



**MUNICIPAL GOVERNMENT OF
SAN NICOLAS, ILOCOS NORTE**

CITIZEN'S CHARTER
2019 (1st Edition)



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SAN NICOLAS, ILOCOS NORTE**

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2019 (1st Edition)



I. Mandate:

Agturong iti nadur-as ken nalinak nga ili.
Towards a progressive and peaceful community

II. Vision:

San Nicolas shall be a safe, peaceful and progressive Agri-Industrial and Commercial community in a culturally and ecologically -balanced environment.

III. Mission:

To pursue socio-economic growth through an efficient and effective governance supported by an empowered, God-loving citizenry and other partners in development.

IV. Service Pledge:

We, the Public Servants of the Local Government Unit of San Nicolas, Province of Ilocos Norte, upholding the time-honored principle of public accountability, do hereby solemnly pledge and conscientiously commit to serve with utmost sincerity, integrity, transparency, and professionalism in the delivery of services to the people.

We will expedite and improve service delivery through adequate and reasonable procedural steps provided in this Citizens' Charter, allow and address feedbacks through simple mechanisms, demonstrate sensitivity and appropriate behavior, promptly respond to complaints, equally treat everyone, and be polite and courteous with the transacting public.



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**Human Resource Management Office and Office
of the Municipal Accountant
Internal Services**



1. ISSUANCE OF CERTIFICATE OF EMPLOYMENT/SERVICE RECORD/ CERTIFICATE OF LEAVE CREDITS / CERTIFICATE OF NO PENDING CASE / CERTIFICATIONS / CLEARANCE / AUTHORITY TO TRAVEL

Personnel request for documents such as Certificate of Employment/Service Record/ Certificate of Leave Credits / Certificate of No Pending Case / Certifications / Clearance / Authority to Travel is the responsibility of the office.

Office or Division:		Office of the Mayor-Human Resource Management Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government G2C - Government to Client		
Who may avail:		All officials and employees of the agency, whether presently employed, resigned or retired, government agencies		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original copy)		Municipal Treasury Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files the request of the needed document and present the corresponding Official Receipt	1.Receives the request with the OR, prepare the requested document/s, affix signature and/or have the Mayor affix signature.	P 150.00 (except for Clearance and Authority to Travel)	30 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Alfredo P. Valdez, Jr. MD <i>Municipal Mayor</i> Office of the Mayor /
2. Receives the document and sign the logbook	2. Releases the document/s requested and have the client sign the logbook	None	3 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor
Total:		P 150.00	33 minutes	



2. PROCESSING OF APPLICATION FOR LEAVE

The Office is responsible for the recording, maintenance and safekeeping of Leave Ledger Cards of municipal officials and employees.

Office or Division:	Office of the Mayor-Human Resource Management Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All officials and employees of the agency, whether presently employed, resigned or retired			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Application for Leave (CS Form 6) (3 original copies)		Municipal Treasury Office		
Medical Certificate for Sick Leave of more than five (5 days) (1 original copy)		Licensed Physician / Hospital/Clinic		
Clearance if the purpose of Leave is going Abroad (3 original copies)		Human Resource Management Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished Application for Leave Form duly signed by immediate supervisor	1. Receive the Application for Leave, verify the completeness of the of the requirements, update the Leave Ledger Card, affix signature and endorse to the Municipal Administrator or to the Municipal Mayor for Vacation Leave abroad.	None	20 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor Alfredo P. Valdez, Jr. MD <i>Municipal Mayor</i> Office of the Mayor / Marilyn U. Tolentino <i>Mun. Administrator</i> Office of the Municipal Administrator
2. Receive the acted Application and sign logbook	2. Release the acted Application for Leave and	None	2 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i>



	instruct the employee to sign logbook			Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor
	Total:	None	22 minutes	



3. CERTIFICATE OF NET TAKE HOME PAY

Application for loan needs a Certificate of Net Take Home pay to ensure the availability of loan amortization to pay the obligation

Office or Division:	Office of the Municipal Accountant, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Municipal Officials and Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Latest Payroll (1 photocopy)		Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Office of the Municipal Accountant and inquire about the service	1.1 Provides the client with a short briefing of the service	None	5 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	1.2 Gathers data from the accounting records	None	20 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	1.3 Prepares the Certification and gives it to the Municipal Accountant for signature	None	10 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	1.4 Signs the certificate	None	5 minutes	Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
2. Receives the Documents	2.1 Issues the duly signed document to the client	None	5 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	Total	None	45 minutes	



Office of the Mayor - Office of the Municipal Administrator , Human Resource Management Office, Public Employment Service Office, Municipal Public Market, Business Permit and Licensing Office, Tourism Section, Municipal Environment and Natural Resources Office, Office of the Municipal Civil Registrar, Office of the Municipal Planning and Development Coordinator, Municipal Agriculture Office, Office of the Municipal Assessor, Office of the Municipal Accountant, Office of the Municipal Treasurer, Office of the Municipal Engineer Municipal Health Office and Municipal Social Welfare Development Office

External Services



1. ACTION ON COMPLAINTS

Complaints of individuals/organizations/agencies are being acted upon provided that they are within the jurisdiction of the Local Government, if not; these are being endorsed to the individuals/organizations/agencies concerned.

Office or Division:	Office of the Mayor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint Letter		To be provided by the complainant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Client submits a written complaint	1.1 Receives and logs the complaint.	None	3 minutes	Ryan Rollaine Simon <i>LDRRM Officer/Private Secretary-Designate</i> Cherry Ann G. del Rosario <i>Administrative Aide IV (Clek II)</i> Sharyn Leigh G. Resurreccion <i>Administrative Aide I</i> Office of the Mayor
	1.2 Forwards the same to the Municipal Administrator for notation/action/comments/suggestions. If the Municipal Administrator is unavailable, the letter is forwarded to the Private Secretary.	None	3 minutes	Ryan Rollaine Simon <i>LDRRM Officer/Private Secretary-Designate</i> Cherry Ann G. del Rosario <i>Administrative Aide IV (Clek II)</i> Sharyn Leigh G. Resurreccion <i>Administrative Aide I</i> Office of the Mayor
	1.3 Provides route slip for action/disposition and attaches the same to the letter.	None	30 minutes	Marilyn U. Tolentino <i>MENR Officer/Municipal Administrator-Designate</i>



				Office of the Municipal Administrator Ryan Rollaine Simon <i>LDRRM</i> <i>Officer/Private Secretary-Designate</i> Office of the Mayor
	1.4 Retrieves the letter with the attached route slip and forwards the same to the Mayor for signature/action.	None	3 minutes	Ryan Rollaine Simon <i>LDRRM</i> <i>Officer/Private Secretary-Designate</i> Cherry Ann G. del Rosario <i>Administrative Aide IV (Clek II)</i> Sharyn Leigh G. Resurreccion <i>Administrative Aide I</i> Office of the Mayor
	1.5 Acts on the complaint. If needed, informs/calls the attention of the person responsible to address the concern. (Note: If the situation calls for it, directs/channels the client to the office/agency or person who could act on the said complaint/situation.)	None	Duration depends on the complaint which needs to be addressed.	Alfredo P. Valdez, Jr., M.D. <i>Municipal Mayor</i> Office of the Mayor
2. Goes to the office and receives the instruction/information/communication regarding the request.	2. When the complaint has been acted upon, informs the client, otherwise, tells the progress of the actions being done.	None		Ryan Rollaine Simon <i>LDRRM</i> <i>Officer/Private Secretary-Designate</i> Office of the Mayor
	Total:	None	39 minues	



2. ISSUANCE OF CERTIFICATE OF GOOD MORAL CHARACTER

The Certificate of Good Moral Character is being issued by clients who need the document for any legal purpose (i.e. application for local and/or foreign employment, etc.) provided that they meet/submit the necessary requirements.

Office or Division:	Office of the Mayor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All who needs the documents for legal purposes			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance		Barangay Hall		
Police Clearance		Municipal Police Station		
Community Tax Certificate		Barangay Hall		
Official Receipt		Office of the Municipal Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Tells his request for the certification and submits requirements needed.	1.1 Accepts the requirements 1.2 Prepares and encodes the document (certification and forwards the same to the Mayor for signature/action. 1.3 Reviews the document and affixes his signature. 1.4 Retrieves the signed document from the Mayor.	None	3 minutes	Ryan Rollaine Simon <i>LDRRM</i> <i>Officer/Private Secretary-Designate</i>
2. Comes back to the office and receives the document	2. Issues document	None	3 minutes	Ryan Rollaine Simon <i>LDRRM</i> <i>Officer/Private Secretary-Designate</i>
	Total:	None	6 minutes	



3. ACCEPTANCE OF APPLICATION FOR EMPLOYMENT

Employment with the Municipal Government of San Nicolas, Ilocos Norte is open to all applicants who possess the minimum qualification standards for the vacant position applied for. The vacancies are published in the CSC web portal and posted at conspicuous places at the municipal hall and official website at www.sannicolasilocosnorte.gov.ph for a period of fifteen (15) calendar days pursuant to RA 7041 and CSC MS No. 14 s. 2018 or the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) as Amended.

Office or Division:	Office of the Mayor-Human Resource Management Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter (1 original copy)				
Personal Data Sheet (CS Form 212 s. 2017) (3 original copies)		CSC Website		
OPCR/ IPCR, if applicable (1 original, 2 photocopy)		Agency/Department Concerned		
Authenticated Eligibility (1 original, 2 photocopy)		Civil Service Commission/ Professional Regulation Commission/ Land Transportation Office / Technical Education and Skills Development Authority		
Transcript of Records (1 original copy)		School/College/University concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application letter and supporting documents.	1.Reviews documents.	None	15 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office
2.Hands-in application letter and supporting documents to the Office of the Mayor-Personal Staff	2.Instructs applicant to submit the application letter and supporting documents to the Office of the Mayor-Personal Staff	None	1 minute	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office
	Total:	None	16 minutes	



4. PROCESSING OF APPOINTMENT WITH THE MUNICIPAL GOVERNMENT OF SAN NICOLAS, ILOCOS NORTE

Employment with the Municipal Government of San Nicolas, Ilocos Norte is open to all applicants who possess the minimum qualification standards for the vacant position applied for. The vacancies are published in the CSC web portal and posted at conspicuous places at the municipal hall and official website at www.sannicolasilocosnorte.gov.ph for a period of fifteen (15) calendar days pursuant to RA 7041 and CSC MS No. 14 s. 2018 or the 2017 Omnibus Rules on Appointment and Other Human Resource Actions (ORA OHRA) as Amended. This service commences after the HRMPSB interview and selection among the applicants.

