVED MTOP	4.1 STAFF PROCESS AND RELEASE THE APPROVED MTOP TO THE APPLICANT AND SHORT BRIEFING ON THE TERMS AND CONDITIONS INCORPORATED IN THE MTOP 4.2 RELEASE COPY OF THE APPROVED MTOP		15 MINUTES	<u>FLORYNETH P. AGPALZA</u> LLSO I
END OF TRANSACTION				



45. ISSUANCE OF CERTIFICATE OF POSTING

*Registered owners/petitioners desiring for reconstitution of Torrens Certificate of Title are required by Court to have their petitions posted at the main entrance of the municipal building of the municipality in which the land is located. (Sec. 9 of RA 26 DATED September 25, 1946)
Other agencies also seek Certificate of Posting of their documents subject to payment of secretary's fee.*

OFFICE:		OFFICE OF THE SECRETARY TO THE SANGGUNIAN		
CLASSIFICATION:		SIMPLE		
TYPE OF TRANSACTION:		G2C - GOVERNMENT TO CITIZENS		
WHO MAY AVAIL:		GENERAL PUBLIC		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
DOCUMENT FOR POSTING			PERSONAL	
PAYMENT AS EVIDENCED BY THE OFFICIAL RECEIPT FROM THE MUNICIPAL TREASURER'S OFFICE			MUNICIPAL TREASURY OFFICE	
STEPS/ PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT TWO (2) COPIES OF DOCUMENT FOR POSTING	1.1 STAFF ASSESS AND EVALUATE DOCUMENTS FOR POSTING.	P100.00 (POSTING FEE)	5 MINUTES	<u>FLORYNETH P. AGPALZA</u> LSSO I
2. PAYMENT OF FEES	2.1 INSTRUCT CLIENT TO PROCEED TO THE MUNICIPAL TREASURY OFFICE	P100.00 (CERTIFICATE OF POSTING)	5 MINUTES	RCC II
3. OBTAIN COPY OF THE CERTIFICATE OF POSTING	3.1 STAFF PREPARE CERTIFICATE OF POSTING FOR SIGNATURE OF THE SECRETARY TO THE SANGGUNIANG AND RELEASE THE SAME TO THE CLIENT.		2 MINUTES	<u>EVANGELINE M. TAGUBA</u> SEC. TO THE SANGGUNIANG <u>FLORYNETH P. AGPALZA</u> LSSO I
END OF TRANSACTION				



46. ISSUANCE OF CERTIFIED TRUE COPY OF RECORDS

Our Philippine Constitution guarantees that the right of the people to information of matters of public concern shall be recognized. Access to official records and documents, and papers pertaining to official acts, transactions or decisions as well as to government research data used as basis for policy development, shall be afforded the citizen, subject to such limitations as may be provided by law.

Any person may obtain records or documents from the office of the Sangguniang Bayan subject to payment of secretary's fees.

OFFICE:	OFFICE OF THE SECRETARY TO THE SANGGUNIANG			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	GENERAL PUBLIC			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
REQUEST LETTER			PERSONAL	
PAYMENT AS EVIDENCED BY THE OFFICIAL RECEIPT FROM THE MUNICIPAL TREASURER'S OFFICE			MUNICIPAL TREASURY OFFICE	
STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT LETTER REQUEST	1.1 STAFF RECEIVE, ASSESS AND EVALUATE REQUEST	<u>P10.00/PAGE</u>	5 MINUTES	<u>LOIDA ANGELA A. DABBAY</u> LLSA II
2. PAYMENT OF FEES	2.1 INSTRUCT CLIENT TO PROCEED TO THE MUNICIPAL TREASURY OFFICE		5 MINUTES	RCC II
3. OBTAIN COPY OF DOCUMENTS REQUESTED	3.1 STAFF PHOTOCOPY/PREPARE DOCUMENTS (DULY CERTIFIED BY THE SECRETARY TO THE SANGGUNIANG PER PAGE) AS PER REQUEST OF THE CLIENT. 3.2 RELEASE COPY OF THE REQUEST		5 MINUTES	<u>EVANGELINE M. TAGUBA</u> SEC. TO THE SANGGUNIANG <u>LOIDA ANGELA A. DABBAY</u> LLSA II
END OF TRANSACTION				



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MUNICIPAL BUDGET *Office*



47. PROCESSING OF OBLIGATION REQUEST FOR LGU OPERATING EXPENSES

To provide allocations and record obligations of the different offices' Maintenance and Other Operating Expenses (MOOE) which includes expenses necessary for the regular operation of an agency.

