



Republic of the Philippines
Province of Rizal
MUNICIPALITY OF MORONG

Office of the Municipal Mayor

CITIZEN'S CHARTER

IN COMPLIANCE TO RA 9485



MORONG, RIZAL



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**



MUNICIPAL GOVERNMENT OF MORONG

CITIZEN'S CHARTER



MANDATE

To serve people promptly and efficiently with utmost

VISION

By 2030, MORONG is a premier center of Eastern Rizal for health and education, where a God-loving, resilient and empowered citizenry lives in a peaceful, ecologically balanced and culturally nurtured community with a vibrant economy under a responsive and committed governance.

MISSION

To be of service to the people regardless of age, nationality, religion and political affiliation and sex in a timely manner

GOALS AND OBJECTIVES

1. Increase employment opportunities through environmentally sound industrial and commercial growth
2. Provide an adequate supply of affordable housing
3. Provide broader opportunities and increase particularly by the marginalized sector, to educational, health care, welfare and protective services and facilities
4. Increase agricultural productivity by the marginalized sector, to educational, health care, welfare and protective services and facilities.
5. Improve the efficiency of the local government to respond to the needs of the population
6. Promote the full participation of the citizens in the local development efforts.



SERVICE PLEDGE

We, the officials and employee of the Municipal Government of Morong, Rizal pledge and commit to deliver quality public services as promised in the Citizens Charter, specifically:

1. To value citizenry with quality service
2. To value every citizens complaints, comments and suggestions, and
3. To Provide basic services expected of a good government



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OFFICE OF THE MUNICIPAL ASSESSOR

Frontline Service

1. ISSUANCE OF REVISED TAX DECLARATIONS

ABOUT THE SERVICE: The existing tax declaration or previous tax receipt is required from real property owners when paying their Real Property Tax. A new tax declaration is issued when there is a transfer of ownership and / or amendment of value.

Office or Division:	Office of the Municipal Assessor			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)			
Checklist of Requirements	Where to Secure			
<i>Certified True Copies of the following: (single copy)</i>				
Deed of Sale / Deed of Donation / Transfer of rights / Extra Judicial Settlement etc.	Registry of Deeds			
Registry of Deeds (RD) Registration (For Un-Titled Properties)	Registry of Deeds			
BIR Clearance or Certificate Authorizing Registration (CAR)	Bureau of Internal Revenues			
DAR Clearance for Agricultural Properties.	Department of Agrarian Reform			
Real Property Tax Clearance / Latest Tax Receipt.	Municipal Treasurer's Office			
Official Receipt of Transfer Tax Payment and Service Fee (Transfer tax is computed fifty (50%) of one percent of the total consideration involved in the acquisition of the property or the Fair Market Value whichever is higher.	Municipal Treasurer's Office			
Title (for titled properties)	Registry of Deeds			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. If availing of the service for the first time proceed to the Assessor's Office secure application form (2 copies) checklists of requirements, and make clarificatory inquiry (if there is any)	1. Provide the client application form and checklist. Provide the client a short briefing on the checklist of requirements.	none	5 Minutes	Assistant Mun. Assessor Municipal Assessor Admin. Asst.
	1.1 Accept and Review Documents, Prepare Field Appraisal & Assessment Sheet type Tax Declaration Check, Sign and Approve.	none	25 Minutes	Assistant Municipal Assessor Municipal Assessor
2. Submit requirements for verification and New Field Appraisal & Assessment Sheet & Tax Declaration Approval	2. Record Tax Assessment & Stamps FAAS, Tax Declaration & Other Supporting Papers.	none	10 Minutes	Record Officer
	2.1 Advise the client to pay Filing of Sworn Statement at the Treasurer's Office.	none	5 Minutes	Record Officer
3. Proceed to the designated payment window of the Municipal Treasurer for payment	3. Received payment and issued official receipt	225.00	10 Minutes	Revenue Collector
4. Back to Record's Officer. Assessor's Office present the O.R. Receive the approved owner's copy of Tax Declaration (TD) and Sign the Logbook (date and time received)	4. Release Owner's Copy of Tax Declaration 4.1 Encode database of New Tax Declaration	none	10 Minutes	Encoder
	Total:	PHP 225.00	65 Minutes	



2. ISSUANCE OF A CERTIFIED COMPUTER PRINT-OUT OF THE TAX DECLARATION

ABOUT THE SERVICE: The Tax Declaration serves as a period-covered record of a real property unit (Land, Building and Machinery) and as basis for payment of real property taxes. Real Property owners or any authorized representative can be provided computer print-outs of their tax declaration/s for their own records.

Office or Division:	Office of the Municipal Assessor			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)			
Checklist of Requirements		Where to Secure		
Please Provide Single Copy for the following Requirements				
Request Form		Municipal Assessor's Office		
Tax Receipt		Municipal Treasurer's Office		
Authorization Letter or any valid documents of inheritance or documents of heir ship		From the Owner		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Assessor's Office and secure Request Form and Fill-up	1. Issue a client a request form	none	2 Minutes	Assistant Municipal Assessor Clerk
2. Submit accomplished Request Form for Certified Print-out copy of Tax Declaration	2. Receive request form, issue order of payment and instruct the client to proceed to the Treasurer's Office and pay corresponding fees		5 Minutes	Assistant Municipal Assessor Clerk
3. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	3. Received payment and issued Official Receipt	Php 180.00 per Tax Declaration w/ Doc. stamp	10 minutes	Revenue Collection Clerk/Officer



4. Proceed to Assessor's Office and present the official receipt	4. Review and Approve the print-out copy and records particulars in logbook	none	5 Minutes	Municipal Assessor Asst. Municipal Assessor Clerk
5. Receive the requested certified print copy of Tax Declaration and sign Logbook of receipt.	5. Release certified print-out copy of Tax Declaration	none	5 Minutes	Assistant Municipal Assessor Clerk
	Total:	Php 180.00 per Tax Declaration w/ Doc. stamp	17 Minutes	

3. ISSUANCE OF CERTIFICATION OF NO-IMPROVEMENT / CERTIFICATE OF NO-PROPERTY AND OTHER CERTIFICATIONS.

ABOUT THE SERVICE: Certified True Copies Certifications of Various Property Holdings or non-improvements and other certifications may be obtained from this office.

Office or Division:	Office of the Municipal Assessor	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)	
Checklist of Requirements	Where to Secure	
Please Provide Single Copy for the following Requirements		
Request Form	Municipal Assessor's Office	
Affidavit of Non-Improvement duly notarized by a lawyer	Lawyer	
Certificate of Indigency	Brgy Concerned	



Authorization Letter or any valid documents of inheritance or documents of heir ship		From the Owner		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Assessor's Office and secure Request Form and Fill-up	1. Provide a client with a request form	none	15 Minutes	Assistant Municipal Assessor Clerk
2. Submit duly accomplish form	2. Receives accomplish request form and Verifies Records and Print-out / type the documents. Issues order of payment and instruct the client to proceed to the Treasurer's Office and pay corresponding fees.	none	10 Minutes	Assistant Municipal Assessor Clerk
3. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	3. Received payment and issued Official Receipt	Php 180.00 per Tax Declaration w/ Doc. stamp	10 minutes	Revenue Collection Clerk/Officer
4. Proceed to Assessor's Office and present the official receipt.	4. Records the Official Receipt and approves the print-out copy	none	5 Minutes	Municipal Assessor Asst. Municipal Assessor Clerk
5. Receive the requested certification and sign Logbook, (Date and Time)	5. Issued the certification	none	3 Minutes	Assistant Municipal Assessor Clerk
	Total:	Php 180.00 per Tax Declaration w/ Doc. stamp	43 Minutes	



4. PROVISION OF RE-ASSESSMENT / REVISION / CANCELLATION OF ASSESSMENT OF REAL PROPERTIES

ABOUT THE SERVICE: The Assessment Records at the Municipal Assessor's Office serve as a basis for computing the Annual tax dues from the owners of Land and Buildings.

Property owners occasionally request the cancellation or dropping of the assessment of their property/ies from the Assessment Roll for Building and Machineries or for the adjustment or correction of the assessment of their real property.

Office or Division:	Office of the Municipal Assessor	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)	
Checklist of Requirements	Where to Secure	
Please Provide Single Copy for the following Requirements		
Letter Request	From the Owner	
Application Form (Land / Bldg. / Machinery)	Municipal Assessor's Office	
For Land - Approved Plan or Sketch Plan	Geodetic Engineer	
Affidavit duly Notarized	Lawyer	
For Building - Building Plan / Certificate of Occupancy	Municipal Engineering Office	
Building Permit		
Affidavit Duly Notarized	Lawyer	
Sworn Statement	Municipal Assessor's Office / From the Owner duly Notarized	

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Proceed to the Municipal Assessor's Office secure application form and checklist of requirements and attends / listen to the briefing of the concerned personnel.	1. Provide checklist of requirements and application form conduct briefing	none	5 minutes	Assistant Municipal Assessor Municipal Assessor
2. Submits duly accomplished form and requirements and receives notice of actual inspection schedule.	2. Receives and reviews accomplished form and requirements	none	5 minutes	Assistant Municipal Assessor
	2.1 Assigns an inspection team and sets the schedule of the ocular inspection.	none	5 minutes	Municipal Assessor
	2.2 Gives the client schedule of actual inspection slip.	none	2 minutes	Clerk
	2.3 Briefing of the inspection team.	none	5 minutes	Municipal Assessor Assistant Municipal Assessor
3. Guide the team during the inspection	3. Conducts actual inspection and accomplishes preliminary Field Appraisal & Assessment Sheet	none	Depends on the distance and location of the property	Inspection Team with Assistant Municipal Assessor
			5 minutes	
	3.1 Notifies the client when to get the corrected assessment	none	30 minutes	Municipal Assessor or Assistant Municipal Assessor
3.2 Prepares Field Appraisal & Assessment Sheet typed Tax Declaration, check, sign and approved.	none	15 minutes	Assistant Municipal Assessor	



	3.3 Records Stamp Field Appraisal Assessment Sheet & Tax Declaration & other supporting papers.	none	5 minutes	Record Officer
	3.4 Prepares Notice of Cancellation and Notice of Assessment	none	10 minutes	
	3.5 Advise the client to pay the Filing of Sworn Statement at the Treasurer's Office	none		
4. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	4. Received payment and issued Official Receipt	Php 200.00 Filing of Sworn Statement/ IT Fee	10 minutes	Revenue Collection Clerk/Officer
5. Proceed to the Municipal Assessor's Office, present the Official Receipt and receive the requested document Sign the Logbook	5. Encode New Tax Declaration	none	3 minutes	Encoder
	5.1 Issues requested documents (Tax Declaration)	none		Assistant Municipal Assessor
	Total:	Php 200.00 Filing of Sworn Statement/ IT Fee	1 hour and 40 minutes	



5. ASSESSMENT OF NEWLY DISCOVERED PROPERTY (LAND); NEWLY CONSTRUCTED BUILDING / MACHINERIES AND ISSUANCE OF UPDATED TAX DECLARATION

ABOUT SERVICE: New Tax Declaration is needed by the owners of newly declared property/ies Land / Building and newly installed Machinery to determine the value of the Real Property.

Office or Division:	Office of the Municipal Assessor	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)	
Checklist of Requirements		Where to Secure
Please Provide Single Copy for the following Requirements		
For Land - Approved Plan/ Special Sketch Plan	Geodetic Engineering	
Affidavit of Ownership/Possession/Occupancy	Lawyer	
Affidavit of Two (2) Adjoining Owners	Lawyer	
Certification from Barangay Captain	Barangay Concerned	
Certification that the land falls within Alienable / Disposable area	DENR/ Bureau of Forestry/Bureau of Land/Land Management Office / Service	
LRA Certificate / Clearance	LRA	
Sworn Statement	Municipal Assessor's Office / From the Owner duly Notarized	
Picture of the Subject Property	From the Owner	
Letter Request	From the Owner	
Certified True Copy of Title (if)	Registry of Deeds	
For Building - Letter Request	From the Owner	
Building Permit	Municipal Engineering Office	
Certificate of Occupancy	Municipal Engineering Office	
Building Plan	Municipal Engineering Office	
Sworn Statement	Municipal Assessor's Office / From the Owner duly Notarized	
For Machinery - Letter Request	From the Owner	
Book Value	From the Owner	
Sworn Statement	Municipal Assessor's Office / From the Owner duly Notarized	



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Municipal Assessor's Office, secure application forms and checklist requirements, attends / listen to the briefing of the concerned personnel.	1. Provide checklist of requirements and application form and conduct briefing on the service and its requirements.	PhP 200.00 Filing of Sworn Statement / IT Fee	5 Minutes	Assistant Municipal Assessor Municipal Assessor
2. Submit duly accomplished form and requirements and receives notice of actual inspection schedule.	2. Receives and reviews accomplished form and requirements.		5 Minutes	Municipal Assessor Assistant Municipal Assessor
	2.1 Assigns an inspection team and sets the schedule of the ocular inspection.		5 Minutes	Municipal Assessor
	2.2 Gives the client schedule of actual inspection slip.		2 Minutes	Assistant Municipal Assessor Clerk
	2.3 Briefing of the inspection team.		5 Minutes	Municipal Assessor
3. Guide the team during the inspection	3. Conduct actual inspection and accomplishes Preliminary Field Appraisal & Assessment Sheet		Depends the distance and location of the property	Assistant Municipal Assessor Municipal assessor
	3.1 Notifies the client when to get the corrected assessment.		5 Minutes	Assistant Municipal Assessor
	3.2 Evaluate all physical characteristics / Attributes of property against given data requirements.			Municipal Assessor



	3.3 Prepare Field Appraisal and Assessment Sheet using the corresponding schedule of Market Values and sets the Assessed Value.		30 Minutes	Assistant Municipal Assessor
	3.4 Type Tax Declaration, check sign and make endorsement to the Provincial Assessor for Approval (Note: after approval)			Clerk
	3.5 Records & Stamps Approved FAAS & Tax Declarations and other supporting papers.		15 Minutes	Record Officer
4. Receive the approved owner's copy of Tax Declaration with Sworn Statement and sign the Logbook	4. Release owner's copy of tax declaration with sworn statement.		2 Minutes	Record Officer
	4.1 Encode at database New Tax Declaration		10 Minutes	Encoder
	4.2 Advise the client to pay the Filing Fee of Sworn Statement and realty taxes at the Treasurer's Office.			Assistant Municipal Assessor
5. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	5. Received payment and issued Official Receipt	Php 200.00 Filing of Sworn Statement/ IT Fee	10 minutes	Revenue Collection Clerk/Officer
6. Back to Assessor's Office and present the Official Receipt	6. Records the Official Receipt No. on Logbook Amount Paid, Date & Time		5 Minutes	Assistant Municipal Assessor
	Total:	Php 200.00 Filing of Sworn Statement/ IT Fee	1 hour and 39 minutes	



6. VERIFICATION OF HISTORY OF REAL PROPERTY ASSESSMENT / TAX DECLARATION

ABOUT THE SERVICE: Real Property Owners & Authorized Representatives Require Verification & Examination of Superseded (Cancelled) Tax Declaration on file for New Titling Procedures, court Cases and other Legal Processes.

Office or Division:	Office of the Municipal Assessor			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)			
Checklist of Requirements		Where to Secure		
Please Provide Single Copy for the following Requirements				
Letter Request		From the Owner		
Latest Tax Declaration		Municipal Assessor's Office		
Tax Receipt		Municipal Treasurer's Office		
Any related reference documents		From the Owner		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Assessor's Office and secure the request form	1. Provide client with a request form	none	2 Minutes	Assistant Municipal Assessor Clerk
2. Submit accomplish request form for history of the property	2. Receive the request form forwarded to Municipal Assessor for a validation of the request	none	3 Minutes	Clerk
	2.1 Assigns the task to the personnel concern.	none	5 Minutes	Municipal Assessor Assistant
	2.2 Advise client to wait	none		



	2.3 Verifies and Researches the history of the Real Property or Tax Declaration	Php 50.00 per revision	60 Minutes	Municipal Assessor Clerk
	2.4 When finished presents / show to the client the history of the Real Property	none	10 Minutes	Assistant Municipal Assessor Clerk
3.Records all pertinent data produced by the Research and Signs the appropriate completion space in the Application Form with the corresponding Date & Time.	3. Acknowledges the end of the service by counter-signing on the space provided for in the Application Form for the completion of the process	none	10 Minutes	Assistant Municipal Assessor Clerk
	Total:	Php 50.00 per revision	1 hour and 39 minutes	

7. VERIFICATION OF PROPERTY LOCATION AND VICINITY

ABOUT THE SERVICE: Persons with legal interest in a Real Property / ies require verification of the Location / Vicinity of such with available data of the OMASS, for various personal or legal uses.

Office or Division:	Office of the Municipal Assessor	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Real property owners or any Authorized Representative (with Authorization of the owner)	
Checklist of Requirements	Where to Secure	
Please Provide Single Copy for the following Requirements		



Letter Request		From the Owner		
Latest Tax Declaration		Municipal Assessor's Office		
Photo Copy of Title		From the Owner		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Assessor's Office and secure the request form	1. Provide a client a request form	none	2 Minutes	Clerk
2. Submit accomplished request form for Vicinity-Location of Property	2. Receive the request form and forwarded to Municipal Assessor for validation of the request.	none	5 Minutes	Clerk
	2.1 Assigns the task to the Tax Mapper	none	3 Minutes	Municipal Assessor
	2.2 Advice client to wait	none		
	2.3 Verifies & Researches the location of the property in the Tax Map of Cadastral Map	none	10 Minutes	Tax Mapper Tax Mapper Aide
	2.4 When located presents / show to the client the position / location of the property	none	5 Minutes	Tax Mapper Tax Mapper Aide
3. Proceed to the designated payment window of the Municipal Treasury	3. Received payment and issued Official Receipt	Php 350.00 per section map (if requested by the client)	10 minutes	Revenue Collection Clerk/Officer
4. Records all Pertinent Data produced by the Research and Signs the appropriate completion space in the Application Form with the	4. Acknowledges the end or the service by counter-signing on the space provided for in the Application Form for the completion of the process.	none	5 Minutes	Tax Mapper Tax Mapper Aide Municipal Assessor



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

corresponding Date & Time				
	Total:	Php 350.00 per section map (if requested by the client)	35 minutes	



MUNICIPAL TREASURER'S OFFICE

Frontline Service

8. COLLECTION OF BUSINESS TAX

ABOUT THE SERVICE: All business establishments are required to secure a Business License and Mayor's Permit and pay the corresponding business taxes before the start of operations. The Business License must be renewed from January 1 to 20 every year as mandated in the local tax ordinances unless an extension is issued by the Sangguniang Bayan. Penalties are imposed after this period.

Business taxes for newly opened enterprises are based on capitalization, but those already existing are computed on the basis of a percentage of gross sales/ receipts. Payments may be made annually or quarterly. Taxes are due on the first 20 days of the start of each period or by quarterly installments beginning on January 20, April 20, July 20 and October 20.

Office or Division:		Office of the Municipal Treasurer		
Classification		Complex		
Type of Transaction		G2B- Government to Business Entity		
Who may avail		Sole Proprietor, Partnership, Corporation, Cooperative		
Checklist of Requirements		Where to Secure		
1. Business and License Operation Permit Assessment		1. Business Permits and Licensing Office (BPLO)		
1. Community Tax Certificate		2. Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
1. In Window Transaction 1 to 4, Present to the Revenue Collecting Officer the assessed form coming from Business Permits and Licensing	1. The Revenue Collecting Officer Issues official receipt and signs it based on the assessment of the BPLO.	Based on Business and License Operation Permit Assessment	5 minutes	Revenue Collection Officer (RCO)



Office (BPLO).				
TOTAL			5 minutes	

9. COLLECTION OF COMMUNITY TAX CERTIFICATE (CTC)- INDIVIDUAL

ABOUT THE SERVICE: Every inhabitant of the Philippines, eighteen (18yrs old) of age or over has been regularly employed on a wage or salary basis for at least thirty (30) consecutive working days during any calendar year or who is engaged in a business or occupation, or who owns a real property with an aggregate assessed value of One Thousand Pesos (Php 1,000.00) or more, or who is required by law to file an income tax return shall pay an annual additional tax of Five Pesos(Php 5.00) and an annual additional tax of One Peso (Php1.00) for every One thousand pesos (P1,000.00) of income regardless of whether for business, exercise of profession or from property which in no case shall exceed Five Thousand Pesos (Php5,000.00)

Office or Division:	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2B- Government to Business Entity			
	G2C- Government to Citizen			
Who may avail	Business Owners and Individual Taxpayer			
Checklist of Requirements		Where to Secure		
For Individual:				
1. Valid Identification Card		1. To be provided by Individual Taxpayer.		
2. Client Information Slip		2. Office of the Municipal Treasurer		
For Business				
1. Valid Identification Card of the Business Owner or his/her authorized representative		1. To be provided by Business Owner		
2. Annual Gross Receipts duly certified by their Accountant		2. Business/ Company's Accounting office.		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



FOR INDIVIDUAL				
1. In Window Transaction 1 to 4, Present to the Revenue Collecting Officer your valid identification card or the properly filled up client information slip.	1. The Revenue Collecting Officer encodes the necessary information and computes the amount of Community Tax.	Annual Additional Tax of Php 5.00	3 minutes	Revenue Collection Officer (RCO)
2. The Taxpayer pays the necessary amount based on the computation given by the Revenue Collecting Officer.	2. The Revenue Collecting Officer issues the Community Tax Certificate upon payment of the taxpayer	Annual Additional Tax of Php 1.00 for every Php 1,000 of income not exceed Php 5,000	2 minutes	Revenue Collection Officer (RCO)
TOTAL			5 minutes	

10. COLLECTION OF COMMUNITY TAX CERTIFICATE (CTC)- CORPORATION

ABOUT THE SERVICE: Every Corporation no matter how created or organized, whether domestic or resident foreign, engaged in or doing business in the Philippines shall pay an Annual Community Tax of Five Hundred Pesos (Php500.00) and an annual additional tax of Two Pesos (Php2.00) for every Five Thousand Pesos of Gross Receipts or earnings derived from business in the Philippines during the preceding year, in no case shall not exceed Ten Thousand Pesos (php10,000). An annual additional tax of Two Pesos (Php2.00) for every Five Thousand Pesos (php5,000) worth of real property in the country during the valuation used for payment of the Real Property.



Office or Division:	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2B- Government to Business Entity			
	G2C- Government to Citizen			
Who may avail	Business Owners and Individual Taxpayer			
Checklist of Requirements		Where to Secure		
1. Valid Identification Card		1. To be provided by Individual Taxpayer.		
1. Valid Identification Card of the Business Owner or his/her authorized representative		1. To be provided by Business Owner/ Corporation		
2. Annual Gross Receipts duly certified by their Accountant		2. Business/ Company's Accounting office.		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR CORPORATIO N				
1. In Window Transaction 1 to 4, Present to the Revenue Collecting Officer your valid identification card and the Business's/ Corporation's Annual Gross Receipts duly certified by the accountant.	1. The Revenue Collecting Officer encodes the necessary information and computes the amount of Community Tax based on the presented Certified Annual Gross Receipts.	.Based on the annual gross receipts of the Business/ Corporation	3 minutes	Revenue Collection Officer (RCO)
2. The Taxpayer pays the necessary amount based on the computation given by the Revenue Collection Officer.	2. The Revenue Collecting Officer issues the Community Tax Certificate upon payment of the taxpayer	.Based on the annual gross receipts of the Business/ Corporation	2 minutes	Revenue Collection Officer (RCO)



	TOTAL		5 minutes	
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11. COLLECTION OF REGULATORY FEES AND CHARGES

ABOUT THE SERVICE: The Municipality of Morong imposes the collection of regulatory fees (such as fees on weights and measures, building permits, zonal/ location permit, tricycle operators permit, occupational fees animal and civil registration and inspection) and charges (clearances and certifications, and other service income) in accordance to the newly implemented 2019 Local Revenue Code

Office or Division:		Office of the Municipal Treasurer		
Classification		Simple		
Type of Transaction		G2B- Government to Business Entity		
		G2C- Government to Citizen		
Who may avail		Business Owners and Individual Taxpayer		
Checklist of Requirements		Where to Secure		
1. Tax Order of Payment (TOP)		1. Issued by the concerned offices.		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. In Window Transaction 1 to 4, Present to the Revenue Collecting Officer the Tax Order of Payment issued by the concerned office.	1. The Revenue Collecting Officer issues Official Receipt based on the Tax Order of Payment.	Based on the TOP issued by the concerned office	3 minutes	Revenue Collection Officer (RCO)
TOTAL			3 minutes	

CLIENT GROUP: Individuals and Corporations who own Real Property in the Municipality.



12. COLLECTION OF REAL PROPERTY TAXES (RPT)

ABOUT THE SERVICE: Real properties such as land, buildings and machineries are assessed by the Municipal Assessor’s Office and Real Property Taxes are due every year based on the assessment level and fair market value of the real property. The Real Property Taxes are made at Land Tax Division of the Municipal Treasurer’s Office. Payments can be made in annual, semiannual, or quarterly basis. Advance payment will be done on or before the last working day of the year which a 20% discount maybe acquires. It can be paid also through the Compromise Agreement Scheme which pertain to a legal document signed by and both the Municipal Treasurer and Taxpayer with the conditions that the Real Property Tax delinquent shall be settled within the period agreed upon on an installment basis.

Office or Division:	Office of the Municipal Treasurer			
Classification	Complex			
Type of Transaction	G2B- Government to Business Entity			
	G2C- Government to Citizen			
Who may avail	Individuals and Corporations who owns Real Property in the Municipality			
Checklist of Requirements		Where to Secure		
1. Official Receipt of previous years or latest property tax assessment		1. Owner's copy of Taxpayer		
2. Copy of Latest tax declaration of the property		2. Office of the Municipal Assessor		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. In Window Transaction 1 to 3, (RPT Section)- Present to the Revenue Collecting Officer the Latest Copy of Tax Declaration and the previous year’s receipts.	1. The Revenue Collection Officer verifies the presented receipts and tax declaration number according to declared owner, tax declaration, area and location of property upon the issuance of the corresponding tax bill.	None	5 minutes	Revenue Collection Officer (RCO)



2. The taxpayer receives the Real Property Tax Bill and pay.	2. The Revenue Collection Officer receive payment (cash/check) and issues Official Receipt to the taxpayer.	For updated tax due 2% of the assessed value of the property less 10% discount for the first quarter	5 minutes	Revenue Collection Officer (RCO)
		For delinquent 2% of the assessed value of the property plus 2% penalty per month. No Discount		Revenue Collection Officer (RCO)
		For Advance payment with 20% discount and 2% of the assessed value of the property.		Revenue Collection Officer (RCO)
TOTAL			10 minutes	



13. ISSUANCE OF TAX CLEARANCE

ABOUT THE SERVICE: Tax Clearance is issued by the Office of the Municipal Treasurer when the property is fully paid from its corresponding tax due. It is one of the requirements in securing different documents in selling and in processing of property transfer in the Bureau of Internal Revenue and in the Registry of Deeds.

Office or Division:	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2B- Government to Business Entity			
	G2C- Government to Citizen			
Who may avail	Individuals and Corporations who owns Real Property in the Municipality with Fully paid Tax Dues.			
Checklist of Requirements		Where to Secure		
1. Official Receipt of the current year stating full payment.		1. Owner's copy of Taxpayer		
2. Tax Order of Payment		2. Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. In Window Transaction 1 to 3, (RPT Section)- Present to the Revenue Collecting Officer the Latest Copy of the Official Receipts Currently paid.	The Revenue Collection Officer checks/ verifies the property based on the presented Land Tax Receipts. Once verified and the property is fully paid, RCO issues the Tax Order of Payment.	none	3 minutes	Revenue Collection Officer (RCO)
2. In Window Transaction 1 to 4, Present the Tax Order of Payment issued by the RPT Collector for payment.	The Revenue Collection Officer issues official receipt based on the details on the TOP.	Php 150.00 per Tax Clearance and Php 15.00 DST	1 minute	Revenue Collection Officer (RCO)



3. Present the Official Receipt to the RPT Section for the Tax Clearance Request.	The Revenue Collection Officer in RPT Section generates the Tax Clearance based on the Official Receipt presented by the taxpayer.	none	5 minutes	Revenue Collection Officer (RCO)
4. Wait for the Issuance of Tax Clearance	The Revenue Collection Officer Issues the Tax Clearance upon signing in the Record Book.	none	1 minute	Revenue Collection Officer (RCO)
5. Receive the Tax Clearance		none		
TOTAL		Php 165.00	10 minutes	

14. REGISTRATION OF LARGE CATTLE

ABOUT THE SERVICE: The owner of the Large cattle is required to register in the office of the Municipal Treasurer for which a certificate of ownership shall be issued to the owner. "Large Cattle" includes an at least two-year-old horse, mule, ass, carabao, cow or other domesticated member of bovine family. The ownership or its sale or transfer of ownership to another person shall be registered.

Office or Division:	Office of the Municipal Treasurer			
Classification	Complex			
Type of Transaction	G2C-Government to Citizen			
Who may avail	Owner of any Bovine animals			
Checklist of Requirements		Where to Secure		
1. Written request addressed to the Municipal Treasurer indicating the availability date and time of the owner.		1. Owner of Branded Animal		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the written request to the Municipal Treasurer for approval.	1. The Municipal Treasurer or his/her authorized representative approves and set the schedule of visit to the Owner.	None	5 minutes	Revenue Collection Clerk
2. On the scheduled date, fill up the form given by the Revenue Collection Clerk	2. Upon the branding of animal process, the Revenue Collection Clerk shall enter the following in the registry of books: Name and Residence of the Owner, purchase price of the animal in cases of sale or transfer, the class, color, sex brands and other identification marks of the cattle.	None	3 days	Revenue Collection Clerk
3. The Owner pays the amount for each Certificate of Ownership	3. The Revenue Collection Clerk issues official receipt for each Certificate of Ownership.	Php 300.00 per Certificate of Ownership	25 minutes	Revenue Collection Clerk
TOTAL		Php 300.00	3days & 30 minutes	

15. TRANSFER OF LARGE CATTLE

ABOUT THE SERVICE: Transfer Fee shall be collected only once a large cattle is transferred more than once in a day. Transfer of Ownership of Large cattle is paid in the Office of the Municipal Treasurer.

Office or Division:	Office of the Municipal Treasurer
Classification	Complex
Type of Transaction	G2C-Government to Citizen
Who may avail	Owner of any Bovine animals
Checklist of Requirements	Where to Secure



1. Written request addressed to the Municipal Treasurer indicating the availability date and time of the owner.		1. Owner of Branded Animal		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the written request to the Municipal Treasurer for approval.	1. The Municipal Treasurer or his/her authorized representative approves and set the schedule of visit to the Owner.	None	5 minutes	Revenue Collection Clerk
2. On the scheduled date, fill up the form given by the Revenue Collection Clerk	2. For Transfer of Large cattle, the Revenue Collection Clerk shall enter the following in the registry of books: Name and residence of the owner and the purchaser: purchase price of the animal: the class, sex, brands and other identifying marks of the animal: and a reference to the original certificate of ownership with the name of the Municipality issued to it.	None	3 days	Revenue Collection Clerk
3. The Owner pays the amount for each Certificate of Ownership	3. The Revenue Collection Clerk issues official receipt for each Certificate of Ownership.	Php 500.00 per Certificate of Transfer	25 minutes	Revenue Collection Clerk
TOTAL		Php 500.00	3days & 30 minutes	

16. ISSUANCE OF TREASURY CERTIFICATION

ABOUT THE SERVICE: Treasury Certification is issued by the Municipal Treasurer in accordance to the request of the taxpayer such as Certificate of Payment.

Office or Division:	Office of the Municipal Treasurer
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Classification		Simple		
Type of Transaction		G2B- Government to Business Entity		
		G2C- Government to Citizen		
Who may avail		Individuals, Businesses and Corporation who made payments in the Municipality Services.		
Checklist of Requirements		Where to Secure		
1. Official Receipt of the current acquired services paid		1. Owner's copy of Taxpayer		
2. Tax Order of Payment		2. Office of the Municipal Treasurer		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. In the Office of the Municipal Treasurer, Request for the desired Certification.	1. The Revenue Collection Clerk issues a Tax Order of Payment.	none	2 minute	Revenue Collection Clerk (RCC)
2. In Window 1 to 4, Present the Tax Order of Payment and pays the Certification fee.	2. The Revenue Collection Officer issues the Official Receipt.	Php 150.00 per Certification Fee and Php 15.00 DST	5 minutes	Revenue Collection Officer (RCO)
3. Receives the Official Receipt and present to the Revenue Collection Clerk to claim the request certification	3. The RCC issues the Certification upon signing of the Municipal Treasurer to the Client/ Taxpayer.	none	3minutes	Revenue Collection Clerk (RCC)
TOTAL		Php 165.00	10 minutes	



17. COLLECTION OF TRANSFER TAX

ABOUT THE SERVICE: Transfer taxes are paid when transfer of ownership is made due to the execution of deeds such as sale, donation and transfer by succession or by any other means of transfer. Copies of Real Property tax declaration, Deeds of Absolute Sale and /or other applicable documents confirming transfer are required by the Revenue Collector for the assessment of the transfer tax due for payment.

Office or Division:	Office of the Municipal Treasurer	
Classification	Simple	
Type of Transaction	G2B- Government to Business Entity	
	G2C- Government to Citizen	
Who may avail	Individual and Corporation	
Checklist of Requirements		Where to Secure
1. Certificate of Authorizing Registration (CAR)		1. Bureau of Internal Revenue
2. If NO CAR:		2. Office of the Municipal Treasurer
a. Proof of Payment of Capital Gain Tax		a. Capital Gain Tax Receipt paid in Land Bank
b. Documentary Stamp Tax		b. Bureau of Internal Revenue
c. Certified True Copy of Tax Declaration		c. Office of the Municipal Assessor
d. Tax Clearance		d. Office of the Municipal Treasurer
e. Title		e. Owner's Copy
f. Special Power of Attorney		f. Law Firm/ Notary Public
g. Deed of Sale		g. Owner's Copy
h. Deed of Donation		h. Owner's Copy
i. Extra Judicial		i.. Bureau of Internal Revenue
j. Settlement		j. Bureau of Internal Revenue
3. IF CORPORATION: Secretary Certificate		1. Bureau of Internal Revenue
1. Certificate of Authorizing Registration (CAR)		



CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to the Revenue Collection Officer.	1. Computes the required fees.	none	5 minutes	Revenue Collection Officer (RCO)
2. Pays the transfer and secure an Official Receipt	2. Receives payment and issues official receipt.	Transfer Tax ½ of one (1%) percent of the market value or selling price whichever is higher	5 minutes	Revenue Collection Officer (RCO)
TOTAL			10 minutes	

18. ISSUANCE OF TRANSFER TAX CERTIFICATE

ABOUT THE SERVICE: Transfer Tax Certificate is a proof that a corresponding Transfer Tax Dues are paid during the process of Transfer of Ownership in a certain property.