Office or Division:	Office of the Mayor-Human Resource Management Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government G2C - Government to Client		
Who may avail:	All qualified applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Personal Data Sheet (CS Form 212 s. 2017) (3 original copies)		CSC Website	
OPCR/ IPCR, if applicable (1 original, 2 photocopy)		Agency/Department Concerned	
Statement of Assets, Liabilities and Net Worth (3 original copies)		CSC Website	
Barangay Clearance (1 original copy)		Barangay	
Court Clearance (1 original copy)		Trial Court	
Police Clearance (1 original copy)		Police Station	
Medical Certificate (1 original copy)		Municipal Health Office	
Complete Blood Count (1 original copy)		Municipal Health Office / Clinical Laboratory	
Urinalysis (1 original copy)		Municipal Health Office / Clinical Laboratory	
X-ray (1 original copy)		Clinical Laboratory	
Drug Test (1 original copy)		Clinical Laboratory	
Psychological Test (1 original copy)		Psychological Center	
Neuro-Psychiatric Examination, if applicable (1 original copy)		Accredited Neuro-Psychiatric Center	
Authenticated Eligibility (1 original, 2 photocopy)		Civil Service Commission/ Professional Regulation Commission/ Land Transportation Office / Technical Education and Skills Development Authority	
Authenticated License (PRC,LTO) (1 original, 2 photocopy)		Professional Regulation Commission/ Land Transportation Office	
Birth Certificate (1 original copy)		Philippine Statistics Authority	



Marriage Certificate (if applicable) (1 original, 2 photocopy)		Philippine Statistics Authority		
Transcript of Records (1 original copy)		School/College/University concerned		
SB Resolution of Concurrence		Sangguniang Bayan Resolution		
Additional Requirements for Transfer				
Clearance (CS Form No. 7 s. 2017) (1 original copy)		Agency concerned		
Service Record (1 original copy)		Agency concerned		
Certification of Leave Credits (1 original copy)		Agency concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits pre-employment requirements and supporting documents.	1.1 Receives and evaluates pre-employment requirements and supporting documents.	None	1 hour	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office
	1.2 Prepares and processes appointment papers for signature of the appointing authority	None	4 hours	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office
2.Returns / Appears on designated date for signature of appointment and signs appointment papers	2.Signs appointment papers	None	15 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Alfredo P. Valdez, Jr. MD <i>Municipal Mayor</i> Office of the Mayor / Edistio P. Valdez <i>Vice-Mayor</i> Office of the Sangguniang Bayan Department Head/Head of Office



				Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
3.Receives copy of appointment	3.Issues appointment papers to the appointee	None	1 minute	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office
	Total:	None	5 hours and 16 minutes	



5. PROCESSING OF CONTRACT (JOB ORDER) WITH THE MUNICIPAL GOVERNMENT OF SAN NICOLAS, ILOCOS NORTE

Employment with the Municipal Government of San Nicolas, Ilocos Norte is open to all applicants who possess the requirements for the vacant position applied for. This service commences after the Appointing Authority and Department Head have interviewed and selected applicants.

Office or Division:	Office of the Mayor-Human Resource Management Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C - Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume / Biodata (1 original copy)		Applicant		
Barangay Clearance (1 original copy)		Barangay concerned		
Court Clearance (1 original copy)		Trial Court		
Police Clearance (1 original copy)		Police Station		
Medical Certificate (1 original copy)		Municipal Health Office		
Complete Blood Count (1 original copy)		Municipal Health Office / Clinical Laboratory		
Urinalysis (1 original copy)		Municipal Health Office / Clinical Laboratory		
X-ray (1 original copy)		Municipal Health Office / Clinical Laboratory		
Drug Test (1 original copy)		Municipal Health Office / Clinical Laboratory		
Authenticated Eligibility (1 original, 2 photocopy) if applicable		Civil Service Commission/ Professional Regulation Commission/ Land Transportation Office / Technical Education and Skills Development Authority		
Authenticated License (PRC,LTO) (1 original, 2 photocopy) if applicable		Professional Regulation Commission/ Land Transportation Office		
Birth Certificate (1 original copy)		Philippine Statistics Authority		
Marriage Certificate (if applicable) (1 original, 2 photocopy)		Philippine Statistics Authority		
Transcript of Records (1 original copy)		School/College/University concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits pre-employment requirements and supporting documents.	1.Receives and evaluates pre-employment requirements and supporting documents, prepares and processes appointment papers for signature of the appointing authority	None	1 hour	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario



				Administrative Aide IV (Clerk II) Office of the Mayor
2.Signs the Contract of Job Order	2.Signs appointment papers and have it notarized	None	1 hour	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor Marilyn U. Tolentino <i>Mun. Administrator</i> Office of the Municipal Administrator Evelyn R. Alonzo <i>Municipal Budget Officer</i> Municipal Budget Office Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
3.Receives copy of Job Order Contract	3.Furnish appointee/Accounti ng Office and Budget Office copy of the Job Order Contract	None	10 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)</i> Office of the Mayor – Human Resource Management Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor
	Total:	None	2 hours and 10 minutes	



6. ISSUANCE OF NO OBJECTION CERTIFICATE (NOC) TO RECRUITMENT AGENCIES FOR THEIR SPECIAL RECRUITMENT ACTIVITIES

Issuance of No Objection Certificate to recruitment agencies for their special recruitment activities in the municipality.

Office or Division:	Office of the Mayor-Public Employment Service Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Recruitment agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved Letter Request (1 photocopy)		Company/agency concerned		
Philippine Overseas Employment Administration (POEA) License (1 photocopy)		Philippine Overseas Employment Administration (POEA)		
Job Orders (1 photocopy)		Company/agency concerned		
Company Profile (1 photocopy)		Company/agency concerned		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits list of available job vacancies and provide other information and documents	1.1 Receives and reviews approved request and supporting documents	None	30 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office
	1.2 Prepares No Objection Certificate (NOC) and have it signed by the Mayor	None	5 minutes	Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor – Public Employment Service Office Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office
2. Receives No Objection Certificate	2. Releases No Objective Certificate (NOC) and have	None	1 minute	Cathleen Joybel B. de la Cruz



(NOC) and signs logbook	client sign the logbook			<i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor – Public Employment Service Office
	Total:	None	36 minutes	



7. PROVISION OF LOCAL EMPLOYMENT REFERRALS (FOR APPLICANTS)

The municipality of San Nicolas, Ilocos Norte, assists job seekers through referrals and assist applicants through counseling and career guidance.

Office or Division:	Office of the Mayor-Public Employment Service Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Job Seekers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Resume with picture and other supporting documents (1 original copy)		To be provided by the applicant.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Presents himself for interview	1.Show list of vacancies of the different hiring companies/ establishments	None	5 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor – Public Employment Service Office
2.Submits requirements	2.1 Reviews and assesses documents presented	None	10 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office
	2.2 Prepares referral letter	None	3 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office



	2.3 Submits referral letter for signature of the Mayor	None	3 minutes	<p>Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office</p> <p>-Alfredo P. Valdez, Jr., M.D. <i>Municipal Mayor</i> Office of the Mayor</p>
3. Receives referral letter	3. Releases referral letter to the Applicant	None	1 minute	<p>Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office</p> <p>Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor – Public Employment Service Office</p>
	Total:	None	22 minutes	



8. PROVISION OF SPECIAL PROGRAM FOR THE EMPLOYMENT OF STUDENTS (SPES)

To help financially-challenged but deserving students by providing jobs. Working days shall be at 20 days minimum to 52 days maximum. They are entitled to at least a minimum wage of which 60% is paid by the municipality or any private employer and the 40% by the Department of Labor and Employment.

Office or Division:	Office of the Mayor-Public Employment Service Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Students and Out of School Youths (age must be 15-30)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificate or any document indicating date of birth or age of applicant (4 photo copies)		Philippine Statistics Authority		
Latest Income Tax Return (ITR) of parents or legal guardian, or (4 photocopies)		Bureau of Internal Revenue		
Certificate of Indigence or Certificate of Low Income (1 original & 3 photocopies)		Municipal Social Welfare & Development Office, Barangay Hall or Bureau of Internal Revenue		
For students; Class Card or Certificate of Grades (4 photocopies)		School/ University Registrar		
For Out of School Youth (OSY); Certification of Out of School Youth (1 original & 3 photocopies)		Municipal Social Welfare & Development Office, Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Visits the PESO and submit requirements pursuant to RA 7323	1.1 Receives and verifies requirements submitted	None	10 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i>



	1.2 Short list of qualified applicants	None	5 minutes	Office of the Mayor – Public Employment Service Office Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i>
2. Accomplishes Pertinent documents	2. Prepares and processes documents to be submitted to the Department of Labor and Employment (DOLE)	None	2 hours	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Service Office Cherry Ann G. del Rosario <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor – Public Employment Service Office
3. Signs contract	3. Signs contract	None	15 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Other Signatories: Alfredo P. Valdez, Jr., M.D. <i>Municipal Mayor,</i> Marilyn U. Tolentino, <i>Mun. Administrator,</i> Evelyn R. Alonzo, <i>Municipal Budget Officer</i>
4. Receives contract	4.1 Issues contract	None	5 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment



	4.2 Submits contract to Department of Labor and	None	30 minutes	Cathleen Joybel B. de la Cruz <i>Administrative Officer V (HRMO III)/PESO Manager-Designate</i> Office of the Mayor – Public Employment Other Signatories: Alfredo P. Valdez, Jr., M.D. <i>Municipal Mayor;</i> Marilyn U. Tolentino, <i>Mun. Administrator,</i> Evelyn R. Alonzo, <i>Municipal Budget Officer</i>
	Total:	None	3 hours & 5 minutes	



9. ISSUANCE OF MARKET CLEARANCE FOR THE RENEWAL OF BUSINESS LICENSE

Market Clearance is issued to Market Booth/stall and kiosk holders as pre-requisite to the issuance of Business License.

Office or Division:	Office of the Mayor- Municipal Public Market, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Market booth/stall and kiosk holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mayors Permit (1 photocopy)		Office of the Mayor- Business License and Permit Office (BPLO)		
Official Receipt (1 original copy)		Office of the Municipal Treasurer		
Certificate of Registration (1 photocopy)		Office of the Mayor- Business License and Permit Office (BPLO)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceeds to the office and inquires about the service	1.Provides the client with a short briefing on the service and its requirements	None	10 minutes	Angelo B. Ilaga <i>Market Supervisor</i> Office of the Mayor Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor Rolly Coloma <i>Security Guard III</i> Office of the Mayor Modesta Pascual <i>Revenue Collection Clerk II</i> Office of the Mun. Treasurer
2.Submits requirements and Certificate of Registration	2.Prepare business clearance signed by the Market Supervisor and the Mayor	P 50.00	2 days	Angelo B. Ilaga <i>Market Supervisor</i> Office of the Mayor Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor



3.Receives duly signed Market Clearance	3.Provides duly accomplished Market Clearance	None	10 minutes	<p>Angelo B. Ilaga <i>Market Supervisor</i> Office of the Mayor</p> <p>Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor</p> <p>Rolly Coloma <i>Security Guard III</i> Office of the Mayor</p>
	Total:	₱ 50.00	2 days and 20 minutes	



10. ISSUANCE OF CERTIFICATION AS BOOTH/STALL/KIOSK HOLDERS

The certification is issued to all booth, stall and kiosk as well as space occupants in the market for all legal intents and purposes.