OFFICE:	MUNICIPAL BUDGET OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2B - GOVERNMENT TO BUSINESS, G2G - GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL:	SUPPLIERS AND LGU OFFICIAL & EMPLOYEES INCLUDING JOB ORDERS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
PROCUREMENT OF GOODS & SERVICES	PROCUREMENT OF GOODS & SERVICES
APPROVED PURCHASE REQUEST- 3 COPIES	REQUESTING OFFICE SIGNED BY THE END-USER AND APPROVED BY THE LCE
OBLIGATION REQUEST- 4 COPIES	REQUESTING OFFICE SIGNED BY THE HEAD
REIMBURSEMENT OF TRAVELING EXPENSE/ TRAINING	REIMBURSEMENT OF TRAVELING EXPENSE/ TRAINING
INVITATION LETTER- 3 COPIES	SPONSOR AGENCY
APPROVED TRAVEL ORDER- 3COPIES	OFFICE OF THE LCE
ITINERARY OF TRAVEL (APPEN. A)-3 COPIES	CONCERNED EMPLOYEE
CERTIFICATE OF TRAVEL COMPLETED (APPEN B)- 3COPIES	CONCERNED EMPLOYEE
CERTIFICATE OF APPEARANCE/ PARTICIPATION- 1 ORIGINAL, 2 PHOTOCOPIES	AGENCY WHERE THE EMPLOYEE TRANSACTED
POST TRAVEL REPORT- 3 COPIES	CONCERNED EMPLOYEE
OBLIGATION REQUEST- 4 COPIES	REQUESTING OFFICE SIGNED BY THE HEAD

STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PRESENT OBR WITH ATTACHED REQUIRED DOCUMENTS (BUDGET OFFICE, 2ND FLOOR MUNICIPAL BUILDING)	1.1 ACCEPTS OBR WITH ATTACHED REQUIRED DOCUMENTS AND CHECK FOR COMPLETENESS	NONE	5 SECONDS	AILEEN G. UBIAS ADMINISTRATIVE ASSISTANT A II
	1.2 RECORD THE AMOUNT GRANTED IN THE REGISTRIES OF ALLOTMENT & OBLIGATIONS		20 SECONDS	JANET A. TAPEC ADMINISTRATIVE OFFICER II



2. RECEIVE THE SIGNED OBR AND AFFIX SIGNATURE IN THE LOGBOOK	1.3 APPROVE THE OBLIGATION REQUEST		10 SECONDS	<u>SUSAN M. ORATA</u> MUNICIPAL BUDGET OFFICER
	1.4 RECORDS IN LOGBOOK THE RELEASE OF THE OBR WITH ATTACHED REQUIRED DOCUMENTS AND ASSIGNED CONTROL NUMBER		20 SECONDS	<u>AILEEN G. UBIAS</u> ADMINISTRATIVE ASSISTANT A II
	1.5 GETS ON COPY OF OBR FOR FILING PURPOSES		5 SECONDS	<u>JANET A. TAPEC</u> ADMINISTRATIVE OFFICER II
END OF TRANSACTION				



48. REVIEW OF BUDGET- 28 BARANGAYS

*The Barangay Annual and Supplemental Budgets are submitted for review to ensure that:
Budgetary requirements and limitations provided in the Local Government Code are complied with;
The Budget does not exceed the estimated receipts and/ or income of the barangay; and
The items of appropriations are not more than those provided by existing laws.*