Office or Division:	Office of the Municipal Treasurer			
Classification	Simple			
Type of Transaction	G2B- Government to Business Entity			
	G2C- Government to Citizen			
Who may avail	Individual, Corporation who paid their Transfer Tax			
Checklist of Requirements		Where to Secure		
1. Official Receipt of Transfer Tax Payment.		Owner's Copy		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present the Official Receipt of Transfer Tax Payment to the Revenue Collection Officer.	1. Upon verification, the Revenue Collection Officer issues the tax order of payment.	none	2 minutes	Revenue Collection Officer
2. Pays the Transfer Tax Certificate	2. Receive payments and issues official receipt and transfer Tax certificate.	Php 150.00 per transfer tax certificate and php 15.00 DST	5 minutes	Revenue Collection Officer
TOTAL		Php 165.00	7 minutes	

19. CALIBRATION OF GASOLINE DISPENSING PUMPS

ABOUT THE SERVICE: All Gasoline Station Owners/ Operators in the Municipality of Morong shall be required to have their petroleum dispensing pumps calibrated and sealed by the Municipal Treasurer or his/her duly authorized when securing/ renewing business permit in the first week of January and in June of each year

Office or Division:	Office of the Municipal Treasurer		
Classification	Complex		
Type of Transaction	G2B-Government to Business Entity		
Who may avail	Gasoline Station Owners/ Operators		
Checklist of Requirements		Where to Secure	
1. Written Request Addressed to the Municipal Treasurer		Gasoline Station Owners/ Operators	
2. Certificate of Compliance		Department of Energy (DOE)	
3. Latest Business Permits		Business and Permits Licensing Office	
4. Clearance		Bureau of Fire Protection	



5. Clearance		Department of Environment and Natural Resources		
6. Clearance		Laguna Lake Department Authority		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the necessary requirements to the Municipal Treasurer or his/her duly authorized representative for verification.	1. The Revenue Collection Officer verifies the validity and completeness of all the documents submitted by the client. The RCO schedule the calibration date.	None	5 minutes	Revenue Collection Officer
2. The client shall have their own calibrated bucket at least 10 liters approved by DOE/DTI.	2. The RCO/ Inspector shall conduct the calibration process from slow/ medium/ Fast records of dispensing pumps per nuzzle.	First Week of January Php 400.00	4 hours	Revenue Collection Officer
3. Once approved, the client pays a calibration sticker Php 100.00 pesos for each gasoline pump.	3. The Inspector issues Official Receipt, Certification of Calibration and shall issue the calibration sticker after the conduct of the inspection.	Whole month of June Php 200.00	25 minutes	Revenue Collection Officer
4. Receives the official receipt and calibration certificate		Sticker Php 100.00 per gas pump		Revenue Collection Officer
TOTAL		Php 700.00	4 hours and 7 minutes	



PUBLIC SAFETY OFFICE

Frontline Service

20. ORDINANCE VIOLATION RECEIPT (OVR)

SERVICE PROVIDED: Continuing the impartial enforcement of Traffic Laws and Regulations

Office or Division:	Public Safety Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Tricycle, Motorcycle, Private and Public Utility Vehicle	
Fees:	DESCRIPTION	RATE OF FEES
	OBSTRUCTION	500.00
	ILLEGAL PARKING	500.00
	NO SILENCER	1,000.00
	NO MUDGUARD	500.00
	OUT OF LINE	2,500.00
	DRIVING UNDER THE INFLUENCE OF LIQUOR/DRUGS	2,000.00
	RECKLESS DRIVING	2,000.00
	DRIVING WITHOUT LICENSE	2,500.00
	UNREGISTERED MOTOR VEHICLE	1500 PLUS MV IMPOUND
	REFUSAL TO CONVEY PASSENGER	1,000.00
	CUTTING TRIP	1,000.00
	OVER LOADING	1,000.00
	WEARING OF SANDO/SLIPPER/SHORT	500.00
	NO HELMET	1,000.00
	OPEN MUFFLER	1000 + Confiscated Muffler
	COUNTER FLOW	500.00
	DISCOURTEOUS DRIVER	1,000.00
	USE OF MODEFIED MUFFLER	
SELLING OF MODIFIED MUFFLER		
WHEEL CLAMPING	500 for 3hrs plus 200 if excess of 3hrs	



	NO SMOKING 2ND OFFENSE	
	NO SMOKING 3RD OFFENSE	
	NOT CARRIED OR/CR	500.00
	TAILGATING	500.00
	UNSAFE LOAD & UNSAFE LOADING	500.00
	DISRESPECT TO PERSON IN AUTHORITY	500.00
	DISREGARDING TRAFFIC SIGN	500.00
	ILLEGAL TERMINAL	
	BARKER IN ILLEGAL TERMINAL	500 plus imprisonment of not more than ten (10) days
	ALARM SCANDAL	1000 plus 1-day community service
	NO GARBAGE CAN/ TRASH CAN	500 plus confiscated franchise
	DRIVING W/ INVALID/DELINQUENT DRIVERS LICENSE	2000 plus impounding of vehicle
	DELINQUENT/INVALID/SUSPENDED REGISTRATION /COLORUM	2,500.00
	INVALID /DELINQUENT FRANCHISE	1000 plus confiscated franchise
	NO MTOP	1,000.00
	NO UNIFORM	500.00
	ONE WAY	500.00
	DISREGARDING TRAFFIC OFFICER	500.00
	TRICYCLE BAN/NUMBER CODING SCHEME	1,000.00
	“PARA SA GUMAMIT NG HINDI NYA PRANGKISA”	1000 plus Recommended for Confiscation of Franchise
	“NANGHIRAM/NAGBENTA”	
	“PARA SA HINDI NAGKAKABIT NG TIN PLATE(PRANGKISA) AT NAGLALAGAY NG (SERVICE LANG) UPANG MAKAIWAS SA NUMBER CODING”	
	UNAUTHORIZED DRAG RACING/SPEED CONTEST	1000 per person or Imprisonment of one (1) year or both at the discretion of the court
	OBSTRUCTION AND PARKING AT BIKE AND JOGGING LANE FROM 4:00AM TO 8:00 AM (MONDAY TO SUNDAY)	500 or Community Service
	“NANGHIRAM/NAGRENTA	1000 plus Recommended for



		Confiscation of Franchise		
<p>For the Second and subsequent offenses, the penalties shall be two times (2x) the value of the most recent fines on record, whether the same had been paid or not but not to exceed Five Thousand (P5,000.00) per violation. For habitual offenders, or when the violation involved property damage in excess of Thirty Thousand Pesos (P30,000.00) or loss of life, the Public Safety Office shall seek the cancellation of the driver's license through the LTO</p>				
Checklist of Requirements		Where to Secure		
Ordinance Violation Receipt (OVR)		Public Safety Enforcer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Ordinance Violations Receipt (OVR) to the PSO Staff.	1. Issues Tax Order Payment (TOP) and signs it based on the nature of violation.	none	3 minutes	PSO Clerk/Officer
2. Proceed to the designated payment window of the Municipal Treasury and present the Ordinance Violations Receipt (TVS) together with Tax Order Payment (TOP) for payment.	2. Received payment and issued Official Receipt	Please refer to the table above for the particular fees	3 minutes	Revenue Collection Clerk/Officer
3. Proceed to the PSO for the release of driver's license or vehicle plate.	3. Record the OR and Release the confiscated driver's license/vehicle plate.	none	3 minutes	PSO Clerk/Officer
	Total:	Please refer to the table above for the particular fees	9 minutes	



21. MUNICIPAL IMPOUNDING

SERVICE PROVIDED: To take into temporary protective legal custody of vehicles which is impounded at the Municipal Impounding Area, due to involvement in traffic accident, illegally parked, stalled vehicles and other similar violations.

Office or Division:	Public Safety Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Tricycle, Motorcycle, Private and Public Utility Vehicle			
Fees:	DESCRIPTION	RATE OF FEES PER DAY		
	IMPOUNDING FEES - HEAVY EQUIPMENTS	500.00		
	IMPOUNDING FEES - TRUCKS & BUSES	300.00		
	IMPOUNDING FEES - JEEPNEYS, CARS & OTHER LIGHT VEHICLES	200.00		
	TRICYCLE AND MOTORCYCLE	100.00		
Checklist of Requirements		Where to Secure		
Ordinance Violation Receipt (OVR) Technical Inspection Report (TIR)		Public Safety Enforcer Public Safety Inspector		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Ordinance Violations Receipt (OVR) and Technical Inspection Report (TIR) to the PSO Staff.	1. Issues Tax Order Payment (TOP) and signs it based on the nature of violation.	none	3 minutes	PSO Clerk/Officer
2. Proceed to the designated payment window of the Municipal Treasury and present the Ordinance Violations	2. Received payment and issued Official Receipt	Please refer to the table above for the particular fees	3 minutes	Revenue Collection Clerk/Officer



Receipt (TVS) together with Tax Order Payment (TOP) for payment.				
3. Forward the Official Receipt and a copy of the OR/CR to accountable officer for releasing of Motor vehicle.	3. Release the confiscated Motor vehicle and have them sign in the logbook.	none	3 minutes	PSO Clerk/Officer
	Total:	Please refer to the table above for the particular fees	9 minutes	

22. ROAD WORTHINESS CLEARANCE

SERVICE PROVIDED: No tricycle shall be issued MTOP or tin plate unless the driver or the operator of a motor shall see to it that his motor vehicle is in good running or road worthy condition equipped with appropriate and functioning safety gadgets, accession or accessories (equipment) while on the road, e.g. brakes, signal lights, headlights, stop light, wiper, side mirror, etc.

Office or Division:	Public Safety Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	All public motorized tricycles for hire operating within the territorial jurisdiction of Morong , Rizal	
Fees:	DESCRIPTION	RATE OF FEES PER DAY
	Road Worthiness Clearance	150.00
	Documentary Stamp	15.00
Checklist of Requirements		Where to Secure
1. TODA Certificate		TODA President



2. OR/CR 3. Certification of Garage 4. Brgy. Clearance, 5. 2 Valid ID 6. Cedula 7. Latest Franchise Document 8. Picture of Garage 9. Motorcycle Unit for Physical Inspection		Owner of the Vehicle Barangay Barangay Owner of the Vehicle Municipal Treasurer's Office Owner of the Vehicle Owner of the Vehicle Owner of the Vehicle		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must Present the complete set of requirements	1. Evaluation of papers/Document submitted	none	3 minutes	PSO Officer
2. Present the Tricycle Unit for Physical Inspection	2. Check the Physical equipage of the Unit for road worthy condition equipped and functioning safety gadgets, headlight, stop light, wiper, side mirror etc.	Please refer to the table above for the particular fees	3 minutes	Inspector
3. Present the Tax Order Payment (TOP) to the Collector.	3. Issuance of Road Worthiness Clearance	none	3 minutes	PSO Officer
	Total:	Please refer to the table above for the particular fees	9 minutes	



LOCAL CIVIL REGISTRAR'S OFFICE

Frontline Service

23. REGISTERING BIRTHS AND ISSUANCE OF CERTIFICATE OF LIVE BIRTH

ABOUT THE SERVICE: The birth of the child, being a vital event, should be registered at the office of the Civil Registrar within a thirty (30) day reglementary period from the time of birth. Other than serving identification purposes, a birth certificate is also required by various agencies and instrumentalities in availing of their services.

Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Parents/guardians/attendant at birth/hospital and clinic authorities and persons who have reached legal age but whose facts of births have not been reported at the Civil Registrar's Office.			
Checklist of Requirements		Where to Secure		
1. Marriage Contract of parents (1 copy) 2. PSA Negative Certification of Birth (1 copy) 3. Baptismal Certificate of the Child (1 copy) 4. Affidavit of 2 Disinterested Persons (Delayed Registration) (2 copies) 5. Current Community Tax Certificate 6. Affidavit to Use the Surname of the Father (if parents are not Married) (2copies)		Philippine Statistics Authority or personal file PSA Church where baptism takes place Notary Public Municipal Treasurer's Office Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure information sheet, checklist of requirements and Mun. Form No. 102 (Certificate of Live Birth or COLB).	1. Issues checklist of requirements and Mun. Form No. 102 COLB, information sheet, and explains the important data to be supplied and check on the space provided for concerned signatories.	None	2 minutes	Registration Office/Admin. Assistant



2. Fill-out and submit information sheet and requirements for birth registration and provide	2. Reviews the filled-up information sheet and conduct interview on the missing data or wrong information.	None	3 minutes	Registration Office/Admin. Assistant
needed information during the interview.				
3. Wait as the Registration officer/Clerk prepares the Certificate of Live Birth.	3. Prepares a Certificate of Live Birth based on the information supplied	None	3 minutes	Registration Office/Admin. Assistant
4. Review the document and affix the signature on the space provided.	4. Validates for completeness of signature	None	2 minutes	Registration Office/Admin. Assistant
5. Proceed to the designated payment window of the Municipal Treasury for payment.	5. Received payment and issued Official Receipt	Php 100.00 for delayed registration	10 minutes	Revenue Collection Clerk/Officer
6. Wait as the Registration Officer/Clerk release and records the documents.	6. The Registration Officer/Clerk/ and Mun. Civil Registrar signs the prepared COLB. Encodes and assigns registry number to COLB.	none	3 minutes	Registration Office/Admin. Assistant Local Civil Registrar
7. Claim the registered documents.	7. Issues COLB and advise client to safe keep the original copy and photocopy document when needed.	None	3 minutes	Registration Office/Admin. Assistant
	Total:	Php 100.00 for delayed registration	26 minutes	



24. REGISTERING FOUNDLINGS

ABOUT THE SERVICE: A foundling is a deserted or abandoned infant/ child whose relatives are unknown or a child committed in an orphanage or similar institution and whose facts of birth and parentage are unknown.

The civil Registry Law provides that the registration of foundling in the city/municipality where the child was found shall be made by the finder/charitable institution within thirty (30) days from the date of finding/commitment of the child.

Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Finder or Charitable Institution			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> • Certificate of foundling (4 copies) • Affidavit of the finder (2 copies) • Certification of the barangay captain or police authority regarding the report made by the finder. (2 copies) 		Municipal Civil Registrar Notary Public Barangay where the child was found		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service, secure checklist of requirements at the Mun. Civil Registrar's office.	1. Explains and gives briefing about the service and provides checklist to client and other instructions.	None	10 minutes	Registration Office/Admin. Assistant Local Civil Registrar
2. Submit the requirements for registration and provide the necessary information during the interview.	2. Conducts interview and prepares Certificate of Foundling MCR signs the document	None	10 minutes	Registration Office/Admin. Assistant Local Civil Registrar



3. Wait for the release of the document.	3. Records the document.	None	5 minutes	Registration Office/Admin. Assistant
4. Claim registered Certificate of Foundling	4. Issues Certificate of Foundling	None	2 minutes	Registration Office/Admin. Assistant
	Total:	none	27 minutes	

25. REGISTERING/ISSUANCE OF DEATH CERTIFICATES

ABOUT THE SERVICE: It shall be the responsibility of the nearest relative or spouse who has knowledge of the death to report the same within forty-eight (48) hours if the deceased died without medical assistance.

The Health Officer shall examine the deceased and shall certify as to the cause of death and direct the registration of death certificate to the Local Civil Registrar within the reglementary period of thirty (30) days.

Office or Division:	Local Civil Registrar's Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Spouse/Children/Relatives of the deceased or the nearest kin or barangay official as the case may be	
Checklist of Requirements	Where to Secure	
<p>a. If death occurred at home (on-time registration)</p> <ul style="list-style-type: none"> Personal appearance of the informant who should be the relative of the deceased Barangay Certification on the circumstances surrounding the death. <p>b. If death occurred in the hospital (on-</p>	<p>Municipal Civil Registrar Barangay hall of the deceased</p>	



time registration)				
<ul style="list-style-type: none"> Death Certificate prepared by the hospital (4 copies) 		Hospital where the deceased transpire		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Civil Registrar's Office and fill-out information sheet and provide the necessary information during the interview.	1. Interviews client and reviews the completeness of filled-up information sheet. Prepares the death certificate.	None	5 minutes	Registration Office/Admin. Assistant
2. Wait as the Registration officer/Clerk prepares the Certificate of Death.	2. Prepares a Certificate of Death based on the information supplied.	None	10 minutes	Registration Office/Admin. Assistant
3. Review the Death Certificate prepared and affix signature on the space provided	3. Instruct client to proceed to the Mun. Health Officer for signature and pays at the Treasurer's Office for burial fee.	None	5 minutes	Registration Office/Admin. Assistant
4. Go to the Municipal Health Officer and have the Death Certificate signed.	4. Signs the death certificate	None	1 hours	Municipal health Officer
5. Pay the corresponding fees at the Mun. Treasurer's Office	5. Issues official receipt	Php 500.00 Private Cemetery Php 200.00 Transfer Fee	10 minutes	Revenue Officer/Collection Clerk



6. Return to the Civil Registrar's Office and submit the death certificate and official receipt. Wait as the staff records the documents.	6. Check for completeness, sign on the prepared certificate of death and received by the Civil Registrar. Records and assigns registry number to the Certificate of Death.	None	5 minutes	Registration Office/Admin. Assistant Local Civil Registrar
7. Claim the duly registered Death Certificate	7. Issues the duly registered death certificate and records issuance.	None	2 minutes	Registration Office/Admin. Assistant
	Total:	Php 500.00 Private Public Cemetery Php 200.00 Transfer Fee	1 hours and 37 minutes	

26. ISSUANCE OF A MARRIAGE LICENSE

ABOUT THE SERVICE: Where a marriage license is required, each of the contracting parties shall file separate sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside.

The local civil registrar concerned shall enter all applications for marriage license filed in a registry book strictly in the order in which the same are received.

When the license is issued, the same shall be valid in any part of the Philippines for a period of one hundred twenty (120) days from the date of issue, and shall be deemed automatically cancelled at the expiration date of the said period if the contracting parties have not made use of it.



Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	A man and a woman, of legal age, and with no legal impediments to marry, who wish to enter into a special contract of permanent union for the establishment of conjugal family life.			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ○ Pre-marital Counseling Certificates (1 copy) ○ Birth/Baptismal Certificates of contracting parties (1 copy each both party) ○ Parental Consent (18-20) (2 copies) ○ Parental advice (21-24) (2 copies) ○ Certificate of No Marriage (CENOMAR) 25 and above (1 copy each both party) ○ Duly Notarized Affidavit of Marriage Between Man and Woman who have lived together as Husband and Wife for at least Five Years (if living in together for more than 5 years) Article 34 of the Family code (4 copies) 		<p>Municipal Population Office</p> <p>Personal Copy/PSA/Church Local Civil Registrar Local Civil Registrar</p> <p>Philippine Statistic Authority</p> <p>Notary Public</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Civil Registrar inquire about the service and secure checklist of requirements and information sheet.	1. Explains and gives briefing about the service, issues information sheet and provides checklist to client and gives other instructions.	none	10 minutes	Registration Office/Admin. Assistant
2. Submit all the required documents and fill up the application form (both parties). Wait as the staff prepares the documents and give instructions.	2. Reviews documents submitted, interview both parties and prepare the Notice, Advice/Consent. Issues order of payment form and instruct parties to pay fees and proceed to Population Commission Office.	none	20 minutes	Registration Office/Admin. Assistant
3. Pay the corresponding fees at	3. Issues official receipt	Php 500.00 Application Fee	10 minutes	Revenue Officer/Collection Clerk



Municipal Treasurer's Office.		Php 300.00 solemnization fee		
4. Proceed to Office of the Population Commission for marriage counseling.	4. Interviews and schedule for marriage counseling.	none	30 minutes	PMC Team
5. Return to the LCRO and present the official receipt to the staff and entrust all the required documents for the 10-day posting period.	5. Receives and reviews documents for completeness. 5.1 Advise client to inform their mother/father who will give advice/consent before the release of the marriage license. 5.2 Informs clients on the date of release of the marriage license.	none	10 minutes	Registration Office/Admin. Assistant
6. Return to LCRO as instructed and claim the marriage license.	6. Review again the application for completeness. Prepares the marriage license, the MCR signs the license. Issues Marriage License.	none	5 minutes	Registration Office/Admin. Assistant Local Civil Registrar
	Total:	Php 800.00	1 hour and 25 minutes	



27. REGISTERING MARRIAGE CERTIFICATES

ABOUT THE SERVICE: In ordinary marriage, the time of submission of the Certificate of Marriage is within fifteen (15) days following the solemnization of marriage but in marriage exempt from license requirement, the prescribed period is thirty (30) days, at the place where the marriage was solemnized.

Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Secretaries of Parish Church Court's Liaison officer Local Chief's Executive's (mayor's staff) Owners of the Document			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ○ Marriage Certificates (4 copies) ○ Photocopy of the Certificate to solemnize Marriage of the solemnizing Officer (for churches only) (1 copy) ○ Notarized Permission and Approval of the Solemnizing Officer in case the Marriage is to be held outside the church/chapel or garden wedding (2 copies) ○ Sworn statement of the applicant duly notarized (for delayed registration) ○ Negative result from NSO (for delayed registration) (4 copies) ○ Old copy of the unregistered document (for delayed registration) (4 copies) ○ Birth Certificate of Children showing the date of marriage (for delay registration) (4 copies) 		Church/Office of the Mayor/Office of the Solemnizing Officer Philippine Statistic Office/Personal Copy of the Solemnizing Officer Notary Public Notary Public Philippine Statistic Authority Personal Copy Personal Copy/Local Civil Registrar/Philippine Statistic Authority		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Office of the Civil Registrar and submit duly	1. Reviews for completeness and receives the documents.	none	2 minutes	Registration Office/Admin. Assistant



accomplished Marriage Certificate in quadruplicate copies and the photocopy of the Certificate to solemnize Marriage of the solemnizing Officer.				
2. Wait as the Mun. Civil Registrar signs the document.	2. Signs the Certificate of Marriage, records the document and assigns registry number.	none	5 minutes	Registration Office/Admin. Assistant
3. Pay the corresponding fees at Municipal Treasurer's Office.	3. Receive payment and issues official receipt	Php 100.00 for delayed registration only	5 minutes	Revenue Officer/Collection Clerk
4. Return to MCRO and present the official receipt.	4. Informs the client of the date of release of the documents in compliance with the 10-day posting period.		2 minutes	Registration Office/Admin. Assistant
5. Return to LCRO and claim the registered marriage Contract on the date scheduled.	5. Signs the Certificate of Marriage, records the document and assigns registry number 5.1 Issues the registered marriage contract.		2 minutes	Registration Office/Admin. Assistant Local Civil Registrar
	Total:	Php 100.00 for delayed registration only	16 minutes	



28. ISSUANCE OF CERTIFIED TRUE TRANSCRIPTIONS/PHOTOCOPIES OF BIRTH, DEATH AND MARRIAGE CERTIFICATES

ABOUT THE SERVICE: Civil registry documents such as birth, marriage and death certificates may be availed of by securing certified true transcription/photocopies from the office.

Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Owner or relatives of those whose births, deaths and marriages happened in the municipality of Morong, Rizal			
Checklist of Requirements		Where to Secure		
Letter of Authorization (1 copy) ID (Xerox and Original)		Owner of the document Owner of the document and representative		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out request form and submit to the receiving clerk or researcher	1. Checks the availability of the document and informs client of the status of the requested document.	none	2 minutes	Registration Office/Admin. Assistant
2. Wait while the clerk checks the status of the document	2. Photocopy the said document if available. Issues order of payment form and instruct client to pay fees.	none	2 minutes	Registration Office/Admin. Assistant
3. Pay the corresponding fees at the Municipal Treasurer's Office	3. Issues official receipt	Php 100.00	10 minutes	Revenue Officer / Collection Clerk
4. Return to MCRO and present the official receipt to the clerk/staff	4. Records the official receipt and stamps the document. MCR will sign the document.	none	2 minutes	Registration Office/Admin. Assistant Local Civil Registrar



5. Claim the certified photocopy of the document.	5. Issues document.	none	2 minutes	Registration Office/Admin. Assistant
	Total:	Php 100.00	18 minutes	

29. PROCESSING PETITIONS UNDER REPUBLIC ACT 9048 (CORRECTION OF CLERICAL ERROR AND CHANGE OF NAME OR NICKNAME) AND REPUBLIC ACT 10172 (CORRECTION OF CLERICAL ERROR IN THE DAY AND MONTH (DATE OF BIRTH) AND SEX/GENDER IN THE COLB.

ABOUT THE SERVICE: Republic Act No. 9048 authorizes the city or municipal civil registrar or the consul general to correct a clerical or typographical error in an entry and/or change of first name or nickname in the civil register without need of a judicial order.

Republic Act No. 10172 authorizes the city/municipal civil registrar including the consul general, in accordance with the provisions of existing laws, to correct clerical or typographical errors in the day and month (date of birth) or sex of a person in the civil register of birth, without the need of judicial order.

An administrative remedy in nature, it is a departure from the usual judicial process in correcting clerical errors of changing an entry in civil registry documents. It is aimed at according petitioners an expeditious and cheaper way of correcting errors found in her/his record.

Office or Division:	Local Civil Registrar's Office
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Whether it is for correction of clerical or typographical error, or for change of first name, or change in gender and date of birth, the petition may be filed by a person of legal age who must have direct personal interest in the correction of the error or in the change of first name in the civil register. (Document owner, owner's spouse children, parents, brothers,



	sisters, and grandparents, guardian or any other person duly authorized by law or by the owner of the document.)			
Fees:	Correction of Clerical Error	Php1,000.00		
	Change of First Name/Gender/Date of Birth	Php3,000.00		
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> • Birth Certificate on Security Paper (2 copies) ▪ Voter's Registration Record (2 copies) • Employment Record (2 copies) ▪ SSS/GSIS Record (2 copies) ▪ School Records/Diploma (2 copies) ▪ Driver's License (2 copies) ▪ NBI/Police Clearance (2 copies) ▪ Baptismal Certificate (2 copies) ▪ Marriage Certificate if married/parents (2 copies) ▪ Birth Certificate of brothers/sisters (2 copies) ▪ Current community tax certificate (1 copy) ▪ Affidavit of Non-employment of Certificate of employment and other documentary evidences (For Change of Name, Change of Sex/Gender and Date of Birth) (2 copies each) ▪ Newspaper clippings Publication – local newspaper for 2 consecutive weeks (For Change of Name, Change of Sex/Gender and Date of Birth) (2 copies) ▪ Duly notarized Special Power of Attorney (SPA) if the Petitioner is not the owner of the document (2 copies) 		<p>Philippine Statistic Authority</p> <p>COMELEC</p> <p>Agency concerned</p> <p>SSS/GSIS</p> <p>Personal Copy</p> <p>Personal Copy</p> <p>NBI/PNP</p> <p>Personal Copy/Church</p> <p>Personal Copy/LCR Concerned/PSA</p> <p>Personal Copy/LCR Concerned/PSA</p> <p>Municipal Treasurer's Office</p> <p>Notary Public</p> <p>Newspaper store</p> <p>Notary Public</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements at LCRO.	1. Gives a briefing about the service.	none	10 minutes	Registration Office/Admin. Assistant
2. Submit all the required documents and provide the	2. Reviews documents for completeness and undertakes an interview.	none	10 minutes	Local Civil Registrar



necessary information during the interview.				
3. Wait as the Civil Registrar prepares the petition.	3. Prepares the Application for Petition. Issues order of payment form and instruct client to pay fees.	none	10 minutes	Local Civil Registrar
4. Pay the corresponding fee at Mun. Treasurer's Office	4. Issues Official Receipt	Please see the fees above	10 minutes	Revenue Officer / Collection Clerk
5. Return to LCRO and submit the official receipt	5. Informs client to follow-up after 2 weeks on the date of release of certificate of finality in conformity with the required ten days posting and five days for the decision. Submits to the NSO-Legal Office.	none	5 minutes	Local Civil Registrar
6. Return to the LCRO and follow-up results for the issuance of finality.	6. Informs client on the date of release of certificate of finality.	none	5 minutes	Local Civil Registrar
7. If the Petition is affirmed by the Civil Registrar General. Return to LCRO to claim the certificate of finality.	7. If Civil Registrar General affirms the petition, issues the certificate of finality, record sheet and annotated documents.	none	30 minutes	Local Civil Registrar
8. If the petition is impugned, file through the LCRO within 15 days from the receipt of the Impugned Petition a motion	8. If the petition is impugned, receives the motion for reconsideration and transmits to OCRG.	none	30 minutes	Local Civil Registrar



for reconsideration to OCRG and wait for the approval of the impugned petition.				
	Total:	Please see the fees above	1 hour and 50 minutes	

30. REGISTRATION OF LEGAL INSTRUMENTS

ABOUT THE SERVICE: Similar to court orders/decrees, legal instruments are also registrable in the civil registrar where the birth certificate of the child is registered.

The following are considered legal instruments:

- Affidavit of Acknowledgement/Admission of paternity – a public document executed by the biological father establishing paternal relationship with the child.
- Legitimation – is a remedy by means of which those in fact were not born in wedlock and should, therefore, be considered illegitimate, are, by fiction, considered legitimate, it being supposed that they were born when their parents were already validly married.
- Affidavit to Use the Surname of the Father – under RA 9255, it is a public instrument executed by the father giving the child the privilege to use his surname.

Office or Division:	Local Civil Registrar's Office		
Classification	Simple		
Type of Transaction	G2C - Government to Citizen		
Who may avail	Parents of illegitimate children		
Checklist of Requirements	Where to Secure		
<ul style="list-style-type: none"> ▪ Registered Certificate of Live Birth of the child (4 copies) 	Philippine Statistic Authority		



<ul style="list-style-type: none"> • Duly notarized affidavit of acknowledgement/admission of paternity (4 copies) ▪ Baptismal Certificate (4 copies) ▪ Proof of paternal filiation (if the child is not acknowledged upon registration) (4 copies) ▪ Duly notarized affidavit of legitimation executed by both parents (if Legitimation) (4 copies) ▪ Marriage contract of parents (Legitimation) (4 copies) ▪ Certificate of No Marriage (CENOMAR) to other person (Legitimation) (4 copies) 		<p>Notary Public</p> <p>Personal Copy/Church</p> <p>Personal Files</p> <p>Notary Public</p> <p>Philippine Statistic Authority</p> <p>Philippine Statistic Authority</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure checklist of requirements at LCRO.	1. Gives a briefing about the service.	none	10 minutes	Registration Office/Admin. Assistant
2. Submit requirements and provide the needed information during the interview.	2. Reviews requirements and interviews the client. Issues order of payment form and instructs client to pay fees.	none	5 minutes	Registration Office/Admin. Assistant
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	Php 200.00	10 minutes	Revenue Officer / Clerk
4. Return to LCRO and present the Official receipt. Wait as the staff/clerk annotated the documents.	4. Annotates documents and records the documents and the official receipt. MCR signs the annotated documents.	none	10 minutes	Local Civil Registrar Registration Office/Admin. Assistant
5. Claim the annotated Certified Copies of the COLB of	5. Releases the annotated Certified copies of the COLB.	none	2 minutes	Registration Office/Admin. Assistant



the child.				
	Total:	Php 200.00	1 hour and 50 minutes	

31. ENDORSEMENT OF BIRTH, MARRIAGE AND DEATH CERTIFICATE TO NSO-OCRG

ABOUT THE SERVICE: A document issued to client if they request for the Security Paper of their documents to National Statistics office but the result is negative or no record and the Office of the Municipal Civil Registrar or the person has the copy of the registered document. The Municipal Civil Registrar will issue the endorsement of the said document to the National Statistics Office.

Office or Division:	Local Civil Registrar's Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Relative or the person themselves whose record at National Statistics Office is negative.			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ▪ Negative Result/Certification of the Documents (2 copies) • Registered Copy of the Documents (if available) (2 copies) 		Philippine Statistic Authority		
		Personal Copy/Municipal Civil Registrar		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service and secure checklist of requirements.	1. Gives a briefing about the service.	none	5 minutes	Registration Office/Admin. Assistant
2. Submit all the necessary documents and	2. Reviews the documents for completeness and	none	5 minutes	Registration Office/Admin. Assistant



provide the needed information during the interview.	prepares the endorsement paper. Issues order of payment form and instructs client to pay fees.			
3. Pay the corresponding fees at the Mun. Treasurer's Office.	3. Issues official receipt.	Php 100.00 Certified Copy Php 100.00 Endorsement Fee	10 minutes	Revenue Officer/Clerk
4. Return to LCRO and present the Official receipt	4. Prepares documents and records the documents and the official receipt. Informs the client to mail the documents.	none	5 minutes	Registration Office/Admin. Assistant
	Total:	Php 200.00	25 minutes	

32. ISSUANCE OF CIVIL REGISTRY DOCUMENTS THROUGH BREQS (BATCH REQUEST ENTRY SYSTEM)

ABOUT THE SERVICE: The Municipal Civil Registrar Office of Morong, Rizal issues the civil registry documents in Security Paper through Batch Request Entry System (BREQS), it helps the public (even the nearby municipalities) to request their documents in Security Paper (SECPA) without the hassle of going to NSO- Manila.

Office or Division:	Local Civil Registrar's Office
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Relatives or the person themselves who needs their documents in



Security Paper (SECPA).				
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ▪ Properly Filled Up Form ▪ Authorization Letter and ID of the Owner (1 Copy) 		Local Civil Registrar Owner of the Documents		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service.	1. Gives briefing about the service.	none	2 minutes	Registration Officer
2. Fill-out the application form and provide all the information during the interview.	2. Reviews the application form for completeness, issues order of payment form and instruct client to pay fees.	none	10 minutes	Registration Officer
3. Pay the corresponding fees at the Municipal Treasurer's Office.	3. Issues official receipt	Php 100.00 LGU Fee	10 minutes	Revenue Officer/Clerk
4. Return to LCRO and present the Official receipt	4. Encodes to the system. Inform the client on the date of release of the document.	none	2 minutes	Registration Officer
5. Return to LCRO to claim the documents in SECPA.	5. Issues the SECPA and signs in the transmittal form.	none	2 minutes	Registration Officer
	Total	Php 100.00	26 minutes	

33. REGISTRATION OF COURT ORDERS

ABOUT THE SERVICE: All amendments in the civil registry entries requiring court orders should be registered within 30 days after finality of the court decision has been received.

Office or Division:	Local Civil Registrar's Office
Classification	Simple
Type of Transaction	G2C - Government to Citizen



Who may avail	Parents / guardians / relatives / parties or owner of the documents			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ▪ Certified True Copy of Court Decision (4copies) ▪ Certified True Copy of Certificate of Finality (4 copies) ▪ Certified True Copy of the Civil Registry Document to be amended (4 copies) ▪ Certification from the Civil Registry Office where the court is located (4 copies) ▪ Certificate of Authenticity (4 copies) 		Municipal/Regional Trial Court Municipal/Regional Trial Court Philippine Statistics Authority/Local Civil Registrar Municipal Civil Registrar where the court is located Municipal Civil Registrar where the court is located		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the service. Secure checklist of requirements	1. Gives briefing about the service.	none	2 minutes	Registration Officer
2. Submit all the needed documents. Provide information during the interview.	2. Reviews the submitted documents for completeness, approves the documents for annotation, issues order of payment form and instruct client to pay fees.	none	5 minutes	Registration Officer
3. Pay the corresponding fees at the Mun. Treasurer's Office	3. Issues official receipt	Php 1,000.00	10 minutes	Revenue Officer/Clerk
4. Return to LCRO and present the Official receipt. Wait as the staff records and annotates the documents.	4. Records the Official Receipt and causes the annotation on the documents to be amended. The MCR signs the document	none	10 minutes	Local Civil Registrar Registration Officer
5. Claims the amended document.	5. Releases, records and endorses the amended document to NSO-OCRG. Instructs client to claim the documents at NSO-Quezon City after 3 days.	none	5 minutes	Registration Officer
		Php 1,000.00	32 minutes	



MUNICIPAL TOURISM OFFICE

Frontline Service

34. RESEARCH/INTERVIEW REQUEST

ABOUT THE SERVICE: Tourism Office caters research and interview to different individuals especially to students taking up tourism management courses to collect depth ideas regarding operations and best practices of the municipality.

Office or Division:	Office of the Municipal Tourism			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	Pupils, Students, Researchers, Tourists, Visitors, Guests, Media			
Checklist of Requirements		Where to Secure		
Original Copy of Request Letter (2 copies)		Researcher/Interviewer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a formal letter addressed to the Municipal Mayor Provide 1 copy to the Mayor's Office and 1 copy to the Tourism Office	1. Receive/Print letter request. If letter was directed to the Tourism Office, endorsed copy to Mayor's Office.	none	5 minutes	Tourism Officer/Tourism Staff
2. Conduct Data Gathering/ Interviews proper.	2. Attend to researchers' inquiries immediately.	none	1-2 hours	Tourism Officer/Tourism Staff



3. Provides copy of final output to the Tourism Office if necessary.	3. Should the researchers need other information not available at the Tourism Office, endorsed them to other offices such as the MPDC (Land Use Plan, etc.), Environment Office (environmental activities, eco- tourism matters, etc), or Sangguniang Bayan Office (Ordinances, resolutions, etc.)	none	10 minutes	Tourism Officer/Tourism Staff
	Total:	none	1 hour & 15 minutes	

35. REQUESTS FOR THE USE OF MEDIA FEATURE/GOVERNMENT FACILITY (ABOUT THE SERVICE: majestic scenery suitable for shooting and other outdoor activities. Location filming are subject to the regulations determined in the Mayor’s Permit.

Office or Division:	Office of the Municipal Tourism		
Classification	Simple		
Type of Transaction	G2C – Government to Client		
Who may avail	Pupils, Students, Researchers, Tourists, Visitors, Guests, Media		
Fees	Use of Facilities	Special Permit (Php 500.00/day)	
	Shooting/Special Events in various TTDs	Shooting Permit (Php 5,000.00/ day; Additional Php 1,500.00/ day; Barangay Environmental Fee (Php 20.00/head)	
	Daranak Tour	Entrance Fee (Php 50.00/Pax) Cottage (Php 300.00) Table rental (Php 200.00) Pavilion (Php 5,000.00/Event)	
Checklist of Requirements		Where to Secure	
Letter of Request Addressed to the Mayor Signed by the concerned authorities Mayor’s Permit		Researcher/Interviewer Office of the Mayor	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a formal letter addressed to the Municipal Mayor Provide 1 copy to the Mayor's	2. Receive/Printer letter request. If letter was directed to the Tourism Office, endorse copy to Mayor's Office.	Please refer to the table above for the particular	3-5 minutes	Tourism Officer/Tourism Staff
Office and 1 copy to the Tourism Office		fees		
2. If the Mayor is not around on the day of the letter's delivery, a copy should be secured to the Administrator's Office for information and necessary action;	2. Inform the requesting party to kindly wait for updates (get their contact information for easy catching up) since the Tourism Office has to inform the Mayor, or at least the Municipal Administrator, first.		Depends on the receipt of the letter request; More or less 1-2 days of processing (starting from the receipt of letter to Mayor's Action slip to payment of fees)	Tourism Officer/Tourism Staff
3. If the request was approved, proceed to the BPLO for the processing of shooting permit.	3. Keep the requesting party updated. Inform them immediately should the letter has an action slip from the Mayor and is hereby approved.			Tourism Officer/Tourism Staff
	Total:	Please refer to the table above for the particular fees	2 days & 5 minutes	



36. TOUR COORDINATION

ABOUT THE SERVICE: To enjoy to its fullest. We offer tour guiding for our local and foreign tourist.