Office or Division:	Office of the Mayor- Municipal Public Market, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Market booth/stall and kiosk holders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mayor's Permit (1 photocopy)		Office of the Mayor –Licensing Office		
Contract of Lease (1 original copy)		Office of the Mayor – Public Market		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceeds to the Market office and inquires about the service	1.Provides the client with a short briefing on the service and its requirements	None	5 minutes	Angelo B. Ilaga <i>Market Supervisor</i> Office of the Mayor Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor Rolly Coloma <i>Security Guard III</i> Office of the Mayor
2.Pays certification fee	2.Issues official receipt	P 100.00	5 minutes	Modesta Pascual <i>Revenue Collection Clerk II</i> Office of the Mun. Treasurer
3.Submits requirements and Certification	3.Prepare certification signed by the Market Supervisor and Municipal Mayor	None	2 days	Angelo B. Ilaga <i>Market Supervisor</i> Office of the Mayor Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor Rolly Coloma <i>Security Guard III</i> Office of the Mayor
4.Receives duly signed certification	4.Provides duly signed certification	None	5 minutes	Angelo B. Ilaga <i>Market Supervisor</i>



				Office of the Mayor Leonard B. de los Santos <i>Meat Inspector - Designate</i> Office of the Mayor Rolly Coloma <i>Security Guard III</i> Office of the Mayor
	Total:	₱ 100.00	2 days and 15 minutes	



11. SLAUGHTERING OF LIVESTOCK (LARGE ANIMALS & HOGS)

Meats for sale for consumption are required to be slaughtered at the Municipal Slaughterhouse. The animal to be slaughtered should be inspected to ensure that it is safe for human consumption.

Office or Division:	Office of the Mayor- Municipal Public Market, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	Livestock growers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Ownership Transfer (1 original copy)				
Official Receipt (1 original copy)		Office of the Municipal Treasurer		
Accomplished Meat Inspection Certificate (1 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present animals for slaughter	1.Perform anti-mortem inspection	None	5 minutes	Medel Dawang <i>Meat Inspector I</i> Office of the Mayor Leonard de los Santos <i>Admin. Aide VI/Meat Inspector-Designate</i> Office of the Mayor
2.Payment of fees	2.Check documents	-Cert. Of Ownership transfer- P75.00(large animals) -Private slaughtering fee- P40.00 (small animals) P 100.00 (large animals) -Permit to slaughter fee- P 50.00 (small animals) P 75.00 (large animals)	5 minutes	Medel Dawang <i>Meat Inspector I</i> Office of the Mayor Leonard de los Santos <i>Admin. Aide VI/Meat Inspector-Designate</i> Office of the Mayor
	3.Humane handling before slaughter	None	10 minutes	Medel Dawang <i>Meat Inspector I</i>



				Office of the Mayor
	4.Slaughtering of the animal	None	1 hour	Leonard de los Santos <i>Admin. Aide VI/Meat Inspector-Designate</i> Office of the Mayor
5.Payment of fees for consumption	5.Perform Post-Mortem Inspection	Post-mortem fee – weight x 0.25 Delivery fee- weight x 0.30	10 minutes	Leonard de los Santos <i>Admin. Aide VI/Meat Inspector-Designate</i> Office of the Mayor
6.Show receipts and receives copy of meat inspection certificate	6.Provides client with accomplished Meat Inspection Certificate		5 minutes	Medel Dawang <i>Meat Inspector I</i> Office of the Mayor Leonard de los Santos <i>Admin. Aide VI/Meat Inspector-Designate</i> Office of the Mayor
7.Receives the carcass & entrails	7.Releases the carcass & entrails	None	10 minutes	Joel Jerryco dela Cruz <i>Admin. Aide III/ Meat Van Drivers-Designate</i>
	Total:	-Cert. Of Ownership transfer- P75.00(large animals) -Private slaughtering fee- P40.00 (small animals) P 100.00 (large animals) -Permit to slaughter fee- P 50.00 (small animals) P 75.00 (large animals) Post-mortem fee – weight x 0.25 Delivery fee- weight x 0.30	1 hour & 45 minutes	



12. APPLICATION FOR BUSINESS PERMIT (RENEWAL)

The processing of business permit is provided to business entrepreneurs before they engage in business. Provided in the JMC 2016-01, steps should be limited to three (3) and processing should be done for one day (1) only.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; G2G Government to Government			
Who may avail:	All business owners, operators, or entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Unified Form		Business Permit and Licensing Office		
Basis for Gross Sales		Bureau of Internal Revenue or Company/Business		
Barangay Business Clearance		Barangay/Business Permit and Licensing Office		
Community Tax Certificate		Municipal Treasurer Office		
Certificate of Non-Delinquency		Municipal Treasurer Office		
Contract of Lease (if lessee)		Lessor		
Official Receipt		Municipal Treasurer Office		
Police Clearance		Philippine National Police (Municipal)		
Locational/Zoning Clearance		Municipal Planning Development Office-Zoning		
Occupancy Permit		Municipal Engineering Office-Office of the Building Official		
Sanitary Permit		Municipal Health Office- Sanitation		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits duly filled out and signed business unified form with pre-requirements and file for application	1. Verify and approve completeness of data and pre-requirements 1.1 Endorse to next step	None	7 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
2. Present certificate of gross sales from previous year and pay for corresponding tax and regulatory fees at the Municipal Treasurer Office	2.1 Issue tax order of payment. 2.2 Receive payment 2.3 Issue official receipt	-Business tax (per line of business, see Annex No. 1) -Mayor's Permit Fee (per line of		William G. Dadiz- Revenue Collection Clerk II/Clair G. Caluza-Revenue Collection Clerk II



		business, See Annex No. 2) Regulatory Fees -Business Signboard Fee (200php) - Occupation Tax (120/perso n) -Medical Certificate (150/perso n) -Sanitary and Health Permit Fee (See Annex No. 3) -Business Sticker (50php) -Garbage Fee (See Annex No. 4) -Mayor's Clearance (100php) -Health Certificate Card (75/person) -Hepa B screening for Food Handler (140/perso n) -Inspection Fee (See Annex No.) -Laboratory Fee		
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		(175php/person) -Police Clearance for Business (100php/person) Other Charge - Governor's Permit (per line of business, See Annex No.) -License for beer if applicable (400php) -License for Gin if applicable (400php) License for Cigarette (250php) Collection from Other Agency: -Fire Safety Inspection Certificate (See Annex No. 5)	10 minutes	Bureau of Fire Protection (Frontliner, co-location)
3. Present proof of payment (OR) to Business Permit and Licensing Office, claim approved Mayor's Permit together with sticker and sign logbook	3.1 Received the proof of payment (OR) 3.2 Capture and print Mayor's Permit 3.3 Sort Mayor's Permit and attach pre-	None	5 minutes 5 minutes 5 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo-Administrative Aide IV/Noel D. Paraon-Administrative Aide I



	requirement documents			
	Total:		39 minutes	

13. APPLICATION FOR BUSINESS PERMIT (NEW)

The processing of business permit is provided to business entrepreneurs before they engage in business. Provided in the JMC 2016-01, steps should be limited to three (3) and processing should be done within one (1) to two (2) days.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; G2G Government to Government			
Who may avail:	All business owners, operators, or entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Registration		Department of Trade and Industry/Securities and Exchange Commission/Cooperative Development Agency		
Business Unified Form		Business Permit and Licensing Office		
Basis for Capitalization		Company		
Barangay Business Clearance		Barangay/ Business Permit and Licensing Office		
Community Tax Certificate		Municipal Treasurer Office		
Certificate of Non-Delinquency		Municipal Treasurer Office		
Contract of Lease (if lessee)		Lessor		
Official Receipt		Municipal Treasurer Office		
Locational/Zoning Clearance)		Municipal Planning Development Office-Zoning		
Occupancy Permit		Municipal Engineering Office-Office of the Building Official		
Ecological Solid Waste Management Orientation Stub		Municipal Environment and Natural Resources Office		
Police Clearance		Philippine National Police (Municipal)		
Sanitary Permit and Health Card		Municipal Health Office- Sanitation		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly filled out and signed business unified form with pre-requirements and file for application	1.1 Verify and approve completeness of data and pre-requirements for encoding 1.2 Endorse to next step	None	7 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I



<p>2. Present certificate of capitalization and pay corresponding regulatory fees at the Municipal Treasurer Office</p>	<p>2.1 Issue tax order of payment.</p> <p>2.2 Receive payment</p> <p>2.3 Issue official receipt</p>	<p>- Mayor's Permit Fee (per line of business, See Annex No.)</p> <p>Regulatory Fees</p> <p>- Business Signboard Fee (200php)</p> <p>-</p> <p>Occupation Tax (120/person)</p> <p>- Medical Certificate (150/person)</p> <p>- Sanitary and Health Permit Fee (200php)</p> <p>- Business Sticker (50php)</p> <p>- Garbage Fee (See Annex No.)</p> <p>- Mayor's Clearance (100php)</p> <p>- Health Certificate Card (75/person)</p> <p>- Hepa B screening for Food Handler (140/person)</p> <p>- Inspection Fee (See Annex No.)</p>	<p>7 minutes</p>	<p>William G. Dadiz- Revenue Collection Clerk II/Clair G. Caluza- Revenue Collection Clerk II</p>
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		-Laboratory Fee (175php/person) -Police Clearance for Business (100php/person) Other Charge - Governor's Permit (per line of business, See Annex No.) -License for beer if applicable (400php) -License for Gin if applicable (400php) License for Cigarette (250php)		
		Collection from Other Agency: -Fire Safety Inspection Certificate (See Annex No.)	10 minutes	Bureau of Fire Protection (Frontliner, co-location)
3. Present proof of payment (OR) to Business Permit and Licensing Office, claim	3.1 Received the proof of payment (OR)	None	5 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo-



approved Mayor's Permit together with sticker and sign logbook	3.2 Capture and print Mayor's Permit		5 minutes	Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	3.3 Sort Mayor's Permit and attach pre-requirement documents		5 minutes	
	Total:		39 minutes	