OFFICE:	MUNICIPAL BUDGET OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2GG2G - GOVERNMENT TO GOVERNMENT
WHO MAY AVAIL :	28 COMPONENT BARANGAYS OF MUNICIPALITY OF CAMALANIUGAN
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
FOR ANNUAL BUDGET REVIEW	
TRANSMITTAL LETTER WHOEVER IS AUTHORIZED BY THE SANGGUNIANG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY
APPROPRIATION ORDINANCE BARANGAY SECRETARY PUNONG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY
SANGGUNIANG- APPROVED AIP BARANGAY SECRETARY PUNONG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY
LIST OF PROJECTS CHARGEABLE AGAINST THE 20% DEVELOPMENT FUND PUNONG BARANGAY 2 COPIES	OFFICE OF THE PUNONG BARANGAY
PLANTILLA OF PERSONNEL BARANGAY TREASURER / PUNONG BARANGAY 2 COPIES	OFFICE OF THE PUNONG BARANGAY
STATEMENT OF INDEBTEDNESS, IF ANY PUNONG BARANGAY 2 COPIES	OFFICE OF THE PUNONG BARANGAY
DILG- ENDORSED GAD PLAN & BUDGET LOCAL GOVERNMENT OPERATIONS OFFICER 2 COPIES	MUNICIPAL GAD FOCAL PERSON & MLGOO
FOR SUPPLEMENTAL BUDGET REVIEW	
TRANSMITTAL LETTER WHOEVER IS AUTHORIZED BY THE SANGGUNIANG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY
APPROPRIATION ORDINANCE BARANGAY SECRETARY / PUNONG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY
STATEMENT OF FUNDING SOURCES BARANGAY TREASURER / PUNONG BARANGAY / MUNICIPAL ACCOUNTANT 2 COPIES	OFFICE OF THE MUNICIPAL ACCOUNTANT
APPROVED SUPPLEMENTAL AIP BARANGAY SECRETARY PUNONG BARANGAY 2 COPIES	OFFICE OF THE SANGGUNIANG BARANGAY



STEPS / PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. BARANGAY TREASURER SUBMITS TO THE MUNICIPAL BUDGET OFFICE THE ANNUAL/ SUPPLEMENTAL BUDGET FOR REVIEW IN COMPLIANCE WITH R.A. 7160 (BUDGET OFFICE, 2ND FLOOR MUNICIPAL BUILDING)	1.1 RECEIVE THE BARANGAY BUDGETS	NONE	10 SECONDS	<u>JANET A. TAPEC</u> ADMINISTRATIVE OFFICER II
	1.2 REVIEW THE SUBMITTED BARANGAY BUDGET & RECEIVE THE REQUIRED DOCUMENTS AND CHECK THE COMPLETENESS		20 MINUTES/ BUDGET	<u>JANET A. TAPEC</u> ADMINISTRATIVE OFFICER II
	1.3 INFORM THE BARANGAY OFFICIALS CONCERNED OF THE ADDITIONAL REQUIREMENTS, IF ANY		2 MINUTES/ BUDGET	<u>JANET A. TAPEC</u> ADMINISTRATIVE OFFICER II
	1.4 REVIEW THE BARANGAY BUDGET (FINAL REVIEW)		1 HOUR/ BUDGET	<u>SUSAN M. ORATA</u> MUNICIPAL BUDGET OFFICER
	1.5 PREPARE FINDINGS AND RECOMMENDATIONS FOR THE BARANGAY BUDGET REVIEWED AND TRANSMIT IT TO THE SANGGUNIANG BAYAN		30 MINUTES/ BUDGET	<u>SUSAN M. ORATA</u> MUNICIPAL BUDGET OFFICER
END OF TRANSACTION				



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Office of the MUNICIPAL ACCOUNTANT