Office or Division:		Office of the Municipal Tourism		
Classification		Simple		
Type of Transaction		G2C – Government to Client		
Who may avail		Pupils, Students, Researchers, Tourists, Visitors, Guests, Media		
Checklist of Requirements		Where to Secure		
Letter of Request Addressed to the Mayor (Media Feature, Use of Park, Grotto, Parola) Signed by the concerned authorities Mayor's Permit		Researcher/Interviewer Office of the Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email/ Contact the Tourism Office	1. Receive/attend to the request	Tour Guide Services	30 minutes	Tourism Officer/Tourism Staff
2. Check the itinerary sent by the office. Make some comments/revisions if necessary	2. Prepare the necessary itinerary and send it to the requesting party. Should they have revisions, edit the itinerary.	Tour Guide Fee (Php 500.00/Tour Guide)	30 minutes	Tourism Officer/Tourism Staff
3. Wait for the final itinerary to be sent by the office	3. Keep in touch with the requesting party for their scheduled trip. Provide tour guide if necessary.		30 minutes	Tourism Officer/Tourism Staff
	Total:		Php 500.00	1 hour & 30 minutes



MUNICIPAL HEALTH OFFICE

Frontline Service

37. PROVISION OF MEDICAL CONSULTATION

ABOUT THE SERVICE: Among the of the Municipal Health Office is to diagnose and text illness and give appropriate medical services to any individual who need medical assistance

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Individuals			
Checklist of Requirements		Where to secure		
Referral Slip		Barangay Health Station		
Identification Card		PhilHealth, SSS, GSIS, BIR, Other agencies issued valid Identification Card		
Laboratory Results as referred by the Physician		Municipal Health Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Go first to your respective Barangay Health Center Secure referral slip Present MDR / 4P'S / PhilHealth card	1.Data gathering / recording / for records keeping on clients' individual envelope History taking Vital signs taking Issues referral slip to MHO	none	15 minutes	Public Health Midwife
2.Present referral slip at the Municipal Health Center to the Midwife on duty	2. Assess / receives referral slip 2.1 Conducts interview 2.2 Assess complain 2.3 History taking 2.4 Vital Signs taking		3 minutes	Public Health Midwife



3.Proceed to the Municipal Health Officer	3.Reviews history/vital signs Do Physical Examination Initial assessment	none	Physical Exam 10 minutes. Simple	Municipal Health Officer
	Request for laboratory examinations		15 minutes. Complex Immediate Emergency -refer to hospital	
4.Present all laboratory / other results to MHO	4.Evaluates, final assessment with Laboratory results Prescribes / treatment Health education	none	4-5 minutes	Municipal Health Officer
5.Go back at the information Present your referral slip to the PHM	5.Dispense available medicines/instructions Record all the medicines given to the client on dispensing log-book Instruct for follow-up check-up	none	5 minutes	Public Health Midwife

38. EXPANDED PROGRAM IN IMMUNIZATION (OPV, BCG, DPT, Hepa B,TT & Measles)

ABOUT THE SERVICE :

To ensure that infants/children and mothers have access to routinely recommended infant/childhood vaccines. Six vaccine-preventable diseases were initially included in the EPI: tuberculosis, poliomyelitis, diphtheria, tetanus, pertussis and measles. Vaccines under the EPI are BCG birth dose, Hepatitis B birth dose, Oral Poliovirus Vaccine, Pentavalent Vaccine, Measles Containing Vaccines (Antimeasles Vaccine, Measles, Mumps, Rubella) and Tetanus Toxoid.

Office or Division	Office of the Municipal Health
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Classification	Simple
Type of Transaction	G2C – Government to Client
Who may avail?	Infants from 0 – 11-month old

Checklist of Requirements		Where to secure		
Early Child Care Development Card		Barangay Health Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Go to your respective Barangay Health Station for information on EPI / schedule	1.Public Health Midwife provides checklist and other information about EPI/health teaching	none	2 minutes	PUBLIC HEALTH MIDWIFE
2.Come back on the schedule date for registration a) give data of your child with no previous immunization b) those with previous immunization - Present your child ECCD card - Submit your child for weighing	2. Fills up ECCD card 2.1 Weighs infant 2.2Updates records 2.3Immunization/Vit.A supplementation given	none	15 minutes	PUBLIC HEALTH MIDWIFE
3.Wait for Post immunization instruction	3.instruction given observe for adverse reaction next schedule given	none	3 minutes	PUBLIC HEALTH MIDWIFE
	Total:	none	20 minutes	

39. MATERNAL/CHILD CARE SERVICE (Barangay Health Station)



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

ABOUT THE SERVICE:

To achieve Low Maternal Mortality and Morbidity Rates and to fully carry out the implementation of a comprehensive



MATERNAL CARE PROGRAM for Pregnant and lactating Women specifically to the Indigenous /marginalized Clients in LGU-

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	All pregnant/lactating women			
Checklist of Requirements		Where to secure		
Identification Card		Philhealth, SSS, GSIS, BIR, Other agencies issued valid Identification Card		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Go to your respective Brgy. Health Center Give all details	1.Accommodates all clients /residents Log-in clients details on their HBMR card Medical history Computation of AOG- (age of gestation EDC (expected date of confinement)	none	10 minutes	PUBLIC HEALTH MIDWIFE
2.For all pregnant women Submit yourself for pre-natal examination	2.Performs physical examination that includes screening for any medical problems/danger signs Initiates first aid measures if manageable; If not refer to MHO for further evaluation / management Provides routine maternal care Refer to laboratory for routine examinations (CBC, Blood Typing, Urinalysis, HBsAG) VDRL/Ultrasound if deemed necessary Give iron / vitamin A Administered tetanus toxoid vaccine Accomplishment of birth	none	20 minutes	PUBLIC HEALTH MIDWIFE MHO/Nurse



	Plan			
3. Counseling / Health Education	3. Conducts counseling / health education	none		PUBLIC HEALTH MIDWIFE
Ask your follow up visits	DO's and DON'TS (10 danger signs of pregnancy)		5 minutes	
For lactating mothers, visit your midwife for regular check-up at least 2-3 X within 4 - 6 weeks upon delivery to ensure proper and adequate post-partum care	Fertility awareness Family Planning Method Instruct s to come back on their follow-up visits Conducts regular check-up		15 minutes	
4. Inquire for follow-check-up	4. Instruct for their monthly visits until 7 th month Every 2 weeks until 8 th month then weekly until delivery for normal cases	none	2 minutes	PUBLIC HEALTH MIDWIFE
	Total:	none	52 minutes	

40. **FAMILY PLANNING SERVICES (Barangay Health Station)**

ABOUT THE SERVICE:

The Municipal Health office provides Family Planning to promote proper child spacing and birth control

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Couples and women of reproductive age			
Checklist of Requirements		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Go to your respective Barangay Health Center for inquiry about Family planning methods that will fit to you	Interviews client and make family planning record assess clients reproductive health needs and information about Family Planning	none	2 minutes	PUBLIC HEALTH MIDWIFE
Submit yourself for Physical Examination	conducts physical examination refers client to MHO for obstetrical/gynecological examination Give health education and provision of family planning asks about Pap's Smear	none	20 minutes	PHM/PHN MHO
For clients who experienced adverse reaction to a particular Family Planning go to the	For any medical management of problems resulting from the method used Advice to shift to other methods susceptible to the client	none	15 minutes	MHO
Municipal Health Officer				
Go back to your Midwife for availment of Family Planning	Administer the appropriate Family planning method Issue the FP card Instructs for follow-up visits	none	3 minutes	PUBLIC HEALTH MIDWIFE
	Total:	none	40 minutes	

41. BEmONC (PAANAKAN) – RHU-1

ABOUT THE SERVICE: To achieve low maternal mortality and morbidity rates the Municipal Health Office of implements is comprehensive maternal care program for pregnant and lactating women. Clients are advised to submit themselves to monthly pre-natal check-up. They should submit themselves to post-natal care at least two to three times for six weeks upon delivery.



Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Individuals			
Checklist of Requirements		Where to secure		
Home-based Maternal Records				
PhilHealth Card (if any)		PhilHealth Insurance Corporation		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Pre-natal/Post-natal (OLD & NEW /referrals from RHU` II/III/ Walk-in - get your	- assess /reviews records/Vital signs - assess PhilHealth records/card (if any)	Php 1,900.00 for delivery	15 minutes	Midwife on duty



number from reception/ - information section - records section - admission - check-up / treatment/ - follow-up			5 minutes	In-Charge
Admissions of Clients presents your: - Laboratory results - Birth plan - Proceed to examination room - Proceed to delivery room (if fully dilated) - Recovery room - Prepares all pertinent documents/fees prior to discharge	- Labor watch - 24 hrs observation		It depends upon the progression of labor it depends upon the condition of mother/child	Midwife on Duty
Family Planning - present your referral/records	- assess records/vital signs - counseling - Instructs for follow-up visit		5 minutes	Midwife/Nurse
	Total:	Php 1,900.00	25 minutes	



42. ISSUANCE OF MEDICAL CERTIFICATE / MEDICO LEGAL CERTIFICATE

ABOUT THE SERVICE: A Medical Certificate - who will seek a medical certificate as a requirement for local employment, school entrance, medical excuses and other related matters.

A Medico Legal Certificate is generally required for any legal purposes

Office or Division		Office of the Municipal Health		
Classification		Simple		
Type of Transaction		G2C – Government to Client		
Who may avail?		General Public		
Checklist of Requirements		Where to secure		
CBC, Urinalysis, Fecalalysis, X-Ray		Laboratory		
Physical Examination and other examination when deemed necessary (for students)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Seeks inquiry / information at the Municipal Health office	Give full details/instruction in availing the service needed of the clients	none	1 minute	Midwife
Presents receipt intended for the requirements	Assess all necessary documents If for employment-assess Laboratory /X-ray results If for medico-Legal refer to MHO for Physical Examination/others	Php 100.00 for Medical Certificate Php 300.00 for Medico - Legal	15 minutes	PHM/MHO
Wait for the issuance of the certificate	Prepares/recording	none	2 minutes	Midwife MHO
	Total:	Php 400.00	18 minutes	



43. ISSUANCE OF PINK CARD

ABOUT THE SERVICE:

As part of the promotion of health in general, and compliance with the Municipal Ordinance No.05, Series of 1998

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Vulnerable to Sexually Transmitted Infections EEW/Walk-ins/Referrals from other RHU or Clinics			
Checklist of Requirements		Where to secure		
Working Application		Client		
Identification Card		Philhealth, SSS, GSIS, BIR, Other agencies issued valid Identification Card		
Laboratory Results		Laboratory		
X-Ray Result		Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Laboratory /X-ray results to Municipal Health officer	Conducts assessment/PE interprets laboratory/X-ray results Prescribes/medications/treatment Health education/instruct for follow-up visit	none	4 minutes	MHO
Come back on scheduled date	Assess clinical manifestation Repeat Laboratory examinations if symptoms persist If no manifestation seen-clients instructs to seek Pink card from the RSI	none	2 minutes	MHO
Proceed to the office of RSI for the issuance of Pink card	Prepares/record clients details/OR NO. Issue Pink card Instruct client to go back to BPLS for issuance of working permit	none	2 minutes	RSI/MHO
	Total:	none	8 minutes	



44. ISSUANCE OF SANITARY PERMIT

ABOUT THE SERVICE: All Food/Non-Food business establishments are required to secure sanitary permit for safe/healthy measures and compliance pursuant to PD 856 – The Standard of the Sanitary Code of the Philippines

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2B – Government to Business			
Who may avail?	Business Operators and Owners			
Checklist of Requirements		Where to secure		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to the Mayor's office to accomplished Business license application	Assess reviews application forms/others Provides clients of checklist of sanitary requirements		3 minutes	RSI
Presents all requirements/other pertinent documents to sanitary inspector	Reviews sanitary requirements Records data about the status of the establishment If new establishment-ocular inspection is required Instruct the owner for ocular inspection If complied with all the requirements-sanitary permit is issued		3 minutes	RSI
Wait for the ocular inspection	Conducts ocular inspection Inform clients for the violation/improvement needed Conducts re-inspection after 7 working days		1 hr/ Establishment	RSI



Come back to the Sanitary Inspector' s Office Presents documents for compliance/co mpletion of sanitary requirements	Assess/reviews all the requirements If complied-issues sanitary permit for approval/signature of MHO		3 minutes	MHO/RSI
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45. ISSUANCE OF HEALTH CERTIFICATE

ABOUT THE SERVICE: To ensure safety / healthy measures of all food / non-food handlers

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Clients			
Who may avail?	Food and Non-Food Handlers			
Fees	Food Services Personnel	Php 125.00		
	Entertainment Service Personnel	Php 200.00		
	Managerial/Supervisory Personnel	Php 150.00		
Checklist of Requirements		Where to secure		
Working Application		Municipal Treasurer's Office		
CBC, Urinalysis, Fecalalysis and Chest X Ray		Laboratory		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to the Sanitary Inspector for inquiry on how	Provides checklist of requirements Instruct to go to BPLS to secure working	Please refer to the table above for	1 minute	RSI



to avail the service	application and assessment of fees	the particular fees		
Come back to sanitary inspector Presents filled up application/laboratory/X-ray results/official receipts	Assess/review all the documents If no significant findings- issue health certificate If with significant findings- refer to the MHO		2 minutes	RSI
Presents laboratory/X-ray results to MHO	Interprets results Conducts medical examination Observes clinical manifestation Prescribes medication/treatment Advice /health education Instruct for follow-up visits		10 minutes	MHO
Come back to MHO on prescribed date	Interviews/assess/evaluates present clients condition after medication/treatment		5 minutes	MHO
Presents MHO approval for the issuance of health certificate	Prepares/records clients data on the logbook/- issue health certificate		2 minutes	RSI
Proceed to BPLO for issuance of working permit (for employment)	Issuance of working permit		2 minutes	Licensing Officer
	Total	Please refer to the table above for the particular fees	22 minutes	



46. PROVISION OF THE NATIONAL TB PROGRAM

ABOUT THE SERVICE: To promote health in general by decreasing the number of TB patient in LGU-Morong through DOTS

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	All identified TB Symptomatic (All TB Forms)			
Checklist of Requirements		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to your respective barangay Health station for inquiry about the service	Answers all your queries on how to avail TB drugs for free Conducts interview Recording/data gathering of clients' medical history Assess /observes clients complain/symptoms If identified TB symptomatic-registered in their case finding master list Instruct for proper sputum collection (2 sputum specimen)	none	5 minutes	PUBLIC HEALTH MIDWIFE/ PUBLIC HEALTH NURSE
Go back on prescribe period after sputum examination	If clients' sputum negative, refer for further management and evaluation Clients with sputum positive, instruct them to report to MHO/PHN for treatment with their treatment partner	none	5 minutes	PUBLIC HEALTH MIDWIFE/ PUBLIC HEALTH NURSE
	assess/interview/data gathering	none	30 minutes	PHN/PHM



Go to the DOTS center Look for the DOTS personnel	Weigh client Health education/briefing Give initial dose of TB drugs			
Report to your respective Brgy. Health center before drugs supply is about to consumed	Dispense TB drugs for prescribed no. of days Instructs to submit sputum ff-ups on the date scheduled	none	2 minutes	PUBLIC HEALTH MIDWIFE
Updates the status of your present health condition	Refer clients to MHO when deemed necessary/adverse reaction Regular vital signs taking/monitor monthly weight Monitor regularly –DOTS	none	2 minutes	PUBLIC HEALTH MIDWIFE
	Total:	none	44 minutes	

47. PROVISION OF THE LEPROSY PROGRAM

ABOUT THE SERVICE:

To promote health in general by decreasing the number of Leprosy patient in LGU- through Slit Skin Smear

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	All identified Leprosy Symptomatic			
Checklist of Requirements		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to your respective barangay Health	Data gathering/history taking Assessment/PE	none	10 minutes	-PHM -MHO



station for inquiry about the service Present your referral slip Submit yourself for SLIT SKIN SMEAR (if symptomatic) Wait for the laboratory result treatment (if positive)	Issues Lab. request for slit/skin test/AFB Conducts Lab. examination			-MHO -trained RMT -Nurse in-charge
Go back on prescribe period after sputum examination	Clients with slit skin smear positive, instruct them to report to MHO/PHN for treatment with their treatment partner/relative		5 minutes	PUBLIC HEALTH MIDWIFE
Go to the center Look for the personnel	Assess/interview/data gathering Weigh client Health education/briefing Give initial dose of drugs		30 minutes	PHN/PHM
Report to your respective Brgy Health center before drugs supply is about to consumed	Dispense drugs for prescribed no. of days -instruct to report on ff-ups on the date scheduled		2 minutes	PUBLIC HEALTH MIDWIFE
Updates the status of your present health condition	-refer clients to MHO when deemed necessary -regular vital signs taking -monitor regularly		2 minutes	PUBLIC HEALTH MIDWIFE
	Total:	none	49 minutes	



48. OTHER SERVICES: SOCIAL HYGIENE CLINIC

ABOUT THE SERVICE:

To promote health in general gender equality base on STI / HIV / AIDS that covers voluntary counseling and testing

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Clients			
Who may avail?	All EEWs, Walk-Ins and Referrals from Barangay Health Stations or Rural Health Unit Private Clinics			
Checklist of Requirements		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to your respective barangay Health station for inquiry about the service	Data gathering/history taking Issues Lab request for GC smear	none	2-3 Minutes	PHM
Present your referral slip – to reception /information section	assess the request	none	1 Minute	PHM/Nurse
Go to MTO for payment of fee then proceed to the laboratory, present your receipt	Login with the OR # and gives slides	none	2 minutes	RMT/Lab staff
Wait for the result	Does Gram Staining/Microscopy Releases results	none	15 – 30 minutes	RMT
	If positive-contact tracing Counseling Gives	none		MHO



	treatment/instruction for follow-up visits/ health teaching, encourage client to undergo HIV testing			
	Total:	none	36 minutes	

49. AVAILMENT OF LABORATORY SERVICES

ABOUT THE SERVICE:

To improve the management of health conditions using various means of identifying the causes and nature of diseases and aid the physician in diagnosing/treatment of diseases.

Office or Division	Office of the Municipal Health	
Classification	Simple	
Type of Transaction	G2C – Government to Clients	
Who may avail?	General Public	
Fees	SERVICE PROVIDED	FEE (In Pesos)
	X-ray Examination Fees: X-ray per view	180.00
	X-ray Reading only	50.00
	ECG	160.00
	ECG Reading	50.00
	Laboratory Examination Fees:	
	Blood Chemistry	
	Fasting Blood Sugar	80.00
	Blood Urea Nitrogen	80.00
	BUA	80.00
	Cholesterol	80.00
	Creatinine	80.00
	Uric Acid	80.00
	SGOT	85.00
SGPT	85.00	
Triglyceride	150.00	



	HDL/ LDL	300.00	
	Chem 5	400.00	
	Chem 8	600.00	
	Hematology		
	Complete Blood Count	85.00	
	CBC with Platelet Count	140.00	
	Hrmoglobin/ Hematocrit Determination	40.00	
	WBC and Differential Count	40.00	
	RBC Count	40.00	
	Blood Typing with RH	100.00	
	Bleeding/ Clotting Time	110.00	
	Platelet Count	55.00	
	Parasitology	55.00	
	Malaria Thick/ Thin Smear	FREE	
	Fecalysis/ Stool Examination	45.00	
	Clinical Microscopy		
	Urinalysis	45.00	
	Acid Fast Bacilli Smear (TB & Leprosy)	FREE	
	Gram Stain Smear	80.00	
	Pregnancy Test		
	Urine	80.00	
	Serum	100.00	
	Serology		
	HIV Screening (RDT)	FREE	
	VDRL-RPR	100.00	
	Hepatitis B Screening (RDT)	175.00	
	Dengue NS1 Screening (RDT)	FREE	

Checklist of Requirements		Where to secure		
Laboratory Request from Physician / Official receipt		Medical Physician/Municipal Treasurer's Office		
Action slips for Courtesy/PhilHealth ID / 4 P's ID		Office of the Mayor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present your laboratory request to the laboratory Staff	Assess laboratory request if the test is available If not explain to the client if they agree for send-	Please refer to the table above for the	2 minutes 1 day	RMT



	<p>out Instructs for the procedure and advice to come back the following day for sample collection If routine examination only-instructs client to go to MTO</p>	particular fees	<p>AM: collection /receiving of specimen PM: releasing of results</p>	
Pay the amount of requested examinations at the MTO	<p>Assess/receives specimen Together with the OR # and Lab. Request</p>		1 minute	Lab Aide
Submits yourself for blood extraction	<p>Advise client to get their result on the prescribe period</p>		5 minutes	
Presents your result to the requesting MHO/Physician	<p>Assess/evaluates/interprets the result If with significant findings-prescribe medication/treatment Instructs for the next visit Refers to Tertiary Hospital when deemed necessary</p>		10 minutes	RMT
	Total:	Please refer to the table above for the particular fees	1 day and 18 minutes	



50. LABORATORY SERVICES FOR TB PATIENTS

ABOUT THE SERVICE: To provide laboratory services for the probable TB patient, to provide early detection and proper medication in order to reduce mortality and morbidity of TB patients.

Office or Division		Office of the Municipal Health		
Classification		Simple		
Type of Transaction		G2C – Government to Clients		
Who may avail?		All probable and identified TB symptomatic patients		
Checklist of Requirements		Where to secure		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to your respective Barangay Health Center	Assess/interviews History taking Take note of signs/symptoms Log-in on TB registry Gives 2 sputum cups properly labeled Instructs client for the proper collection of sputum specimen Instructs to come back the following day for submission of 2 sputum specimen (1 st spot collection, 2 nd collection after 1 hr.)	none	3 minutes	PHMPHN/ILW
Submits 2 sputum cups at your respective Barangay Health Center	Assess specimen submitted for quality assurance Fills up laboratory request Health education Submit specimen to the Laboratory	none	3 minutes	PHM
PHM/BHW submits the sputum specimen to	Assess for Quality assurance Checks/reviews the Laboratory request if	none	1 minute 20 minutes each slides –	RMT/ Lab Staff/ILW



NTP Microscopy Center	completely filled up Enter on Laboratory TB registry Label specimen cups Ready for smearing/staining		for smearing/dryin g 20 minutes – for staining/drying	
Lab Staff endorsed Stained TB slides to the Microscopist	Recordings/checking of slides Performs TB Microscopy Recording of result Releasing of result to PHN	none	10 minutes /slide	Med Tech NTP Microscopist
Come back to your respective Barangay Health Center for the result after the prescribe period	Issue result to the client If negative sputum for TB symptomatic-refer to Chest X-ray If positive sputum-refer to TB DOTS for treatment Assign BHW-as treatment partner	none	2 minutes	PHM
Go to DOTS Center with your treatment partner assign by your Midwife	Interview History taking/contact tracing Vital signs taking Weighing Categorized client Log-in on TB registry Give initial dose/treatment card Instruct client for the medication Health education	none	30 minutes	PHN/PHM
Go back to your respective Barangay Health Center for follow –ups TB drugs (6- month supply for free)	Recording/interview Take note for any reaction client may experienced If not manageable- / adverse reaction refers to MHO Instruct client for follow- ups sputum collection/examination of submission	none	2 minutes	PHM/PHN
	Total:	none	1 hour and 31 minutes	



51. AVAILING OF NEW BORN SCREENING

ABOUT THE SERVICE:

To assess/examine all Newborn for any Congenital Metabolic Disorder in order to prevent the cause of mental retardation or fetal death.

Office or Division	Office of the Municipal Health			
Classification	Simple to Complex			
Type of Transaction	G2C – Government to Clients			
Who may avail?	New Born Infants within 48-72 hours after birth			
Checklist of Requirements		Where to secure		
Laboratory Request Official Receipt		Physician Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go to Municipal Health center Proceed to the Laboratory Present your request for Newborn Screening	Instructs client to secure official receipt from MTO	Php 1,750.00	2 minutes	Trained RMT/PHM
Pay the test to MTO Come back to the Laboratory Present the Official Receipt	Records client name/OR number Conducts interview/data gathering		3 min	Trained RMT/PHM
Submits your child for blood collection	Prepares clients for blood collection Performs the Newborn screening test Sends the filter card through courier to NBSC-Tanauan City, Batangas		15 minutes	Trained RMT/PHM
Come back on the prescribe period	Releases the result Positive result should be relay to the parents immediately			Trained RMT/PHM



	Repeats sample collection for confirmation Refers to MHO for further management If negative-release result			Trained RMT/PHM
	Total:	Php 1,750.00	20 minutes	

52. AVAILING ANIMAL BITE SERVICE

ABOUT THE SERVICE: The Municipal Health Center in partnership with the DOH for the implementation of RA-9482. Give the initial dose of Anti-Rabies to the client.

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Clients			
Who may avail?	General Public			
Checklist of Requirements		Where to secure		
Laboratory Request Official Receipt		Physician Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Gets your referral slip from your respective BHS	Assists clients Refer to ABTC	none	5 minutes	PHM
Presents your referral slip to ABTC	Interviews/data gathering Examines the site of the wound Apply first aid/wash wound with soap and water thoroughly /cleanse the area Categorized the status of the site and severity of the wound Gives Anti-Tetanus for skin testing	none	10 Minutes	Trained PHN/PHM Trained MHO



	Observes for any adverse reaction If no reaction gives the full dose of anti-tetanus vaccine Gives the initial dose of Anti-Rabies Vaccine Health education/instructions Instructs client and give ABTC card to observe the biting animal for 14 days Refers to another Animal bite clinic in case of no available vaccine			
	Total:	none	15 minutes	

53. ADOLESCENCE HEALTH YOUTH DEVELOPMENT PROGRAM

ABOUT THE SERVICE:

Establishment of Friendly Clinic to cater adolescence among 15-19 age groups. Gives immunization of tetanus toxoid / MMR and reduce the incidence of early pregnancy / STIs / HIV / AIDS

Office or Division	Office of the Municipal Health			
Classification	Simple			
Type of Transaction	G2C – Government to Clients			
Who may avail	Adolescents (ages 15-19 years old)			
Checklist of Requirements		Where to secure		
Laboratory Request Official Receipt		Physician Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Go the MHO Seeks assistance on-duty at the	Interviews/data gathering Gives immunization for adult adolescence	none	5 minutes.	PHMPHN



information section				
Wait for the call Follows instruction Proceed to MHO/Physician If with Laboratory request-proceed to Laboratory Wait for the result Present to the MHO/Physician	Counseling/ health education: on Family Planning Maternal/Child care STIs/HIV/AIDS Treatment/medication Follow-up visits	none	3 minutes 2 minutes	MHO/PHM/ Nurse
	Total:	none	10 minutes	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

BUSINESS PERMIT AND LICENSING OFFICE

Frontline Service



54. BUSINESS REGISTRATION (New / Renewal)

Issuance of Business Permits

ABOUT THE SERVICE:

The Local Government Code authorizes the LGU to impose taxes, fees and other charges on business entities in order to generate revenue. The Business Permits and Licensing Section (BPLS) under the Office of the Administrator were tasked to implement several provisions of the existing Municipal Tax Ordinance. Its main objective is to require all business establishments to register and secure Business License and pay the required taxes and fees prior start of operations. Said permit shall be renewed annually, before the 20th of January, but oftentimes extended up to the end of February, as a means of consideration to the taxpayers, provided however, that it is being supported by a Sangguniang Bayan resolution.

Business One Stop Shop (BOSS) is being conducted during business renewal period (from 1st working day to last working day of January of each year) participated in by authorized representatives from PNP, BFP, Engineering, Health, Market, SSS, BIR, and PAG-IBIG Fund).

Office or Division:	Business Permit and Licensing	
Classification	Simple/Complex	
Type of Transaction	G2C - Government to Citizen G2B – Government to Business	
Who may avail	Business Owners-residents and transients/authorized representative (other than a municipal employee)	
Checklist of Requirements	Where to Secure	
<u>NEW BUSINESS APPLICATION</u>		
Photocopy of Owner's Valid Identification Card bearing complete name, residence address and picture (for single proprietorship only)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-ibig, other agency issued valid ID	
Location Sketch of business and Picture of establishment (at least three photos showing the presence of signboard, main entrance, facilities, sidewalk or property	Applicant	



line)	
PROOF OF BUSINESS REGISTRATION DTI Registration (Single Proprietorship) SEC Registration (Partnership/Corporation) including Articles of Incorporation and By-Laws CDA Accreditation (Cooperative)	DTI, SEC, CDA
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay locale of business
List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative NOTE: THESE EMPLOYEES ARE required to secure Working Permits	Owner/Company
RIGHT OF THE APPLICANT OVER THE BUSINESS LOCATION IF LEASING: <ul style="list-style-type: none"> Photocopy of Notarized Contract of Lease and/or Previous Year's Mayor's Permit of Lessor IF OWNED: Transfer Certificate of Title IF NOT OWNED: Memorandum of agreement or formal consent of lot owner to use the property as business location	Notary Public
<u>RENEWAL OF BUSINESS APPLICATION</u>	
Barangay Business Clearance (Locale of Business) with Official Receipt	Barangay locale of business
List of Regular and/or Casual Employees, with residence address and position, duly certified by the owner/company representative NOTE: THESE EMPLOYEES ARE required to secure Working Permits	Owner/Company
RIGHT OF THE APPLICANT OVER THE BUSINESS LOCATION IF LEASING: <ul style="list-style-type: none"> Photocopy of Notarized Contract of Lease and/or Previous Year's Mayor's Permit of Lessor IF OWNED: Transfer Certificate of Title IF NOT OWNED: Memorandum of agreement or formal consent of lot owner to use the property as business location	Notary Public
BASIS FOR COMPUTING TAXES, FEES AND CHARGES: <ul style="list-style-type: none"> Duly Notarized Sworn Statement of 	BIR



<p>Gross Sales or Receipt or</p> <ul style="list-style-type: none"> • Certification of Gross Sales/Receipts duly signed by a CPA or authorized company representative <p>BIR (IF EXEMPTED: Certificate of Tax Exemption)</p>	
<p>For Corporations ONLY: Latest SEC General Information Sheet (GIS)</p>	SEC
<p>Previous Year's Mayor's Permit (w/ attachments: duplicate copy of Business Permit Application, proof of payments, Sanitary Permit, etc.)</p>	Owner file
<p>Annual Income Tax Return (ITR) for the preceding year with Audited Financial Statement</p> <p>BIR (IF EXEMPTED: Certificate of Tax Exemption)</p> <ul style="list-style-type: none"> • Certificate of Registration (COR-Form 2303) <p>Proof of Payment of Annual Registration Fee for the current year (Form 0605) Note: Payment not later than 31st of January of each year</p>	BIR
<p>SSS (per Sec. 24 of RA 8282 known as Social Security Act)</p> <ul style="list-style-type: none"> • Clearance and/or latest six (6) months proof of payments with support list of employees <p>Previous year's SSS Clearance (if there is any)</p>	SSS
<p>PAG-IBIG (per R. A. 7742 s. 1994)</p> <ul style="list-style-type: none"> • Certificate of Employer Registration (COER)/ <p>Certificate of PAG-IBIG Active Membership (CPAM) or Latest Proof of Payments</p>	PAG-IBIG
<p>PHILHEALTH</p> <p>Proof of Membership</p>	PHILHEALTH
<p>OTHERS: Additional documents may be required on a case to case basis depending on actual examination of application (for complex transactions only)</p>	
<u>ADDITIONAL REQUIREMENTS</u>	
<p>Banks/Pawnshops/Money Changers</p>	Central Bank Authority
<p>Cellular Phone Dealer/Service Center</p>	NTC Permit (per DOTC-NTC Memorandum Circular No. 07-08-2004 and 08-08-2004 in pursuant to the provisions of the Radio Control Law, Act No. 3846, as amended,



	Executive Order No. 546, and Republic Act 7925)
Dealer of LPG	ERB Permit
Dealer of Rice, Corn and Wheat	National Food Authority (NFA) License
Drugstore	BFAD Permit/PRC License of Pharmacist
Education Institution	Dep-Ed Accreditation
Electronic Repair and Motor Shop	DTI Accreditation Certificate
Fishpen Operators	LLDA Fishpen Permit as per RA 4850
General/Specialty & Engineering Contractor	Contractor's License from the Phil. Contractors Accreditation Board (PCAB)
Guns and Ammos Dealer/ Security Services	PCSUCIA National License (License to Operate issued at Camp Crame)
Insecticides and Pest Control Services	Pest Control License from Fertilizers and Insecticides Authority, Dept. of Agriculture
Manning and Crewing Services	POEA License
Medical/Dental/Optical Clinics	PRC License of attending Physician
Messengerial and Courier Service	DOTC Permit
Mining Industry	DENR Clearance
Pet Shop	Inventory/Wildlife Stock Report from CENRO Antipolo (per RA No. 9147 known as The Wildlife Resources Conservation and Protection Act of 2001)
Real Estate Broker	DTI License/Broker's License
Recruitment Agency	DOLE Clearance
Rent-A-Car and Transport Services	LTO Franchising and Regulatory Board Permit, Vehicle Registration (OR/CR)
Restaurant/Bakery	BFAD Permit
Telecommunications Services	NTC Clearance
Water Refilling Station	DOH Clearance/Water Analysis Result
Lessor of Commercial/Residential Lot/Building/Space/Machineries	Real Property Tax Clearance
Market Stall Holders	Certificate of Award/Market Clearance/ Deed of Sale (if any)
Newly Constructed Buildings	Building Permit and Occupancy Permit (issued by the Municipal Building Official) & Locational Clearance (issued by the MPDC)
Livestock/Poultry/Aviary Farm/Gasoline Station	Environmental Compliance Clearance (DENR)/LLDA Permit
Franchisee	Franchise Agreement

The establishment of business entails the registering of the business entity with government agencies such as:

- Department of Trade and Industry (DTI) office – for single proprietorship
- Securities and Exchange Commission (SEC) – for partnerships and corporations



- Cooperative Development Authority (CDA) – for cooperatives
- Local Government Unit (LGU) – for local permits
- Bureau of Internal Revenue (BIR) - RDO 46 at Taytay, Rizal - for payment of national taxes.
- Philippine Health Insurance Company (Philhealth) – employers are required to register to provide social health insurance coverage to their employees.
- Social Security System (SSS) - R.A. 8282 also known as Social Security Act of 1997. An employer or any person who uses the services of another person in business, trade, industry or any undertaking is covered by this Act.
- Home Development Mutual Fund (HDMF) also known as PAG-IBIG Fund - Pursuant to Republic Act 7742 which was fully implemented on January 1, 1995, membership to the PAG-IBIG Fund shall be mandatory for all employees covered by the Social Security System (SSS) and/or the Government Service Insurance System (GSIS) and who are earning at least P4,000.00 a month.

Business registration is important because the entity is given a legal existence.