14. APPLICATION FOR BUSINESS PERMIT (NEW)

The processing of business permit is provided to business entrepreneurs before they engage in business. Provided in the JMC 2016-01, steps should be limited to three (3) and processing should be done within one (1) or two (2) days only. However, there are businesses like gasoline stations, poultry farm and piggery that needs pre-requirement from special governing bodies in the municipality (e.g. LZBAA). Thus, this should be given additional time to process such.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; G2G- Government to Government			
Who may avail:	All business owners, operators, or entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Unified Form		Business Permit and Licensing Office		
Clearance/Approval from Special Governing Bodies		Special Governing Bodies (e.g.LZBAA)		
Business Registration		Department of Trade and Industry/Securities and Exchange Commission/Cooperative Development Agency		
Business Unified Form		Business Permit and Licensing Office		
Basis for Capitalization		Company		
Barangay Business Clearance		Barangay/ Business Permit and Licensing Office		
Community Tax Certificate		Municipal Treasurer Office		
Certificate of Non-Delinquency		Municipal Treasurer Office		
Contract of Lease (if lessee)		Lessor		
Official Receipt		Municipal Treasurer Office		
Locational/Zoning Clearance		Municipal Planning Development Office-Zoning		
Occupancy Permit		Municipal Engineering Office-Office of the Building Official		
Ecological Solid Waste Management Orientation Stub		Municipal Environment and Natural Resources Office		
Police Clearance		Philippine National Police (Municipal)		
Sanitary Permit and Health Card		Municipal Health Office- Sanitation		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits duly filled out and signed business unified form with pre-requirements and file for application	1.1Verify and approve completeness of data and pre-requirements Endorse to next step	None	7 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I



<p>2. Present proof of capitalization and pay for regulatory fees at the Municipal Treasurer Office</p>	<p>2.1 Issue tax order of payment.</p> <p>2.2 Receive payment</p> <p>2.3 Issue official receipt</p>	<p>-Mayor's Permit Fee (per line of business, See Annex No.)</p> <p>Regulatory Fees</p> <p>-Business Signboard Fee (200php)</p> <p>-Occupation Tax (120/person)</p> <p>-Medical Certificate (150/person)</p> <p>-Sanitary and Health Permit Fee (200php)</p> <p>-Business Sticker (50php)</p> <p>-Garbage Fee (See Annex No.)</p> <p>-Mayor's Clearance (100php)</p> <p>-Health Certificate Card (75/person)</p> <p>-Hepa B screening for Food Handler (140/person)</p> <p>-Inspection Fee (See Annex No.)</p> <p>-Laboratory Fee (175php/per</p>	<p>7 minutes</p>	
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		son) -Police Clearance for Business (100php/person) Other Charge -Governor's Permit (per line of business, See Annex No.) -License for beer if applicable (400php) -License for Gin if applicable (400php) License for Cigarette (250php)		
		Collection from Other Agency: -Fire Safety Inspection Certificate(See Annex No.)	10 minutes	Bureau of Fire Protection (Frontliner, co-location)
3. Present proof of payment (OR) to Business Permit and Licensing Office, claim approved Mayor's Permit together with sticker and sign logbook	3.1 Received the proof of payment (OR) 3.2 Capture and print Mayor's Permit 3.3 Sort	None	5 minutes 5 minutes 5 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo-Administrative Aide IV/Noel D. Paraon-Administrative Aide I



	Mayor's Permit and attach pre- requirement documents			
	Total:		39 minutes	



15. APPLICATION FOR BUSINESS PERMIT (NEW)

The processing of business permit is provided to business entrepreneurs before they engage in business. Provided in the JMC 2016-01, steps should be limited to three (3) and processing should be done within one (1) or two (2) days only. However, there are businesses like cockpit franchise needs legislative measure and approval before it formally operates. Thus, this should be given additional time to process such.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; G2G- Government to Government			
Who may avail:	All business owners, operators, or entities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Business Unified Form		Business Permit and Licensing Office		
Legislative Measure		Sangguniang Bayan		
Business Registration		Department of Trade and Industry/Securities and Exchange Commission/Cooperative Development Agency		
Business Unified Form		Business Permit and Licensing Office		
Basis for Capitalization		Company		
Barangay Business Clearance		Barangay/ Business Permit and Licensing Office		
Community Tax Certificate		Municipal Treasurer Office		
Certificate of Non-Delinquency		Municipal Treasurer Office		
Contract of Lease (if lessee)		Lessor		
Official Receipt		Municipal Treasurer Office		
Locational/Zoning Clearance		Municipal Planning Development Office-Zoning		
Occupancy Permit		Municipal Engineering Office-Office of the Building Official		
Ecological Solid Waste Management Orientation Stub		Municipal Environment and Natural Resources Office		
Police Clearance		Philippine National Police (Municipal)		
Sanitary Permit and Health Card		Municipal Health Office- Sanitation		
Fire Safety Inspection Certificate		Bureau of Fire Protection		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly filled out and signed business unified form with pre-requirements and file for application	1.1 Verify and approve completeness of data and pre-requirements 1.2 Endorse to next step	None	7 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I



<p>2. Present proof of capitalization and pay for regulatory fees at the Municipal Treasurer Office</p>	<p>2.1 Issue tax order of payment.</p> <p>2.2 Receive payment</p> <p>2.3 Issue official receipt</p>	<p>- Mayor's Permit Fee (per line of business, See Annex No.)</p> <p>Regulatory Fees</p> <p>- Business Signboard Fee (200php)</p> <p>- Occupation Tax (120/person)</p> <p>- Medical Certificate (150/person)</p> <p>- Sanitary and Health Permit Fee (200php)</p> <p>- Business Sticker (50php)</p> <p>- Garbage Fee (See Annex No.)</p> <p>- Mayor's Clearance (100php)</p> <p>- Health Certificate Card (75/person)</p> <p>- Hepa B screening for Food Handler (140/person)</p> <p>- Inspection Fee (See Annex No.)</p> <p>- Laboratory</p>	<p>7 minutes</p>	<p>William G. Dadiz- Revenue Collection Clerk II/Clair G. Caluza- Revenue Collection Clerk II</p> <p>Bureau of Fire Protection (Frontliner, co-location)</p>
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		<p>Fee (175php/person) -Police Clearance for Business (100php/person) Other Charge - Governor's Permit (per line of business, See Annex No.) -License for beer if applicable (400php) -License for Gin if applicable (400php) License for Cigarette (250php)</p> <p>Collection from Other Agency: -Fire Safety Inspection Certificate(See Annex No.)</p>	10 minutes	
3. Present proof of payment (OR) to Business Permit and Licensing Office, claim approved Mayor's Permit together with	<p>3.1 Received the proof of payment (OR)</p> <p>3.2 Capture and print Mayor's Permit</p>	None	<p>5 minutes</p> <p>5 minutes</p>	<p>Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo-</p>



sticker and sign logbook	3.3 Sort Mayor's Permit and attach pre- requirement documents		5 minutes	Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	Total:		39 minutes	



16. ISSUANCE OF PERMIT ON ADVERTISING ACTIVITIES (HANGING OF STREAMER/TARPAULIN)

The permit on advertising activities (hanging of streamer/tarpaulin) is being issued to clients, organizations, and agencies as long as requirements are complete and/or fees are paid.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; Government to Government			
Who may avail:	Individuals, companies, organizations, and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of intent/request letter		Business Permit and Licensing Office/Mayor's Office-Releasing		
Official receipt		Municipal Engineering Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present approved request letter to the Business Permit and Licensing Office	1.1 Verify document and accepts application 1.2 Endorse to next step	None	6 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
2.Coordinate on the location of the hanging activity and pay for corresponding fee to the Municipal Engineering Office	2.1 Instruct client where streamers/banners should be hanged 2.2 Assess and accept payment 2.3 Issue official receipt	Fees on signboard and advertisements (See Annex No.6)	5 minutes 7 minutes 2 minutes	Engr. Venonie Coloma-Municipal Engineer/Engr. Jarah Mae Mandac- Engineer I/Ms. Angelita Agonoy- Administrative Aide I
3. Present official receipt and claim the permit at the Business Permit and Licensing Office	3. Encode and issue the signed mayor's permit	None	7 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	Total:		28 minutes	



17. ISSUANCE OF PERMIT TO CONDUCT MOTORCADE /PARADE / PROCESSION

The permit to conduct motorcade/parade/procession is being issued to clients, organization, business establishments, schools, churches, associations and other agencies for them to conduct such activity within the premises of the municipality

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; Government to Government			
Who may avail:	Individuals, companies, organizations, and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of intent/request letter		Business Permit and Licensing Office/Mayor's Office-Releasing		
Official receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present approved request letter to the Business Permit and Licensing Office	1.1 Verify document and accepts application 1.2 Endorse to next step	None	7 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
2.Pay corresponding fees and receive official receipt to the Municipal Treasurer Office	2.1 Assess and accept payment 2.2 Issue official receipt	₱ 150.00	5 minutes 3 minutes	Ms. Clair Caluza- Revenue Collection Clerk II/Mr. William G. Dadiz- Revenue Collection Clerk II
3.1 Present official receipt and claim the permit to the Business Permit and Licensing Office	3.1 Encode and issue the signed mayor's permit	None	6 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
3.2 Coordinate with the Philippine National Police-Traffic Division on the route of the activity	3.2 Approve and instruct client on the route of the activity	None	4 minutes	PCpl Sonny Cuaresma Jr.- PNP Traffic Division Head
Total:		₱ 150.00	25 minutes	



18. ISSUANCE OF SPECIAL MAYOR'S PERMIT TO CONDUCT PROMOTIONAL ACTIVITY OR OTHER NATURE OF EVENTS

The special mayor's permit to conduct promotional activity and other nature of events (i.e. free product tasting, distribution of product samples, exhibits, Oktoberfest, and the like) is being issued to individuals/organizations and agencies provided that they have met requirements and/or paid the required fees.

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; Government to Government			
Who may avail:	Individuals, companies, organizations, and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter of intent/request letter		Business Permit and Licensing Office/Mayor's Office-Releasing		
Official receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present approved request letter to the Business Permit and Licensing Office	1.1 Verify document and accepts application	None	5 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	1.2 Endorse to next step		3 minutes	
2.Pay corresponding fee and receive official receipt to the Municipal Treasurer Office	2.1 Assess and accept payment	Special Mayor's Permit Fee (See Annex No. 6)	7 minutes	Ms. Clair Caluza- Revenue Collection Clerk II/Mr. William G. Dadiz- Revenue Collection Clerk II
	2.2 Issue official receipt		6 minutes	
3. Present official receipt and claim the permit to the Business Permit and Licensing Office	3. Encode and issue the signed mayor's permit	None	10 minutes	Jean Merry U. Talavera-Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	Total:		31 minutes	



19. ISSUANCE OF MAYOR'S CLEARANCE

The Mayor's Clearance is being issued to clients who need the document for any legal purpose (i.e. application for local and/or foreign employment, etc.) provided that they meet/submit the necessary requirements

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; Government to Government			
Who may avail:	Individuals, companies, organizations, and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (Pre)		Barangay/Municipal Hall		
Community Tax Certificate (Pre)		Barangay/Municipal Hall		
Police Clearance (or) (pre)		Philippine National Police-Municipal Station		
NBI Clearance (Pre)		National Bureau of Investigation		
Application Form		Business Permit and Licensing Office		
Official Receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for necessary fees in securing Mayor's Clearance at the Municipal Treasurer Office	1.1 Assess and issue official receipt	₱ 100.00 -Mayor's Clearance Fee	3 minutes	Ms. Clair Caluza- Revenue Collection Clerk II/Mr. William G. Dadiz- Revenue Collection Clerk II
	1.2 Endorse to next step		2 minutes	
2. Fill out application form and submit requirements at the Business Permit and Licensing Office	2.1 Verify the correctness of the provided data and completeness of the requirements.	None	5 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	2.2 Encode and process mayor's clearance		5 minutes	
3. Sign logbook and receive signed Mayor's Clearance at the Business Permit and Licensing Office	3. Instruct client to sign logbook and release mayor's clearance	None	3 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	Total:	₱ 100.00	18 minutes	