49. PREPARATION OF FINANCIAL STATEMENTS FOR THE MUNICIPALITY

Journalizing, Summarizing and Reporting of LGU Transaction

OFFICE:	OFFICE OF THE MUNICIPAL ACCOUNTANT			
CLASSIFICATION:	HIGHLY TECHNICAL			
TYPE OF TRANSACTION:	G2G - GOVERNMENT TO GOVERNMENT			
WHO MAY AVAIL:	LOCAL GOVERNMENT UNIT (LGU), NATIONAL GOVERNMENT AGENCIES (NGAS)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
MONTHLY FINANCIAL STATEMENTS - TRIAL BALANCE—6 COPIES ORIGINAL - STATEMENT OF CASH FLOWS—6 COPIES ORIGINAL		OFFICE OF THE MUNICIPAL ACCOUNTANT		
QUARTERLY AND ANNUAL FINANCIAL STATEMENTS - COMPLETE SET OF FINANCIAL STATEMENTS		OFFICE OF THE MUNICIPAL ACCOUNTANT		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. PREPARATION/ ENCODING OF JEV FOR COLLECTION AND DEPOSITS, CASH DISBURSEMENTS, CHECK DISBURSEMENTS AND ADJUSTMENTS TO PPSAS.	1.1 JOURNALIZE ALL TRANSACTIONS IN THE GENERAL FUND, TRUST AND SEF.	NONE	5 MINUTES PER JEV (AVERAGE OF 600 JEV PER MONTH UNDER GF, TRUST AND SEF)	<u>JULIAN ANGELO DELOS SANTOS</u> <i>A.AIDE IV (ACCOUNTING CLERK I)</i>
2. CHECK AND APPROVE JEV.	2.1 DOUBLE CHECK MATHEMATICAL CALCULATIONS. 2.2 FORWARD TO MUNICIPAL BUDGET OFFICER FOR ORS PREPARATIONS.		2 MINUTES PER JEV	<u>MERCENIÑA A. CASIBANG CPA</u> <i>MUNICIPAL ACCOUNTANT</i>
3. CHECK AND APPROVE TRIAL BALANCE	3.1 CHECK ANY ABNORMAL BALANCES OF ACCOUNTS 3.2 DOUBLE CHECK IF THE DEBIT EQUALS CREDIT.		1 HR. PER FUND	<u>MERCENIÑA A. CASIBANG CPA</u> <i>MUNICIPAL ACCOUNTANT</i>



4. FORWARD FINANCIAL TO COA AND OTHER CONCERNED DEPARTMENTS.	4.1 PREPARE TRANSMITTAL		1 HOUR	<u>JULIAN ANGELO DELOS SANTOS</u> <u>A.AIDE IV</u> <u>(ACCOUITING CLERK I)</u>
<i>END OF TRANSACTION</i>				



50. PRE-AUDIT & EVALUATE COMPLETENESS OF DOCUMENTS AND SIGNATORIES—BARANGAY LEVEL

Checking the completeness of required documents

OFFICE:	OFFICE OF THE MUNICIPAL ACCOUNTANT			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2G - GOVERNMENT TO GOVERNMENT			
WHO MAY AVAIL:	LOCAL GOVERNMENT UNIT (LGU), 28 BARANGAYS OF CAMALANIUGAN			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SUPPORTING DOCUMENTS REQUIRED BY NGAS		BARANGAY CONCERNED		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT DISBURSEMENT VOUCHER TOGETHER WITH ALL DOCUMENTARY REQUIREMENTS FOR EVALUATION	1.1 CHECK COMPLIANCE TO RA 9184 AND COA CIRCULAR NO. 2012-01 1.2 FORWARD TO MUNICIPAL ACCOUNTANT FOR APPROVAL.	NONE	5 MINUTES PER DV	<u>KEITH C. SISRIBAN</u> ADMINISTRATIVE ASSISTANT II (CLERK III) <u>JULIAN ANGELO DELOS SANTOS</u> A.AIDE IV (ACCOUITING CLERK I) <u>MERCENINA A. CASIBANG, CPA</u> MUNICIPAL ACCOUNTANT
2. CHECK AND APPROVE JE	2.1 DOUBLE CHECK MATHEMATICAL CALCULATIONS. 2.2 IF ATTACHMENTS ARE COMPLETE, SIGN. IF NOT, RETURN.		2 MINUTES PER JEV	<u>MERCENIÑA A. CASIBANG CPA</u> MUNICIPAL ACCOUNTANT
END OF TRANSACTION				