FEES AND CHARGES

Legal Basis: 2019 Revenue Code of the Municipality of Morong, Rizal

➤ **Business Tax (Graduated or Local Tax) Section 7, Article A, Chapter II**

New Business – Newly started business entities shall not be subject to and/or liable to the payment of initial business tax and shall ONLY be subject to the payment of Business Permit and other regulatory fees and charges. This is in compliance with DOF-BLGF Memorandum Circular No. 01-001-2017 issued on 05 January 2017. (**Chapter II, Article C, Section 13**)

Renewal – based on gross receipts
(Differ on tax schedule e.g. manufacturer, wholesaler/dealer, service, retailer)

➤ **Mayor's Permit** - Rate depends on type or nature of business (as per schedule)

Chapter III, Article A, Sec. 33

➤ **Garbage Fee** - Rate depends on type or nature of business (as per schedule)

Chapter V, Article B, Section 236

➤ **Sanitary Fee** - Rate depends on type or nature of business (as per schedule)

➤ **Chapter IV, Article E, Section 195**

➤ **Fire Inspection Fee** - 15% of fees

Penalty Imposed on Late Payees:

25% surcharge (**Chapter II, Article C, Section 19**) plus a monthly 2%



		interest applied (<i>Chapter II, Article C, Section 20</i>)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Obtain interview form with checklist of requirements from BPLS (Form 1)	Issues Interview Form and guidelines. Answers other queries of the applicant	none	3 mins.	Licensing Officer/ BPLS Staff
Accomplish and submit Interview Form including the required documents to BPLS to secure computer-generated application form and Tax Order of Payment (TOP)	<p>Receives and examines application and evaluates submitted documents. Verifies declared capitalization/gross sales and determines corresponding license fees. Encodes data to database, prints application form and TOP, records to logbook and orients applicant on routing procedures.</p> <p><u>Routing Schedule:</u></p> <ul style="list-style-type: none"> • From BPLS (review and evaluation of application/assessment of taxes and fees) • Fire Department (payment of annual fire inspection fee and to obtain Fire Safety Certificate) • Health Office (to obtain Sanitary Permit) • Municipal Engineering Office (Assessment of Annual Building 		15 mins	Licensing Officer



	<p>Inspection and other related fees)</p> <ul style="list-style-type: none"> • Treasurer's Office (payment of taxes and fees) • BPLS (for printing of permit) <p><u>Note:</u></p> <ul style="list-style-type: none"> • Payment should be made directly to the Treasurer's Office, either cash or check (payee - Municipal Treasurer of Morong, Rizal) • Backroom assistance is provided by the BPLO during the BOSS period. 	<p>Please refer to the fees and charges above</p>		
<p>After payment of required taxes and fees and completion of the routing phase, return to BPLS for submission of accomplished/routed application form with all the requirements</p>	<p>Secures accomplished/routed application form, checks completeness of documentary requirements and correctness of taxes and fees paid, prints permit, forwards to the Municipal Mayor or his authorized personnel for approval and signature, records to logbook and releases Business Permit bearing office seal including</p>	<p>None</p>	<p>10 mins.</p>	<p>BPLS Staff/ Municipal Mayor/ Municipal Administrator</p>



	Business Plate and/or Sticker to client			
Applicant display license in their establishment	<p>Conducts inspection, verifies the veracity of the application, prepares inspection report, and takes photo of the establishment showing presence of signboard, main entrance, facilities, and sidewalk or property line. Ensures that license is prominently displayed and open to public view and shall be renewed annually.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • INSPECTION TAKES PLACE AFTER ISSUANCE OF THE BUSINESS PERMIT • THE BUSINESS PERMIT SHALL BE RENEWED ANNUALLY (ON OR BEFORE THE 20TH OF JANUARY OF EACH YEAR) <p>REGISTRATION OF BUSINESS WITH OTHER NATIONAL AGENCIES</p>	None	Varies (depends on the location and nature of business)	License Inspector/ Tax Campaigner
Proceed to the designated payment window of the Municipal Treasury for payment.	Received payment and issued Official Receipt		10 minutes	Revenue Collection Clerk/Officer



Wait as the Registration Officer/Clerk release and records the documents.	The Registration Officer/Clerk/ and Mun. Civil Registrar signs the prepared COLB. Encodes and assigns registry number to COLB.	none	3 minutes	Registration Office/Admin. Assistant Local Civil Registrar
Claim the registered documents.	Issues COLB and advise client to safe keep the original copy and photocopy document when needed.	None	3 minutes	Registration Office/Admin. Assistant
	Total:	Php 100.00 for delayed registration	1 – 2 days upon submission of Complete Documentary Requirements (excluding waiting time)	

TOTAL PROCESSING TIME:

Processing time depends on the completeness of documents submitted. Information and Communication Technology (ICT) has been introduced and implemented in since 2005 to present. The computer system currently used by BPLS personnel is interconnected to the Treasury Office for fast payment monitoring. Its implementation realized increased efficiency in the delivery of services e.g. quick assessment of taxes and fees, printing of application forms and order of payments, generation of reports, business permits itself and other inquiries.

PROCESS OF AVAILING THE SERVICE:

Business registration and renewal process has been improved, making it simple and efficient by reducing the number of steps and requirements. To lessen the transaction requirements, other local clearances such as but not limited to, Sanitary Permits, Environmental, and Agricultural Clearances shall be issued together with the Business Permit.



**55. ISSUANCE OF WORKING PERMIT
(Individual Mayor's Permit on Occupation or Calling)**

ABOUT THE SERVICE:

There shall be an annual fee collected for any person engaged in the practice of occupation or calling whether working on temporary or permanent basis (“**Section 102, Article K, Chapter III, 2019 Revenue Code of the Municipality of Morong**”). Persons governed are those who exercise his/her profession, occupation, or calling within the jurisdictional limits of the Municipality of Morong, whether working on contractual, casual, temporary, probationary, or permanent basis, regardless of his/her position, with the exception of those individuals who are subject to Professional Tax and government employees. Employees and workers who generally attend to the daily needs of the general public, including peddlers, food handlers, GROs, etc., shall be required to secure annual Mayor's Permits as pre-requisite in the registration/renewal of business.

Office or Division:	Business Permit and Licensing Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Permanent and Contractual Employees/Workers	
Fees:	Working Permit Fee	Amount of Fee (in Pesos)
	Entertainment Service Personnel	300.00
	Managerial/Supervisory Personnel	250.00
	Food/Non-Food Personnel	200.00
	Medical/Health Certificate Fee	
	Non-Food Personnel	100.00
	Food Service Personnel	125.00
	Entertainment Service Personnel	200.00
	Managerial/Supervisory Personnel	150.00
	Police Clearance	150.00



	Stool Test	45.00		
	Urinalysis	45.00		
	G-Smear	80.00		
	X-ray	180.00		
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ➤ Barangay Clearance (Place of Residency) ➤ Police Clearance (Place of Residency) or NBI Clearance ➤ Community Tax Certificate (cedula) ➤ X-Ray, Urine Test, Stool Test, Drug Test (if required) <p>Night club employees shall be required to submit additional documents, as follows:</p> <ul style="list-style-type: none"> ➤ PSA authenticated Birth Certificate or Certified Copy of Baptismal Certificate ➤ Latest G-Smear, Hepa B and HIV Test results ➤ Ordinance Violation Receipt (OVR) 		<p>Barangay PNP/NBI</p> <p>Municipal Treasurer's Office Government/Private Hospital or Clinic</p> <p>PSA</p> <p>Government/Private Hospital or Clinic</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Obtain Working Permit application form with checklist of requirements from BPLS (Form 2)	<p>Interviews applicant, inspects available documents, assess fees, orients applicant on routing procedures</p> <p><u>Routing Schedule:</u></p> <ul style="list-style-type: none"> • From BPLS – Treasurer's Office • Police Department • RHU (Municipal Health Center) • BPLS 	none	5 minutes	BPLS Staff



Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 minutes	Revenue Collection Clerk/Officer
After payment of required fees and completion of the routing phase, return to BPLS for submission of accomplished/routed application form including all the documentary requirements as basis for the issuance of Working Permit	Secures accomplished/routed application form, checks completeness of documentary requirements and correctness of fees paid, encodes data to the database, prints permit, forwards to the Municipal Mayor or his authorized personnel for approval and signature, seals, records to logbook and releases Working Permit to client	none	15 minutes	BPLS Staff The Municipal Mayor/ Municipal Administrator
	Total:	Please refer to the table above for the particular fees	30 minutes	



56. CESSATION (RETIREMENT/CLOSURE) OF BUSINESS

ABOUT THE SERVICE:

Enterprises, upon cessation of operation, shall inform the LGU for the assessment of any tax due. Any person natural or juridical who discontinues, transfer to other locality/ies or close/retire his/her business operation(s) is subject to the taxes, fees and charges on business. Any tax due must first be paid before any business or an undertaking is finally terminated.

Office or Division:	Business Permit and Licensing Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen G2B - Government to Business			
Who may avail	Business Owners			
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ➤ Sworn Statement of the gross sale or receipts for the current calendar year ➤ Affidavit of Business Closure ➤ Latest permit issued and tin plate (to be surrendered) ➤ Cancellation of Registration from DTI/SEC 		BIR Notary public Business Owner DTI/SEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Obtain business retirement application form and checklist of requirements from BPLS (Form 3)	Issues application form and answers other queries of applicant	none	3 minutes	Licensing Officer
Accomplish and submit application form including the required documents to	Receives and Examines submitted documents and verifies payment of taxes and status of business based on available	none	15 minutes	Licensing Officer



<p>BPLS for evaluation.</p>	<p>records. Advises applicant to follow up after 1 to 2 working days (either personal or over the phone).</p> <p>Conducts actual site inspection within 24 hours to verify the veracity of the application. Prepares and submit Inspection Report to the Licensing Officer immediately after actual visitation</p> <p>Upon submission of Inspection report, evaluates inspection report and determine taxes/fees to be paid. Informs applicant on the result of evaluation (over the phone), advises them to schedule payment within 24 hours. Issues order of payment to be given to client once they return to BPLS</p>		<p>Varies (depends on the location and nature of business)</p> <p>5 minutes</p>	<p>License Inspector/ BPLS Staff</p> <p>Licensing Officer</p>
<p>Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)</p>	<p>Received payment and issued Official Receipt</p>	<p>Php 150.00</p>	<p>10 minutes</p>	<p>Revenue Collection Clerk/Officer</p>
<p>Return to BPLS to present proof of payment of corresponding fee and issuance of</p>	<p>Checks correctness of fees paid, prints and signs Certification, seals, records to logbook and releases document to client</p>	<p>none</p>	<p>2 minutes</p>	<p>Licensing Officer</p>



Certification of Business Retirement				
	Total:	Php 150.00	35 minutes	

57. ISSUANCE OF SPECIAL PERMITS FOR DISPLAY OF STREAMERS, CONDUCT OF ACTIVITY, MOTORCADE, RELOCATION/SURVEY, USE OF GOVERNMENT FACILITIES, SHOOTING, COCKFIGHTS

ABOUT THE SERVICE:

All groups and entities that wish to display streamers, conduct of group activities, motorcade/parade, use any government facilities, transport goods to any point in the country, conduct cockfights, and undertake location-filming within the territorial jurisdiction of the Municipality must seek a Mayor's Permit prior taking any action. This is to ensure coordination, order, traffic management and safety.

Office or Division:	Business Permit and Licensing Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen G2B - Government to Business	
Who may avail	Business Sector, Educational Institutions, Advertising Agencies, TV Networks, Land Owners, NGOs, General Public	
Fees:		Amount of Fee (in Pesos)
	Display of Streamers	250.00/week
	Shooting Permit	10,000.00
	Commercial Movies (5 days or less) In excess of 5 days	3,000.00/day



	Television Soap opera (“Tele- serye”), 3 days or less	8,000.00
	In excess of 3 days	2,000.00/day
	Commercial Advertisement	5,000.00/day
	Documentary film	5,000.00/day
	Prenuptial/ Photo shoot	2,000.00/day
	Conduct of Parade	500.00/day
	Conduct of Group Activity	1,000.00/day
	Use of Government Facility	
	Gym	45.00
	Civic/Professional Groups Convention/Seminars/ Fundraising affairs	1,000.00 (first 4 hours) and 100.00 additional fee per excess hours or a fraction thereof
	Other Events such as Birthdays (Debut), Reunions, Others	1,500.00 (first 4 hours) and 100.00 additional fee per excess hours or a fraction thereof
	Shows with Tickets/ Concerts	5,000.00 (first 4 hours) and 300.00 additional fee per excess hours or a fraction thereof
	Recreational/Sports Activities	Day Time Rate: 75.00/hour Night Time Rate: 150.00/hour
	Civic/Professional Groups Convention/Seminars/ Fundraising affairs	1,000.00 (first 4 hours) and 100.00 additional fee per excess hours or a fraction thereof
	Other Events such as Birthdays (Debut), Reunions, Others	1,000.00 (first 4 hours) and 500.00 additional fee per excess hours or a fraction thereof
	Shows with Tickets/ Concerts	1,500.00 (first 4 hours) and 100.00 additional fee per excess hours or a fraction thereof
	Recreational Activities	150.00/hour
	Other events such as amateur night	500.00/program (for the



	and Others	electric consumption)		
	Relocation Survey	500.00/parcel of land		
	Cockfights			
	Special Cockfighting (Pintakasi)	2,000.00		
	Two-Cock Derby	4,000.00		
	Three-Cock Derby	6,000.00		
	Four-Cock Derby	8,000.00		
	Per fight	25.00/fight		
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ➤ Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party <p><u>For Relocation Survey</u></p> <ul style="list-style-type: none"> ➤ Latest Tax Clearance ➤ Barangay Certification of no pending case ➤ Proof of ownership (Tax Dec, Title, Deed of Sale) ➤ Approved plan (if there's any) ➤ Authorization Letter (in the absence of the Landowner) <p><u>For Parade</u></p> <ul style="list-style-type: none"> ➤ Route of the parade 		<p>Client</p> <p>Municipal Treasurer's Office Barangay concern</p> <p>Assessor's Office/RD</p> <p>Appropriate License Professional Owner</p> <p>Client/PSO</p>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit letter stating nature/purpose of request for information and approval of the Municipal Mayor	<p>Receives letter request, forwards to the Municipal Mayor for approval</p> <p>Note:</p> <p>For Relocation Permit, subject for review/recommending approval of the Municipal Assessor and Municipal Administrator</p>	none	3 minutes	<p>Staff of the Municipal Mayor/ Municipal Mayor/ Municipal Administrator/Municipal Assessor</p>



<p>Upon approval of request, proceed to BPLS and present the received/acknowledged/approved letter request for appropriate action</p>	<p>Secures and validates presented letter request, issues order of payment, and directs applicant to pay at the Treasurer's Office</p> <p>Note: Requests for the use of government facilities shall be granted depending on the availability of venue. All government activities are being prioritized.</p>	<p>none</p>	<p>2 minutes</p>	<p>BPLS Staff</p>
<p>Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)</p>	<p>Received payment and issued Official Receipt</p>	<p>Please refer to the table above for the particular fees</p>	<p>10 minutes</p>	<p>Revenue Collection Clerk/Officer</p>
<p>Return to BPLS to present proof of payment as basis of issuance of special permit</p>	<p>Checks the correctness of fees paid, prints permit, forwards to the Municipal Mayor or his authorized personnel for signature, seals, records to logbook and releases document</p>	<p>none</p>	<p>5 minutes</p>	<p>BPLS Staff/ Municipal Mayor/ Municipal Administrator</p>
<p></p>	<p>Total:</p>	<p>Please refer to the table above for the particular fees</p>	<p>20 minutes</p>	<p></p>



58. ISSUANCE OF MAYOR'S CLEARANCE

ABOUT THE SERVICE:

Serves as pre-requisite for employment, firearms license application, travel abroad, etc.

Office or Division:	Business Permit and Licensing Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	General Public			
Fees:		Amount of Fee (in Pesos)		
	Mayor's Clearance:			
	For Local Employment Purposes	150.00		
	To Secure Firearm's License	300.00		
	For Travel Abroad	250.00		
	Other Certifications:			
	of any type of purposes	150.00		
Checklist of Requirements		Where to Secure		
<ul style="list-style-type: none"> ➤ Community Tax Certificate ➤ Barangay Clearance ➤ Police Clearance ➤ NBI Clearance 		Municipal Treasurer's Office Barangay Concern PNP NBI		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit the requirements to BPLS for review	Secures and verifies submitted requirements, issues order of payment, and directs applicant to pay at the Treasurer's Office	none	2 minutes	BPLS Staff
Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment	Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 minutes	Revenue Collection Clerk/Officer



(TOP)				
Return to BPLS to present proof of payment of corresponding fee as basis of issuance of Mayor's Clearance	Prints Mayor's Clearance, forwards to the Municipal Mayor or his authorized personnel for signature, seals, records to logbook and releases clearance	none	5 mins.	BPLS Staff/ Municipal Mayor/ Municipal Administrator
	Total:	Please refer to the table above for the particular fees	17 minutes	

**59. MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTO)
NEW OR RENEWAL**

ABOUT THE SERVICE:

The Motorized Tricycle Operator's Permit (MTO) is a document granting franchise or license to any individual with tricycle/s allowing him to ply and operate within the territorial jurisdiction of Morong, Rizal. MTO is being issued to regulate the number of tricycles to avoid traffic congestion. The MTO shall be valid for a period of two (2) years, commencing from the date of its issuance, which is renewable every two years.

Only Filipino citizens who are actually residing in the municipality of Morong, Rizal are qualified to operate and maintain tricycles-for-hire.

A Number Coding Scheme was already implemented. The last digit of the franchise plate number shall correspond to a



particular day of the week that the motorized tricycle is not allowed to operate, as follows:

1 and 2	Monday
3 and 4	Tuesday
5 and 6	Wednesday
7 and 8	Thursday
9 and 0	Friday

Office or Division:	Business Permit and Licensing Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen	
Who may avail	Motorized Tricycle Owners/Operators	
Fees:		Amount of Fee (in Pesos)
	Motorized Tricycle	
	Franchise Fee (New)	6,000.00
	Franchise Fee (Renewal)	750.00
		250.00
	Three-Wheelers (1,400 cc and above)	
	Franchise Fee (New)	5,000.00
	Franchise Fee (Renewal)	1,000.00
	Filing Fee	50.00
	Additional Fees and Charges	
	Franchise Plate	500.00
	Regulation Sticker	100.00
	Filling Fee	50.00
	Dropping of Franchise	300.00
	Penalty Imposed on Late Payees: Additional 25% of total amount due (Chapter III, Article J, Sec 100)	
For non-renewal of franchise for 2 years from the expiry date, the MTOP is automatically cancelled/revoked.		



(Chapter III, Article J, Sec 101)				
Checklist of Requirements		Where to Secure		
(Original and Photocopy of the following) <ul style="list-style-type: none"> ➤ Barangay Certification indicating the actual residency of the applicant and provision of a garage ➤ Current year Community Tax Certificate ➤ LTO issued Official Receipt and Certificate of Registration ➤ TODA Certification ➤ Valid Identification Card of applicant (Voter's ID) ➤ Inspection clearance on Road Worthiness issued by TMU. ➤ For newly purchased motorcycle unit, Sales Invoice ➤ For purchase of second hand motorcycle units, Deed of Absolute Sale 		Barangay Concern Client Client Copy/LTO TODA Membership BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-Ibig, other kind of valid ID PSO Client/Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit all the requirements to the OIC for review	Receives and reviews submitted documents, issues order of payment, and directs applicant to pay at the Treasurer's Office	none	5 mins.	OIC – Tricycle Franchise
Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 minutes	Revenue Collection Clerk/Officer
Return to the OIC, present proof of payments for the preparation of Franchise Registration Form and Authority for Tricycle Service	Encodes data and prints Franchise Registration Form and Authority for Tricycle Service, forwards to the Municipal Mayor or its authorized personnel for signature, seals, releases documents including franchise plate	none	15 mins.	OIC – Tricycle Franchise



	and/or sticker			
	Total:	Please refer to the table above for the particular fees	30 minutes	

60. ISSUANCE OF CERTIFICATIONS

ABOUT THE SERVICE:

These are documents requested by clientele attesting the status of operation of a certain business establishment whether it exist or not. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail	Government Agencies/Business Owners/General Public			
Checklist of Requirements		Where to Secure		
➤ Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party		Requesting Government Agencies/Business Owners/General Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Letter stating the nature/purpose of request or Obtain and fill-up Request Form (Form 7)	Receives request, issues order of payment, and directs applicant to pay at the Treasurer's Office	none	2 minutes	BPLS Staff



Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	Received payment and issued Official Receipt	Php 150.00	10 minutes	Revenue Collection Clerk/Officer
Return to BPLS and present proof of payment for the issuance of Certification	Encodes data, prints and signs Certification, seals, records to logbook and releases to requesting party	none	3 minutes.	Licensing Officer
	Total:	Php 150.00	15 minutes	

**61. ISSUANCE OF DUPLICATE COPY OF BUSINESS PERMIT CARD/
AUTHENTICATION OF DOCUMENTS**

ABOUT THE SERVICE:

BPLS may issue a duplicate copy of the Business Permit card upon presentation of satisfactory proof that the original permit has been lost, stolen or destroyed. Certified copies of documents can also be obtained for official use of the clientele. No fees shall be collected to requesting competent court or other government agencies.

Office or Division:	Business Permit and Licensing Office	
Classification	Simple	
Type of Transaction	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail	Government Agencies/Business Owners/General Public	
Fees:		Fee (in Pesos)



		Replacement of Card	500.00		
		Fee for every Certified copy of any document in connection with the business registration (w/ official seal)	25.00/copy		
Checklist of Requirements		Where to Secure			
<ul style="list-style-type: none"> ➤ Letter addressed to the Municipal Mayor stating nature of request, name and contact number of requesting party ➤ Duly notarized Affidavit of Loss (if permit has been lost or stolen) 		Requesting Government Agencies/Business Owners/General Public Notary Public			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Letter Request or Obtain and fill-up Request Form (Form 7)	1. Receives request, issues order of payment, and directs applicant to pay at the Treasurer's Office	none	2 minutes	BPLS Staff	
2. Proceed to the designated payment window of the Municipal Treasury and present Tax Order Payment (TOP)	2. Received payment and issued Official Receipt	Please refer to the table above for the particular fees	10 minutes	Revenue Collection Clerk/Officer	
3. Return to BPLS, present proof of payment for preparation of document/s requested	3. Prints duplicate business permit, forwards to the Municipal Mayor or his authorized personnel for signature, seals, records to logbook, releases document to requesting client		3 minutes	BPLS Staff/ Municipal Mayor/ Municipal Administrator	
	3.1 Retrieves requested document/s from file, accompanies client in photocopying the document/s		5 minutes	BPLS Staff	



	3.2 Certifies, signs document/s, seals, records to logbook, releases document/s to client		3 minutes	Licensing Officer
	Total:	Please refer to the table above for the particular fees	23 minutes	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Frontline Service



62. ISSUANCE OF CERTIFICATE OF INDIGENCY

ABOUT THE SERVICE:

Certificate of Indigency is issued to indigent residents of Morong, Rizal who wants to avail assistance such as educational, medical, financial, burial and free legal assistance to Public Attorney's Office (PAO).

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?				
Checklist of Requirements		Where to secure		
Barangay Indigency (Indicating family income not exceeding family consumption)		Barangay Hall		
Certificate of None Property				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and REQUEST for Certificate	INTERVIEW and ASSESS client requesting for Certificate		3 minutes	MSWDO/ MSWD STAFF
PRESENT the required documents.	REVIEW documents presented		3 minutes	
CLAIM Certificate of Indigency	RELEASE the Certificate of Indigency		1 minute	



**63. ISSUANCE OF PERSON WITH DISABILITY IDENTIFICATION CARD
(PWD ID and PURCHASE BOOKLET)**

ABOUT THE SERVICE:

BPLS may issue a duplicate copy of the Business Permit card PWD Id and Purchase Booklet is issued to all Persons with Disability who wants to avail of the benefits and privileges under RA No. 9442 such as free medical/ dental diagnostic & laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?				
Checklist of Requirements		Where to secure		
Barangay Indigency (Indicating family income not exceeding family consumption)		Barangay Hall		
Medical Abstract of the Client		Medical Doctor/Physician		
Picture of the client (2pcs 1x1, 1pc 2x2)		Photo Studio/Rush ID stores		
Duly Accomplished PWD Form				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and REQUEST for PWD Id and Purchase Booklet	INTERVIEW and ASSESS client requesting for Purchase Id and Booklet		3 minutes	MSWDO/ STAFF/ PDAO
PRESENT the required	REVIEW documents presented		3 minutes	MSWDO/ STAFF/ PDAO



documents.				
Bring the accomplished Form to Health Office	Perform the diagnosis and signed the form for submission to MSWD		3 minutes	RHU Office/ MHO
CLAIM PWD Id and Purchase Booklet	RELEASE ID and Booklet and Orient the benefits and Privileges		5 minutes	MSWDO/ STAFF/PDAO

64. ISSUANCE OF SENIOR CITIZEN IDENTIFICATION CARD (SENIOR CITIZEN ID and PURCHASE BOOKLET)

ABOUT THE SERVICE:

Senior Citizen Id and Purchase Booklet is issued to citizen ages 60 years old and up who wants to avail of the benefits and privileges under RA No. 9994 such as free medical/ dental diagnostic & laboratories in all government facilities, 20% discounts in purchase of medicines, in hotels, restaurants, recreation centers, theaters, cinema houses and concert halls, and in fare for domestic air, sea travel and public and transportation.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Bonafide indigent Senior Citizen residents of, Rizal, ages 60 and above			
Checklist of Requirements		Where to secure		
Barangay Residency (Indicating age and complete address of the client)		Barangay Hall		
Picture of the client (1pc 1x1, 1pc 2x2)		Photo Studio/Rush ID stores		
Duly Accomplished PWD Form		Municipal Social Welfare and Development (PDAO Office)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and	INTERVIEW and ASSESS client		3 minutes	MSWDO/ STAFF/OSCA



REQUEST for SENIOR CITIZEN Id and Purchase Booklet	requesting for Purchase Id and Booklet			
PRESENT the required documents.	REVIEW documents presented		3 minutes	MSWDO/ STAFF/ OSCA
CLAIM Senior Citizen Id and Purchase Booklet	RELEASE ID and Booklet and Orient the benefits and Privileges		5 minutes	MSWDO/ STAFF/ OSCA

65. ISSUANCE OF SOLO PARENT IDENTIFICATION CARD (SOLO PARENT ID)

ABOUT THE SERVICE:

Solo Parent Identification as mandated by RA 8972 can be availed by solo parents who have been qualified as such by the MSWD shall likewise be entitled to avail of any benefits/services provided in the law. Solo parent shall be issued upon approval by any local government unit as recommended by the Social Worker of the Municipality.

Office or Division	Office of the Municipal Social Welfare and Development
Classification	Simple
Type of Transaction	G2C – Government to Client
Who may avail?	<p>Any bonafide citizen of, Rizal who falls to any of the Following categories:</p> <ul style="list-style-type: none"> ➤ A woman who gave birth as a result of rape and other crimes against chastity. Provided, that the mother keeps and raises the child; ➤ Parent left solo due to death of spouse; ➤ Parent left solo while the spouse is detained or serving a sentence for a criminal conviction for at least one (1) year; ➤ Parent left solo due to spouse physical/mental incapacity as certified by a public medical practitioner; ➤ Parent left solo due to legal separation wherein he/she entrusted with custody of the child/children;



	<ul style="list-style-type: none"> ➤ Parent left solo due to annulment of marriage as he/she is entrusted with the custody of the child/children; ➤ Parent left solo due to abandonment of spouse at least one (1) year; ➤ Unmarried mother/father who has preferred to keep & rear her/his child/children; ➤ Any other person who solely provides parental care and support to child/children; and ➤ Any family member who assumes the responsibility of head of family. 			
Checklist of Requirements		Where to secure		
Barangay Certificate as Solo Parent stating the reason		Barangay Hall		
Picture of the client (2pcs 1x1)		Photo Studio/Rush ID stores		
Photocopy of Birth Certificate of minor children (ages 0-18 years old)		Municipal Social Welfare and Development (PDAO Office)		
Photocopy of Partner's Death Certificate (if partner was deceased)		Client		
Certificate of Detention (if partner is detained)		Bureau of Jail Management and Penitentiary		
Medical Certificate of Partner (if partner is bedridden)		Health Physician/Medical Doctor		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and REQUEST for SOLO PARENT ID	INTERVIEW and ASSESS client requesting for SOLO PARENT ID		10 minutes	MSWDO/ FOCAL PERSON
PRESENT the required documents.	REVIEW documents presented		5 minutes	MSWDO/ FOCAL PERSON
CLAIM SOLO PARENT ID* <i>*6 months if separated</i>	RELEASE ID and Orient the benefits and Privileges		10 minutes	MSWDO/ FOCAL PERSON

66. SCHOLARSHIP PROGRAM

ABOUT THE SERVICE:

The objective of this Program is to encourage and assists deserving student in the Municipality of to attain quality



education and contribute towards community building and helps attain national economic prosperity.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Bonafide indigent student residents of Municipality of			
Checklist of Requirements		Where to secure		
Photocopy of Form 137/Card		School, University, College		
Certificate of Good Moral Character		School, University, College		
Brgy. Indigency (indicating family income not exceeding family consumption)		Barangay Hall		
Weighted average of 80% for Category C (High School Level) , 85% Category A (College Level) students belonging to Top Five Ranks of the School/University.		School, University, College		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and REQUEST for Scholarship Application Form	INTERVIEW and ASSESS client requesting for Scholarship Program	none	3 minutes	MSWDO/ FOCAL PERSON
PRESENT the required documents	REVIEW documents presented	none	3 minutes	MSWDO/ FOCAL PERSON
FOLLOW-UP status of scholars	PREPARE communication letter to selected scholars	none	2days	MSWDO/ FOCAL PERSON

67. EARLY CHILDHOOD CARE AND DEVELOPMENT (DAYCARE SERVICE)

ABOUT THE SERVICE:

This program provides and defends the right of children to assistance, including proper care and nutrition, provide them



with special protection against all forms of neglect, abuse, cruelty, exploitation and other condition prejudicial to their development and opportunities for the total development of the child through various early childhood care and development activities. The MSWD supervised and monitors all daycare centers in Barangay.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Children who are 3 to 4.8 years old, from indigent family and residents of Morong, Rizal.			
Checklist of Requirements		Where to secure		
Child's Birth Certificate		Client		
Marriage Contract of parents		Client		
Health Record of the child		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal appearance of the beneficiary	Interview client and fill-up Intake form	none	20 minutes	Child Development Worker
PRESENT the required documents/ Requirements	REVIEW documents presented	none	10 minutes	Child Development Worker
PREPARE registration fee and monthly participation	PREPARE needed materials for Day Care improvement	One Time Registration Fee – Php 230.00 Monthly Fee – Php 50.00	5 minutes	Child Development Worker

68. SOCIAL CASE STUDY REPORT

ABOUT THE SERVICE:

Social Case Study Report is issued to residents of Morong, Rizal who wants to avail assistance to other agencies such as medical, financial, burial and



educational as part of the Expanded Assistance to Individuals/Families in Crisis situation program and services of this municipality.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Children who are 3 to 4.8 years old, from indigent family and residents of Morong, Rizal.			
Checklist of Requirements		Where to secure		
Medical Certificate or Medical Abstract		Medical Doctor or Health Physician		
Updated Hospital Bill or latest doctor's Prescription with amount indicate		Hospital or Medical Doctor		
Barangay Indigency (indicating family income not exceeding family consumption)		Client		
Valid Identification Card		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPEAR in person and REQUEST for case Study	INTERVIEW and ASSESS client for Preparing the case Study	none	1-2 Hrs	MSWDO/ MSWD STAFF/
PRESENT the required documents.	REVIEW documents presented	none	3 minutes	MSWDO/ MSWD STAFF/
CLAIM Social Case Study	RELEASE the Case study report	none	1 minute	MSWDO/ MSWD STAFF/



69. PHILHEALTH NG MASA

ABOUT THE SERVICE:

This program funded by the Local Government Unit of which provides access to health care services for identified indigent families with one-year coverage and renewable.

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	This service is only for indigent citizens of..			
Checklist of Requirements		Where to secure		
Barangay Certificate of Indigency		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Personal appearance of the beneficiary	Interview client and fill-up PMRF (PhilHealth Member Registration Form)		5-10 minutes	Focal Person
PRESENT the required documents/ Requirements	REVIEW documents presented		3 minutes	Focal Person
FOLLOW-UP application	ENCODE Master list of PhilHealth beneficiaries for submission		3 minutes	Focal Person



70. VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) WELFARE PROGRAM

ABOUT THE SERVICE:

This program aims to assist support women and their children who are victims of Domestic Violence such as:

1. *Physical Abuse*
2. *Sexual Abuse*
3. *Psychological Abuse*
4. *Financial Abuse*

Office or Division	Office of the Municipal Social Welfare and Development			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	<ul style="list-style-type: none"> ➤ Woman who is a wife or live-in partner ➤ Former wife ➤ Woman with whom the person has or had a sexual or dating relationship ➤ Woman whom he has a common child, or against her child whether legitimate or illegitimate, inside or outside the family residence 			
Checklist of Requirements		Where to secure		
Endorsement Letter from Barangay VAWC with attached blotter, if available		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Appearance of client	Interview, assessment of client Advice/explain to client to present supporting documents	none	15 minutes	MSWDO/Focal person
Present supporting documents	Review documents presented	none	10 minutes	Focal Person
Client willing to file a case	Refer/Assists client to PNP-WCPD/PAO	none	15 minutes	Focal Person
Client seeking counseling	Provide counseling to VAWC victim	none	30 minutes – 45 minutes	MSWDO/ Focal person



assistance or Requesting case conference				
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71. CHILDREN IN CONFLICT WITH THE LAW (CICL)

ABOUT THE SERVICE:

Child in conflict with the law is usually referred by Department of Justice who has cases needed for assessment if acted with discernment or without discernment. This is to determine if minor will undergo intervention program based on the assessment. The Municipal Social Welfare and Development Office (MSWDO) is the forefront to assist minors who are physically abuse and other related abuses as referred by PNP, Barangay Officials and other concerned citizens.

Office or Division	Office of the Municipal Social Welfare and Development	
Classification	Simple	
Type of Transaction	G2C – Government to Client	
Who may avail?	17 years old and below (minor CICL)	
Checklist of Requirements	Where to secure	
<i>For CICL Requirements:</i>		
Endorsement/referral from DOJ	Department of Justice	
PNP Blotter/Report	PNP Station	
Minors Birth Certificate	Client	
<i>For Physical Abuse:</i>		
Barangay Certificate	Barangay Hall	
Barangay/Police Blotter and medical Certificate	Barangay Hall, Attending Physician	



Medico Legal Report		PNP Camp Crame Quezon City		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Appearance of client / Registration as endorsed by Brgy Officials, DOJ, PNP, Womens Desk for Concerned Citizen	Interview , assessment of client		15 minutes	MSWDO/ Focal person
Prepare letter of case conference invitation to PNP (Women's Desk), PAO, Brgy. Official, minor parents	Distribute letters to concerned officials and offices		10 minutes	Focal Person/ MSWD Staff
Gather information regarding the minors background	Conduct home visit and collateral interview		15 minutes	Focal Person
Submit assessment *of with or without discernment	Prepares Social Case Study Report		30 minutes – 45 minutes	MSWDO/ Focal person
Monitor client and terminate case after diversion contract	Coordinate with the program officials and call the parents for case conference if case is without discernment re: fill up diversion program contract		3-4 hours (depends on the place)	Focal Person



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Frontline Services



72. ISSUANCE OF LOCATIONAL CLEARANCE / DEVELOPMENT PERMIT FOR PROJECTS NOT REQUIRING SB APPROVAL

ABOUT THE SERVICE:

Individuals need to secure a Locational Clearance before they can apply for building permits. People requesting for electrical installations are also required to secure the same. Locational Clearance is a document stating that a proposed project is allowed & conforms to the Land Use Plan of the Municipality.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
Classification	Simple
Type of Transaction	Government to Citizen
Who may avail	<ul style="list-style-type: none"> ➤ Land Owners / Organization / Developers proposing the construction of buildings and other structures. ➤ Owner's duly designated representative(s)
Fees:	Locational Clearance / Development Permit Fee based on the Municipal Tax Ordinance approved thru Municipal Ordinance No. 22 Series of 2019



	PARTICULAR	Amount of Fee (in Pesos)
	I. ZONING/ LOCATIONAL CLEARANCE	
	A. Single Residential Structure attached or detached	
	1. ₱100,000 and below	₱288.00
	2. Over ₱100,000 to ₱200,000	₱576.00
	3. Over ₱200,000	₱720.00 + (1/10 of 1% of in excess of ₱200,000)
	B. Apartments / Townhouses	
	1. ₱500,000 and below	₱1,440.00
	2. Over ₱500,000 to ₱2 Million	₱2,160.00
	3. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of floors)
	C Dormitories	
	1. ₱2 Million and below	₱3,600.00
	2. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of floors)
	D. Institutional	
	Project Cost of which is:	
	1. Below 2 Million	₱ 2,880.00
	2. Over 2 Million	₱ 2,880.00 + (1/10 of 1% of cost in excess of ₱ 2M)



	E. Commercial, Industrial and Agro - Industrial	
	Project Cost of which is:	
	1. Below ₱100,000	₱1,440
	2. Over ₱100,000 - ₱500,000	₱2,160
	3. Over ₱500,000 - ₱ 1 Million	₱2,880
	4. Over ₱ 1 Million - ₱ 2 Million	₱4,320
	5. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱2 M)
	F. Special Uses / Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
	1. Below ₱ 2 Million	₱7,200.00
	2. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱ 2M)
	. Alteration / Expansion (Affected Areas / Cost only)	Same as the Original Application
	II. SUBDIVISION AND CONDOMINIUM PROJECTS (Under PD 957)	
	A. Subdivision Projects	
	1. Approval of Subdivision Plans (including townhouses)	
	a. Locational Clearance (LC)/ Preliminary Subdivision Development Plan (PSDP)	
	▪ Processing Fee	₱360.00/ha. or fraction



		thereof
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	b. Final Approval and Development Permit	
	▪ Processing Fee	₱2,880.00/ha. regardless of density
	▪ Additional Fee on Floor Area of Housing Component	₱3.00/sq.m.
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	c. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	2. 2. Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 216.00/saleable lot
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	3. . Extension of Time to Develop	
	▪ Processing Fee	₱ 504
	▪ Additional Fee (Unfinished Area for Development)	₱ 14.40/sq.m.
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	B. Condominium Projects	
	1. Approval of Condominium Plans / Final Approval and Development Permit	
	a. Locational Clearance	₱720.00
	b. Final Approval/Development	



	Permit	
	▪ Processing Fee	
	○ Land Area	₱7.20/sq.m.
	○ No. of Floors	₱288/floor
	○ Building Areas	₱23.05/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
	c. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	d. Conversion (Affected Areas Only)	Same as Final Approval and Development Permit
	2.Extension of Time to Develop	
	▪ Processing Fee	₱ 504.00
	▪ Additional Fee (Unfinished Area for Development)	₱ 17.30/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
	3.Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱15.00/sq.m.
	▪ Inspection Fee	₱1,500.00/floor
	III. SUBDIVISION AND CONDOMINIUM PROJECTS (Under B.P. 220)	
	A. Subdivision Project	
	1. Approval of Subdivision Projects	
a. Locational Clearance (LC)		
▪ Processing Fee		
○ Socialized Housing	₱90.00/ha.	
○ Economic Housing	₱216.00/ha.	