20. ISSUANCE OF OCCUPATION PERMIT

The Mayor's Clearance is being issued to clients who need the document for any legal purpose (i.e. application for local and/or foreign employment, etc.) provided that they meet/submit the necessary requirements

Office or Division:	Office of the Mayor-Business Permit and Licensing Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client; G2B- Government to Business; Government to Government			
Who may avail:	Individuals, companies, organizations, and agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (Pre)		Barangay/Municipal Hall		
Community Tax Certificate (Pre)		Barangay/Municipal Hall		
Police Clearance (or) (pre)		Philippine National Police-Municipal Station		
NBI Clearance (Pre)		National Bureau of Investigation		
Application Form		Business Permit and Licensing Office		
Official Receipt		Municipal Treasurer Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Pay for necessary fees in securing Mayor's Clearance at the Municipal Treasurer Office	1.1 Assess and issue official receipt	Occupation tax (See Annex No. 6)	5 minutes	Ms. Clair Caluza- Revenue Collection Clerk II/Mr. William G. Dadiz- Revenue Collection Clerk II
	1.2 Endorse to next step		1 minute	
2. Fill out application form and submit requirements at the Business Permit and Licensing Office	2.1 Verify the correctness of the provided data and completeness of the requirements.	None	3 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
	2.2 Encode and process mayor's clearance		4 minutes	
3. Sign logbook and receive signed Mayor's Clearance at the Business Permit and Licensing Office	3. Instruct client to sign logbook and release mayor's clearance	None	3 minutes	Jean Merry U. Talavera- Licensing Officer/Rowena R. Guillermo- Administrative Aide IV/Noel D. Paraon- Administrative Aide I
Total:			16 minutes	



21. HERITAGE WALKING TOUR “PANAGPASIAR”, MUSEUM TOUR, AND/OR GUIDED TOURS WITHIN THE MUNICIPALITY

To provide tour guide services to requesting tourists or visitors within the municipality. If requirements are complete, this transaction can normally be completed in one (1) working day.

Office or Division:	Office of the Mayor – Tourism Section			
Classification:	Tourism Services			
Type of Transaction:	Government to Government; Government to Private, NGO's and Researchers			
Who may avail:	Government, Private, NGO's, Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request to Municipal Mayor				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request to the Municipal Mayor	1.1 Accepts the letter and records the same.	None	2 Minutes	Ryan Rollaine Simon / Jean Merry U. Talavera
	1.2 Forwards the same to the Municipal Mayor	None	2 Minutes	Ryan Rollaine Simon / Jean Merry U. Talavera
	1.3 Reviews the letter for action.	None	20 Minutes	<i>Municipal Mayor</i> Alfredo P. Valdez, Jr., M.D.
	1.4 Retrieves the letter with annotation of approval and records the same.	None	3 Minutes	Ryan Rollaine Simon / Jean Merry U. Talavera
2. Receives the approved letter of request	Informs the requesting party of approval and forwards copy of letter with annotation to the tourism officer designate or staff.	None		Ryan Rollaine Simon / Jean Merry U. Talavera
3. Avails of the tour guiding services	Discuss / arrange the itinerary and provides tour guiding to the requesting party.		Depends on the areas covered.	<i>Senior Tourism Operations Officer</i> Richie Gielbys B. Cavinta



4. Submits visitors Feedback Form to the Office of the Mayor	Receives visitors' feedback		5 Minutes	Ryan Rollaine Simon
	Total:	None	32 minutes	



22. ISSUANCE OF CERTIFICATE OF TAX WITHHELD

The Local Government Unit of San Nicolas, Ilocos Norte is obligated to hold a certain percentage of the contracted cost of every transaction entered into by the suppliers and contractors and remit to the BIR the following month. The supplier/contractor will deduct from their tax due to payable to the BIR whatever amount deducted from them by the Local Government Unit.

Office or Division:	Office of the Municipal Accountant, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client			
Who may avail:	Employees, Contractor, Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Paid Vouchers		Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Office of the Municipal Accountant and inquire about the service	1.1 Interview the client about the transaction entered into by the LGU	None	10 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	1.2 Verifies the said transaction from the accounting records	None	30 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant
	1.3 Prepares the Certification of Tax Withheld	None	15 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant Jo Ann A. Badua <i>Accounting Clerk II</i> Office of the Municipal Accountant
	1.4 Processes the Certification and gives the certification to the Municipal Accountant and	None	30 minutes	Alicia C. Bumanglag <i>Administrative Officer II (Accountant I)</i> Office of the Municipal Accountant



	Municipal Treasurer for signature 1.5 Signs the certificate	None	5 minutes	Henry U. Ulep <i>Municipal Treasurer</i> Office of the Municipal Treasurer
2. Receives the Documents	2. Issues the duly approved document to the client	None	5 minutes	Alicia C. Bumanglag <i>Administrative Officer</i> <i>II (Accountant I)</i> Office of the Municipal Accountant
	Total	None	95 minutes	



23. ISSUANCE OF CERTIFICATE OF ACTUAL INCOME AND EXPENDITURES

The office Issues certificate of actual income and expenditures to anybody who needs the documents

Office or Division:	Office of the Municipal Accountant, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	Office of the Mayor, Office of the Sangguniang Bayan, Department Heads, Students, Stakeholder			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If client is not employed within the LGU, a request duly approved by the Mayor		Mayor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Office of the Municipal Accountant and inquire about the service	1.2 Interview the client about his or her purpose	None	20 minutes	Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant Magdalena T. Hernandez <i>Administrative Officer IV (Accountant II)</i> Office of the Municipal Accountant
	1.2 Gathers Data from the accounting records	None	1 hour	Magdalena T. Hernandez <i>Administrative Officer IV (Accountant II)</i> Office of the Municipal Accountant Ofelia L. Pedronan <i>Senior Bookkeeper</i> Office of the Municipal Accountant
	1.3 Prepares the Certification and gives it to the Municipal Accountant for Signature	None	1 hour	Magdalena T. Hernandez <i>Administrative Officer IV (Accountant II)</i> Office of the Municipal Accountant Ofelia L. Pedronan



	1.4 Signs the certificate	None	5 minutes	<i>Senior Bookkeeper</i> Office of the Municipal Accountant Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
2. Receives the Documents	2. Issues the document to the client	None	5 minutes	Magdalena T. Hernandez <i>Administrative Officer IV (Accountant II)</i> Office of the Municipal Accountant Ofelia L. Pedronan <i>Senior Bookkeeper</i> Office of the Municipal Accountant
	Total:	None	2 hours and 30 minutes	



24. PROCESSING OF CLAIMS

The office processes claims for Burial and Death Benefits of Barangay Officials as per Municipal Ordinance No. 03, series of 2006.

Office or Division:	Office of the Municipal Accountant, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Submits the required	G2C-Government to Client			
Who may avail:	Barangay Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
a. Barangay Certification on the residency of the claimant		Accounting Office		
b. Death Certificate		Philippine Statistics Authority (PSA)		
c. DILG Certification that the person is an incumbent Barangay Official		Department of Interior and Local Government (DILG)		
d. Any legal document establishing the relationship of the claimant and the deceased like marriage contract, birth certificates, etc.		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the Office of the Municipal Accountant and inquire about the service	1. Provides the client with a short briefing on the service	None	15 minutes	Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
2. Submits the required documents	2.1 Verifies the document	None	15 minutes	Geraldine H. Mata <i>Municipal Accountant</i> Office of the Municipal Accountant
	2.2 Prepares the Disbursement Voucher	None	20 minutes	Jo Ann A. Badua <i>Accounting Clerk II</i> Office of the Municipal Accountant Alma Agnes V. Delos Santos <i>Accounting Clerk II</i> Office of the Municipal Accountant
	2.3 Process the voucher and gives the disbursement	None	1 hour	Jo Ann A. Badua <i>Accounting Clerk II</i>



	voucher to the Municipal Budget Officer			Office of the Municipal Accountant Alma Agnes V. Delos Santos <i>Accounting Clerk II</i> Office of the Municipal Accountant
	2.4 Receives the papers from the Municipal Budget Officer and verifies the supporting documents as to control numbers and signatures	None	10 minutes	Jo Ann A. Badua <i>Accounting Clerk II</i> Office of the Municipal Accountant Alma Agnes V. Delos Santos <i>Accounting Clerk II</i> Office of the Municipal Accountant
	2.5 Post/ records the disbursement voucher to the different accounting records	None	1 week	Magdalena T. Hernandez <i>Administrative Officer IV (Accountant II)</i> Office of the Municipal Accountant
	2.6 Submits the disbursement voucher to the Office of the Municipal Treasurer	None	5 minutes	Jo Ann A. Badua <i>Accounting Clerk II</i> Office of the Municipal Accountant Alma Agnes V. Delos Santos <i>Accounting Clerk II</i> Office of the Municipal Accountant
	1.6 Prepares Accountant's Advice for Local Check Disbursement duly approved by the Municipal Accountant and submits same with the approved disbursement vouchers to the Office of the Municipal Treasurer	None	5 minutes	Jo Ann A. Badua <i>Accounting Clerk II</i> Office of the Municipal Accountant Alma Agnes V. Delos Santos <i>Accounting Clerk II</i> Office of the Municipal Accountant



	Total	None	1 week 2 hours and 25 minutes	
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25. APPLICATION FOR SPECIAL PERMIT TO DUMP SEGREGATED WASTES

The application for a Special Permit to Dump segregated wastes is provided to households and/or non-households prior to disposal at the final disposal facility of the municipality.

Office or Division:	Municipal Environment and Natural Resources Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; and G2B – Government to Business			
Who may avail:	Household and Non- Household			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Permit to Dump if renewal (1 original copy or 1 photocopy)		Municipal Environment and Natural Resources Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests Special Permit to Dump Segregated Wastes in the MENRO office	1. Assists client and seek needed information to be indicated in the permit	None	5 Minutes	HEIDIE L. PAGUIRIGAN <i>Environmental Management Specialist I (EMS I)</i> MENRO
2. Proceeds to the MENRO officer for evaluation and approval of permit	2.1 Interviews the client on the nature and volume of wastes to be disposed of as indicated in the permit 2.2 Instruct the client on the standards to be followed prior to disposal of wastes 2.2 Approve the permit	None	10 minutes	MARILYN U. TOLENTINO <i>MENRO Officer</i> MENRO



3.Receive approved Permit to Dump	3.1 Release approved Permit to Dump 3.2 Log the issued permit in the Garbage Permit Logbook	None	2 Minutes	HEIDIE L. PAGUIRIGAN EMS / MENRO
	Total:	None	17 minutes	



26. CONDUCT OF SOLID WASTE MANAGEMENT SEMINAR TO BUSINESS OWNERS/OPERATORS

All new business permit applicants shall undergo Solid Waste Management (SWM) Orientation-Seminar prior to the release of their approved business permits.