51. ISSUANCE OF NET TAKE HOME PAY CERTIFICATION

Preparing and printing of Net Take Home Pay Certification

OFFICE:		OFFICE OF THE MUNICIPAL ACCOUNTANT		
CLASSIFICATION:		SIMPLE		
TYPE OF TRANSACTION:		G2C - GOV'T TO CITIZEN		
WHO MAY AVAIL:		PERMANENT EMPLOYEES OF LGU-CAMALANIUGAN		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
PAYROLL		OFFICE OF THE MUNICIPAL ACCOUNTING		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. REQUEST FOR NET TAKE HOME PAY CERTIFICATION.	1.1 ENCODE NET TAKE HOME PAY BASE ON THE CURRENT PAYROLL	NONE	5 MINUTES	<u>JOCELYN C. ARCE</u> ADMINISTRATIVE ASSISTANT III <u>KEITH C. SIRIBAN</u> ADMINISTRATIVE ASSISTANT II (CLERK III)
2. OBTAIN COPY OF NET TAKE HOME PAY CERTIFICATION.	2.1 VERIFY ACCURACY OF COMPUTATION & RELEASE COPY		3 MINUTES	<u>MERCENIÑA A. CASIBANG, CPA</u> MUNICIPAL ACCOUNTANT
END OF TRANSACTION				



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GENERAL SERVICES *Office*



52. ISSUANCE OF BURIAL PERMIT

An application of Burial Permit should be secured prior to construction of concrete tomb or interment of the deceased in the cemetery.

OFFICE:	GENERAL SERVICE OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	ANY MEMBER OF THE BEREAVED FAMILY OR ANY PERSON WHO HAVE KNOWLEDGE AND AUTHORIZED BY THE BEREAVED FAMILY.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
DEATH CERTIFICATE		MUNICIPAL CIVIL REGISTRAR OFFICE		
OFFICIAL RECEIPT		MUNICIPAL TREASURER'S OFFICE		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SIGN IN CLIENT LOGBOOK AND PRESENT REQUIRED DOCUMENTS.	1.1 ACCEPT AND CHECKS THE DEATH CERTIFICATE AND OFFICIAL RECEIPT.	NEW CONSTRUCTION OF CONCRETE TOMB - P 1,600.00 ADDITIONAL LAYER OF TOMB - P 1,350.00 OPENING OF OLD CONCRETE TOMB - P 700.00 (ASSUMPTION: OLD TOMB HAVE NO ARREARS)	5 MINUTES	<u>NOVELYN C. LOZADA</u> ADMINISTRATIVE AIDE I <u>ROLY L. ROLA</u> ADMINISTRATIVE AIDE IV <u>JULIUS I. URMATAM</u> GSO



2. WAIT WHILE VERIFICATION AND ASSIGNING OF TOMB LOCATION IN THE CEMETERY IS DONE.	2.1 THE CEMETERY CARETAKER ACCOMPANIED BY THE CLIENT AND VERIFY THE LOCATION AND STATUS OF THE SITE.		1 HOUR	<u>ROMEO T. RABUYA</u> ADMINISTRATIVE AIDE I <u>LEOPOLDO S. LABBINO</u> ADMINISTRATIVE AIDE I <u>JULIUS I. URMATAM</u> GSO
3. WAIT FOR THE PREPARATION OF BURIAL PERMIT AND TOMB LOCATION MAP WITH SECTIONING AND FORWARD TO MAYOR'S OFFICE FOR APPROVAL.	3.1 ENCODE THE BURIAL PERMIT AND TOMB LOCATION MAP.		30 MINUTES	<u>NOVELYN C. LOZADA</u> ADMINISTRATIVE AIDE I <u>ROLY L. ROLA</u> ADMINISTRATIVE AIDE IV <u>JULIUS I. URMATAM</u> GSO
4. OBTAIN COPY OF THE APPROVED BURIAL PERMIT	4.1 ISSUE THE APPROVED PERMIT.		2 MINUTES	<u>NOVELYN C. LOZADA</u> ADMINISTRATIVE AIDE I