	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	b. Final Approval and Development Permit	
	▪ Processing Fee	
	○ Socialized Housing	₱600.00/ha
	○ Economic Housing	₱1,440.00/ha
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	c. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	d. Building Permit (floor area of housing unit)	₱ 7.20/sq.m.
	2.Extension of Time to Develop	
	▪ Processing Fee	
	○ Socialized Housing	₱ 420.00
	○ Economic Housing	₱ 504.00
	▪ Additional Fee (Unfinished Area for Development)	₱ 2.88/sq.m.
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha.
○ Economic Housing	₱1,500.00/ha.	
3.Certificate of Completion		
▪ Certificate Fee		
○ Socialized Housing	₱ 180.00	
○ Economic Housing	₱ 216.00	



	<ul style="list-style-type: none"> ▪ Processing Fee 	
	<ul style="list-style-type: none"> ○ Socialized Housing 	₱ 24.00/saleable lot
	<ul style="list-style-type: none"> ○ Economic Housing 	₱ 72.00/saleable lot
	<ul style="list-style-type: none"> ▪ Inspection Fee 	₱1,500.00/ha.
	4. Occupancy Permit	
	<ul style="list-style-type: none"> ▪ Processing Fee 	
	<ul style="list-style-type: none"> ○ Socialized Housing 	₱ 6.00/sq.m.
	<ul style="list-style-type: none"> ○ Economic Housing 	₱ 7.20/sq.m.
	<ul style="list-style-type: none"> ▪ Inspection Fee (saleable floor area of the housing component) 	
	<ul style="list-style-type: none"> ○ Socialized Housing 	₱1,500.00/ha.
	<ul style="list-style-type: none"> ○ Economic Housing 	₱1,500.00/ha.
	B. Condominium Projects	
	1. Approval of Condominium Plans/ Final Approval & Development Permit	
	a. Locational Clearance	₱720.00
	b. Final Approval and Development Permit	
	<ul style="list-style-type: none"> ▪ Processing Fee 	
	<ul style="list-style-type: none"> ○ Land Area 	₱7.20/sq.m.
	<ul style="list-style-type: none"> ○ No. of Floors 	₱144.00/floor
	<ul style="list-style-type: none"> ○ Building Area 	₱ . 0/sq.m. of GFA
<ul style="list-style-type: none"> ▪ Inspection Fee 	₱1,500.00/ha.	
c. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit	
2.Extension of Time to Develop		
<ul style="list-style-type: none"> ▪ Processing Fee 	₱3.00/sq.m.	
<ul style="list-style-type: none"> ▪ Inspection Fee 	₱1,500.00/flo r	



	(Unfinished Area for Development)	
	3. Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 3.00/sq.m. of GFA
	▪ Inspection Fee	₱ 1,500.00/ floor
	IV. INDUSTRIAL / COMMERCIAL SUBDIVISION	
	1. Approval of Industrial/Commercial Subdivision	
	a. Location Clearance (LC)	
	▪ Processing Fee	₱432.00/ha.
	▪ Inspection Fee	₱1,500.00/ha.
	b. Final Approval and Development Permit	
	▪ Processing Fee	₱720.00/ha
	▪ Inspection Fee	₱1,500.00/ha
	c. Alteration of Plan (affected Areas Only)	Same as Final Approval and Development Permit
	2. Extension of Time to Develop	
	▪ Processing Fee	₱ 504.00
	▪ Additional Fee (unfinished area for development)	₱14.40/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
3. Certificate of Completion		
▪ Certificate Fee	₱ 216.00	
▪ Processing Fee		



	○ Industrial	₱ 504.00
	○ Commercial	₱ 720.00
	▪ Inspection Fee	₱ 1,500.00/ ha.
	V.FARMLOT SUBDIVISION	
	1. Approval of Farmlot Subdivision	
	a. Locational Clearance (LC)	
	▪ Processing Fee	₱288.00/ha.
	▪ Inspection Fee	₱1,500.00/ha
	b. Final Approval and Development Permit	
	▪ Processing Fee	₱1,440.00/h
	▪ Inspection Fee	₱1,500.00/ha
	c. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	2. Extension of Time to Develop	
	▪ Processing Fee	₱ 504.00
	▪ Additional Fee (unfinished area for development)	₱ 14.40/sq.m.
	▪ Inspection Fee	₱1,500.00/ha
	3. Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 504.00/lot
	▪ Inspection Fee	₱1,500.00/ha
	VI. MEMORIAL PARK / CEMETERY PROJECT / COLUMBARIUM	



	1. Approval of Memorial Park / Cemetery Project/ Columbarium	
	a. Location Clearance (LC)	
	▪ Processing Fee	
	○ Memorial Project	₱720.00/ha.
	○ Cemeteries	₱288.00/ha.
	○ Columbarium	₱3,600.00/ha.
	▪ Inspection Fee	
	○ Memorial Project	₱1,500.00/ha
	○ Cemeteries	₱1,500.00/ha
	○ Columbarium	₱1,500.00/ha
	b. Final Approval and Development Permit	
	▪ Processing Fee	
	○ Memorial Project	₱3.00/sq.m.
	○ Cemeteries	₱1.50/sq.m.
	○ Columbarium	₱7.20/sq.m. of land area
		₱3.00/floor
		₱23.05/sq.m. of GFA
	▪ Inspection Fee	
	○ Memorial Project	₱1,500.00/ha
	○ Cemeteries	₱1,500.00/ha
	○ Columbarium	₱1,500.00/ha
	c. Alteration of Plan (affected Areas Only)	Same as Final Approval and Development Permit
	2.Extension of Time to Develop	
▪ Processing Fee	₱ 500.00	
▪ Additional Fee (unfinished area for		



	development		
	○ Memorial Project	₱1,440.000	
	○ Cemeteries	₱ 720.00/ha.	
	○ Columbarium	₱ 5.80/sq.m of GFA	
	▪ Inspection Fee		
	○ Memorial Project	₱1,500.00/ha.	
	○ Cemeteries	₱1,500.00/ha.	
	○ Columbarium	₱1,500.00/floor	
	3.Certificate of Completion		
	▪ Certificate Fee	₱ 250.00	
	▪ Processing Fee		
	○ Memorial Project	₱1,440.00	
	○ Cemeteries	₱ 720.00/ha.	
	○ Columbarium	₱ 5.80/sq.m. of GFA	
	▪ Inspection Fee		
	○ Memorial Project	₱1,500.00/ha.	
	○ Cemeteries	₱1,500.00/ha.	
	○ Columbarium	₱1,500.00/floor	
	VII. OTHER TRANSACTIONS / CERTIFICATIONS		
	A. Application / Request for:		
1.Zoning Certifications		₱500.00/lot	
2.Certification of Town Plan/Zoning Ordinance Approval		₱250.00	
2. Certificate of Zoning Compliance		₱1,000.00	



	3. Change of Name of Ownership	₱1,000.00
	4. Others to Include:	
	a. Availability of Records / Public Request	₱300.00
	b. Certificate of No Record on File	₱300.00
	c. Certified True Copy of Document (report size)	
	o Document of five (5) pages or less	₱50.00
	o Every additional page	₱5.00
	d. Photo copy of Documents	₱5.00
	e. Other not listed above	₱230.00

Checklist of Requirements	Where to Secure
1. One (1) Duly notarized accomplished Locational Clearance Form	- MPDO
2. One (1) Certified Copy of Proof of Ownership: OCT/TCT; Tax Declaration, Deed of Sale ETC.	- Registry of Deeds / - Mun. Assessor's Office
3. One (1) Complete Set of Plans (Duly signed and sealed by licensed Arch./Engineer, Sanitary Engineer/Master Plumber and Electrical Engineer)	- Licensed Architect or Civil Engineer
4. One (1) Copy of Barangay Clearance (For Building Permit) where the property is located	- Barangay Hall where the property is located.
5. One (1) Copy of Bill of Materials / Project Cost / Estimate	- Licensed Architect or Civil Engineer
6. One (1) Vicinity Map	
7. One (1) Approved Survey Plan / Lot Plan / Sketch Plan	- Applicant
8. Letter of Intent (For development projects that needs SB Approval) Additional requirement (Case to Case Basis)	- Licensed Geodetic Engineer



<p>9. Clearance from the concerned regulating agencies like DPWH, DENR, DOH, LLDA, Protected Area Management Area (PAMB), and others for special projects such as</p> <ol style="list-style-type: none"> a) Environmentally Critical Projects b) Environmentally Critical Areas c) Industrial Projects d) Subdivision and Condominium Projects e) Sanitary Landfills and Cemetery/Memorial Parks f) Tourism Projects g) Other Projects with high impact on the environment and the population/residents 		<ul style="list-style-type: none"> - Applicant - DPWH, DENR, DOH, LLDA, PAMB 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Locational Clearance Application Form with List of requirements.	Interviews applicant about the details of the proposed project/location and provide Locational Clearance form.		5 mins.	MPDO Staff / MPDC
2. Submit duly notarized/accomplished Locational Clearance Form with the attached requirements specified.	Evaluate/review the completeness/validity of the submitted documents.		10 mins	MPDO Staff / MPDC
3. Accompany the designated MPDO Staff inspector to site.	Conduct site inspection and prepares Inspection Report based on actual site condition.		Varies, depends on the distance of the site to be inspected (minimum 15 mins if on poblacion area and if on upland	MPDO Staff



			areas, depends on the availability of service vehicle)	
4. Wait for the Issuance of Order of Payment	Prepares draft LC and present to the MPDC for the approval		10 mins	MPDO Staff / MPDC
5. Receive Order Payment and proceed to the Treasury Department for the payment	Upon the approval of the LC, MPDC will issue the Order of Payment.	Please refer to the Municipal Tax Ordinance 2019	10 mins	MPDC
6. Return to MPDO and present the official receipt.	Print the approved Locational Clearance and return it to the MPDC for signature and dry seal. The LC is now ready for release		10 mins	MPDO Staff / MPDC
7. Receive the Locational Clearance thru the designated logbook.	Records and Issues the Locational Clearance		10 mins	MPDO Staff

73. ISSUANCE OF ZONING CLEARANCE / CERTIFICATION

ABOUT THE SERVICE:

A Zoning Clearance/Certification is required to ensure that the proposed structure and activity are allowed within the particular zone or location based on the Municipal Zoning Ordinance 2016 approved under Sangguniang Bayan Resolution No. 250 Series of 2016 and Rizal Sangguniang Panlalawigan Resolution No. 149 Series of 2017



Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification	Simple	
Type of Transaction	Government to Citizen	
Who may avail	<ul style="list-style-type: none"> ➤ Individuals or organizations proposing the construction of buildings and other structures. ➤ Owner's duly designated representative(s). 	
Fees:	Locational Clearance / Development Permit Fee based on the Municipal Tax Ordinance approved thru Municipal Ordinance No. 22 Series of 2019	
	PARTICULAR	Amount of Fee (in Pesos)
	I. ZONING/ LOCATIONAL CLEARANCE	
	C. Single Residential Structure attached or detached	
	1. ₱100,000 and below	₱288.00
	2. Over ₱100,000 to ₱200,000	₱576.00
	3. Over ₱200,000	₱720.00 + (1/10 of 1% of in excess of ₱200,000)
	D. Apartments / Townhouses	
	1. ₱500,000 and below	₱1,440.00
	2. Over ₱500,000 to ₱2 Million	₱2,160.00
	3. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of floors)
	C Dormitories	
	1. ₱2 Million and below	₱3,600.00
	2. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of



	floors)
G. Institutional	
Project Cost of which is:	
1. Below 2 Million	₱ 2,880.00
2. Over 2 Million	₱ 2,880.00 + (1/10 of 1% of cost in excess of ₱ 2M)
H. Commercial, Industrial and Agro - Industrial	
Project Cost of which is:	
6. Below ₱100,000	₱1,440
7. Over ₱100,000 - ₱500,000	₱2,160
8. Over ₱500,000 - ₱ 1 Million	₱2,880
9. Over ₱ 1 Million - ₱ 2 Million	₱4,320
10. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱2 M)
I. Special Uses / Special Projects (Gasoline Station, Cell Sites, Slaughter House, Treatment Plants, etc.)	
3. Below ₱ 2 Million	₱7,200.00
4. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱ 2M)
G. Alteration / Expansion (Affected Areas / Cost only)	Same as the Original Application
II. SUBD VISION AND CONDOMINIUM PROJECTS (Under PD 957)	



	C. Subdivision Projects	
	5. Approval of Subdivision Plans (including townhouses)	
	d. Locational Clearance (LC)/ Preliminary Subdivision Development Plan (PSDP)	
	▪ Processing Fee	₱360.00/ha. or fraction thereof
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	e. Final Approval and Development Permit	
	▪ Processing Fee	₱2,880.00/ha. regardless of density
	▪ Additional Fee on Floor Area of Housing Component	₱3.00/sq.m.
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	f. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	6. 2. Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 216.00/saleable lot
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	7. 3. Extension of Time to Develop	
	▪ Processing Fee	₱ 504
	▪ Additional Fee (Unfinished Area for Development)	₱ 14.40/sq.m.
	▪ Inspection Fee	₱1,500.00/ha. regardless of density



	D. Condominium Projects	
	2. Approval of Condominium Plans / Final Approval and Development Permit	
	e. Locational Clearance	₱720.00
	f. Final Approval/Development Permit	
	▪ Processing Fee	
	○ Land Area	₱7.20/sq.m.
	○ No. of Floors	₱288/floor
	○ Building Areas	₱23.05/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
	g. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	h. Conversion (Affected Areas Only)	Same as Final Approval and Development Permit
	2.Extension of Time to Develop	
	▪ Processing Fee	₱ 504.00
	▪ Additional Fee (Unfinished Area for Development)	₱ 17.30/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
	3.Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱15.00/sq.m.
	▪ Inspection Fee	₱1,500.00/floor
	III. SUBDIVISION AND CONDOMINIUM PROJECTS (Under B.P. 220)	



	C. Subdivision Projects	
	2. Approval of Subdivision Projects	
	e. Locational Clearance (LC)	
	▪ Processing Fee	
	○ Socialized Housing	₱90.00/ha.
	○ Economic Housing	₱216.00/ha.
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	f. Final Approval and Development Permit	
	▪ Processing Fee	
	○ Socialized Housing	₱600.00/ha
	○ Economic Housing	₱1,440.00/ha
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	g. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	h. Building Permit (floor area of housing unit)	₱ 7.20/sq.m.
	2.Extension of Time to Develop	
	▪ Processing Fee	
	○ Socialized Housing	₱ 420.00
	○ Economic Housing	₱ 504.00
▪ Additional Fee (Unfinished Area for Development)	₱ 2.88/sq.m.	
▪ Inspection Fee		



	○ Socialized Housing	₱1,500.00/ha.
	○ Economic Housing	₱1,500.00/ha.
	3. Certificate of Completion	
	▪ Certificate Fee	
	○ Socialized Housing	₱ 180.00
	○ Economic Housing	₱ 216.00
	▪ Processing Fee	
	○ Socialized Housing	₱ 24.00/saleable lot
	○ Economic Housin	₱ 72.00/saleable lot
	▪ Inspection Fee	
		₱1,500.00/ha.
	8. Occupancy Permit	
	▪ Processing Fee	
	○ Socialized Housing	₱ 6.00/sq.m.
	○ Economic Housing	₱ 7.20/sq.m.
	▪ Inspection Fee (saleable floor area of the housing component)	
	○ Socialized Housing	₱1,500.00/ha.
	○ Economic Housing	₱1,500.00/ha.
	D. Condominium Projects	
	2. Approval of Condominium Plans/ Final Approval & Development Permit	
	d. Locational Clearance	₱720.00
	e. Final Approval and Development Permit	
	▪ Processing Fee	
	○ Land Area	₱7.20/sq.m.
	○ No. of Floors	₱144.00/floor



	o Building Areas	₱5.80/sq.m. of GFA
	▪ Inspection Fee	₱1,500.00/ha.
	f. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
	2.Extension of Time to Develop	
	▪ Processing Fee	₱3.00/sq.m.
	▪ Inspection Fee (Unfinished Area for evelopment)	₱1, 00.00/floor
	3.Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 3.00/sq.m. of GFA
	▪ Inspection Fee	₱ 1,500.00/ floor
	IV. INDUSTRIAL / COMMERCIAL SUBDIVISION	
	2. Approval of Industrial/Commercial Subdivision	
	d. Locational Clearance (LC)	
	▪ Processing Fee	₱432.00/ha.
	▪ Inspection Fee	₱1,500.00/ha.
	e. Final Approval and Development Permit	
	▪ Processing Fee	₱720.00/ha
	▪ Inspection Fee	₱1,500.00/ha
	f. Alteration of Plan (affected Areas Only)	Same as Final Approval and Development P r mit
Checklist of Requirements		Where to Secure
1. One (1) Duly accomplished Application Form		- MPDO
2. One (1) Certified Copy of Proof of Ownership: OCT/TCT; Tax Declaration,		- Registry of Deeds / Mun. Assessor's Office - Barangay Hall where the property is



<p>Deed of Sale ETC.</p> <ol style="list-style-type: none"> 3. One (1) Copy of Barangay Clearance where the property is located 4. One (1) Copy of Approved Survey Plan / Lot Plan 5. One (1) Copy of Vicinity Map 6. One (1) Copy of Authorization Letter if the applicant is the registered owner 	<p>located.</p> <ul style="list-style-type: none"> - Licensed Geodetic Engineer - Applicant - Applicant 			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> 1. Obtain Zoning Application form 	<p>Interviews applicant about the details of location of the lot/site and provide the client with Zoning Application Form.</p>		<p>5 mins</p>	<p>MPDO Staff</p>
<ol style="list-style-type: none"> 2. Submit duly accomplished Application Form including other all requirements specified. 	<p>Evaluate/review the completeness of the submitted requirements, prepares draft of ZC forward it to the MPDC for final evaluation and approval.</p>		<p>10 mins</p>	<p>MPDO Staff / MPDC</p>
<ol style="list-style-type: none"> 3. Receive Order Payment and proceed to the Treasury Department for the payment 	<p>Upon the approval of the LC, MPDC will issue an Order of Payment.</p>	<p>Please refer to the Municipal Tax Ordinance 2019</p>	<p>5 mins</p>	<p>MPDO Staff / MPDC</p>
<ol style="list-style-type: none"> 4. Proceed to MPDO and present the official receipt 	<p>Print the approved Zoning Clearance and return it to the MPDC for signature and dry seal. The ZC is now ready for release.</p>		<p>5 mins</p>	<p>MPDO Staff /MPDC</p>
<ol style="list-style-type: none"> 5. Receive the ZC by signing in the designated 	<p>Records and Issues the Zoning Clearance/Certificate</p>		<p>5 mins</p>	<p>MPDO Staff</p>



logbook				
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**74. ISSUANCE OF ZONING CLEARANCE / CERTIFICATION
(FOR FREE PATENT TITLING)**

ABOUT THE SERVICE:

Republic Act No. 10023, otherwise known as an Act Authorizing the Issuance of Free Patents to Residential Lands or the **Free Patent Act** was signed into law by President Gloria Macapagal-Arroyo last March 9, 2010. The newly enacted law aims to ease the requirements and procedures in the titling of residential lands.

Office or Division:	MUNICIPAL PLANNING AND DEVELOPMENT OFFICE	
Classification	Simple	
Type of Transaction	Government to Citizen	
Who may avail	<ol style="list-style-type: none"> 1. Individuals or organizations proposing the construction of buildings and other structures. 2. Owner's duly designated representative(s). 	
Fees:	Development Permit Fee based on the Municipal Tax Ordinance approved thru Municipal Ordinance No. 22 Series of 2019	
	PARTICULAR	Amount of Fee (in Pesos)
	I. ZONING/ LOCATIONAL CLEARANCE	
	E. Single Residential Structure attached or detached	
	1. ₱100,000 an below	₱288.00
	2. Over ₱100,000 to ₱200,000	₱576.00
	3. Over ₱200,000	₱720.00 + (1/10 of 1% of in excess of ₱200,000)
	F. Apartments / Townhouses	



	1. ₱500,000 and below	₱1,440.00
	2. Over ₱500,000 to ₱2 Million	₱2,160.00
	3. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of floors)
	C Dormitories	
	1. ₱2 Million and below	₱3,600.00
	2. Over ₱2 Million	₱3,600.00 + (1/10 of 1% of cost in excess of ₱ 2M, regardless of the number of floors)
	J. Institutional	
	Project Cost of which is:	
	1. Below 2 Million	₱ 2,880.00
	2. Over 2 Million	₱ 2,880.00 + (1/10 of 1% of cost in excess of ₱ 2M)
	K. Commercial, Industrial and Agro - Industrial	
	Project Cost of which is:	
	11. Below ₱100,000	₱1,440
	12. Over ₱100,000 - ₱500,000	₱2,160
	13. Over ₱500,000 - ₱ 1 Million	₱2,880
	14. Over ₱ 1 Million - ₱ 2 Million	₱4,320
	15. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱2 M)
	L. Special Uses / Special Projects (Gasoline Station,	



	Cell Sites, Slaughter House, Treatment Plants, etc.)	
	5. Below ₱ 2 Million	₱7,200.00
	6. Over ₱ 2 Million	₱7,200.00 + (1/10 of 1% of cost in excess of ₱ 2M)
	G. Alteration / Expansion (Affected Areas / Cost only)	Same as the Original Application
	II. SUBDIVISION AND CONDOMINIUM PROJECTS (Under PD 957)	
	E. Subdivision Projects	
	9. Approval of Subdivision Plans (including townhouses)	
	g. Locational Clearance (LC)/ Preliminary Subdivision Development Plan (PSDP)	
	▪ Processing Fee	₱360.00/ha. or fraction thereof
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	h. Final Approval and Development Permit	
	▪ Processing Fee	₱2,880.00/ha. regardless of density
	▪ Additional Fee on Floor Area of Housing Component	₱3.00/sq.m.
▪ Inspection Fee	₱1,500.00/ha. regardless of density	
i. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit	
10.2. Certificate of Completion		



	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 216.00/saleable lot
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	11. 3. Extension of Time to Develop	
	▪ Processing Fee	₱ 504
	▪ Additional Fee (Unfinished Area for Development)	₱ 14.40/sq.m.
	▪ Inspection Fee	₱1,500.00/ha. regardless of density
	F. Condominium Projects	
	3. Approval of Condominium Plans / Final Approval and Development Permit	
	i. Locational Clearance	₱720.00
	j. Final Approval/Development Permit	
	▪ Processing Fee	
	○ Land Area	₱7.20/sq.m.
	○ No. of Floors	₱288/floor
	○ Building Areas	₱23.05/sq.m.
	▪ Inspection Fee	₱1,500.00/ha.
	k. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit
	l. Conversion (Affected Areas Only)	Same as Final Approval and Development Permit
2.Extension of Time to Develop		
▪ Processing Fee	₱ 504.00	
▪ Additional Fee (Unfinished Area for	₱ 17.30/sq.m.	



	Development)	
	▪ Inspection Fee	₱1,500.00/ha.
	3.Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱15.00/sq.m.
	▪ Inspection Fee	₱1,500.00/floor
	III. SUBDIVISION AND CONDOMINIUM PROJECTS (Under B.P. 220)	
	E. Subdivision Projects	
	3. Approval of Subdivision Projects	
	i. Locational Clearance (LC)	
	▪ Processing Fee	
	○ Socialized Housing	₱90.00/ha.
	○ Economic Housing	₱216.00/ha.
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	j. Final Approval and Development Permit	
	▪ Processing Fee	
	○ Socialized Housing	₱600.00/ha
	○ Economic Housing	₱1,440.00/ha
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha
	○ Economic Housing	₱1,500.00/ha
	k. Alteration of Plan (Affected Areas Only)	Same as Final Approval and Development Permit



	I. Building Permit (floor area of housing unit)	₱ 7.20/sq.m.
	2.Extension of Time to Develop	
	▪ Processing Fee	
	○ Socialized Housing	₱ 420.00
	○ Economic Housing	₱ 504.00
	▪ Additional Fee (Unfinished Area for Development)	₱ 2.88/sq.m.
	▪ Inspection Fee	
	○ Socialized Housing	₱1,500.00/ha.
	○ Economic Housing	₱1,500.00/ha.
	3.Certificate of Completion	
	▪ Certificate Fee	
	○ Socialized Housing	₱ 180.00
	○ Economic Housing	₱ 216.00
	▪ Processing Fee	
	○ Socialized Housing	₱ 24.00/saleable lot
	○ Economic Housing	₱ 72.00/saleable lot
	▪ Inspection Fee	₱1,500.00/ha.
	12. Occupancy Permit	
	▪ Processing Fee	
	○ Socialized Housing	₱ 6.00/sq.m.
	○ Economic Housing	₱ 7.20/sq.m.
	▪ Inspection Fee (saleable floor area of the housing component)	
	○ Socialized Housing	₱1,500.00/ha.
○ Economic Housing	₱1,500.00/ha.	



	F. Condominium Projects	
	3. Approval of Condominium Plans/ Final Approval & Development Permit	
	g. Locational Clearance	₱720.00
	h. Final Approval and Development Permit	
	▪ Processing Fee	
	o Land Area	₱7.20/sq.m.
	o No. of Floors	₱144.00/floor
	o Building Areas	₱5.80/sq.m. of GFA
	▪ Inspection Fee	₱1,500.00/ha.
	i. Alteration of Plan (affected areas only)	Same as Final Approval and Development Permit
	2.Extension of Time to Develop	
	▪ Processing Fee	₱3.00/sq.m.
	▪ Inspection Fee (Unfinished Area for Development)	₱1,500.00/floor
	3.Certificate of Completion	
	▪ Certificate Fee	₱ 216.00
	▪ Processing Fee	₱ 3.00/sq.m. of GFA
	▪ Inspection Fee	₱ 1,500.00/ floor
	IV. INDUSTRIAL / COMMERCIAL SUBDIVISION	
	3. Approval of Industrial/Commercial Subdivision	
	g. Locational Clearance (LC)	
	▪ Processing Fee	₱432.00/ha.



	▪ Inspection Fee	₱1,500.00/ha.
	h. Final Approval and Development Permit	
	▪ Processing Fee	₱720.00/ha
	▪ Inspection Fee	₱1,500.00/ha
	i. Alteration of Plan (affected Areas Only)	Same as Final Approval and Development Permit

Checklist of Requirements	Where to Secure
<ol style="list-style-type: none"> 1. One (1) Duly accomplished Application Form 2. One (1) Certified Copy of Proof of Ownership: OCT/TCT; Tax Declaration, Deed of Sale ETC. 3. One (1) Copy of Barangay Clearance where the property is located 4. One (1) Copy of Approved Survey Plan / Lot Plan 5. One (1) Copy of Vicinity Map 6. One (1) Copy of Authorization Letter if the applicant is the registered owner 	<ul style="list-style-type: none"> - MPDO - Registry of Deeds / Mun. Assessor's Office - Barangay Hall where the property is located. - Licensed Architect or Civil Engineer - Applicant - Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Obtain Zoning Application form	Interviews applicant about the details of location of the lot/site and provide the client with Zoning Application Form.		5 mins	MPDO Staff
2. Submit duly accomplished Application Form including other all requirements specified.	Evaluate/review the completeness of the submitted requirements, prepares draft of ZC forward it to the MPDC for final evaluation and approval.		10 mins	MPDO Staff / MPDC



<p>3. Receive Order Payment and proceed to the Treasury Department for the payment</p>	<p>Upon the approval of the LC, MPDC will issue an Order of Payment.</p>	<p>Please refer to the Municipal Tax Ordinance 2019</p>	<p>5 mins</p>	<p>MPDO Staff / MPDC</p>
<p>4. Proceed to MPDO and present the official receipt</p>	<p>Print the approved Zoning Clearance and return it to the MPDC for signature and dry seal. The ZC is now ready for release.</p>		<p>5 mins</p>	<p>MPDO Staff /MPDC</p>
<p>5. Receive the ZC by signing in the designated logbook</p>	<p>Records and Issues the Zoning Clearance/Certificate</p>		<p>5 mins</p>	<p>MPDO Staff</p>



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

MUNICIPAL ENGINEERING OFFICE

Frontline Service



75. BUILDING PERMITS

ABOUT THE SERVICE:

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

The permit becomes null and void if work does not commence within one year from the date of such permit, or if the building or work is suspended or abandoned at any time after it has been commenced for a period of 120 days.

1. No person, firm or corporation, including any agency or instrumentality of the government shall construct, alter, repair, convert, use, occupy, move, demolish and add any building/structure or any portion thereof or cause the same to be done, without first obtaining a building permit therefore from the Building Official assigned in the place where the subject building/structure is located or to be done. The prescribed application for building permit form (NBC Form B-01) shall be used by all applicants.
2. Permits supplementary to a Building Permit shall be applied for and issued by the Building Official. These include Ancillary and the Accessory Permits.

a. Ancillary Permits

The Ancillary Permits duly signed and sealed by the corresponding professionals and the plans and specifications shall be submitted together with the duly notarized application for Building Permit. The Building Permit is null and void if not accompanied by the Ancillary Permits. The prescribed Ancillary and other Accessory Permits/forms shall likewise be used whenever applicable. The Ancillary Permits are the following:

- i. Architectural Permit
- ii. Civil/Structural Permit
- iii. Electrical Permit



- iv. Mechanical Permit
- v. Sanitary Permit
- vi. Plumbing Permit
- vii. Electronics Permit

b. Accessory Permits

- i. Accessory Permits are issued by the Building Official for accessory parts of the project with very special functions or use which are indicated in the plans and specifications that accompany the building permit application. These may include, among others: bank and records vaults; swimming pools; firewalls separate from the building/structure; towers; silos; smokestacks; chimneys; commercial/industrial fixed ovens; industrial kilns/furnaces; water/waste treatment tanks, septic vaults; concrete and steel tanks; booths, kiosks and stages; and tombs, mausoleums and niches.

- ii. Accessory Permits are issued by the Building Official for activities being undertaken prior to or during the processing of the building permit. The coverage is spelled out in the accessory permit form including the expiry period. These shall be signed by the concerned owner/applicant and by the concerned professionals. These permits include, among others, ground preparation and excavation, encroachment of foundation to public area, fencing, for fence not exceeding 1.80 meters high, sidewalk construction, temporary sidewalk enclosure and occupancy, erection of scaffolding, erecting, repair, removal of sign; and demolition.

Office or Division	Office of the Municipal Engineer
Classification	Varies on services the client needs. (Simple, Complex and Highly Technical)
Type of Transaction	G2C – Government to Client G2B – Government to Business G2G – Government to Government



Who may avail?	<ul style="list-style-type: none">➤ Residential Dwellings➤ Residential, Hotel Apartment➤ Educational, Recreational➤ Institutional➤ Business and Mercantile➤ Industrial➤ Industrial Storage and Hazardous➤ Recreational Assembly Occupant Load Less than 100➤ Recreational Assembly Occupant 100 or more than loads➤ Agricultural Accessory
Fees and Payment	Fees vary upon the service/s the client needs. Please see table below for guidance.



NEW SCHEDULE OF FEES AND OTHER CHARGES

1. Bases of assessment:
 - a. Character of occupancy or use of building/structure
 - b. Cost of construction
 - c. Floor area
 - d. Height

2. Regardless of the type of construction, the cost of construction of any building / structure for the purpose of assessing the corresponding fees shall be based on the following table:

Table II.G.1. On Fixed Cost Of Construction Per Sq. Meter

LOCATION	GROUP		
All Cities and Municipalities	A, B, C, D, E, G, H, I	F	J
	Php 10, 000	Php 8, 000	Php 6, 000

3. Construction/addition/renovation/alteration of buildings / structures under Group/s and Sub-Divisions shall be assessed as follows:

A. Division A-1

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Original complete construction up to 20 sq. meters	2.00
2	Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	2.40
3	Above 20.00 sq. meters to 50 sq. meters	3.40
4	Above 50.00 sq. meters to 100 sq. meters	4.80
5	Above 100.00 sq. m to 150 sq. meters	6.00
6	Above 150.00 sq. meters	7.20



Sample Computation for Building Fee for a 75.00 sq. meters floor area:

Floor area = 75.00 sq. meters
Therefore area bracket is 3.A.4
Fee = P 4.80/sq. meter

Building Fee = 75.00 x 4.80 = Php 360.00

B. Division A-2

NO.	AREA IN SQ. METERS	FEE PER SQ. METER
1	Original complete construction up to 20 sq. meters	3.00
2	Additional/renovation/alteration up to 20 sq. meters regardless of floor area of original construction	3.40
3	Above 20.00 sq. meters to 50 sq. meters	5.20
4	Above 50.00 sq. meters to 100 sq. meters	8.00
5	Above 100.00 sq. m to 150 sq. meters Above 150.00 sq. meters	8.40

C. Divisions B-1/C-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/I-1 and J-1, 2, 3

NO	AREA IN SQ. METERS	FEE PER SQ. METER
1	Up to 5,000	23.00
2	Above 5,000 to 6,000	22.00
3	Above 6,000 to 7,000	20.50
4	Above 7,000 to 8,000	19.50
5	Above 8,000 to 9,000	18.00
6	Above 9,000 to 10,000	17.00
7	Above 11,000 to 15,000	16.00
8	Above 15,000 to 20,000	15.00
9	Above 20,000 to 30,000	14.00
10	Above 30,000	12.00



NOTE:

Computation of the building fee for item 3.c. is cumulative. The total area is split up into sub-areas corresponding to the area bracket indicated in the Table above. Each sub-area and the fee corresponding to its area bracket are multiplied together. The building fee is the sum of the individual products as shown in the following example:

Sample Computation for Building Fee for a building having a floor area of 32,000 sq. meters:

First 5,000 sq. meters @ 23.00	11,500.00
Next 1,000 sq. meters @ 22.00	2,200.00
Next 1,000 sq. meters @ 20.50	2,050.00
Next 1,000 sq. meters @ 19.50	1,950.00
Next 1,000 sq. meters @ 18.00	1,800.00
Next 1,000 sq. meters @ 17.00	1,700.00
Next 5,000 sq. meters @ 16.00	8,000.00
Next 5,000 sq. meters @ 15.00	7,500.00
Next 10,000 sq. meters @ 14.00	14,000.00
Last 2,000 sq. meters @ 12.00	2,400.00
Total Building Fee	53,100.00

D. Divisions C-2/D-1, 2, 3

NO	AREA IN SQ. METERS	FEE PER SQ. METER
1	Up to 5,000	12.00
2	Above 5,000 to 6,000	11.00
3	Above 6,000 to 7,000	10.20
4	Above 7,000 to 8,000	9.60
5	Above 8,000 to 9,000	9.00
6	Above 9,000 to 10,000	8.40
7	Above 11,000 to 15,000	7.20
8	Above 15,000 to 20,000	6.60
9	Above 20,000 to 30,000	6.00



10	ove 30,000	5.00
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NOTE:

Computation of the building fee in item 3.d. follows the example of Section 3.c. of this Schedule.

E. Division J-2 structures shall be assessed 50% of the rate of the principal building of which they are accessories (Sections 3.a. to 3.d.).

4. Electrical Fees

The following schedule shall be used for computing electrical fees in residential, institutional, commercial and industrial structures:

A. Total Connected Load (kVA)

NO.	CONNECTION LOAD	FEE
1	5 kVA or less	200.00
2	Over 5 kVA to 50 kVA	200.00 + 20.00/kVA
3	Over 50 kVA to 300 kVA	1,100.00 + 10.00/kVA
4	Over 300 kVa to 1,500 kVA	3,600.00 + 5.00/kVA
5	Over 1,500 kVA to 6,000 kVA	9,600.00 + 2.50/kVA
6	Over 6,000 kVA	20,850.00 + 1.25/kVA

NOTE: Total Connected Load as shown in the load schedule.

B. Total Transformer/Uninterrupted Power Supply (UPS)/Generator Capacity (kVA)

NO.	CONNECTION LOAD	FEE
1	5 kVA or less	40.00
2	Over 5 kVA to 50 kVA	40.00 + 4.00/kVA
3	Over 50 kVA to 300 kVA	220.00 + 2.00/kVA
4	Over 300 kVa to 1,500 kVA	720.00 + 1.00/kVA
5	Over 1,500 kVA to 6,000 kVA	1,920.00 + 0.50/kVA



6	Over 6,000 kVA	4,170.00 + 0.25/kVA
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NOTE:

Total Transformer/UPS/Generator Capacity shall include all transformer, UPS and generators which are owned / installed by the owner/applicant as shown in the electrical plans and specifications.