Office or Division:	Municipal Environment and Natural Resources Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	New Business Applicants/ Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers in the Solid Waste Management (SWM) Seminar logbook in the MENRO office	1. Assists and inform the client on the available schedule for the seminar	None	2 Minutes	HEIDIE L. PAGUIRIGAN EMS / MENRO
2. Attends the scheduled seminar and register on the SWM attendance sheet form	2. Assists the attendee in filling-out the form	None	3 Minutes	HEIDIE L. PAGUIRIGAN EMS / MENRO
3. Takes the Pre-Training Effectiveness Survey	3.1. Distributes the Pre-Training Effectiveness Survey 3.2 Assists the attendee in case of query/ies	None	5 Minutes	HEIDIE L. PAGUIRIGAN EMS / MENRO
4. Undergoes SWM Orientation-Seminar	4. Conducts the SWM Orientation-Seminar	None	1 Hour and 30 Minutes	MARILYN U. TOLENTINO <i>Municipal Environment and Natural Resources Officer</i> MENRO Or HEIDIE L. PAGUIRIGAN EMS / MENRO



5. Takes the Post-Training Effectiveness Survey	5.1 Distributes the examination paper 5.2 Corrects the examination paper after examination 5.3 Assesses if the attendee passed or failed *If failed, attendee shall re-take the exam	None	10 Minutes	MARILYN U. TOLENTINO <i>Municipal Environment and Natural Resources Officer</i> MENRO Or HEIDIE L. PAGUIRIGAN <i>EMS / MENRO</i>
6. Receive Seminar Completion Coupon and IEC materials	6. Release SWM Seminar Completion Coupon and IEC materials	None	2 Minutes	MARILYN U. TOLENTINO <i>Municipal Environment and Natural Resources Officer</i> MENRO Or HEIDIE L. PAGUIRIGAN <i>EMS / MENRO</i>
	Total:	None	1 hour and 52 minutes	



27. ISSUANCE OF MAYOR'S CLEARANCE TO CUT TREE/S

The issuance of Mayor's Clearance to cut tree/s is in compliance to DENR mandate towards tree preservation and conservation.

Office or Division:	Municipal Environment and Natural Resources Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All transacting client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 photocopy)		Barangay Hall		
Tax Declaration (1 photocopy) and/or Land Title (1 photocopy)		Municipal Assessor's Office		
Official Receipt (1 photocopy)		Municipal Treasurer's Office		
Photo Documentations		Subject Trees to be cut by the Applicant		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MENRO office for checklist of requirements	1. Gives the checklist of requirements for completion and assist the client in case of query/ies	None	5 Minutes	HEIDIE L. PAGUIRIGAN EMS I MENRO
2. Goes to the Mayor's Office and submit request letter attached with the needed requirements	2. Receives the request letter and advise to proceed to the MENRO office	None	2 Minutes	RYAN ROLLAIN T. SIMON LDRMO III/ SAA II-Des. Office of the Mayor
3. Presents the received letter of request from the Mayor's Office and the needed requirements	3.1 Receives the application and review the submitted documents 3.2 Prepares the Mayor's Clearance to Cut Tree/s for approval of the Mayor	None	10 Minutes	MARILYN U. TOLENTINO Municipal Environment and Natural Resources Officer MENRO Or HEIDIE L. PAGUIRIGAN EMS I MENRO
4. Proceeds to the Municipal Treasurer's Office for payment	4. Issues corresponding Official Receipt	PHP 100	5 Minutes	WILLIAM DADIZ Revenue Collection Clerk II



				Office of the Municipal Treasurer Or CLAIR CALUZA <i>Revenue Collection</i> <i>Clerk II</i> Office of the Municipal Treasurer
5. Provides a copy of Official Receipt to MENRO and sign in the MENRO logbook prior to release of the approved Mayor's Clearance	5. Releases the approved Mayor's Clearance to Cut Tree/s	None	3 Minutes	HEIDIE L. PAGUIRIGAN <i>EMS I</i> MENRO
	Total:	₱ 100.00	25 minutes	



28. ISSUANCE OF MAYOR'S CERTIFICATION FOR CHAINSAW REGISTRATION

The issuance of Mayor's Certification is in compliance to Republic Act 9175 otherwise known as the Chainsaw Registration Act of 2002.

Office or Division:	Municipal Environment and Natural Resources Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Clearance (1 photocopy)		Barangay Hall		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MENRO office for checklist of requirements	1. Gives the checklist of requirements for completion and assist the client in case of query/ies	None	5 Minutes	HEIDIE L. PAGUIRIGAN EMS I MENRO
2. Goes to the Mayor's Office and submit request letter attached with the needed requirements	2. Receives the request letter and advise to proceed to the MENRO office	None	2 Minutes	RYAN ROLLAIN T. SIMON LDRMO III/ SAA II-Des. Office of the Mayor
3. Presents the received letter of request from the Mayor's Office and the needed requirements	3.1 Receives the application and review the submitted documents 3.2 Prepares the Mayor's Certification for Chainsaw Registration for approval of the Mayor	None	10 Minutes	MARILYN U. TOLENTINO Municipal Environment and Natural Resources Officer MENRO Or HEIDIE L. PAGUIRIGAN EMS I MENRO
4. Proceeds to the Municipal Treasurer's Office for payment	4. Issues corresponding Official Receipt	PHP 100	5 Minutes	WILLIAM DADIZ Revenue Collection Clerk II



				Office of the Municipal Treasurer Or CLAIR CALUZA <i>Revenue Collection</i> <i>Clerk II</i> Office of the Municipal Treasurer
5. Provides a copy of Official Receipt to MENRO and sign in the MENRO logbook prior to release of the approved Mayor's Certification	5. Releases the approved Mayor's Certification for Chainsaw Registration	None	3 Minutes	HEIDIE L. PAGUIRIGAN <i>EMS I</i> MENRO
	Total:	₱ 100.00	25 minutes	



29. PROVISION OF BOTTLE CRUSHING AND OTHER WASTE MANAGEMENT EQUIPMENT SERVICES

These alternative technologies are being lent to all requisitioners – barangays and business establishments as part of the LGU's assistance to properly manage their solid wastes i.e., glass bottles, residual and compostable wastes.

Office or Division:	Municipal Environment and Natural Resources Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client; and G2B – Government to Business			
Who may avail:	All transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out the MENRO request form and sign in the MENRO logbook indicating the date and time of request for the use of equipment. The following are the loanable equipment: Bottle Crusher Plastic Grinder Bio Shredder	1. Receive the application and check the availability of the equipment	None	3 Minutes	MARILYN U. TOLENTINO <i>Municipal Environment and Natural Resources Officer</i> MENRO or HEIDIE L. PAGUIRIGAN <i>EMS / MENRO</i>
2. Proceeds to the Municipal Treasurer's Office for payment	2.1 Accepts the payment based on the Amended Revenue Code 2.2 Issues corresponding Official Receipt	PHP 800/ day (bottle crusher) PHP500 /day (plastic grinder) PHP300 /day (bio shredder)	5 Minutes	WILLIAM DADIZ <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer Or CLAIR CALUZA <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
3. Provides a copy of Official Receipt to MENRO	Receives a copy of the official receipt and remind the client	None	5 Minutes	HEIDIE L. PAGUIRIGAN <i>EMS / MENRO</i>



	on his approved schedule			
	Total:	₱ 800.00 / day (bottle crusher) ₱500.00 /day (plastic grinder) ₱300.00 /day (bio shredder)	13 minutes	



30. LENDING OF GOVERNMENT EQUIPMENT/ MACHINERIES/ FACILITIES/ OTHER PROPERTIES

Government equipment, machineries, facilities and other properties could be rented by individuals or organizations provided they submit the requirements, pay the required fees and as long as the equipment, machinery, facility, and other properties requested is/are available for the date/s requested.

Office or Division:	Office of the Municipal Administrator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; and G2G – Government to Government			
Who may avail:	All Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the Mayor indicating the date and time of the request for the use of the equipment, machineries, facilities and other properties. The following are the loanable equipment/ machineries/facilities/ other properties: *Equipment: a.) Backhoe big b.) Backhoe small c.) Hydraulic Ladder d.) Manlift e.) Payloader f.) Road Roller Compactor g.) Mini Dumptruck h.) Forward Dumptruck	1. Receive the request letter and advise to proceed to the Municipal Administrator's Office.	None	3 Minutes	RYAN ROLLAIN T. SIMON <i>LDDRRMO III/ SAA II-Des.</i> Office of the Mayor Or CHERRY ANN G. DEL ROSARIO <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor Sharyn Leigh G. Resurreccion <i>Administrative Aide I</i> Office of the Mayor



j.)Ten Wheeler k.)Self Loading Truck **Facilities: Municipal Auditorium ***Other Properties: a.)Paleta b.)Projector c.)Chairs d.)Carpet				
2. Present the received letter of request from the Office of the Mayor	2.1 Receive the letter of request, check the availability of the requested equipment/machinery/facilities/other properties, and approve the same if available. 2.2 Log the approved request and advise to go to the ***General Services Office (GSO), *Municipal Engineering Office and **Municipal Treasurer's Office for computation of fees.	None	5 Minutes	MARILYN U. TOLENTINO Municipal Administrator-Des. Office of the Municipal Administrator
3. Proceed to the Municipal Treasurer's Office for payment	3. Issue corresponding Official Receipt	*Equipment: a.) ₱16,000/ day b.) ₱6,400/ day c.) ₱8,000/ day d.) ₱6,000/ day	5 Minutes	WILLIAM DADIZ Revenue Collection Clerk II Office of the Municipal Treasurer Or CLAIR CALUZA Revenue Collection Clerk II Office of the Municipal Treasurer



		e.) ₱10,000/ day f.) ₱4,400/ day g.) ₱4,000/ day h.) ₱6,000/ day i.) ₱8,000/ day j.) ₱20,000/ day **Facilities: ₱1,500 during the day; ₱2,500 up to midnight; and additional ₱200/hour beyond midnight ***Other Properties: a.) ₱100/ piece/day b.) ₱500/ day c.) ₱5.00/ piece/day d.) ₱1,500/ day		
4. Provide a copy of Official Receipt to the Office of the Municipal Administrator	4. Receive a copy of the official receipt and remind the client on his approved schedule or availability of requested fixed asset/s	None	3 Minutes	MARILYN U. TOLENTINO Municipal Administrator-Des. Office of the Municipal Administrator
	Total:	*Equipment: a.) ₱16,000/ day	16 minutes	



		b.) ₱6,400/ day c.) ₱8,000/ day d.) ₱6,000/ day e.) ₱10,000/ day f.) ₱4,400/ day g.) ₱4,000/ day h.) ₱6,000/ day i.) ₱8,000/ day j.) ₱20,000/ day **Facilities: ₱1,500 during the day; ₱2,500 up to midnight; and additional ₱200/hour beyond midnight ***Other Properties: a.) ₱100/ piece/day b.) ₱500/ day c.) ₱5.00/ piece/day d.) ₱1,500/ day		
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31. ISSUANCE OF CONTRACT OF LEASE ON THE RENTAL OF MUNICIPAL VEHICLES

The Contract of Lease on the rental of Municipal Vehicles is issued to individuals, agencies, and organizations who want to rent vehicles provided that requirements are met and payment has been made.