END OF TRANSACTION



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PUBLIC EMPLOYMENT SERVICE *Office*



53. REFERRAL AND PLACEMENT

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

OFFICE:	PUBLIC EMPLOYMENT SERVICE OFFICE			
CLASSIFICATION:	SIMPLE			
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS			
WHO MAY AVAIL:	JOBSEEKERS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
APPLICATION LETTER & RESUME		From the Applicant		
STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. SUBMIT RESUME AND APPLICATION LETTER AT MAYOR'S OFFICE.	1.1 RECEIVE RESUME AND LCE FORWARD TO PESO FOR REFERRAL	NONE	5 MINUTES	RECEIVING AREA MO STAFF
2. WAIT FOR THE INFORMATION FROM THE PESO FOR POSSIBLE JOB RECOMMENDATION/ PLACEMENT.	2.1 MAKE REFERRALS AND RECOMMENDATION	NONE	30 MINUTES	JOENA C. ALARIAO ADMIN. OFFICER IV (HRMO II)
3. RECEIVE COPY OF THE REFERRAL/ RECOMMENDATION	3.1 RELEASE COPY OF REFERRAL/ RECOMMENDATION		2 MINUTES	CLARIFEL T. BERBANO ADMIN. OFFICER I (RECORD OFFR. I)
END OF TRANSACTION				



54. LABOR MARKET INFORMATION

Encourage employers to submit to PESO list of vacancies to provide employment information services to job seekers both local and overseas employment.

OFFICE:	PUBLIC EMPLOYMENT SERVICE OFFICE
CLASSIFICATION:	SIMPLE
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	JOBSEEKERS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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APPLICATION LETTER & RESUME	FROM THE APPLICANT
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. INQUIRE AVAILABILITY OF JOB VACANCIES.	1.1 LISTING OF JOB VACANCIES.	NONE	10 MINUTES	<u>JOENA C. ALARIAO</u> ADMIN. OFFR. IV (HRMO II)
	1.2 JOB POSTING	NONE	10 MINUTES	<u>CLARIFEL T. BERBANO</u> ADMIN. OFFICER I (RECORD OFFR. I)

END OF TRANSACTION



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MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT Office



55. EMERGENCY RESPONSE

OFFICE:	MUNICIPAL DISASTER RISK REDUCTION MANAGEMENT OFFICE
CLASSIFICATION:	COMPLEX
TYPE OF TRANSACTION:	G2C - GOVERNMENT TO CITIZENS
WHO MAY AVAIL:	GENERAL PUBLIC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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N/A	N/A
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STEPS/PROCEDURES	AGENCY ACTIONS	FEES TO BE PAID (IF ANY)	PROCESSING TIME	RESPONSIBLE EMPLOYEE (NAME & DESIGNATION)
1. CALL THE MDRRM OFFICE HOTLINE CP#: 09675260473 LANDLINE#: 078-37736552 VHF#: 164.15 MMHZ	1.1 RECEIVE EMERGENCY CALL, NAME AND DATA OF INFORMANT/CALLER, CP NUMBER, PLACE OF INCIDENT AND OTHER DETAILS.		1-2 MINUTES	RADIO COMMUNICATION OPERATOR
	1.2 VERIFICATION OF THE VERACITY OF REPORT.		1-2 MINUTES	RADIO COMMUNICATION OPERATOR
	1.3 GIVE INSTRUCTION TO THE RESPONDER		2-5 MINUTES	OPERATIONS AND WARNINGS/LDRRMO II
	1.4 DEPLOYMENT AND RESPONSE PROPER		ASAP	OPERATIONS AND WARNINGS/LDRRMO II, DRIVER RESPONDERS
	1.5 ENDORSEMENT TO THE HEALTH FACILITY FOR PROPER MEDICATION/CARE DEPENDING ON THE NATURE AND EXTENT OF THE DAMAGE FROM THE ACCIDENT		ASAP	FIRST AIDER AND RESPONDERS

END OF TRANSACTION



FEEDBACK AND REDRESS MECHANISM

Kindly inform us how we have served you by accomplishing the following:

- ✓ Fill-up our Client Feedback Form available in the Information Desk/Public Assistance and Complaint Desk (PACD) and put it the drop box located at the entrance of the Municipal Town Hall Building, Ground Floor;
- ✓ You may also send your feedback though e-mail (hrcamalaniugan@gmail.com/lqu_camalaniugan@yahoo.com) or text us at 09363958803;
- ✓ Talk to the assigned Information Officer or to the Department Heads of the concerned office/s so that your concerns will be immediately attended/addressed. Thank you very much for helping us in improving the quality of our government service.