C. Pole/Attachment Location Plan Permit

NO.	CONNECTION LOAD	FEE
1	Power Supply Pole Location	30.00 / Pole
2	Guying Attachment	30.00 / Attachment

This applies to designs/installations within the premises.

D. Miscellaneous Fees: Electric Meter for union separation, alteration, reconnection or relocation and issuance of Wiring Permit:

USE OR CHARACTER OF OCCUPANC	ELECTRIC METER	WIRING PERMIT ISSUANCE
Residential	15.00	15.00
Commercial / Industrial	60.00	36.00
Institutional	30.00	12.00

E. Formula for Computation of Fees

The Total Electrical Fees shall be the sum of Sections 4.a. to 4.d. of this Rule.

F. Forfeiture of Fees

If the electrical work or installation is found not in conformity with the minimum safety requirements of the Philippine Electrical Codes and the Electrical Engineering Law (RA 7920), and the Owner fails to perform corrective actions within the reasonable time provided by the Building Official, the latter and/or their duly authorized representative shall forthwith cancel the permit and the fees thereon shall be forfeited.



5. Mechanical Fees

A. Refrigeration, Air Conditioning and Mechanical Ventilation:

NO.	MECHANICAL LOAD	FEE
1	Refrigeration (cold storage), per ton or fraction thereof	40.00
2	Ice Plants, per ton or fraction thereof	60.00
3	Packaged/Centralized Air Conditioning Systems: U to 100 tons, per ton	90.00
4	Every ton or fraction thereof above 100 tons	40.00
5	Window type air conditioners, per unit	60.00
6	Mechanical Ventilation, per kW or fraction thereof of blower or fan, or metric equivalent	40.00
7	In a series of AC/REF systems located in one establishment, the total installed tons of refrigeration shall be used as the basis of computation for purposes of installation/inspection fees, and shall not be considered	

FOR EVALUATION PURPOSES:

For Commercial/Industrial Refrigeration without Ice Making (refer to 5.A.1):

- kW per ton, for compressors up to 5 tons capacity.
- kW per ton, for compressors above 5 tons up to 50 tons capacity.
- 0.97 kW per ton, for compressors above 50 tons capacity.

For Ice making (refer to 5.a.ii.):

- kW per ton, for compressors up to 50 tons capacity.
- kW per ton, for compressors above 5 up to 50 tons capacity.
- kW per ton, for compressors above 50 tons capacity.

For Air conditioning (refer to 5.a.iii.):

- kW per ton, for compressors 1.2 to 5 tons capacity.
- kW per ton, for above 5 up to 50 tons capacity.
- kW per ton, for compressors above 50 tons capacity.

B. Escalators and Moving Walks, funiculars and the like:



NO.	MECHANICAL TYPE	FEE
1	Escalator and moving walk, per kW or fraction thereof	10.00
2	Escalator and moving walks up to to 20.00 lineal meters or fraction thereof	20.00
3	Every lineal meter or fraction thereof in excess of 20.00 lineal meters	10.00
4	Funicular, per kW or fraction thereof	200.00
4.A	Per lineal meter travel	20.00
5	Cable car, per kW or fraction thereof	40.00
5.A	Per lineal meter travel	5.00

C. Elevators, per unit:

NO.	MECHANICAL TYPE	FEE
1	Motor driven dumbwaiters	600.00
2	Construction elevators for material	2,000.00
3	Passenger elevators	5,000.00
4	Freight elevators	5,000.00
5	Car elevators	5,000.00

D. Boilers, per kW:

NO.	BOILER LOAD	FEE
1	Up to 7.5 kW	600.00
2	Above 7.5 kW to 22 kW	700.00
3	Above 22 kW to 37 kW	900.00
4	Above 37 kW to 52 kW	1,200.00
5	Above 52 kW to 67 kW	1,400.00
6	Above 67 kW to 74 kW	1,600.00



7	Every kW or fraction thereof above 74 kW	5.00
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NOTE:

- a. Boiler rating shall be computed on the basis of 1.00 sq. meter of heating surface for one (1) boiler kW.
- b. Steam from this boiler used to propel any prime-mover is exempted from fees.
- c. Steam engines/turbines/etc. propelled from geothermal source will use the same schedule of fees above.

E. Pressurized water heaters, per unit Php 200.00

F. Water, sump and sewage pumps for Commercial / Industrial use, per kW or fraction thereof Php 60.00

G. Automatic fire sprinkler system, per sprinkler head Php 4.00

H. Diesel/Gasoline ICE, Steam, Gas Turbine/Engine, Hydro, nuclear or solar generating units and the like, per kW:

NO.	MECHANICAL LOAD	FEE
1	Every kW up to 50 kW	25.00
2	Above 50 kW up to 100 kW	20.00
3	Every kW above 100 kW	3.00

I. Compressed Air, Vacuum, Commercial, Institutional and/or Industrial Gases, per outlet Php 20.00

J. Gas Meter, per unit Php 100.00

K. Power piping for gas/steam/etc., per lineal meter or fraction thereof or per cu. meter or fraction thereof whichever is higher Php 4.00

L. Other Internal Combustion Engines, including cranes, forklifts, loaders, pumps, mixers, compressors and the like, not registered with the LTO, per kW:



NO.	MECHANICAL LOAD	FEE
1	Up to 50 kW	10.00
2	Above 50 kW up to 100 kW	12.00
3	Every kW above 100 kW or fraction thereof	3.00

M. Pressure Vessels, per cu. meter or fraction thereof Php 60.00

N. Other Machinery/Equipment for commercial/Industrial /Institutional Use not elsewhere specified, per kW or fraction thereof Php 60.00

O. Pneumatic tubes, Conveyors, Monorails for materials handling and addition to existing supply and/or exhaust duct works and the like, per lineal meters or fraction thereof Php 10.00

P. Weighing Scale Structure, per ton or fraction thereof Php 50.00

NOTE:

Transfer of machine/equipment location within a building requires a mechanical permit and payment of fees.

6. Plumbing Fees

A. Installation Fees, one (1) "UNIT" composed of one (1) water closet, two (2) floor drains, one (1) lavatory, one (1) sink with ordinary trap, three (3) faucets and one (1) shower head. A partial part thereof shall be charged as that of the cost of a whole "UNIT".

B. Every fixture in excess of one unit: Php
24.00

NO.	FIXTURE UNIT	FEE
1	Each water closet	7.00
2	Each floor drain	3.00
3	Each sink	3.00
4	Each lavatory	7.00
5	Each faucet	2.00



6	Each shower head	2.00
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C. Special Plumbing Fixtures:

NO.	FIXTURE UNIT	FEE
1	Each slope sink	7.00
2	Each urinal	4.00
3	Each bath tub	7.00
4	Each grease trap	7.00
5	Each garage trap	7.00
6	Each bidet	4.00
7	Each dental cuspidor	4.00
8	Each gas-fired water heater	4.00
9	Each drinking fountain	2.00
10	Each bar or soda fountain sink	4.00
11	Each laundry sink	4.00
12	Each laboratory sink	4.00
13	Each fixed-type sterilizer	2.00

D. Each water meter Php 2.00

NO.	FIXTURE UNIT	FEE
1	12 to 25 mm Ø	8.00
2	Above 25 mm Ø	10.00

E. Construction of septic tank, applicable in all Groups

NO.	FIXTURE UNIT	FEE
1	Up to 5.00 cu. meters of digestion chamber	8.00



2	Every cu. meter or fraction thereof In excess of 5.00 cu. meters	7.00
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7. Electronics Fees

NO.	ELECTRONIC UNIT	FEE
A	Central Office switching equipment, remote switching units, concentrators, PABX/PBX's, cordless/wireless telephone and communication systems, intercommunication system and other types of switching/routing/distribution equipment used for voice, data image text, facsimile, internet service, cellular, paging and other types/forms of wired or wireless communications	2.40 per port
B	Broadcast station for radio and TV for both commercial and training purposes, CATV headed, transmitting/receiving/relay radio and broadcasting communications stations, communications centers, switching centers, control centers, operation and/or maintenance centers, call centers, cell sites, equipment silos/shelters and other similar locations/structures used for electronics and communications services, including those used for navigational aids, radar, telemetry, tests and measurements, global positioning and personnel/vehicle location positioning and personnel/vehicle location	1,000.00 per location
C	Automated teller machines, ticketing, vending and other types of electronic dispensing machines, telephone booths, pay phones, coin changers, location or direction-finding systems, navigational equipment used for land, aeronautical or maritime applications, photography and reproduction machines x-ray, scanners, ultrasound and other apparatus / equipment used for medical, biomedical, laboratory and testing purposes and other similar electronic or electronically-controlled apparatus or devices, whether located indoors or outdoors	10.00 per unit
D	Electronics and communications outlets used for connection and termination of voice, data, computer (including workstations, servers, routers, etc.), audio, video, or any form of electronics and communications services, irrespective of whether a user	2.40 per outlet



E	Station/terminal/control point/port/central or remote panels/outlets for security and alarm systems (including watchman system, burglar alarms, intrusion detection systems, lighting controls, monitoring and surveillance system, sensors, detectors, parking management system, barrier controls, signal lights, etc.), electronics fire alarm (including early-detection systems, smoke detectors, etc.), sound-reinforcement / background, music/paging/conference systems and the like, CATV/MATV/CCTV and off-air television, electronically-controlled conveyance systems, building automation, management systems and similar types of electronic or electronically-controlled installations whether a user terminal is connected	2.40 per termination
F	Studios, auditoriums, theaters, and similar structures for radio and TV broadcast, recording, audio/video reproduction/simulation and similar activities	1,000.00 per location
G	Antenna towers/masts or other structures for installation of any electronic and/or communications transmission/reception	1,000.00 per structure
H	Electronic or electronically-controlled indoor and outdoor signage and display systems, including TV monitors, multi-media signs, etc.	50.00 per unit
I	Poles and attachment:	
	1. Per Pole (to be paid by pole owner)	20.00
	2. Per attachment (to be paid by any entity who attaches to the pole of others)	20.00
J	Other types or electronics or electronically-controlled device, apparatus, equipment, instrument or units not specifically identified above	50.00

8. Accessories of the Building/Structure Fees

- A.** All parts of buildings which are open on two (2) or more sides, such as balconies, terraces, lanais and the like, shall be charged 50% of the rate of the principal building of which they are a part (Sections 3.a. to 3.d. of this Schedule).
- B.** Buildings with a height of more than 8.00 meters shall be charged an additional fee of twenty-five centavos (P 0.25) per cu. meter above 8.00 meters. The height shall be measured from the ground level up to the bottom



	of the roof slab or the top of girts, whichever applies.		
	C. Bank and Records Vaults with interior volume up to 20.00 cu. meters	Php	20.00
	In excess of 20.00 cu. meters		
8.00	D. Swimming Pools, per cu. meter or fraction thereof:		
	1. GROUP A Residential	Php	
	3.00		
	2. Commercial/Industrial GROUPS B, E, F, G		36.00
	3. Social/Recreational/Institutional GROUPS C, D, H, I		24.00
	4. Swimming pools improvised from local indigenous materials such as rocks, stones and/or small boulders and with plain cement flooring shall be charged 50% of the above rates.		
	5. Swimming pool shower rooms/locker rooms:		
	a. Per unit or fraction thereof	Php	60.00
	b. Residential GROUP A		6.00
	c. GROUP B, E, F, G		18.00
	d. GROUP C, D, H		12.00
	E. Construction of firewalls separate from the building:		
	1. Per sq. meter or fraction thereof	Php	
	3.00		
	2. Provided, that the minimum fee shall be		48.00
	F. Construction / erection of towers: Including Radio and TV towers, water tank supporting structures and the like:		

NO.	USE OR CHARACTER OF OCCUPANCY	SELF-SUPPORTING	TRILON (GUYED)
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1	Single detached dwelling units	500.00	150.00
2	Commercial/Industrial (Groups B, E, F, G) up to 10 meters in height	2,400.00	240.00
	a. Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00
3	Educational / Recreational / Institutional (Groups C, D, H, I) up to 10 meters in height	1,800.00	120.00
	d. Every meter or fraction thereof in excess of 10.00 meters	120.00	12.00

G. Storage Silos, up to 10.00 meters in height Php
2,400.00

NO.	STORAGE HEIGHT	FEE
1	Every meter or fraction thereof in excess of 10 meters	150.00
2	Silos with platforms or floors shall be charged an additional fee in accordance with Section 3.e. of this Schedule	

H. Construction of Smokestacks and Chimneys for Commercial/Industrial Use Groups B, E, F and G:

NO.	STRUCTURE HEIGHT	FEE
1	Smokestacks up to 10.00 meters in height, measured from the base	240.00
	a. Every meter or fraction thereof in excess of 10.00 meters	12.00
2	Chimney up to 10.00 meters in height, measured from the base	48.00
	a. Every meter or fraction thereof in excess of 10.00 meters	2.00

I. Construction of Commercial/Industrial Fixed Ovens, per sq. meters or fraction thereof of interior floor areas Php



48.00

- J.** Construction of Industrial Kiln/Furnace, per cu. meter or fraction thereof of volume 12.00
- K.** Construction of reinforced concrete or steel tanks or above ground GROUPS A and B, up to 2.00 cu. meters 12.00

NO.	STRUCTURE TYPE	FEE
1	Every cu. m or fraction thereof in excess of 2.00 cu. meters	12.00
2	For all other than Groups A and B up to 10.00 cu. meters	480.00
	a. Every cu. meter or fraction thereof in excess of 10.00 cu. meters	24.00

- L.** Construction of Water and Waste Water Treatment
Tanks: (Including Cisterns, Sedimentation and Chemical Treatment Tanks) per cu. meter of volume Php 7.00

- M.** Construction of reinforced concrete or steel tanks for Commercial/Industrial Use:

NO.	STRUCTURE TYPE	FEE
1	Above ground, up to 10.00 cu. meters	480.00
	Every cu. m or fraction thereof in excess of 10.00 cu. meters	24.00
2	Underground, up to 20.00 cu. meters	540.00
	Every cu. meter or fraction thereof in excess of 20.00 cu. meters	24.00

- N.** Pull-outs and Reinstallation of Commercial/Industrial Steel Tanks:



NO.	STRUCTURE TYPE	FEE
1	Underground, per cu. meter or fraction thereof of excavation	3.00
2	Saddle or trestle mounted horizontal tanks, per cu. meter or fraction thereof of volume of tank	3.00
3	Reinstallation of vertical storage tanks shall be the same as new construction fees in accordance with Section 8.k. above.	

O. Booths, Kiosks, Platforms, Stages and the like, per sq. meter or fraction thereof of floor area:

NO.	STRUCTURE TYPE	FEE
1	Construction of permanent type	10.00
2	Construction of temporary type	5.00
3	Inspection of knock-down temporary type, per unit	24.00

P. Construction of buildings and other accessory structures within cemeteries and memorial parks:

NO.	STRUCTURE TYPE	FEE
1	Tombs, per sq. meter of covered ground areas	5.00
2	Semi-enclosed mausoleums whether canopied or not, per sq. meter of built-up area	5.00
3	Totally enclosed mausoleums, per sq. meter of floor area	12.00
4	Totally enclosed mausoleums, per sq. meter of floor area	5.00
5	Columbarium, per sq. meter	18.00

9. Accessory Fees

A. Establishment of Line and Grade, all sides fronting or abutting



streets, *esteros*, rivers and creeks, first 10.00 meter
24.00 Php

1. Every meter or fraction thereof in excess of 10.00 meters
2.40

B. Ground Preparation and Excavation Fee

While the application for Building Permit is still being processed, the Building Official may issue Ground Preparation and Excavation Permit (GP&EP) for foundation, subject to the verification, inspection and review by the Line and Grade Section of the Inspection and Enforcement Division to determine compliance to line and grade, setbacks, yards/easements and parking requirements.

NO.	PARTICULARS	FEE
1	Inspection and Verification Fee	200.00
2	Per cu. meters of excavation	3.00
3	Issuance of GP & EP, superseded upon issuance of Building Permit	50.00
4	Per cu. meter of excavation for foundation with basement	4.00
5	Excavation other than foundation or basement, per cu. meter	3.00
6	Encroachment of footings or foundations of buildings / structures to public areas as permitted, per sq. meter or fraction thereof of footing or foundation encroachment	250.00

C. Fencing Fees:

NO.	STRUCTURE TYPE	FEE
1	Made of masonry, metal, concrete up to 1.80 meters in height, per lineal meter or fraction thereof	3.00
2	In excess of 1.80 meters in height, per lineal meter or fraction thereof	4.00
3	Made of indigenous materials, barbed, chicken or hog wires, per linear meter	2.40

D. Construction of Pavements, up to 20.00 sq. meters Php
24.00



- E.** In excess of 20% or fraction thereof of paved areas intended for commercial/industrial/institutional use, such as parking and sidewalk areas, gasoline station premises, skating rinks, pelota courts, tennis and basketball courts and the like Php 3.00
- F.** Use of Streets and Sidewalks, Enclosures and occupancy of Sidewalks up to 20.00 sq. meters, per calendar month 240.00 Php
1. Every sq. meter or fraction thereof in excess of 20.00 sq. meters Php 12.00
- G.** Erection of Scaffoldings Occupying Public Areas, per calendar month.

NO.	STRUCTURE TYPE	FEE
1	Up to 10.00 meters in length	150.00
2	Every lineal meter or fraction thereof in excess of 10.00 meters	12.00

H. Sign Fees:

NO.	STRUCTURE TYPE	FEE
1	Erection and anchorage of display surface, up to 4.00 sq. meters of signboard area	120.00
	a. Every sq. meter or fraction thereof in excess of 4.00 sq. meters	24.00
2	Installation Fees, per sq. meter or fraction thereof of display surface:	

TYPE OF SIGN DISPLAY	BUSINESS SIGNS	ADVERTISING SIGNS
Neon	36.00	52.00
Illuminated	24.00	36.00
Others	15.00	24.00
Painted-on	9.60	18.00

NO.	STRUCTURE HEIGHT	FEE
3	Annual Renewal Fees, per sq. meter of display surface or fraction thereof:	



TYPE OF SIGN DISPLAY	BUSINESS SIGNS FEE	ADVERTISING SIGNS FEE
Neon	Php 36.00, minimum fee shall be Php 124.00	Php 46.00, minimum fee shall be Php 200.00
Illuminated	Php 18.00, minimum fee shall be Php 72.00	Php 38.00, minimum fee shall be Php 150.00
Others	Php 12.00, minimum fee shall be Php 40.00	Php 20.00, minimum fee shall be Php 110.00
Painted-on	Php 8.00, minimum fee shall be Php 30.00	Php 12.00, minimum fee shall be Php 100.00

I. Repairs Fees:

1. Alteration/renovation/improvement on vertical dimensions of buildings/structures in square meter, such as facades, exterior and interior walls, shall be assessed in accordance with the following rate, for all Groups Php 5.00
2. Alteration/renovation/improvement on horizontal dimensions of buildings/structures, such as floorings, ceilings and roofings, shall be assessed in accordance with the following rate, for all Groups Php 5.00
3. Repairs on buildings/structures in all Groups costing more than five thousand pesos (P 5,000.00) shall be charged 1% of the detailed repair cost (itemized original materials to be replaced with same or new substitute and labor)

J. Raising of Buildings/Structures Fees:

1. Assessment of fees for raising of any buildings/structures shall be based on the new usable area generated.
2. The fees to be charged shall be as prescribed under Sections 3.a. to 3.e. of this Schedule, whichever Group applies.

K. Demolition/Moving of Buildings/Structures Fees, per sq. meter of area or dimensions involved:



NO.	PARTICULARS	FEE
1	Buildings in all Groups per sq. meter floor area	3.00
2	Building Systems/Frames or portion thereof per vertical or horizontal	4.00
3	Structures of up to 10 meters in height a. Every meter or portion thereof in excess of 10.00 meters	800.00 50.00
4	Appendage of up to 3 cu. meters/unit a. Every cu. meter or portion thereof in excess of 3.00 cu. meters	50.00 50.00
5	Moving Fee, per sq. meter of area of building / structure to be moved	3.00

10. Certificates of Use or Occupancy (Table II.G.1. for fixed costing)

A. Division A-1 and A-2 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	100.00
2	Costing up to Php 150,000.00 up to 400,000.00	200.00
3	Costing up to Php 400,000.00 up to P850,000.00	400.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	800.00
5	Every million or portion thereof in excess of Php 1,200,000.00	800.00

B. Divisions B-1/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/H-1, 2, 3, 4/and I-1 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	200.00
2	Costing up to Php 150,000.00 up to 400,000.00	400.00



3	Costing up to Php 400,000.00 up to P850,000.00	800.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	1,000.00
5	Every million or portion thereof in excess of Php 1,200,000.00	1,000.00

C. Divisions C-1, 2/D-1, 2, 3 Buildings:

NO.	PARTICULARS	FEE
1	Costing up to Php 150,000.00	150.00
2	Costing up to Php 150,000.00 up to 400,000.00	250.00
3	Costing up to Php 400,000.00 up to P850,000.00	600.00
4	Costing up to Php 850,000.00 up to 1,200,000.00	900.00
5	Every million or portion thereof in excess of Php 1,200,000.00	900.00

D. Division J-I Buildings/structures:

NO.	PARTICULARS	FEE
1	With floor area up to 20.00 sq. meters	50.00
2	With floor area above 20.00 sq. meters up to 500.00 sq. meters	240.00
3	With floor area above 500.00 sq. meters up to 1,000.00 sq. meters	360.00
4	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
5	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1,200.00
6	With floor area above 10,000.00 sq. meters	2,400.00

E. Division J-2 Structures:



NO.	PARTICULARS	FEE
1	Garages, carports, balconies, terraces, lanais and the like: 50% of the rate of the principal building, of which they are accessories	
2	Aviaries, aquariums, zoo structures and the like: same rates as for Section 10.d. above	
3	Towers such as for Radio and TV transmissions, cell site, sign (ground or roof type) and water tank supporting structures and the like in any location shall be imposed fees as follows: a. First 10.00 meters of height from the ground b. Every meter or fraction thereof in excess of 10.00 meters	800.00 50.00
4	With floor area above 1,000.00 sq. meters up to 5,000.00 sq. meters	480.00
5	With floor area above 5,000.00 sq. meters up to 10,000.00 sq. meters	1,200.00
6	With floor area above 10,000.00 sq. meters	2,400.00

**F. Change in Use/Occupancy, per sq. meter or fraction thereof
of area affected**

Php 5.00

11. Annual Inspection Fees

A. Divisions A-1 and A-2:

1. Single detached dwelling units and duplexes are not subject to annual inspections.

2. If the owner request inspections, the fee for each of the services enumerated below is

Php 120.00

- Land Use Conformity
- Architectural Presentability



- Structural Stability
- Sanitary and Health Requirements
- Fire-Resistive Requirements

B. Divisions B-1/D-1, 2, 3/E-1, 2, 3/F-1/G-1, 2, 3, 4, 5/ H-1, 2, 3, 4/ and I-1, Commercial, Industrial Institutional buildings and appendages shall be assessed area as follows:

NO.	AREA DIMENSION	FEE
1	Appendage of up to 3.00 cu. meters/unit	150.00
2	Floor area to 100.00 sq. meters	120.00
3	Above 100.00 sq. meters up to 200.00 sq. meters	240.00
4	Above 200.00 sq. meters up to 350.00 sq. meters	580.00
5	Above 350.00 sq. meters up to 500.00 sq. meters	720.00
6	Above 500.00 sq. meters up to 750.00 sq. meters	960.00
7	Above 750.00 sq. meters up to 1,0000.00 sq. meters	1,200.00
8	Every 1,000.00 sq. meters or its portion in excess of 1,000.00 sq. meters	1,200.00

C. Divisions C-1, 2, Amusement Houses, Gymnasia and the like:

NO.	BUILDING CLASS	FEE
1	First class cinematographs or theaters	1,200.00
2	Second class cinematographs or theaters	720.00
3	Third class cinematographs or theaters	520.00



4	Grandstands/Bleachers, Gymnasia and the like	720.00
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D. Annual Plumbing Inspection Fees

Plumbing unit / each Php

60.00

E. Electrical Inspection Fees:

1. A onetime electrical inspection fee equivalent to 10% of Total Electrical Permit Fees shall be charged to cover all inspection trips during construction.
2. Annual Inspection Fees are the same as in Section 4.e.

F. Annual Mechanical Inspection Fees:

1	REFRIGERATION AND ICE PLANT, PER TON:	FEE
a	Up to 100 tons capacity	25.00
b	Above 100 tons up to 150 tons	20.00
c	Above 150 tons up to 300 tons	15.00
d	Above 300 tons up to 500 tons	10.00
e	Every ton or fraction thereof above 500 tons	5.00
2	AIR CONDITIONING SYSTEMS:	FEE
a	Window type air conditioners, per unit	40.00
3	PACKAGED OR CENTRALIZED AIR CONDITIONING SYSTEMS:	FEE



a	First 100 tons, per ton	25.00
b	Above 100 tons, up to 150 tons per ton	20.00
c	Every ton or fraction thereof above 500 tons	8.00
4	MECHANICAL VENTILATION, PER UNIT, PER KW:	FEE
a	Up to 1 kW	10.00
b	Above 1 kW to 7.5 kW	50.00
c	Every kW above 7.5 kW	20.00
5	ESCALATORS AND MOVING WALKS; FUNICULARS AND THE LIKE:	FEE
a	Escalator and Moving Walks, per unit	120.00
b	Funiculars, per kW or fraction thereof	50.00
c	Per linear meter or fraction thereof of travel	10.00
d	Cable Car, per KW or fraction thereof	25.00
e	Per lineal meter of travel	2.00
6	ELEVATORS, PER UNIT:	FEE
a	Passenger elevators	500.00
b	Freight elevators	400.00
c	Motor driven dumbwaiters	50.00
d	Construction elevators for materials	400.00
e	Car elevators	500.00
f	Every landing above first five (5) landings for all the above elevators	50.00
7	BOILERS, PER UNIT:	



a	Up to 7.5 kW	P 400.00
b	7.5 kW up to 22 kW	550.00
c	22 kW up to 37 kW	600.00
d	37 kW up to 52 kW	650.00
e	52 kW up to 67 kW	800.00
f	67 kW up to 74 kW	900.00
g	Every kW or fraction thereof above 74 kW	4.00
8	PRESSURIZED WATER HEATERS, PER UNIT	120.00
9	AUTOMATIC FIRE EXTINGUISHERS, PER SPRINKLER HEAD	2.00
10	WATER, SUMP AND SEWAGE PUMPS FOR BUILDINGS / STRUCTURES FOR COMMERCIAL/ INDUSTRIAL PURPOSES, PER KW:	
a	Up to 5 kW	55.00
b	Above 5 kW to 10 kW	90.00
c	Every kW or fraction thereof above 10 kW	2.00
11	DIESEL/GASOLINE INTERNAL COMBUSTION ENGINE, GAS TURBINE / ENGINE, HYDRO, NUCLEAR OR SOLAR GENERATING UNITS AND THE LIKE, PER KW:	
a	Per kW, up to 50 kW	15.00
b	Above 50 kW up to 100 kW	10.00
c	Every kW or fraction thereof above 100 kW	2.40
12	COMPRESSED AIR, VACUUM, COMMERCIAL / INSTITUTIONAL / INDUSTRIAL GASES, PER OUTLET	10.00
13	POWER PIPING FOR GAS/STEAM/ETC., PER LINEAL METER OR FRACTION THEREOF OR PER CU. METER OR FRACTION THEREOF,	2.00



	WHICHEVER IS HIGHER	
14	OTHER INTERNAL COMBUSTION ENGINES, INCLUDING CRANES, FORKLIFTS, LOADERS, MIXERS, COMPRESSORS AND THE LIKE,	
a	Per unit, up to 10 kW	100.00
b	Every kW above 10 kW	3.00
15	OTHER MACHINERIES AND/OR EQUIPMENT FOR COMMERCIAL / INDUSTRIAL / INSTITUTIONAL USE NOT ELSEWHERE SPECIFIED, PER UNIT:	
a	Up to ½ kW	8.00
b	Above ½ kW up to 1 kW	23.00
c	Above 1 kW up to 3 kW	39.00
d	Above 3 kW up to 5 kW	55.00
e	Above 5 kW up to 10 kW	80.00
f	Every kW above 10 kW or fraction thereof	4.00
16	PRESSURE VESSELS, PER CU. METER OR FRACTION THEREOF	40.00
17	PNEUMATIC TUBES, CONVEYORS, MONORAILS FOR MATERIALS HANDLING, PER LINEAL METER OR FRACTION THEREOF	2.40
18	WEIGHING SCALE STRUCTURE, PER TON OR FRACTION THEREOF	30.00
19	TESTING/CALIBRATION OF PRESSURE GAUGE, PER UNIT	24.00
a	Each Gas Meter, tested, proved and sealed, per gas meter	30.00
20	EVERY MECHANICAL RIDE INSPECTION, ETC., USED IN AMUSEMENT CENTERS OF FAIRS, SUCH AS FERRIS WHEEL, AND THE LIKE, PER UNIT	30.00



<p>3. Five (5) sets / each of Bill of Materials and Cost Estimates and Design Specifications Duly Signed and Sealed by Designing Professionals</p> <p>4. Two (2) copies of the Certified True Copy (Original Certificate of Title / Transfer Certificate of Title)</p> <p>5. Two (2) copies of Deed of Sale/ Lease Contract or Contract to sell, if the OCT / TCT is not in the name of the owner / applicant (notarized).</p> <p>6. Two (2) copies of the Certified True Copy of Latest Tax Declaration</p> <p>7. Two (2) copies of Certificate of Real Property Tax Payment/ Current Tax Receipt</p> <p>8. One (1) piece of Construction Logbook</p> <p>9. Community Tax Certificate</p> <p>10. Barangay Clearance</p> <p>11. Clearances from other government agencies exercising regulatory functions – 2 copies.</p> <p><i>Such regulatory agencies are:</i></p> <ul style="list-style-type: none"> ➤ Municipal Planning and Development Office For zoning and land use of all types of building/structures/Zoning and Locational Clearance. ➤ Bureau of Fire Protection Fire Clearance for all types of buildings / structures. ➤ LLDA ➤ S.B. Resolution ➤ Mayor's permit ➤ S.E.C. Registration 	<p>Designing Professional</p> <p>RD</p> <p>RD</p> <p>Municipal Assessor</p> <p>Municipal Treasury</p> <p>Municipal Treasurer</p> <p>Barangay</p>
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<p>12. Special Power of Attorney shall be provided if the owner is not signatory in all application forms, plans and documents.</p> <p>13. All application forms and letters must be properly filled-up with all the necessary information available.</p>	<p>Lawyer</p>			
<p>CLIENT STEPS</p>	<p>AGENCY ACTIONS</p>	<p>FEES TO BE PAID</p>	<p>PROCESSING TIME</p>	<p>PERSON RESPONSIBLE</p>
<p>Proceed to the Municipal Engineers' Office and secure applications form for Building Permit, Ancillary and Accessory Permit</p>	<p>Provides Checklist of Requirements, including the requirements to concerned agencies Interview and briefs client on the process of securing a building permit and on the necessary agency clearances appropriate to their construction project.</p>	<p>Please refer to the table above for the particular fees</p>	<p>10 Minutes</p>	<p>Engineering Staff</p>
<p>Request Endorsement for Locational Clearance for Municipal Planning Office & Fire Clearance from Fire Dept. Office Proceed to the said Departments to secure Clearances</p>	<p>Provide Endorsement for MPDC & Fire Dept.</p>		<p>15 Minutes</p>	<p>Engineering Staff</p>
<p>Submit the plans and required supporting documents for initial verification of the requirements</p>	<p>Receives documents and verifies completeness of plans and authenticity of the submitted documents/ requirements</p> <p>If documents are complete: Advise the applicant / client of the schedule of</p>		<p>1 hour</p>	<p>Engineer Staff</p>



	<p>site inspection If documents are incomplete: Return all the documents to applicants for proper completion</p>			
<p>During the conduct of site inspection, assist the engineering team and extend necessary information during the course of inspection</p>	<p>Conduct Actual Site Team Inspection</p> <p>Advise the client/ applicant to follow up after two (2) days after the date of the site inspection</p>		1 hour	Engineers Staff
	<p>Prepare Inspection Report Signed by the Inspectors</p>		1 hour	Engineers Staff
<p>Inquire / Follow-up about the results of the evaluation and assessment after two (2) days after the site inspection.</p> <p>6.1. If there are no deficiencies, proceed to</p> <p>6.2. If there are deficiencies, you will be informed to retrieve the plans and in questioned documents that need corrections.</p>	<p>Informs the client whether the documents and requirements are authentic and complete and whether the plans required corrections.</p>		20 minutes	Engineers Staff
<p>Submit lacking</p>	<p>Receives and reviews</p>		10 Minutes	Engineers



documents and corrected plans.	submission			Staff
Secure Order of Payment	Assessment of Fees and Issuance of Order of Payments		30 Minutes	Engineers Staff
Proceed to Treasury Office for the payment of fees	Receipt payments and issue Official Receipt			Revenue Collection Officer/ Cashier at Treasury Office
Return to MEO and present the Official Receipt	Encode the OR on Logbook and process the accomplished building permit forms Submit one (1) set of complete documents and plans with the Inspection Report, FSEC, Accomplished Forms and all others Advises the clients of the date of release of the building permit (section 304 of the National Building Code or PD 1096 States that when the application for building permit and the plans and the specifications submitted conforms to the requirements of the Code and it's IRR, the building official shall issue the building permit within 15 days from payment of required fees)		30 Minutes	Engineer Staff
On scheduled date, proceed to the Municipal Engineer's Office. Receive the approved building permit	Releases the approved building permit		10 Minutes	Municipal Engineer/ Building Official



MUNICIPAL GOVERNMENT OF MORONG, RIZAL

	Total:	Please refer to the table above for the particular fees	5 hours and 5 minutes	
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**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE MUNICIPAL AGRICULTURIST

Frontline Service



76. ANTI-RABIES VACCINATION

ABOUT THE SERVICE: Veterinary services are rendered to ensure and promote animal health as well as the owner's welfare. These services include diagnosis and treatment of prevailing diseases, vitamins administration, iron injection, castration, and deworming. Vaccination against hemorrhagic septicemia, hog cholera, and anti-rabies is also done to prevent or abate occurrence of such diseases. (In coordination with the Provincial Veterinary)

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Pet Owners (Walk-In Clients)			
Checklist of Requirements		Where to Secure		
Official Receipt for Services		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire and request for services at DA's Office	Check if patient is ready to receive vaccine, inform the handler/owner	none	5 minutes	DA Livestock Technician
Proceed to the designated payment window of the Municipal Treasurer for payment	Received payment and issued official receipt	50.00	7 minutes	Revenue Collector
Present official receipt	Administer anti-rabies vaccine	none	10 minutes	DA Livestock Technician
Fill-up patient-client information form	Receive and review information form	none	5 minutes	DA Livestock Technician
Secure Vaccination card and Tag	Issue vaccination card and tag of duly vaccinated patient Clientele Education	none	3 minutes	DA Livestock Technician
	Total:		30 minutes	



77. ANTI-RABIES MASS VACCINATION

ABOUT THE SERVICE: Rabies is a deadly viral infection that is spread by infected animals cause by a rabies virus that infects the central nervous system. You can get rabies by close contact with infected saliva (Rabies virus) via bites or scratches from rabid animal like dogs. Rabies cannot be cured but it is preventable through dog vaccination and public awareness on the importance of having pets vaccinated against rabies.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Barangay Non-Government Organization (NGO's)			
Checklist of Requirements		Where to Secure		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter at DA's Office	Receive request letter	none	1 minute	DA Livestock Technician
	Check availability of vaccine		2 minutes	
In cases the client will provide the needed vaccine	Check records of last schedule of mass vaccination conducted at the barangay	none	20 minutes	DA Livestock Technician
Wait for the schedule of mass vaccination	Set the schedule	none	5 minutes	DA Livestock Technician
Register dog/cat at the Barangay	Conduct vaccination	none	2 minutes / animal	DA Livestock Technician
	Record client and patient's info	none	5 minutes	
	Do technician's advice/ Client education	none	30 minutes	
	Total:	none	Processing time for the activity	



			depends on the number of beneficiaries	
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78. ANIMAL TREATMENT AND CHECK-UP

ABOUT THE SERVICE: Veterinary services are rendered to ensure and promote animal health as well as the owner's welfare. These services include diagnosis and treatment of prevailing diseases, vitamins administration, iron injection, castration, and deworming. Vaccination against hemorrhagic septicemia, hog cholera, and anti-rabies is also done to prevent or abate occurrence of such diseases. (In coordination with the Provincial Veterinary)

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers			
Checklist of Requirements		Where to Secure		
Request Letter/ Number of Animals		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report animal case at DA's office in-person or via text message	Receive client's information, analyze the situation Facilitate Travel Order and reserve service vehicle	none	30 minutes	DA Livestock Technician
In cases of emergency, pick up DA Livestock Technician	Respond to client's request Conduct animal treatment	none	30 minutes 2 hours	DA Livestock Technician
Provide additional information	Record client's data	none	30 minutes	DA Livestock Technician
Do technician's advice	Clientele Education	none	1 minute	DA Livestock Technician
	Conduct follow-up check up	none		