FORM NO. 1

CLIENT FEEDBACK FORM

Dios y Mabbalô! We thank you for giving us the opportunity to serve you. Kindly enable us to serve you better by answering the following questions.

Name: _____ Signature: _____

Address: _____

Office visited: _____

Service availed: _____

THE OFFICE:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Was it easy to locate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Was it clean and orderly? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did you find proper directional signs/instructions? | <input type="checkbox"/> | <input type="checkbox"/> |

THE PERSONS RESPONSIBLE

- | | | |
|--|--------------------------|--------------------------|
| 1. Was/Were the designated employee/s available? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are they respectful? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did they make you feel comfortable? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Did they make you wait for long? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Were they knowledgeable? | <input type="checkbox"/> | <input type="checkbox"/> |

THE REQUIREMENTS

- | | | |
|---|--------------------------|--------------------------|
| 1. Were you properly informed what you needed to present? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Were there many requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Were you informed how to get the requirements? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Were you made aware of how much you will have to pay? | <input type="checkbox"/> | <input type="checkbox"/> |

THE OFFICERS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Were the authorized officials present? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Did it take them long to sign the document? | | <input type="checkbox"/> | <input type="checkbox"/> |

THE INFORMATION

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Was the document you need available? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Was the data complete? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Were the instructions clear and short? | | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER COMMENTS & SUGGESTIONS

Name & Position of attending employee:

Note: Please drop this form to the designated drop box found near the information desk.



FORM NO. 2

COMMENDATION (PAPURI)

DATE (PETA) _____

NAME OF COMMENDING PARTY: _____ CELLPHONE NO. _____
(PANGALAN NG NAGBIBIGAY PAPURI) (TELEPONO)

OFFICE / ADDRESS: _____
(TANGGAPAN / LUGAR)

OFFICE / ADDRESS: _____

RESIDENCE ADDRESS: _____ EMAIL ADDRESS: _____
(TIRAHAN)

NAME OF PERSON BEING COMMENDED _____
(PANGALAN NG PINAPURIHAN)

POSITION / OFFICE _____
(POSITION / TANGGAPAN)

REASON FOR COMMENDATION (DAHLANING PAPURI)* _____

**You may use the back page for additional information (maaaring gamitin ang likuran ng papel para sa karagdagang impormasyon.)*

(SIGNATURE (LAGDA))



FORM NO. 3

REQUEST FOR ASSISTANCE (PAGHINGI NG TULONG)

DATE (PETA) _____

NAME OF REQUESTING PARTY: _____ TEL./FAX/CP NO. _____
(PANGALAN NG HUMINGI NG TULONG) (TELEPOND)

OFFICE / ADDRESS: _____ (TANGGAPAN / LUGAR)

RESIDENCE ADDRESS: _____ EMAIL ADDRESS: _____
(TIRAHAN)

ASSISTANCE REQUESTED (HINIHINGI NG TULONG): _____

SIGNATURE (LAGDA)



FORM NO. 3

COMPLAINT (*REKLAMO*)

DATE (*PETA*) _____

NAME OF PERSON BEING COMPLAINED _____

(*PANGALAN NG INIREREKLAMO*)

POSITION / OFFICE _____

(*POSISYON / OPISINA*)

REASON FOR COMPLAINT (*DAHILANING PAGREREKLAMO*): _____

**You may use the back page for additional information (maaaring gamitin ang likuran ng papel para sa karagdagang impormasyon.)*

SIGNATURE (*LAGDA*)