	Total:	none	3 hours and 31 minutes	
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79. LIVESTOCK DEWORMING

ABOUT THE SERVICE: Veterinary services are rendered to ensure and promote animal health as well as the owner's welfare. These services include diagnosis and treatment of prevailing diseases, vitamins administration, iron injection, castration, and deworming. Vaccination against hemorrhagic septicemia, hog cholera, and anti-rabies is also done to prevent or abate occurrence of such diseases. (In coordination with the Provincial Veterinary)

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers			
Checklist of Requirements		Where to Secure		
Request Letter/ Number of Animals		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Report animal case at DA's office in-person or via text message	Receive client's information, analyze the situation	none	5 minutes	DA Livestock Technician
	Reserve service vehicle		30 minutes	
	Respond to client's request		10 minutes	
	Conduct livestock deworming		30 minutes	
Provide additional information	Record client's data	none	30 minutes	DA Livestock Technician
Do technician's advice	Clientele Education	none	1 minute	DA Livestock Technician
	Total:	none	1 hours and 46 minutes	



80. VEGETABLE SEEDS DISTRIBUTION

ABOUT THE SERVICE: The municipal Agriculture Office provides information on the availability of vegetable seeds. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the seeds are to be planted. And continuous monitoring will be done by the technician to assure that the given seeds were planted.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers Cooperatives Schools			
Checklist of Requirements		Where to Secure		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for vegetables seeds at DA's Office	Receive farmer's request	none	1 minute	DA HVCDP Technician
Answer farmer's information form	Interview farmer	none	5 minutes	DA HVCDP Technician
Receive requested seeds	Provide requested seeds (depends on availability)	none	5 minutes	DA HVCDP Technician
In cases of semi-commercial farmers	Conduct ocular inspection	none	2 hours	DA HVCDP Technician
Perform technician's advice	Record farmer's data and provide requested seeds Conduct on-site monitoring	none	30 minutes	DA HVCDP Technician
	Total:	none	2 hours and 41 minutes	



81. ORGANIC FERTILIZER / CONCOCTIONS

ABOUT THE SERVICE: The use of Organic Fertilizers/Concoctions/vermitea is advice on walk in clients /farmers, to avoid or if not at least minimize the use of synthetic insecticides. Organic concoctions include Fish Amino Acid (FAA), Fermented Plant Juice (FPJ), Fermented Fruit Juice (FFJ), Animal Amino Acid (AAA), Calcium, and Chili Juice and vermitea. This is also a way to encourage our farmers to support the organic advocacies of our municipality.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers Cooperatives Schools			
Checklist of Requirements		Where to Secure		
Request Letter/ Fertilizer Container		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request for vegetables seeds at DA's Office	Receive farmer's request	none	1 minute	DA HVCDP Technician
Answer farmer's information form	Interview farmer	none	5 minutes	DA HVCDP Technician
Receive requested seeds	Provide requested seeds (depends on availability)	none	5 minutes	DA HVCDP Technician
In cases of semi-commercial farmers	Conduct ocular inspection	none	2 hours	DA HVCDP Technician
Perform technician's advice	Record farmer's data and provide requested seeds Conduct on-site monitoring	none	30 minutes	DA HVCDP Technician
	Total:	none	2 hours and 41 minutes	



82. AVAILMENT OF KNAPSACK SPRAYER / P.E. HOSE AND OTHER INTERVENTIONS & TECHNICAL ASSISTANCE

ABOUT THE SERVICE: Various agricultural supplies are given to marginal farmers/ group of farmers in order for them to continue their farm activities and give them the chance to have a source of income.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers / Must be a member of farmer's organization			
Checklist of Requirements		Where to Secure		
Request Letter Citizen's Tax Certificate		Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter at DA's Office	Receive farmer's request	none	1 minute	DA Technician
Answer farmer's information form	Interview farmer	none	5 minutes	DA Technician
Wait for availability	Inform farmer on the availability	none	10 minutes	DA Technician
Present Citizen's Tax Certificate	Receive farmer's data	none	30 minutes	DA Technician
Received (Knapsack sprayer/ PE hose)	Record farmer's data and provide their requested item Conduct on-site monitoring	none	1 hour	DA Technician
	Total:	none	1 hour and 46 minutes	



83. VALUATION OF TREES

ABOUT THE SERVICE: The Technologist assigned to a particular barangay together with the Department of Agrarian Reform (DAR) staff conducts an ocular inspection to the area being requested and validates the age and number of each fruit trees in the area. The Technologist will make a certificate of valuation with the corresponding amount of fruit trees based on the “valuation of trees table”

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen G2G – Government to Government			
Who may avail	Land Lord/ Owner / Tenant			
Checklist of Requirements		Where to Secure		
Request Letter		Client Department of Agrarian Reform		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Inquire at DA's Office present request letter	Receive request letter Inform the concern barangay regarding the matter	none	10 seconds 10 minutes	DA HVCDP Technician
Wait for the schedule of valuation	Inform the client about the schedule Conduct valuation of trees	none none	30 seconds 5 hours	DA HVCDP Technician
Pay valuation of trees certification	Issue official receipt	Php 115.00	30 secs	DA HVCDP Technician
Receive valuation of trees certificate	Issue valuation of trees certificate/ report	none	10 minutes	DA HVCDP Technician
	Total:	Php 115.00	5 hour, 40 minutes and 50 seconds	



84. AVAILMENT OF HIGH QUALITY RICE SEEDS

ABOUT THE SERVICE: The municipal Agriculture Office provides information on the availability of high-quality rice seeds. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the seeds are to be planted. And continuous monitoring will be done by the technician to assure that the given seeds were planted.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers / Cooperative			
Checklist of Requirements		Where to Secure		
Request Letter Citizen's Tax Certificate		Client Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request at DA's Office	Receive farmer's request/ Check the availability	none	1 minute	DA Rice Technician
Answer farmer's information form	Interview farmer	none	5 minutes	DA Rice Technician
Wait for availability	Inform farmer on the availability	none	10 minutes	DA Rice Technician
Present Citizen's Tax Certificate	Receive farmer's data	none	30 minutes	DA Rice Technician
Received rice good seeds	Record farmer's data per organization/ location and provide their requested seeds Conduct on-site monitoring	none	30 minutes	DA Rice Technician
	Total:	none	1 hour and 16 minutes	



85. PROVISIONS OF FIELD TRACTOR, FACILITIES AND OTHER MACHINERIES

ABOUT THE SERVICE: The municipal Agriculture Office provides information on the availability of the farm machineries and equipment. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the machineries are to be used. And continuous monitoring will be done by the technician to assure that the machineries are used in the proper way.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers Cooperatives Schools			
Checklist of Requirements		Where to Secure		
Request Letter Membership to Farmers Organization Community Tax Certificate		Client Farmers Organization Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request at DA's Office	Receive farmer's request/ Check the availability	none	1 minute	DA Technician
Wait for availability	Inform farmer on the availability	none	10 minutes	DA Technician
Fill-up barrower's slip	Check and counter sign barrower's slip	none	5 minutes	DA Technician
Present barrower's slip	Received barrower's slip. Indicate tentative date of return	none	2 minutes	DA Technician / Equipment Custodian
Check status of the equipment before receiving	Record farmer's data per organization/ location. Check soundness of the equipment Conduct on-site monitoring	none	30 minutes	DA Technician



Return equipment (any problem encountered by the farmer during usage, shall be shouldered by the farmer)	Inspection of equipment	none	30 minutes	DA Technician
	Total:	none	1 hour and 18 minutes	

86. AVAILMENT OF FINGERLINGS

ABOUT THE SERVICE: The municipal Agriculture Office in cooperation with the Bureau of Fisheries and Aquatic Resources (BFAR) disperses free quality fingerlings to qualified fisherman/group of fishermen to boost the production of quality fish in the locality. This service is based on the availability of fingerlings.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Fishermen (Member of Farm C)			
Checklist of Requirements		Where to Secure		
Request Letter Membership to Farm C Organization Community Tax Certificate		Client Farmers Organization Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request at DA's Office	Receive farmer's request/ Check the availability	none	1 minute	Fisheries Technician
Wait for availability	Call BFAR office and ask for availability	none	10 minutes	Fisheries Technician
	Inform the farmer regarding the availability of fingerlings	none	10 minutes	Fisheries Technician
Receive fingerlings	Accompany farmer during pick-up of	none	30 minutes	Fisheries Technician



	fingerlings			
Fill-up farmer's Data Record	Receive farmer's data		30 minutes	Fisheries Technician
	Conduct on-site monitoring	none		
	Farm C meeting			
	Total:	none	1 hour and 21 minutes	

87. AVAILMENT OF GILL NETS / MOTORIZED BANCA

ABOUT THE SERVICE: The municipal Agriculture Office provides information on the availability of gills nets and other fishing materials. The Technologist assigned to a particular barangay may provide the information and conduct an ocular inspection to the area where the gills nets and other fishing materials will be used. And continuous monitoring will be done by the technician to assure that the given fishing materials were used.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Fishermen (Member of Farm C)			
Checklist of Requirements		Where to Secure		
Request Letter Membership to Farm C Organization Community Tax Certificate		Client Farmers Organization Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request at DA's Office	Receive farmer's request/ Check the availability	none	1 minute	Fisheries Technician
Wait for availability	a. Call BFAR office and ask for availability	none	10 minutes	Fisheries Technician
	Inform the farmer	none	10 minutes	



	regarding the availability			
Receive fingerlings	Accompany farmer during pick-up	none	30 minutes	Fisheries Technician
Fill-up farmer's Data Record	a. Receive farmer's data Conduct on-site monitoring	none	30 minutes	Fisheries Technician
	Total:	none	1 hour and 18 minutes	

88. UPLAND FISHERIES DEVELOPMENT PROGRAM

ABOUT THE SERVICE: This program intensifies our livelihood assistance in the upland Areas to maximize the use of its water resource not just for crop production but for fish production as well. The Municipal office in cooperation with the Bureau of fisheries Aquatic Resources (BFAR) National Inland and Fishery Technology Center (NIFTC) disperses free quality fingerlings to qualified fishermen/group of fishermen to boost the production of quality fish in the locality. This service is based on the availability of fingerlings

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Upland Fisher Folks			
Checklist of Requirements		Where to Secure		
Request Letter Membership to Farmers Organization and must have an existing pond with adequate water supply		Client Farmers Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Submit letter request at MAO's Office duly signed by the Brgy Captain	Received request and check for availability	none	2 minutes	Fisheries Technician
Validation	Inspection and validation will be conducted as well as the orientation for fishpond management	none	10 minutes	Fisheries Technician
Forward the request to BFAR	Endorse the letter to the NIFTC/BFAR	none	10 minutes	Fisheries Technician
Wait for the availability of fingerlings	Inform the farmer regarding the availability	none	10 minutes	Fisheries Technician
Release of fingerlings	Assist the farmers in receiving the fingerlings	none	30 minutes	Fisheries Technician
Fill up farmers beneficiary's data record	Assist the farmer Conduct site monitoring	none	30 minutes	Fisheries Technician
	Total:	none	1 hour and 32 minutes	

89. MOTORIZED BANCA REGISTRATION

ABOUT THE SERVICE:

The Municipal Agriculture office encouraged the fisher folks to register their fishing vessel three (3) tons and below as required under EO No. 805 series of 2004 and section 19 of RA 10654 (formerly RA 8550) or the Philippine fisheries code of 1998. To help in eradicating burglary and improve peace and order in the lake. Fees being collected to them can be used as additional support for their sustainable livelihood support /financial assistance. Registration must be renew annually.

Office or Division:	Office of the Municipal Agriculturist
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Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers			
Checklist of Requirements			Where to Secure	
Proof of Ownership/Picture taken on their banca Must be a member of Farm C organization/Boat and Fish Registration/ Registered also with Juan Mangingisda(RSBSA)			Client Farmers Organization	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit Proof of Ownership (Purchase Receipt or Affidavit of Ownership)	Received and verify the documents	none	1 minutes	Fisheries Technician
Fill up information data record	Interview/check the data and issued the TOP for payment (treasury)	none	5 minutes	Fisheries Technician
Proceed to the designated payment window of the Municipal Treasury for payment	Received payment and issued official receipt	Php 100.00/ HP	7 minutes	Revenue Collector
Submit OR to the office	Issuance of registration	none	10 minutes	Fisheries Technician
	Total:	Php 100.00/ HP	23 minutes	

90. PROVISION OF INFORMATION ON SEMINARS

ABOUT THE SERVICE: The municipal Agriculture Office provides information on the schedule of seminars. The Technologist assigned to a particular barangay may also provide the information. Seminars conducted are part of the office's program which is "Paaralang Walang Dingding". These are free seminars for those who are interested to learn and to adopt the learnings.

Office or Division:	Office of the Municipal Agriculturist
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Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Farmers, Entrepreneurs, Students, Retirees, COOP's, Out of School Youth			
Checklist of Requirements		Where to Secure		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter to DA's Office	Receive request letter from client	none	1 minute	Fisheries Technician
Wait for the schedule of the seminar	Advice the client that he/she will be informed of the seminar's schedule thru phone or text message	none	3 minutes	DA Staff
Forward the request to BFAR	Prepare request letter for the resource speaker	none	5 minutes	Fisheries Technician
Wait for the availability of fingerlings	When the resource speaker is available, inform the client about the schedule of the seminar	none	20 minutes	Fisheries Technician
Release of fingerlings	Prepare and reproduce seminar materials	none	3 hours	Fisheries Technician
Fill up farmers beneficiary's data record	Prepare seminar certificates	none	1 hour	Fisheries Technician
Attend seminar	Hold seminar	none	5 hours	Resource Speaker
Receive feedback/ evaluation form	Distribute evaluation/ feedback form	none	3 minutes	DA Staff
Answer and submit evaluation form	Gather accomplished evaluation form	none	20 minutes	DA Staff
Receive certificate of attendance	Distribute certificate of attendance	none	15 minutes	DA Staff
	Total:	none	1 day, 2 hour and 7 minutes	



91. ORGANIZING AND CAPABILITY BUILDING OF FARMERS/ WOMENS AND YOUTH ASSOCIATIONS AND COOPERATIVES

ABOUT THE SERVICE: The municipal Agriculture Office provides information on organizing and capability building of farmers/ women and youth associations and cooperatives so that they may have a legal personality and may transact business with government and private agencies/sector.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	FARMERS/ WOMENS AND YOUTH ASSOCIATIONS AND COOPERATIVES			
Checklist of Requirements		Where to Secure		
Request Letter Membership to Farmers Organization Citizen's Tax Certificate		Client Farmers Organization Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request letter to DA's Office	Receive farmer's request/ Check the availability	none	10 secs	DA Technician
Wait for availability of the municipal agriculturist	a. Inform farmer on the availability b. Set schedule of on-site monitoring c. Conduct visit upon validation. Sets the schedule for the orientation of members d. Prepare request letter for the resource speaker (CDA) e. When the resource speaker is available, inform the client about the	none	10 minutes 1 day 1 day 5 minutes 20 minutes	MAO/ DA Technician



	<p>schedule of the orientation</p> <p>f. Prepare and reproduce orientation materials</p> <p>Conduct orientation. Help out in the formal organization of the group</p>		<p>1 hour</p> <p>3 hours</p>	
Present formal organization documents of the group	Set a meeting with the Barangay Nutrition Council	none	1 hour	CDA Representative/ MAO / DA Technician
	Total:	none	2 days, 5 hour, 35 minutes and 10 seconds	

92. ANIMAL DISPERSAL

ABOUT THE SERVICE: The MAO disperses cattle, carabaos, goats and swine to farmers seeking additional income by raising livestock. (Subject to availability of funds from the government and other agencies). Payment term depends on the livestock raised and is specified in the contrary signed by the farmer.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Butcher/ Farmer/ Pet Owner			
Checklist of Requirements		Where to Secure		
Certificate of orientation on livestock production		DA & other Creditable Agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Proceed to the Municipal Agriculture Office and fill out application form.	Briefs the client on the program and its requirements.	none	15 minutes	DA Livestock Technician
Submit the accomplished form and the requirement. Submit to an interview and contract briefing.	Conducts interview and contracts briefing	none	30 minutes	DA Livestock Technician
	Total:	none	45 minutes	

93. BUTCHER'S CERTIFICATION/ FARMER'S CERTIFICATION / VACCINATION CERTIFICATE

ABOUT THE SERVICE: This service is being given to provide documents to a requesting client for whatever purpose it may serve.

Office or Division:	Office of the Municipal Agriculturist			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	FARMERS/ WOMENS AND YOUTH ASSOCIATIONS AND COOPERATIVES			
Checklist of Requirements		Where to Secure		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to DA's Office to request for certification	Receive request	none	30 minutes	DA Technician
	In case of vaccination certificate, verify records			
	Issue Tax Order of Payment			
Proceed to the designated payment window of the Municipal Treasury for	Received payment and issued official receipt	Php 150.00	7 minutes	Revenue Collector



**MUNICIPAL GOVERNMENT OF
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payment				
Present official receipt to DA Office	Issue certificate	none	5 minutes	DA Technician
	Total:	Php 150.00	42 minutes	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

SLAUGHTERHOUSE

Frontline Service



94. SLAUGHTERING OF LIVESTOCK (Hogs/ Beef Cattle/ Goats)

ABOUT THE SERVICE: This service is render to assure that the meat being sold in the market is clean, safe and free from any diseases that may harm the consuming public when eaten. To produce Fresh meat and not the so-called double dead or “botcha” is the main concern of the service.

Office or Division:	Slaughterhouse			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Meat Vendors/ Livestock Raisers			
Fees:	Permit to Slaughter			
		Amount of Fee (in pesos)		
	Large Cattle		100.00	
	Hogs		75.00	
	Goat/Sheep		75.00	
	All others (chicken, fowls, etc.)		5.00	
	Slaughter Fee			
		Amount of Fee (in pesos)		
	Large Cattle, per kilo		2.00	
	Hogs, per kilo		1.00	
	Goat/Sheep, per kilo		1.00	
	All others (chicken, fowls, etc.) , per kilo		0.55	
	Corral Fee			
	Amount of Fee (in pesos)			
Large Cattle, per day, per head or a fraction		30.00		
Hogs, per day, per head or a fraction		20.00		
Goat/Sheep, per day, per head or a fraction		20.00		
All others (chicken, fowls, etc.), per day, per head or a fraction		1.00		
Checklist of Requirements		Where to Secure		
Animal Health Certificate		Veterinarian		
Certificate of Ownership		Farm Owner		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Proceed to the Municipal Slaughterhouse together with the animal for slaughter	Record incoming animal	none	3 minutes	Security Guard
Present Animal Health Certificate/ Shipping Permit/ Proof of Cattle's ownership	Verify requirements Conduct ante-mortem inspection	none	10 minutes	Meat Inspector
Put the animal on the lariate/ holding pen	a. Observe the animal (report to MI any changes on behavior)	Please see table above for particular fee/s	6 hours	Animal Keeper
	b. Signal the butcher on the time of slaughter		10 secs	Meat Inspector
	c. Perform Slaughtering Procedures		15-20 minutes (hog)	Butcher
	d. Conduct post-mortem examination (excise condemned organs)		30 minutes (ox)	Meat Inspector
	e. Branding of the inspected carcass		10 minutes	Meat Inspector /
	f. Weighing of carcass		10 secs	Revenue Collector
Receive carcasses and certificates	a. Issue meat inspection certificate for good carcasses. In cases of condemned animal/ organs, inform the meat handler, issue accomplished condemnation slip	none	30 minutes	Meat Inspector/ Veterinarian
	Delivery of carcass & internal organs	none	15 minutes	Butcher



	Total:	Please see table above for particular fee/s	7 hours, 58 minutes and 20 seconds	
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95. RENEWAL OF BUTCHER'S PERMIT

ABOUT THE SERVICE: This is done every 15th day of January to assure that the working butchers are free from any communicable diseases that may affect the safety of meat being produce in the slaughterhouse. This is also done in order for the butchers to renew their license and identification card.

Office or Division:	Slaughterhouse			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail	Butchers			
Checklist of Requirements		Where to Secure		
Working Permit		BPLO		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to DA's Office and request for renewal	Receive request Inform butcher about the requirements	none	10 secs	DA Livestock Technician
Get performance evaluation at the Municipal Slaughterhouse and present to the Municipal Agriculturist	a. Provide evaluation of butcher's performance	none	1 minute	Meat Inspector
	b. Evaluation of butcher's past performance	none	2 minutes	MAO
	Provide list of requirements	none	30secs	DA Livestock Technician
Present Butcher's accomplished requirements	Receive butcher's data	none	10 secs	DA Livestock Technician



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Present Working Permit to DA Office	Issue butcher's permit and ID	none	30 minutes	DA Livestock Technician
	Total:	Please see table above for particular fee/s	33 minutes and 50 seconds	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE MUNICIPAL ACCOUNTANT

Frontline Service



96. ISSUANCE OF CERTIFICATE OF PREMIUM CONTRIBUTION and or CERTIFICATE OF LOAN PAYMENT

ABOUT THE SERVICE:

Upon the request of the employee, Office of the Municipal Accountant issues a certification to the employee for the Premium Contributions and/or Loan Payment for reconciliation purposes.

Office or Division:	Office of the Municipal Accountant			
Classification	Simple			
Type of Transaction	G2G- Government to Government Employee			
Who may avail	Employees of the Municipality			
Fees:	None			
Checklist of Requirements			Where to Secure	
Request letter			Employee	
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the letter request to Accounting Office.	Receive the request from the employee	none	5 minutes	Administrative Staff
	Check for the availability of the requested information (<i>the duration of gathering the files depends on the extent for the requested information</i>)	none	2 days	Administrative Staff
	If the data is available, prepare the Certification	none	5 minutes	Administrative Officer
	Review and sign the Certification	none	5 minutes	Municipal Accountant
2. Receive Certification	Assist in facilitation of release of certification	none	2 minutes	Administrative Staff
	Total:	none	2 days and 17 minutes	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE GENERAL SERVICES

Frontline Service



97. RENTAL OF REAL PROPERTIES OWNED BY THE MUNICIPALITY

ABOUT THE SERVICE: This is an extension service of the Local Government Unit of to provide assistance to those who are in needs of the properties and facilities owned by the Municipality.

Office or Division:	Office of the General Services
Classification	Simple
Type of Transaction	G2C - Government to Citizen
Who may avail	Private Entities Religious Groups Charitable Foundations Business Establishments Government Organizations Educational Institutions Residents/ Individuals Visitors/Guests
Fees:	<p>Gymnasium:</p> <ul style="list-style-type: none"> a. Standard fee per hour of preparation P 100.00 pesos per hour (prior to the actual event) b. Civic/Professional Groups/Convention/Seminars/Fundraising Affairs P 3,000.00 (first 4 hours) and P 500.00 additional fee per excess hours or a fraction thereof c. Other Events such as Birthdays (Debut), Reunions, Others P 5,000.00 (first 4 hours) and P 500.00 additional fee per excess hours or a fraction thereof d. Recreational/Sports Activities: (Monday to Saturday only) Day Time Rate: P 200.00 per hour Night Time Rate: P 500.00 per hour <p>Park, Azotea / Parola / Municipal Compound:</p> <ul style="list-style-type: none"> a. Standard fee per hour of preparation P 100.00 pesos per hour (prior to the actual event) b. Civic/Professional Groups/Convention/Seminars/Fundraising Affairs P 2,000.00 (first 4 hours) and P 500.00 additional fee per excess hours or a fraction thereof c. Other Events such as Birthdays (Debut), Reunions, Anniversary



	<p>P 1,000.00 (first 4 hours) and P 500.00 additional fee per excess hours or a fraction thereof</p> <p>d. Shows with Tickets/Concerts P 5,000.00 (first 4 hours) and P 500.00 additional fee per excess hours or a fraction thereof</p> <p>e. Recreational Activities P 500.00 per hour</p> <p>f. Other event such as Amateur Night P 1,000.00 per program (for the electric consumption) fee per excess hours or a fraction thereof (inclusive of chair and sound system) (capacity not to exceed 50 persons)</p> <p>Exemption: Activities conducted by educational, charitable religious and governmental institutions shall be exempted from the payment of the fee herein imposed; except electrical fee which shall be imposed to the requesting party but not to exceed One Thousand Pesos (P 1,000.00) per four (4) hours or a fraction thereof. Provided further that the request is approved by the Municipal Mayor and the corresponding Mayor's permit shall be secured accordingly. Programs or activities requiring admission fees for attendance shall be subject to the fees herein imposed even if they are conducted by exempt entities. Special rate be given to them, say 50% of the fees prescribed in the Municipal Ordinance No. 22 series of 2019 Revenue Code section 232 of the said article (as recommended by the GSO head)</p>			
Checklist of Requirements		Where to Secure		
Request Letter		Clients who is availing the service/s		
Action Slip		General Services Office		
Tax Order of Payment (TOP)		BPLO		
Facility Utilization Permit Application Form (FUPA)		General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit a request letter addressed to General Services Officer	Received letter request	none	1 minute	GSO Clerk



Secure Facility Utilization Permit Application Form (FUPA)	Fill out the necessary information	none	2 minutes	GSO Clerk
Forward form to Business Permit and Licensing Office (BPLO)	Process Tax Order of Payment (TOP)	none	5 minutes	BPLO clerk
Proceed to the designated payment window of the Municipal Treasurer for payment	Received payment and issued official receipt	Please see table above for particular fee/s	7 minutes	Treasury Office cashier
Present transaction receipt to BPLO	Process the requested permit (3 copies)	none	5 minutes	BPLO clerk
Proceed to MO Administrator with your triplicate copy for signature	Applied Permit will be signed by the Municipal Administrator	none	5 minutes (minimum) Depend on the availability of the signatory	Municipal Mayor or Authorized Representative
Return to General Services Department along with the permit	Schedule the requested permit 1 copy for BPLO 1 copy for GSD 1 copy for Client	none	2 minutes	GSO Clerk
	Total:	Please see table above for particular fee/s	27 minutes	

98. RENTAL OF OTHER PROPERTIES OWNED BY THE MUNICIPALITY

ABOUT THE SERVICE: This is an extension service of the Local Government Unit of to provide assistance to those who are in needs of the properties and facilities owned by the Municipality.

Office or Division:	Office of the General Services Officer
Classification	Simple
Type of Transaction	G2C - Government to Citizen



Who may avail	Private Entities Religious Groups Charitable Foundations Business Establishments Government Organizations Educational Institutions Residents/ Individuals Visitors/Guests			
Fees:	<p>Available Properties:</p> <ul style="list-style-type: none"> a. Tents – P 300.00 (Large) P 200.00 (Small) b. Mono block Tables 6-8 seating capacity (Circular & Rectangular) c. Mono block Chairs P 5.00 per chair per day d. Steel Railings P 50.00 per railing per day e. Sound System P 500.00 (first 2 hours) and P 100.00 additional fee per excess hour or fraction thereof <p>Other Services:</p> <ul style="list-style-type: none"> a. Request of Service Vehicles – No Fee b. Request of Fuel (Gasoline & Diesel) – No Fee <p>Exemption: Activities conducted by educational, charitable religious and governmental institutions shall be exempted from the payment of the fee herein imposed; except electrical fee which shall be imposed to the requesting party but not to exceed One Thousand Pesos (P 1,000.00) per four (4) hours or a fraction thereof. Provided further that the request is approved by the Municipal Mayor and the corresponding Mayor's permit shall be secured accordingly. Programs or activities requiring admission fees for attendance shall be subject to the fees herein imposed even if they are conducted by exempt entities. Special rate be given to them, say 50% of the fees prescribed in the Municipal Ordinance No. 22 series of 2019 Revenue Code section 232 of the said article (as recommended by the GSO head)</p>			
Checklist of Requirements		Where to Secure		
Request Letter		Clients who is availing the service/s		
Action Slip & Tax Order of Payment		General Services Office		
Facility Utilization Permit Application Form (FUPA)		General Services Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Submit a request letter addressed to General Services Officer	Received letter request	None	1 minute	GSO Clerk
Secure GSD Action Slip and Tax Order of Payment (TOP)	Fill out required information and forward to GSD Head for approval	None	5 minutes	GSO Clerk/ GSO
Proceed to the designated payment window of the Municipal Treasurer for payment	Received payment and issued official receipt	Please see table above for particular fee/s	7 minutes	Revenue Collector
Present action slip & receipt to General Services Department (GSD)	Record the transaction Provide copy to Camineros for preparation and delivery of requested property/ies before the scheduled date	None	10 minutes	GSO Clerk



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE PUBLIC EMPLOYMENT SERVICE

External Services



99. ISSUANCE OF RECOMMENDATION LETTER

ABOUT THE SERVICE: To provide employment assistance to Job seekers through recommendation letter addressed to prospective employer/s that describes the job seekers qualifications, skills and what position they are applying. Job seekers are advised to provide complete set of requirements.

Office or Division:	Public Employment Service Office			
Classification	Simple			
Type of Transaction	G2C – Government to Citizen			
Who may avail	Job seekers			
Checklist of Requirements		Where to Secure		
Updated Resume with 2x2 picture		From the applicant		
Other credentials		From the applicant		
Community Tax Certificate		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to PESO office, present the requirements and register their personal information on the logbook.	1. Assist the client and provide the log book. Check the clients requirements.	None	2 mins	PESO Staff
2. Advise the client to get their Community Tax Certificate at Municipal Treasury Office	2. Provide the applicants where and how to get CTC at Treasury Office	53.00	5 mins	PESO Staff / Treasury Staff
3. Pay attention during the assistance.	3. Inform the client of the available job vacancies that match his/her credentials 3.1 Prepare the recommendation	None	10 mins	PESO Staff



4. Receive the recommendation letter.	letter. 4. Facilitate the letter for Mayor's Signature. 4.1 Release the recommendation letter.	None	5 mins	PESO Staff
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100. POSTING OF JOB VACANCIES

ABOUT THE SERVICE: Employer's may visit Public Employment Service Office or inquire via e-mail and telephone call for the requirements needed for posting of Job Vacancies.

Office or Division:	Public Employment Service Office	
Classification	Simple	
Type of Transaction	G2B – Government to Business	
Who may avail	Employers	
Checklist of Requirements	Where to Secure	
Company Profile	From the employer	
Business documents	From the employer	
DOLE Certificate	Department of Labor and Employment	
Certificate of No Pending Case (local agency)	Department of Labor and Employment	
Department Order No. 174 (cooperative)	Department of Labor and Employment	
Cooperative Development Authority Certificate (cooperative)	Cooperative Development Authority	
Updated Job Vacancies with POLO seal	From the employer	
POEA License (International recruitment agency)	Philippine Overseas Employment Administration	
Letter of Intent addressed to Hon. Sidney B. Soriano, Municipal Mayor	From the employer	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to PESO	1. Assist the employer and provide the log book and check the employers requirements.	None	5 mins	PESO Staff
2. Provide additional information based on queries of the PESO Manager/Staff	2. Ask further questions regarding available job vacancies	None	20 mins	PESO Manager/ Staff
	2.1 Post the list of Job vacancies on the bulletin board of PESO			PESO Staff
	2.2 Forward the list of Job Vacancies to Public Information Office for social media posting.			PESO Staff/PIO

101. BROWSING OF APPLICANTS

ABOUT THE SERVICE:

The Public Employment Service Office maintains of all Peso Employment Information System (PEIS) Registration Forms accomplished by walk-in Job seekers / Applicants for future references to browsing of applicants by accredited employers.

Office or Division:	Public Employment Service Office
Classification	Simple
Type of Transaction	G2B – Government to Business



Who may avail	Employers			
Checklist of Requirements		Where to Secure		
Company Profile		From the employer		
Business documents		From the employer		
DOLE Certificate		Department of Labor and Employment		
Certificate of No Pending Case (local agency)		Department of Labor and Employment		
Department Order No. 174 (Cooperative)		Department of Labor and Employment		
Cooperative Development Authority Certificate (cooperative)		Cooperative Development Authority		
Updated Job Vacancies with POLO seal		From the employer		
POEA License (International recruitment agency)		Philippine Overseas Employment Administration		
Letter of Request		From the Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to PESO	1. Assist the employer and provide the log book. 1.1 Receive the requirements and check as to completeness 1.2 Retrieve PEIS forms and hand them over to the client for browsing.	None	15 mins	PESO Staff
2. Browse the PEIS forms.	2. Extend the assistance.	None	20 mins	PESO Staff
3. Return the PEIS forms and provide PESO a copy of qualified applicants.	3. Receive the documents.	None	5 mins	PESO Staff



102. APPLICATION FOR THE SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS

ABOUT THE SERVICE:

The Special Program for Employment of Students (SPES) is a bridging program during summer vacation that enables student beneficiaries or out of school youth to gain skills and workplace experience. To augment the family's income of poor but deserving students and out of school youth (OSY) or dependents of displaced workers who intend to finish their education. SPES enhances the employability of youth, who will eventually come to be the country's future workforce. More than providing youth with experience while earning income, SPES is designed to increase employment opportunities for young people in the long-term.

Office or Division:	Public Employment Service Office			
Classification	Complex			
Type of Transaction	G2C – Government to Citizen			
Who may avail	Residents of, atleast 15 but not more 30 years of age (students with no failing grades / OSY / dependents of displaced / would be displaced workers)			
Checklist of Requirements		Where to Secure		
Updated Resume with 2x2 picture		From the applicant		
Copy of Birth Certificate		From the applicant		
Copy of student's class cards		School of the applicant		
Barangay Certificate of Indigency		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to PESO, be ready for examination and initial interview.	1. Check the completeness and validity of the requirements submitted by the client. 1.1 Provide the examination paper. 1.2 Conduct	None	40 mins	PESO Staff



	Initial Interview			
2. Anticipate feedback within 5 days from application for the schedule of orientation of beneficiaries, signing of contract and deployment.	2. Advise the client of the approval of his/her application and the schedule of orientation, signing of contract and deployment.	None	5 Days	PESO Manager/Staff

TULONG PANGHANAPBUHAY SA MGA DISAVANTAGED, DISPLACED WORKERS (TUPAD)

ABOUT THE SERVICE: THE TUPAD or Tulong Panghanapbuhay sa Ating Disadvantaged/displaced Workers is a community based package of assistance that provides emergency employment for displaced workers, for a minimum period of 10 days, but not to exceed a maximum of 30 days, depending on the nature of work to be performed.

Only the following types of projects can be supported with such assistance.

- Basic orientation on safety and health;
- Personal Protective Equipment (PPE) in the form of T-shirt and hat
- Enrolment in group micro-insurance, to be include in the total project cost or as counterpart of the ACP/ LGU; and
- TUPAD ID.

Also, the beneficiary should signify his/her intention to avail of skills training to prepare towards self or wage employment after the project.

The payment ow wages of the TUPAD beneficiaries are coursed through a money remittance service provider to ensure standard application across all regions in terms of mechanics and service fee costs. In cases where an Accredited Co-Partner in involved in the implementation, the ACP (including LGUs) shall facilitate the payment of wages of the TUPAD beneficiaries using a prescribed payroll, with representative/s from DOLE RO/PO/FO as witness/es.

Office or Division:	Public Employment Service Office
Classification	Complex
Type of Transaction	G2C – Government to Citizen



Who may avail		Residents of, at least 15 but not more 60 years of age (students with no failing grades / OSY / dependents of displaced / would be displaced workers)		
Checklist of Requirements		Where to Secure		
Updated Resume with 2x2 picture		From the applicant		
Copy of Birth Certificate		From the applicant		
Copy of student's class cards		School of the applicant		
Barangay Certificate of Indigency		Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit the requirements to PESO, be ready for examination and initial interview.	2. Check the completeness and validity of the requirements submitted by the client. 2.1 Provide the examination paper. 2.2 Conduct	None	40 mins	PESO Staff
	Initial Interview			
2. Anticipate feedback within 5 days from application for the schedule of orientation of beneficiaries , signing of contract and deployment.	2. Advise the client of the approval of his/her application and the schedule of orientation, signing of contract and deployment.	None	5 Days	PESO Manager/Staff



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE HUMAN RESOURCE MANAGEMENT

Internal and External Services



103. APPLICATION TO JOB VACANCIES (JOB ORDER)

ABOUT THE SERVICE: The Municipal Government of , Rizal offers job vacancies that is bonded only by a 3-month contract or how long does the service of an individual is required. The office is processing all this application and evaluates the applicant to what office he/she is in need of his/her services is needed.

Office or Division	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Individuals who are wanting to be employed in the agency as Job Order Personnel			
Checklist of Requirements		Where to secure		
Duly accomplished and updated resume, biodata or Personal Data Sheet with latest photo and signature		Applicant		
Photocopy of necessary attachments to support the information provided by the applicant e.g. TOR, Diploma, PRC License, Certificates, etc.		Applicant		
Photocopy of Voter's Certification/ Voter's ID		COMELEC		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit resume, biodata or PDS to HR Office	Receive documents submitted. (Stamp as received if necessary.)		1 minute	HR Staff
Fill out the Applicant Information Sheet	Give Applicant Information Sheet to the applicant		5-15 minutes	Applicant
Submit the Applicant Information Sheet upon completion	Perform initial interview and evaluation of the applicant based on the submitted documents.		15-30minutes	HR Staff
If the applicant	Advise the		1 minute	HR Staff



passed the initial evaluation and there is an open vacancy for the position he/she is applying to, endorse the applicant to HRMO III/ICO-HRMO for final interview	applicant if he/she passed the initial evaluation and if passed, endorse him/her to the HRMO III/ICO-HRMO for final interview			
If passed,	Interview the applicant for final evaluation.		30-60 minutes	HRMO
If passed,	Endorse the Applicant to HR Staff managing Job Order Personnel for the List of Requirements		1 minute	HRMO
	Orient the Applicant regarding the necessary requirements needed before employment		5 minutes	HR Staff
Complete the requirements before the date specified by the HR Staff			3-5 Days	Applicant
Submit the requirements	Evaluate the requirements submitted by the applicant		10 minutes	HR Staff
	Create and issue Job Order Contract to the Applicant		15 minutes	HR Staff
	Orient the Applicant regarding the routing of signatures and Notary of the contract		3 minutes	HR Staff
Submit the	Receive and		5 minutes	



Notarized Contract to HRMO	evaluate the completeness of the contract			HR Staff
	Endorse the new employee to the assigned office for orientation		5 minutes	HR Staff

104. APPLICATION TO JOB VACANCIES (PLANTILLA POSITIONS)

ABOUT THE SERVICE: The Municipal Government of , Rizal periodically publishes vacant plantilla positions to Civil Service Commission to make available to anyone wanting to enter government service.

Office or Division	Human Resource Management Section			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Individuals who are wanting to be employed in the agency as Regular Personnel; Regular Employees seeking promotion.			
Checklist of Requirements	Where to secure			
Application Letter addressed to the Municipal Mayor and stating the position applying for	Applicant			
Duly accomplished latest CSC Form 212	Applicant (form downloadable at www.csc.gov.ph)			
Photocopy of Authenticated Transcript of Records	Applicant			
Photocopy of Authenticated Diploma	Applicant			
Photocopy of Civil Service Eligibility or PRC Eligibility (if necessary)	Applicant			
Photocopy of Latest IPCR (if for promotion)	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
<p>1. Visit www.csc.gov.ph/career/ for the list of vacant platilla positions of the agency. Check if you are qualified to any positions listed under MGO, Rizal. Complete the necessary initial requirements for the position you chose and submit the requirements thru email, via post or walk-in.</p>	<p>Upon receiving of the application, evaluate the completeness and qualification of the applicant based on the submitted documents.</p> <p>Inform the applicant if he/she passed or failed the document evaluation and if passed, to wait for the Notice of Screening to be sent to his/her provided email address.</p>		15 minutes	HR Staff
<p>2.</p>	<p>After the application period ended, schedule position to be screened and send a copy of Notice of Screening to the applicant.</p>		4 hours	HRMO
<p>3. Acknowledge the receipt of the Notice of Screening and proceed to Municipal Hall on the date and time indicated on the Notice of Screening and Submit yourself for further interview and evaluation conducted by the Promotion and Selection Board. Afterwards, you will receive a notice of your</p>	<p>Conduct interview and assessment</p>		1 hour	Promotion and Selection Board



garnered average rating in a few days after the interview/assessment				
4. If found qualified for the appointment after the PSB Evaluation, you will receive a letter informing you to report to the HRMO and submit the complete requirements for the appointment. Upon submission of the requirements, you will be noticed of the date of assumption.	Secures requirements and informs applicant of the official date of assumption		1 hour	HRMO
5. Takes oath of Office	Facilitates the Oath taking of the newly hired/promoted employee		15 minutes	Local Chief Executive HRMO

105. INTERNSHIP PROGRAM (ON-THE-JOB TRAINING) OF SENIOR HIGH SCHOOL STUDENTS

ABOUT THE SERVICE:

On-the-Job Training is a pre-requisite requirement of a student before graduation. An individual need to comply with the set number hours by the school. This agency offers OJT to college students who are eligible for the department and offices the agency has.

Office or Division	Human Resource Management Section		
Classification	Simple		
Type of Transaction	G2C – Government to Client		
Who may avail?	Students who are currently in Senior High school and College		
Checklist of Requirements	Where to secure		
Intent Letter	School Principal/Head		



Signed MOA between LGU and School		Local Government Unit		
Endorsement Letter attached with resumes of the interns with latest picture		School Principal/Coordinator		
Daily Time Record (DTR)		Student		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The School OJT Coordinator shall submit a Letter of Intent signed by the School Head in behalf of the students.	<p>Receives the letter and orient/answer queries of the client regarding the matter.</p> <p>Once accepted, provide an e-copy of the Sangguniang Bayan approved Memorandum of Agreement for signing.</p>		5 minutes	HRMO
2. Prints and sign the MOA of the Officials concerned, notarize and submit to HRMO	Evaluate and receive the MOA and advise the client to provide an Endorsement Letter stating the names of the students together with their curriculum vitae and advise the School OJT Coordinator for the date of student orientation.		15 minutes	HRMO
3. Students shall appear on the prescribed date of Official start of internship for OJT Orientation	Orient the Interns on the Rules and Regulations of the agency and properly endorse the interns to their assigned		1 hour	HRMO



	offices.			
4. Upon completion of the required number of training hours, submit accomplishment and rating sheet to HRMO.	Receive the accomplishment report and rating sheet. Issue certificate of completion.		30 minutes	Administrative Officer II Administrative Officer V

106. INTERNSHIP PROGRAM (ON-THE-JOB TRAINING) OF COLLEGE STUDENTS

ABOUT THE SERVICE:

On-the-Job Training is a pre-requisite requirement of a student before graduation. An individual need to comply with the set number hours by the school. This agency offers OJT to college students who are eligible for the department and offices the agency has.

Office or Division	Human Resource Management Section			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Students who are currently enrolled College			
Checklist of Requirements		Where to secure		
Endorsement Letter		School OJT Coordinator/Dean		
Resume with latest picture		Student		
Daily Time Record (DTR)		Student		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The student shall submit his/her endorsement letter from the School OJT Coordinator together with his/her resume to the Office of the Mayor or HR Office	Evaluate and receive the documents and inform the student regarding the start of internship		15 minutes	Office of the Mayor Administrative Officer II
3. Student shall appear on the prescribed date	Orient the Interns on the		1 hour	HRMO/ Administrative



of Official start of internship for OJT Orientation	Rules and Regulations of the agency and properly endorse the interns to their assigned offices.			Officer II
4. Upon completion of the required number of training hours, submit accomplishment and rating sheet to HRMO.	Receive the accomplishment report and rating sheet. Issue certificate of completion.		30 minutes	Administrative Officer II Administrative Officer V

107. CLIENT ASSISTANCE PROVISION - CIVIL SERVICE EXAMINATION

ABOUT THE SERVICE:

Twice a year, the Civil Service Commission offers examination for Civil Service Eligibility (professional and sub-professional) which is a requirement for entry to government service. If authorized by the Commission, this office offers assistance to the general public who are wanting to take up the examination.

Office or Division	Human Resource Management Section			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	General Public			
Checklist of Requirements	Where to secure			
Duly Filled out Application form	HRMO/CSC Website (downloadable at www.csc.gov.ph)			
4pcs CSC Prescribed photo -latest, taken within 3-month period before application -with full name tag and signature above name (not digital name tag) -Passport size	Client			
Photocopy of at least 1 valid ID	Client			
Personal Appearance	Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE	PROCESSING TIME	PERSON RESPONSIBLE



		PAID		
1. Proceed to the Human Resource Section and secure application form	Issue application form		1 minute	HR Staff
2. Fill out and submit the application form together with the necessary requirements to the HR Section and pay the corresponding fee required by the CSC. Wait for the instruction of the HR Staff/Officer	<p>Receive and evaluate the application and all attached documents.</p> <p>If the documents passed the evaluation, instruct the client to pay the application fee and issue a temporary receipt, the administering officer is secured and tell the client that he/she will be notified if the OR and stub is available.</p> <p>Submits the application and other requirements to the Civil Service Commission Field Office</p>	500.00	5 minutes 15 minutes	HR Staff
3. Receive the acknowledgement receipt, official receipt and sign in the logbook	<p>Notify the client of the availability of the Official Receipt and stub.</p> <p>Issue the Official Receipt and stub to the client and inform the client to check the CSC Facebook Page and</p>		1 minute 5 minutes	HR Staff



	website for the Notice of School Assignment. Records in the logbook the details of the applicant		2 minutes	
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108. ISSUANCE OF CERTIFICATE OF UNEMPLOYMENT TO THE AGENCY (SENIOR HIGH SCHOOL REQUIREMENT)

ABOUT THE SERVICE:

This certification is given in request of client's request for the availment of tuition fee subsidy for the enrollment of senior high school students as required by Department of Education. However, this certificate on certifies the client for not being employed under this agency.

Office or Division	Human Resource Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Parent or Guardian of a student to be enrolled to Senior High School			
Checklist of Requirements		Where to secure		
Valid Government Issued ID		Client		
Request Form		Human Resource Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request form and additional requirements	Issue Request Form		1 minute	HR Staff
2. Fill out and submit the request form together with the requirement	Receive request form and instruct the client to while the document is prepared and signed		30 minutes	Administrative Assistant Administrative Officer V
3. Receives the	Issue requested		7 minutes	HRMO



document and sign in the logbook	document and records in logbook			
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109. REQUEST FOR CERTIFICATION

ABOUT THE SERVICE: Human Resource and Management Section holds employment data of every employee be it resigned, retired or currently employed in the agency. Requesting for employment records for any legal purposes of the requestor.

Office or Division	Human Resource Management Section			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Former and Incumbent Officials and Employees			
Checklist of Requirements		Where to secure		
Request Form		HRMO		
If through a representative, Authorization Letter with attached photocopy of valid ID of the requestor and authorized representative.		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Human Resource Section and secure Request Form	Issue Request Form		1 minute	HRMO
2. Fill out and submit the request form specifying the documents to be requested and wait while the provider prepares the document requested	Receive request form and instruct the client to while the documents are being prepared and signed		30 minutes	HRMO
3. Receives the requested documents and signs in the logbook and to the duplicate copy of the HRMO	Issue requested documents and records in logbook		7 minutes	HRMO



110. CLIENT ASSISTANCE PROVISION - APPLICATION FOR LANDBANK E-SALARY LOAN

ABOUT THE SERVICE: The new Landbank of the Philippines e-Salary Loan application provides quicker loaning process with the use of their website. In this regard, this office provides assistance to eligible employees who may want to avail the Salary Loan offered by Landbank.

Office or Division	Human Resource Management Section			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Officials and Regular Employees			
Checklist of Requirements	Where to secure			
Application Form	HRMO			
Tax Identification Number	Applicant			
Landbank Payroll/Savings Account Number	Applicant			
Valid Phone number and/or email address	Applicant			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Human Resource Section and submit a filled out application form	Issue and evaluate the completeness of the information provided.		2 minutes	HR Staff
	Compute the monthly net take-home pay of the applicant.		5 minutes	Payroll Officer Administrative Officer II
	Encode, print and route the transmittal form for the signature of the		1 hour	HR Staff



	<p>HRMO and LCE.</p> <p>Transmit the documents to the nearest Landbank Branch for further processing.</p> <p>Inform the applicant that the application is on process by Landbank and Landbank will send an email and text message of the reference code after processing and the applicant will encode and process the loan on the Landbank website.</p>		<p>15 minutes</p> <p>1 minute</p>	<p>HR Staff</p> <p>HR Staff</p>
<p>2. Process the e-salary loan via esalaryloan.landbank.com and submit the amortization schedule provided by Landbank thru email to Human Resource Section.</p>	<p>Receive the Amortization Schedule and log for payroll reference and file</p>		<p>1 minute</p>	<p>Payroll Officer Administrative Officer II</p>



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

**COMMUNITY TRAINING AND EMPLOYMENT
COORDINATION (CTEC)
External Services**



111. APPLICATION FOR TRAININGS

ABOUT THE SERVICE:

Office or Section	Community Training and Employment Coordinator			
Classification	Simple			
Type of Transaction	G2C Government to Citizen			
Who may avail	High School Graduates, Working Age Population, Any Citizen Who are Qualified for a Given Training Program			
Checklist of Requirements		Where to Secure		
1. Duly Accomplish Registration Form		Office of the TLDC		
2. High School Diploma/ Form 137/ ALS Certificate/ Transcript of Records (1 certified true copy)		Last School Attended/ Applicant		
3. Pictures a. Passport size with white background with name tag (2 pieces) b. 1x1 (5 pieces)		Applicant		
4. Barangay Clearance Original (optional)		Office of the Barangay Captain		
5. Medical Certificate		Government Hospital		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on the trainings available for the enrolment	1.1 Provides information on the available trainings and programs 1.2 Issues Applicant's Information Sheet	-none-	10 minutes	TLDC Personnel
2. Fills out and submit Applicant's Information Sheet	2. Checks completeness of Applicants Information sheet	-none-	10 minutes	TLDC Personnel
3. Attends Interview	3.1 Interviews and assesses applicants 3.2 Issues registration form and list of requirements	-none-	10 minutes	TLDC Personnel
4. Accomplishes Registration Form and Receives List of	4. Receives and evaluates requirements as to completeness and	-none	20 minutes	TLDC Personnel



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Requirements	correctness			
5. Receives Admission Slips/ Notice of Training	5. Encodes Trainees Registration	-none-	15 minutes	TLDC Personnel



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

DTI NEGOSYO CENTER

External Services



112. ISSUANCE OF BMBE CERTIFICATE OF AUTHORITY

ABOUT THE SERVICE:

The issuance of BMBE Certificate of Authority (CA) may be considered a **SIMPLE** transaction. Under Sec. 9 b1 of RA 11032, simple transactions shall be acted upon by the assigned officer/employee within 3 working days. If the BMBE CA is not released within 3 days, a complaint may be filed which can be done via email thru ask@dti.gov.ph.

The processing and issuance of BMBE CA is in compliance with RA 9178 as amended by RA 10644, its implementing rules and regulations, and future amendments.

The BMBE CA shall be effective for a period of two (2) years commencing from the date of issuance, and may be renewed for the same period of two (2) years and every two (2) years thereafter, subject to the applicant's continued compliance with the eligibility requirements as prescribed by law and its IRR.

Office or Division	DTI Regional and Provincial Offices – through the Negosyo Centers	
Classification	Simple	
Type of Transaction	G2B – Government to Business	
Who may avail?	Barangay micro business enterprises that have an asset size of not more than Three Million Pesos (PhP 3,000,000.00) including those arising from loans but excluding land on which the plant and equipment are located and engaged in the production, processing or manufacturing of products or commodities, including agro-processing, trading, and services but excluding practice of profession (e.g. Accountant, Lawyer, Doctor, among others).	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Duly filled-out application form (BMBE Form), signed by the owner (for sole proprietorship) or authorized representative (for partnerships, corporations, and cooperatives) of the entity applying for registration	<ul style="list-style-type: none"> • DTI Regional and Provincial Offices – Business/SME Development Division • Negosyo Centers • https://www.dti.gov.ph/resources/downloadable-forms/ <p>or</p>



(1 copy)	https://dtiwebfiles.s3-ap-southeast-1.amazonaws.com/Downloadable+Files/BMBE+Registration+Application+Form/BMBE+Form+01_BMBE+Application+form.pdf			
2. Certificate of Registration for new application (1 photocopy)	DTI Business Name Registration -- for sole proprietorship Securities and Exchange Commission (SEC) - for partnership, corporation, or association Cooperative Development Authority (CDA) -- for cooperative			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form and other requirements	1.1 Check the completeness of documentary requirements	None	1 hour	NC Business Counsellor/ BMBE Processor
	1.2 Evaluate and verify the application for purposes of determining the eligibility and qualification as a BMBE based on declared information in the application form and required supporting documents	None	4 hours	NC Business Counsellor/ BMBE Processor and Applicant
	1.3 Print the BMBE CA	None	30 minutes	NC Business Counsellor/ BMBE Processor
	1.4 Approve and countersign the BMBE CA	None	2 hours	Provincial Director or his/her duly authorized representative
2. Claim BMBE Certificate of Authority	2.1 Issue the BMBE Certificate of Authority	None	30 minutes	NC Business Counsellor/ BMBE Processor



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE MUNICIPAL POPULATION MANAGEMENT

External Services



113. PRE-MARRIAGE ORIENTATION & COUNSELLING (PMOC)

Office or Division	Municipal Population Management Office			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Officials and Regular Employees			
Checklist of Requirements		Where to secure		
Application for Marriage License		Local Civil Registry Office & Municipal Population Office		
Certificate of Pre Marriage Orientation		Municipal Population Office		
Certificate of Pre Marriage Counselling		Municipal Social Welfare & Development Office		
Certification of Migration Data		Municipal Population Office		
CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Step 1. Prepare and Present all the requirements <i>*After the application from the Local Civil Registrar (LCR) Office, proceed to Population Office 2nd/F Municipal Building and secure the following :</i></p> <ul style="list-style-type: none"> - Valid ID (each would-be-couple) - Cedula (Photocopy) - Barangay Clearance or Certificate of Residency (Original) , If living together for more than 5 years secure a Certificate of Cohabitation issued by the Barangay Captain - Application for Marriage License (Photocopy) - 2 x 2 ID Picture of would-be-couple 	Assist & verified all documents from the checklist	none	3 minutes	Arbie I. Llego Jennefer S. Jaime Maylin C. Viray
<p>Step 2. Filling - up Marriage Inventory Expectations Questionnaire Form</p>	Provide the client the Marriage Inventory Expectation form questionnaire	none	15 minutes	Arbie I. Llego Jennefer S. Jaime Maylin C. Viray



	and arrange short briefing for answering MIE form			
Step 3. Quizzing would-be-couple applicant on Responsible Parenthood & Family Planning Form 1	3a. Record / profile to RP-FP Form all information gathered to would-be-couple	none	5 minutes	Arbie I. Llego Jhennifer S. Jaime Maylin C. Viray
	3b. Setting apart of would-be-couple belongs to 24 years & below and 18 years old & above			
Step 4. 18 years old and above will take on Pre Marriage and Orientation (PMO) every Wednesday; 8:00AM to 12:00NN @ 3rd floor activity center, municipal building, Rizal to be discussed by PMOC Team	Issued Tax Order Payment and present to the Municipal Treasurer's Office	215.00	4 hours	Arbie I. Llego Jhennifer S. Jaime Maylin C. Viray
	Received the official receipts and scanned for merging to Pre Marriage Orientation Certification for archive		3 minutes	
	Prepared and issued Certificate of Pre Marriage Orientation for would be couple		3 minutes	Arbie I. Llego Jhennifer S. Jaime Maylin C. Viray
Step 5. 18 - 25 years old will take on Pre Marriage Counselling @ MSWD accredited. Every Wednesday 1:00PM to 5:00PM @ MSWD Building, Rizal.	Issued Tax Order Payment and present to the Municipal Treasurer's Office	115.00	4 hours	Arbie I. Llego Jhennifer S. Jaime Maylin C. Viray
	MSWD Prepared and issued Certificate of Pre Marriage Counselling for would be couple			Dr, Herminigilda F. Cabanting & Ms. Editha B. Cayena



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

HIMLAYANG BAYAN OFFICE

External Services



114. ISSUANCE OF BURIAL PERMIT

ABOUT THE SERVICE: The Office of the Himlayang Bayan process the Burial permit on or before the scheduled Interment of deceased who will avail units of apartment plots and or Ossuary plots.

Office or Division:	Office of the Municipal Administrator			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may Avail:	Residents of Morong, Rizal			
Checklist of requirements		Where to secure		
Registered Death Certificate		Office of the Local Civil Registrar		
Sanitation Permit (for exhumation only)		Sanitation Office - 2 nd floor, Rural Health Unit Bldg.		
Application form (duly accomplished in 2 copies)		Himlayan Bayan Office		
Official Receipt (OR)		Office of the Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. To avail services at Himlayan Bayan, the relatives of the deceased will be responsible in the financial obligations needed during the process of burial permit. The relative will pay for the taxes to process the registration of Death Certificate	1. The staff from Himlayan Bayan will require the applicant (relative of the deceased) to submit Registered Death certificate of the deceased. If not yet processed, the client will proceed first to the Local Civil Registrar (LCR) for the registration of the death certificate.		15 minutes	LCR staff
2. Upon submission of registered Death certificate, the client should fill up two (2)	The staff will assist the client to fill up the form in complete details. Payment for	₱500.00	15 minutes	Himlayan staff Sanitation



<p>copies of Application form for Burial permit.</p> <p>2(a.) In cases of Exhumation permit, the client will be required to secure sanitation permit at the 2nd floor of RHU (upon payment of exhumation fees at Himlayan office). Secure Tax Order payment (TOP) at Himlayan Office.</p> <p>Bone Storage Fees: 2 (b.) Exhumation Fee</p>	<p>exhumation fees</p> <p>Bone Storage Fees; Pursuant to amended Sangguniang Bayan Resolution No. 2010-96, Resolution approving Municipal Ordinance No. 01, Series of 2010, Section 6, on Temporary Storage Facility for remains/bones. <i>In case the nearest kin or acquaintance of the deceased whose burial permit has expired fail to provide/pay for a space at the columbarium/ossuary, the bone/remains shall be stored at a temporary storage facility within the municipal cemetery. The remains shall be wrapped in plastic, properly sealed with basic identification data such as name, date of birth, date of death and date interred, date exhumed indicated therein. Bones/ remains shall be stored at this facility for maximum period of two (2) years. If within this period the nearest kin or acquaintances still fail to provide for a</i></p>	<p>₱5,000.00 ₱5,000.00 ₱1,000.00</p>	<p></p>	<p>Office</p>
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	<p><i>space at the columbarium/ossuary for these remains, the same shall then be interred permanently at a common vault.</i></p> <ul style="list-style-type: none"> - Apartment Plot - Common Vault - Columbarium/ Ossuary 			
3. Upon issuance of Tax Order Payment (TOP), the client will proceed to Cashier's window at the Treasurer's Office.	Received payment and issued Official receipt		15 minutes	Revenue Collector
<i>Details of payments:</i>				
Interment Fee		₱ 750.00		Revenue Collector
Burial Permit		₱ 500.00		Revenue Collector
<p>Apartment plots 1st layer to 2nd layer: L1 to L2 - 3rd layer to 5th layer: L3 to L5 -</p>		₱ 2,000.00 ₱ 1,500.00		Revenue Collector
<p>Ossuary plots 1st layer to 4th layer: L1 to L4 5th Layer: L5</p>		₱ 2,000.00 ₱ 1,500.00		Revenue Collector



<p>4. From the Treasurer's office, the client will go back to Himlayan Office for the release of the Burial permit.</p>	<p>The Staff from Himlayan Bayan will encode the details to issue the Burial Permit, indicating the assigned apartment or ossuary plots and the detailed schedule of Interment.</p>		<p>20 minutes</p>	<p>Encoder (Himlayan staff)</p>
<p style="text-align: right;">Total:</p>		<p><u>Exhumation:</u> ₱500.00</p> <p><u>Apartment Plot:</u> ₱3,750.00</p> <p><u>Ossuary:</u> ₱3,250.00</p>	<p>65 minutes</p>	



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE MUNICIPAL BUDGET OFFICER

Internal Services



115. ISSUANCE OF CERTIFICATE OF APPROPRIATION BALANCES

ABOUT THE SERVICE: issuance of different certification and other related request concerning appropriation balances.

Office or Division	Office of the Budget Officer			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Agency offices			
Checklist of Requirements		Where to secure		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward a written request for the certificate of appropriation balances or verbally request to the head of office	Photocopy the records and prepare certification.		5 minutes	Budget Staff
Receive the certification	Review and sign the certification.		5 minutes	Municipal Budget Officer

116. CANCELATION OF OBLIGATION

ABOUT THE SERVICE: Cancellation of Obligation recorded on Control Card as requested by the end user.

Office or Division	Office of the Budget Officer			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Agency offices			
Checklist of Requirements		Where to secure		
Request Letter		Client		



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Forward a written request for the cancelation of obligation	Cancel Obligation recorded on Control card and record the adjustment of cancelled Obligation to refund appropriation		5 minutes	Budget Staff



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

OFFICE OF THE SANGGUNIANG BAYAN

External Services



117. Issuance of Certified Copy of Documents

ABOUT THE SERVICE: To provide clients' needs of Sangguniang Bayan documents for any legal purpose.

Office or Division	Legislative Department			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	General Public			
Checklist of Requirements		Where to Secure		
Request Letter		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. submit letter request for _____ to Sangguniang Bayan	1. Receive and record the letter and pertinent documents		5 minutes	Staff from SB/SB Secretary's Office
	1.1 Prepares and produce a copy of the requested documents		5 minutes	Staff from SB/SB Secretary's Office
	1.2 Issuance of Tax Order of Payment (TOP) to client.		30 seconds	Staff from SB/SB Secretary's Office
2. Client proceed to Treasury Department and pay the corresponding fees		150.00 per page		Treasury Department
3. Present the Official receipt to	Released requested documents		1 minute	Staff from SB/SB Secretary's



office where the documents secure				Office
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118. ISSUANCE OF CSO ACCREDITATION

ABOUT THE SERVICE: To recognize CSO and to give an opportunity to become partner of LGU thru representation in a local special body.

Office or Division	Legislative Department			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail	General Public			
Checklist of Requirements	Where to Secure			
Letter of Intent addressed to the Sangguniang Bayan	Client			
Organization By Laws	Organization			
SEC Certificate	SEC			
List of Officers and Members	Organization			
Annual Accomplishment Report	Organization			
Annual Financial Statement	Organization			
Board Resolution aiming for accreditation	Organization			
Endorsement from Barangay	Barangay			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for CSO Accreditation to the Sangguniang Bayan	1. Receive and forward to SB Secretary for comment		5 minutes	Staff from SB/SB Secretary's Office



	1.1 SB Secretary informed SB Members concerned for Agenda.		2 minutes	Secretary to the Sangguniang Bayan
	1.2 Calendar business (CB) referred to Committee concerned for committee hearings.		Session scheduled	Legislative Body
	1.3 Prepares referral and notice of hearings.		5 minutes	Staff from SB/SB Secretary's Office
	1.4 Conduct of hearings		As scheduled	Committee concerned and sb secretariat
	1.5 Prepares committee report.		20 minutes	SB Secretariat, reviewed by SB Secretary and Committee concerned
	1.6 Committee concerned present/sub mit their recommendation thru comm. report to Hon. SB for approval		Session scheduled	Legislative Body
	1.7 Drafting and finalization of resolution for approved CSO Accreditation		1 day	SB Secretariat and SB Secretary
	1.8 Signing of Resolution		1 day	Legislative and Executive
	1.9 Prepares transmittal and issuance of TOP to client		15 minutes	SB Secretariat
2.	client	CSO	300.00	Treasury



proceed to Treasury Department and pay the corresponding fees	Certificate of New Accreditation –Profit Organization			
	CSO Certificate of New Accreditation – Non-Profit organization	300.00		Treasury
	CSO Certificate of Renewal Accreditation –Profit Organization	300.00		Treasury
	CSO Certificate of Renewal Accreditation – Non-Profit organization	200.00		Treasury
3. Present Official Receipt - Client	Records Official Receipt in the Log Book and release requested documents		2 minutes	SB/Sec Staff



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

HOUSING AND RESETTLEMENT SECTION

Frontline Services



119. ISSUANCE OF MORONG LGU HOUSING CERTIFICATES

ABOUT THE SERVICE: The LGU Housing Certificate is given to bonafide housing beneficiaries of Morong. It is a primary requirement for their application to avail of electrification and water services. Also, it is required when beneficiaries need to obtain a Building or Business Permit and/or any other official transactions which requires proof of their legitimacy as resident of a housing project of the Municipal Government of Morong.

Office or Division	Municipal Planning and Development Office			
Classification	Simple			
Type of Transaction	G2C – Government to Client			
Who may avail?	Bonafide housing beneficiaries of Morong, Rizal			
Checklist of Requirements	Where to secure			
1. For NHA Site Beneficiaries: - Gate Pass - Original copy of NHA Certificate - Valid ID - Contact Number of Beneficiary	NHA NHA Client Client			
2. For Gawad Kalinga Site Beneficiaries - Gawad Kalinga Certification/Clearance - Valid ID - Contact number of beneficiary	Gawad Kalinga Client Client			
3. For DSWD Core Shelter Beneficiaries - DSWD Certification/Clearance - Valid ID - Contact Number of Beneficiary	MSWD Client Client			
4. For other Morong Housing Site Beneficiary - HOA Certification/Clearance - Valid ID - Contact Number of Beneficiary	HOA Client Client			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the Housing Section of the MPDC and	Receive and evaluate the submitted		5 minutes	Housing Officer



present the requirements. (Personal appearance of the awardee is required.)	requirements. If requirements are complete, Issue LGU Housing Certificate.			
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120. AVAILMENT OF HOUSING PROJECT

ABOUT THE SERVICE: The LGU of Morong provides housing units and lots for its underprivileged homeless constituents. Priority for this service are those qualified Informal Settlers Families (ISFs) who are affected or displaced due to the implementation of demolition activities at danger zones and waterways, public or government owned properties and those with court/judicial orders for eviction. Subject for approval by the NHA.

Office or Division	Municipal Planning and Development Office		
Classification	Simple		
Type of Transaction	G2C – Government to Client		
Who may avail?	Bonafide housing beneficiaries of Morong, Rizal		
Checklist of Requirements	Where to secure		
Letter of Request of applicant for availment of Housing. (Letter must be address to the Municipal Mayor)	Applicant		
Birth Certificate of the applicant and dependents	LCR		
Marriage Contract if married Affidavit of Cohabitation if not married Affidavit of Being Single if Single Death Certificate of Spouse if widow/widower	LCR		
Barangay Endorsement for Housing Certification as Underprivileged and Homeless	Barangay Hall where applicant is residing		
DSWD Endorsement Certification as Underprivileged and Homeless	MSWD		
Valid ID/Voter's ID	Original Copy		
Cedula/Community Tax Certificate	Treasurer's Office		



Notarized Application (for NHA)		Local Housing Office		
Notarized Affidavit of Income		Local Housing Office		
Family Picture		Applicant		
ID Picture (2x2)		Applicant		
2 photocopies of all the requirements inserted in 2 long folders		Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Proceed to the Housing Section of the MPDC and present the requirements. (Personal appearance of the awardee is required.)	Receive and evaluate the submitted requirements. If requirements are complete, documents are to be submitted to NHA.		5 minutes	Housing Officer



FEEDBACK AND REDRESS MECHANISM

Please let us know how we have served you by doing any of the following:

- Accomplish our Feedback Form available in the Public Assistance and Complaints Desk;
- Send your feedback through e-mail (@yahoo.com) or text us at 09399394509; or
- Talk to our OFFICER OF THE DAY.

COMPLAINT MECHANISM

If you are not satisfied with our service, we encourage the filling of a written complaint with our OFFICER OF THE DAY at the Public Assistance and Complaints Desk. Your written/verbal complaints shall immediately be attended to.

How to Send Feedback?

1. Proceed to the Public Assistance and Complaints Desk and look for the OFFICER OF THE DAY;
2. Accomplish our Complaint Form and endorse/submit it to the PACD Officer of the day.
3. The PACD Officer of the day will forward the complaint to the concern office for appropriate action.
4. Informs complainant for the action taken.
5. You may also send in your feedback via email at @yahoo.com or text us at **09399394509**

How to Feedback is Processed?

1. Every Friday, Public Assistance and Complaints Desk Officer or Public Relation Officer open the drop box and complies and records all feedback submitted.
2. Feedback requiring answer is forwarded to the Municipal Administrator for information and appropriate action.
3. The answer of the concern will be relayed to the citizen.
4. For inquiries you may contact 655-1773 loc 231

How to File a Complain?

1. Answer the client complaint form located at the PACD with complete details.
2. Complaint must be supported by complete details and evidence/s
3. For inquiries you may contact 655-1773 loc 231



**MUNICIPAL GOVERNMENT OF
MORONG, RIZAL**

Contact Information of ARTA, PCC, CCB

ARTA: complaints@arta.gov.ph

8478 5093

PCC: 888

CCB: 0908 881 6565 (SMS)



CUSTOMER FEEDBACK FORM

Because we are committed to deliver exemplary service to the public, please let us know how we have served you. This form maybe used for compliments, suggestions, and complaints.

Date: _____ Time: _____

Client's Name: _____

Contact No: _____

Address: _____

Gender:

Age Group:

- Male 18 & below 31 – 40 51 – 60
- Female 19 – 30 41 – 50 61 & above

Customer Satisfactory Rating

Office Transacted/Visited: _____ Service Aailed: _____

For the following questions, this rating scale shall be used. Please check the box for your answer.

5 = Very Satisfied 4 = Satisfied 3 = Unsatisfied 2 = Very Unsatisfied 1 = Not Sure

NO	QUESTION	1	2	3	4	5
1	How would you rate your overall satisfaction with regard to the quality of service delivered?					
2	How satisfied were you with the outcome of the service provided?					
3	How satisfied were you in terms of the response time to your transaction given by the office?					
4	How satisfied were you with the employee's friendliness, courteousness, politeness, fair treatment, & willingness to serve?					
5	How satisfied were you with the employee's competence or skill in delivering service?					

Comments and/or Suggestions

Please fill-up this form and drop it in the suggestion box provided in the Public Assistance and Complaint Desk and other designated areas.

If your request has not been attended promptly and courteously, please send your inquiries, suggestions, recommendations and/or complaints to the Municipal Mayor **Hon. Rex Manuel C. Tanjuatco**, You may also send in your feedback via email at @yahoo.com or text us at **09399394509**



COMPLAINT FORM

Date: _____ Time: _____

Name of Complainant: _____

Contact Number: _____ **E-Mail Address:** _____

Residence Address: _____

Office Address: _____

Name of Person Being Complained _____

Position/Office: _____

Statement of Complaint: _____

You may use the back page for additional information.

Signature over Printed Name



DIRECTORY OF FRONTLINE SERVICES

MUNICIPAL TREASURER'S OFFICE

Head: MS. MARISSA J. PAAT

Tel. No. (02) 655-1773 / 655-3119 loc. 215

BUSINESS PERMITS AND LICENSING OFFICE

Head: MS. LEILANIE L. PACARDO

Tel. No. (02) 655-1773 / 655-3119 loc. 224

MUNICIPAL ASSESSOR'S OFFICE

Head: MR. WILFREDO B. MARINDO

Tel. No. (02) 655-1773 / 655-3119 loc. 203

MUNICIPAL AGRICULTURAL OFFICE

Head: MR. ROMEO B. CRUZ

Tel. No. (02) 655-1773 / 655-3119 loc. 401

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

Head: DR. HERMINIGILDA F. CABANTING

Tel / Fax No. (02) 654-3963 / 655-1773 / 655-3119 loc. 402

MUNICIPAL CIVIL REGISTRAR'S OFFICE

Head: MR. NOEL JOSE J. RAYCO

Tel. No. (02) 655-1773 / 655-3119 loc. 211

MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE

Head: MR. ADORABLE A. SUNGA

Tel. No. (02) 655-1773 / 655-3119 loc. 242

MUNICIPAL HEALTH OFFICE

Head: DR. AMOR DULCE A. RIVERA

Tel No. (02) 654-2608 / 655-1773 / 655-3119 loc. 400

MUNICIPAL ENGINEERING OFFICE

Head: ENGR. YOLANDA R. REYES

Tel. No. (02) 655-1773 / 655-3119 loc. 220

MUNICIPAL TOURISM OFFICE

Head: MS. JOICEE JULES B. GAPIDO

Tel. No. (02) 655-1773 / 655-3119 loc. 213

MUNICIPAL BUDGET OFFICE

Head: MS. LEILANIE L. PACARDO

Tel. No. (02) 655-1773 / 655-3119 loc. 227



GENERAL SERVICES OFFICE

Head: ENGR, ROBERTO R. PEÑARANDA
Tel. No. (02) 655-1773 / 655-3119 loc. 205

MUNICIPAL POPULATION MANAGEMENT OFFICE

Head: MS. MAYLIN C. VIRAY
Tel. No. (02) 655-1773 / 655-3119 loc. 253

Head: MR. BIENVENIDO MAGPANTAY
Tel. No. (02) 655-1773 / 655-3119 loc. 253

HIMLAYANG BAYAN OFFICE

Head: MR. SEVERINO M. OCAMPO JR
Tel. No. (02) 655-1773 / 655-3119 loc. 254

HUMAN RESOURCE MANAGEMENT OFFICE

Head: MR. RICHARD ANGEL M. ARBOLEDA
Tel. No. (02) 655-1773 / 655-3119 loc. 229

OFFICE OF THE SANGGUNIANG BAYAN

Head: HON. RAFAEL A. TANJUATCO
Tel. No. (02) 655-1773 / 655-3119 loc. 305/302

OFFICE OF THE SECRETARY TO THE SANGGUNIAN

Head: MR. RONALD MARC P. CATOLOS
Tel. No. (02) 655-1773 / 655-3119 loc. 304