Office or Division:	Office of the Municipal Administrator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; and G2G – Government to Government			
Who may avail:	All Requesting Party			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request to the Office of the Mayor indicating the date, destination and time of the request for the use of the vehicle/s. The following are the loanable vehicle/s: *Van **Bus	1. Receive the request letter and advise to proceed to the Municipal Administrator's Office.	None	3 Minutes	RYAN ROLLAINE T. SIMON <i>LDDRRMO III/ SAA II-Des.</i> Office of the Mayor Or CHERRY ANN G. DEL ROSARIO <i>Administrative Aide IV (Clerk II)</i> Office of the Mayor Sharyn Leigh G. Resurreccion <i>Administrative Aide I</i> Office of the Mayor
2. Present the received letter of request from the Office of the Mayor	2.1 Receive the letter of request, check the availability of the requested vehicle/s, and approve the same if available. 2.2 Log the approved request and advise to go	None	5 Minutes	MARILYN U. TOLENTINO <i>Municipal Administrator-Des.</i> Office of the Municipal Administrator



	to the Municipal Treasurer's Office.			
3. Proceed to the Municipal Treasurer's Office for payment	3. Issue corresponding Official Receipt	*P5,000/ day **P10,000 /day	5 Minutes	WILLIAM DADIZ <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer Or CLAIR CALUZA <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
4. Provide a copy of Official Receipt to the Office of the Municipal Administrator	4. Receive a copy of the official receipt and remind the client on his approved schedule	None	3 Minutes	MARILYN U. TOLENTINO <i>Municipal Administrator-Des.</i> Office of the Municipal Administrator
	Total:	*P5,000/ day **P10,000 /day	16 minutes	



32. ISSUANCE OF LOCATIONAL/ZONING CLEARANCES

The issuance of locational/zoning clearances is in compliance to the revised Comprehensive Land Use Plan and Municipal Zoning Ordinance duly approved by the Sangguniang Bayan through Resolution No. 2016-111 and was approved by Sangguniang Panlalawigan through Resolution No. R2018-2407.

Locational/zoning clearance is issued prior to any construction/renovation/alteration of residential, commercial, institutional, industrial and special uses and any kind of development.

Office or Division:	Office of the Municipal Planning and Development Coordinator/ Zoning Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:	Simple		
Type of Transaction:	G2C - Government to Client		
Who may avail:	All qualified applicants		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Application Form (Pro-Forma) (1 original copy and 1 photocopy)		Municipal Planning and Development Office / Zoning Office	
Certified true copy/photocopy of Land Title In the absence of Title, submit the following (whichever is applicable): 1. Affidavit of Ownership (Pro-Forma) (1 original copy and 1 photocopy) 2. Affidavit of Consent (Pro-Forma) (1 original copy and 1 photocopy) 3. Deed of Sale/ Contract of Lease (1 original copy and 1 photocopy)		Department of Environment and Natural Resources Municipal Planning and Development Office / Zoning Office Municipal Planning and Development Office / Zoning Office Seller/Lessor	
Certified true copy of Tax Declaration (1 original copy and 1 photocopy)		Assessor's Office	
Vicinity Map and Site Development Plan (1 original copy and 1 photocopy)		Provided by the client	
Bill of Materials/ Cost Estimates (1 original copy and 1 photocopy)		Provided by the client	
Conversion/ Exemption Certificate (if the lot is agricultural) (1 original copy and 1 photocopy)		Municipal Agriculture Office/ Department of Agrarian Reform	
Barangay Clearance (Pro-Forma)		Zoning Office/ Barangay	



(1 original copy and 1 photocopy)				
Latest Tax Receipt/ Certificate of Non-Delinquency (1 original copy and 1 photocopy)		Treasurer's Office		
Environmental Compliance Certificate (1 original copy and 1 photocopy)		Department of Environment and Natural Resources		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Planning Office	1.1 Conducts ocular inspection	P 500.00 minimum	1 hour	Edna U. Tolentino <i>MPDC</i> Planning Department
				Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
	1.2 Issues application forms and checklist of requirements for locational/ zoning clearance	None	3 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department
				Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
2. If land classification is agricultural				
2.1 Secures certification for conversion	2.1 Issues certification for conversion	₱ 500.00 – residential ₱ 1000.00 – commercial ₱ 1800.00 - industrial	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department
				Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
2.2 Submits the duly accomplished forms and other requirements as per checklist	2.2 Checks the completeness of the submitted documents	None	10 minutes	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
				Justine A. Abiva <i>Draftsman II</i>



2.3 Pays corresponding fee	Issues order of payment	None	3 minutes	Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
	Issues locational/zoning clearance	See Annex No. 9	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department
				Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
3. If land classification is NOT agricultural				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
	3.1 Submits the duly accomplished forms and other requirements as per checklist	3.1 Checks the completeness of the submitted documents	10 minutes	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
				Justine A. Abiva <i>Draftsman II</i> Planning Department
	3.2 Issues order of payment	None	3 minutes	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department
				Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department



4. Pays corresponding fees at the Municipal Treasurers Office	Issues locational/zoning clearance	See Annex No. 9	5 mins.	<p>Edna U. Tolentino <i>MPDC</i> Planning Department</p> <p>Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department</p> <p>Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department</p>
5. For titling purposes:				
5.1 Submits the duly accomplished request forms and other requirements as per checklist	5.1 Checks the completeness of the submitted documents	None	10 minutes	<p>Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department</p> <p>Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department</p> <p>Justine A. Abiva <i>Draftsman II</i> Planning Department</p>
5.2 Pays corresponding fees	Issues certification for titling	₱ 150.00	5 minutes	<p>Edna U. Tolentino <i>MPDC</i> Planning Department</p> <p>Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department</p> <p>Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department</p>
	Total:	₱ 650.00 and schedule of fees (Annex No. 9)	1 hour and 59 minutes	



33. ACTION ON ZONING COMPLAINTS

This service is intended to resolve complaints arising from the zoning of residential, commercial and business activities.

Office or Division:	Office of the Municipal Planning and Development Coordinator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of complaint and other supporting documents (1 original copy)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files complaint	1. Interviews and assesses the complaint	None	30 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department
2. Receives advise	2. Resolves/ refers to concerned office/ committee	None	2 days	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
	Total:	None	2 days and 30 minutes	



34. PROVISION OF TECHNICAL ASSISTANCE, INFORMATION, PROJECT PROPOSALS AND TRAINING DESIGNS

This service is to provide updates data, technical assistance and information on the various development planning, programs, projects and activities of the municipality and it is being extended to the public.

Office or Division:	Office of the Municipal Planning and Development Coordinator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Seeks technical assistance, information, project proposals and training designs.	1.1 Advises clients.	None	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
	1.2 Consolidates data needed		1 day	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
2. Receives data, information, project proposals and training designs.	2. Provides the needed project proposals and training designs as the case maybe.	None	10 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i>



				Planning Department Justine A. Abiva <i>Draftsman II</i> Planning Department
	Total:	None	1 day and 15 minutes	



35. ISSUANCE OF MAPS

This service is being extended to the public. The maps available range from those showing road network (urban/rural), land use and significant landmarks of the municipality.

Office or Division:	Office of the Municipal Planning and Development Coordinator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Needs map/s.	1. Chooses map/s.	None	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department
2. Pays the required fees	2. Issues certified photocopy/printed maps	₱ 100.00	10 minutes	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Justine A. Abiva <i>Draftsman II</i> Planning Department
	Total:	₱ 100.00	15 minutes	



36. PROVISION OF ASSISTANCE TO RESEARCHERS

This service is to provide information all about the municipality and its development plans. Information available includes data on Socio-Economic and Physical Profile, Comprehensive Land Use Plan, Executive-Legislative Agenda, Community-Based Monitoring System, Annual Report, Solid Waste Management, Clean and Green Programs, Economic Development Data and other municipal statistics.

Office or Division:	Office of the Municipal Planning and Development Coordinator, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C – Government to Client			
Who may avail:	All qualified applicants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request and identification card		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires on how to avail of the assistance	1. Assists client on the availability of needed information/ data	None	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department Justine A. Abiva <i>Draftsman II</i> Planning Department
2. Copies/ photocopies documents	2. Issues certified photocopy/printed maps	None	20 minutes	Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department Justine A. Abiva <i>Draftsman II</i> Planning Department



3. Returns original documents	3. Register in logbook for record purposes and returns back the identification card	None	5 minutes	Edna U. Tolentino <i>MPDC</i> Planning Department Dexter G. Guillermo <i>Zoning Officer I</i> Planning Department Rod Jerick R. Ribao <i>Administrative Aide IV</i> Planning Department Justine A. Abiva <i>Draftsman II</i> Planning Department
	Total:	None	30 minutes	



37. ISSUANCE OF MEDICALLY ORIENTED CERTIFICATE

Medically-oriented Certificate involves certification on infirmaries, employment, state of health, medico legal, trainings and health related records, health related zoning certificate.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients & clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original copy)		Treasurer's Office		
Specimen Bottle (1 each for every lab test)		Municipal Health Office Laboratory		
Laboratory Request Form (1 original copy)		Municipal Health Office Laboratory		
Laboratory Result & Medical Certificate Form (1 original copy)		Municipal Health Office		
Chest X-ray Request Form (1 original copy)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Proceeds to MHO	1. Interview Client, Conducts Physical Examination, Payment for certificate, Chest X-ray and Laboratory fees	Medical Certificate- P150.00 Urinalysis- P50.00 Fecalalysis- P50.00 Sputum- P75.00 CBC- P50.00 HbsAg P140.00 Chest X-ray	10 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office



		P200.00		
2.Proceeds to Laboratory & X-ray room	2. Ask for official receipt from treasurer's office	None	1 minutes	Sherelyn G. Coloma, Medical Technologist
	2.1.Interviews client, Instructs client for collection and submission of specimen	None	2 minutes	Winona R. Bala Radiologic Technologist
	2.2. Interviews client,& performs the desired x-ray exam	None	15 minutes	Sherelyn G. Coloma, Medical Technologist
	2.3.Informs client of release date of x-ray result	None	1 minutes	Winona R. Bala Radiologic Technologist
3. Submits specimen	3. Examines, Records, Issuance, Refers to MHO	None	15 minutes	Winona R. Bala Radiologic Technologist
4. Returns to MHO and receives laboratory results and Chest X-ray result	4.Evaluation/Management, Fills up forms and Issues Results	None	10 minutes	Sherelyn G. Coloma, Medical Technologist II
	Total:	₱ 715.00	54 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer



38. ISSUANCE OF SANITARY PERMIT AND HEALTH CERTIFICATE

Issuance of Sanitary Permit and Health Certificate are pre-requisites to Mayor's Permit in compliance to PD 856 and the Municipal Sanitation Code. Business owners, employees and helpers and Tricycle Operators are required to apply for a Sanitary Permit and/or Health Certificate.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Official Receipt (1 original copy)		Treasurer's Office		
Laboratory Request Form (1 original copy)		Municipal Health Office Laboratory		
Specimen Laboratory Result Form (1 original copy)		Municipal Health Office Laboratory		
Laboratory Result, Sanitary Permit, Health Certificate with 1x1 ID picture, Business Clearance (1 original copy)		Sanitation Inspector Office		
Chest X-ray Request Form (1 original copy)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquiries on how to apply for the service	1.1. Interviews client; asks name, age, address, business establishment.	None	2 minutes	Sherelyn G. Coloma, Medical Technologist II
	1.2 Checks Official Receipt for Laboratory fee	None	1 minute	
	1.3. Instructs client to collect specimens., Receives specimens And Performs laboratory exam and record results	None	1 minute	
	1.4. Interviews client & Checks	None	2 minutes	Winona R. Bala



	Official Receipt for Chest X-ray fee & Chest x-ray request form and performs Chest X-ray exam			Radiologic Technologist I
2.Receives Laboratory Results and Chest X-ray Result	2.1. Releases laboratory results to Sanitation Inspector.	None	2 minutes	Sherelyn G. Coloma, Medical Technologist II
	2.2 Releases Chest X-ray result to Sanitation Inspector	None	2 minutes	Winona R. Bala Radiologic Technologist I
3.Submits Laboratory Results and Chest X-ray result	3.1. Receives and evaluates laboratory results, Chest X-ray Result and other documents.	Sanitary Permit P200.00 Health Certificate P75.00	10 minutes	Abigail P. Albano, Sanitation Inspector I
	3.2.Pre pares the Sanitary Permit and Health Certificate -Submits Sanitary and Health Certificate to Municipal Health Officer.	None	10 minutes	Abigail P. Albano, Sanitation Inspector I
	3.3.Interprets Laboratory Results - Sign Health ID's, Sanitary Permit and other Documents.	None	2 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
4.Receives Sanitary Permit and Health Certificate	4. Issues Sanitary Permit and Health Certificate	None	2 minutes	Abigail P. Albano, Sanitation Inspector I
	Total:	₱ 275.00	34 minutes	



39. MATERNAL AND CHILD CARE

Maternal and Child Health is the bulk of work in the facility where mothers, children, nutrition, pregnancy, delivery and post-partum are taken cared of at the Municipal Health Office provides Maternal care for pregnant lactating mother as well as children starting at zero age.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder/Home Base Maternal Record		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Antepartum 1. Proceeds to Midwife on Duty	1. Interviews the Client <ul style="list-style-type: none"> • Takes chief complaints and vital signs that correspond to the complaints • Ask for the Last Menstrual Cycle • Compute for the EDC • Assess for the nutritional status and perform physical exam. 	None	10 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide
2. Client Proceeds to examination room	2. Conducts Physical Examination	None	2 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos



	<ul style="list-style-type: none"> • Midwife performs Leopolds Manuever and assessing client for any problem occurring during pregnancy. <p>Midwife refers the client to MHO for further evaluation</p>			Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide
3.1 Client Proceeds to Municipal Health Officer's Room	3.1. Consultation and treatment done by the MHO to the Client.	None	15 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
3.2. Client goes back to Midwife on duty for post conference	3.2. Advises the client to come back on the scheduled next visit	None	5 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide
	Total:	None	32 minutes	



Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder/Home Base Maternal Record		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Postpartum 1. Client presents herself for consultation	1.Home visit done 1.1. Midwife takes necessary vital signs. 1.2.Initiate Breastfeeding 1.3. Assist the patient if has still with blood mucus coming from her vagina. 1.4. Encourage Family Planning Method. 1.5. Emphasize Health Teachings. *Good Personal Hygiene *Proper Nutrition.	None	20 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II
	Total:	None	20 minutes	



Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Under five Clinic Card (yellow Card)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Child Care 1. Client presents baby for check-up	1. Admits a well-baby client for immunization	None	10 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
	1.1. Vital signs taking (BT, wt)	None		
	1.2. Fills up the under-five clinic Card. *Plot on the chart provided For wt. of the child.	None		
	1.3. Advise the mother to bring the child to RHM for evaluation.	None	10 mins	
2. Mother and Child proceed Midwife	2.1 Receives card and evaluates what vaccine is to be given.	None	10 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide
	2.2 Provides immunization to the baby. Advises mother for the next scheduled date.			
	Total:	None	30 minutes	



Office or Division:		Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder /Under five Clinic Card (yellow Card)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Sick Children 1. Seeks Consultation	1.1 Admits sick client for consultation. 1.2 Provides folder 1.3 Takes vital signs, temp and wt, plot on the space provided on the yellow card/folder. 1.4 Asks for chief complaints, duration and medicines taken if there are records in the clinical record. 1.5 Midwife refers client to the MHO	None	15 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
2. Proceeds to MHO Room	2.1 Evaluates clinical record of the client 2.2 Examines the client. 2.3. Treats and advises the	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer



	parent/guardian about the nature of the disease. 2.4.Consultation done			
3.Proceeds to Midwife for Post Conference	3.Instructs parent/ guardian on proper intake of medicines given/prescribed Advises parent to come back on the scheduled date for follow up	None	5 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
	Total:	None	30 minutes	



40. MINOR SURGERY

Minor surgery is being attached to the rural health unit. The service is available to any person/individual.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Out Patient Surgical 1. Comes for Consultation	1.1 Interviews client	None	2 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
	1.2. Admits client	None	5 minutes	
	1.3. Checks Vital Signs and takes Chief Complaint	None	10 minutes	
	1.4. Refers to Municipal Health Officer	None	2 minutes	
2. Goes to Municipal Health Officer	2.1 Interviews client	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	2.2. Evaluates and conducts Physical Exam		2 minutes	
	If necessary: • Refers to proper Health Facility • Schedules for minor surgery		10 minutes	



3. May go home	3. Post conference instruction	None	5 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	Total:	None	58 minutes	

Office or Division:		Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		G2C – Government to Client		
Who may avail:		All patients		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Surgical Emergency 1. Seeks Consultation	1.1 Interviews client	None	2 minutes	Jeaneth Queja Midwife III,
	1.2 Admits client And takes Vital Signs and takes Chief Complaint		15 minutes	Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II,
	1.3 Refers to Municipal Health Officer		2 minutes	Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
2. Goes to Municipal Health Officer	2.1 Interviews, evaluates client and conducts physical examination	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	2.2 Conducts minor surgical Procedure,		20 minutes	



	prescribes and provides medicines			
3. May go home	3.1 Post conference 3.2 Provides First aid Treatment, if necessary: <ul style="list-style-type: none"> Refers to Hospital/Provides Ambulance service 	None None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	Total:	None	59 minutes	



41. PROVISION OF CONSULTATION AND TREATMENT

Consultation and treatment comprise 5% of the services to be rendered by the Municipal Health Officer. This service is to diagnose and treat illness and give appropriate medical services. This can be availed by all individuals who need medical assistance.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder		Municipal Health Office		
Official Receipt (1 original copy)		Treasurer's Office		
Specimen Bottle (1 each for every lab test)		Municipal Health Office Laboratory		
Laboratory Request Form (1 original copy)		Municipal Health Office Laboratory		
X-ray & Ultrasound Request Form (1 original copy)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Out Patient Medical 1. Goes to Municipal Health Officer	1. Interviews and Evaluates client Sends client for Laboratory Exam, X-ray Exam and Ultrasound Exam	None	5 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
2. Collects and Submits specimen to laboratory	2.1 Collects specimen	None	10 minutes	Sherelyn G. Coloma, Medical Technologist
		None	15 minutes	



	2.2 Does Laboratory procedure 2.3 Records results Issues results		1 minute	
3.1 Goes to X-ray Room & Ultrasound room	3.1 Interview the client	None	2 minutes	Winona R. Bala Radiologic Technologist
3.2 present X-ray request and Official receipt	3.2. Performs desired x-ray exam & Informs client of scheduled release date of x-ray result	None	15 minutes	
3.3 present Ultrasound request & Official receipt	3.3 Performs the desired ultrasound exam & inform client of Scheduled release date of ultrasound result		15 minutes	Winona R. Bala Radiologic Technologist
4. Submits result to Municipal Health Officer	4. Evaluates results	None	2 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	Total:	None	65 minutes	



Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All patients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Family Folder		Municipal Health Office		
Referral Form		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Medical Emergency 1. Seeks Consultation	1.1 Interviews client	None	2 minutes	Jeaneth Queja Midwife III, Rowena Badua Midwife II, Arlene Ramos Midwife II, Christian Dimaya Midwife II, Mildred Butay Midwife II / Ferdinand Danceland, RN Nurse II, Bobby Valdez, Admin Aide/ Triage on Duty Municipal Health Office
	1.2 Admits client	None	5 minutes	
	1.3 Takes Vital signs and chief complaints	None	10 minutes	
	1.4 Refers to Municipal Health Officer	None	2 minutes	
2. Goes to the Municipal Health Officer	Evaluates and conducts Physical Examination	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
3. May go home	3.1 Diagnoses, treats, prescribes and provides medicines If necessary:	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	3.2 Refers to proper Health Facility	None		



	3.3 Provides Ambulance service	None		
	3.4 Conducts Post Conference	None		
	Total:	None	39 minutes	



42. SANITARY COMPLAINTS

The service provides a routine/random inspection of establishment with regards to environmental health problems/hazard in accordance to the Law PD 856 otherwise known as the Code of Sanitation.

Office or Division:	Municipal Health Office, MHO Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Complaint Letter				
Sanitary Order/Mission Order/Notice of Hearing Form/Minutes of Hearing		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files Complaint Letter	1.1 Receives complaint	None	15 minutes	Abigail P. Albano Sanitation Inspector I
	1.2 Interviews the complainant	None		
	1.3 Refers to Municipal Health Officer.	None		
	1.4 Signing of Mission Order	None	5 minutes	Sinamar Ann C. de la Cruz-Abando, M.D., Municipal Health Officer
	1.5 Inspection <ul style="list-style-type: none"> Investigation of the complaints. Issue Sanitary Order 	None	20 minutes	Abigail P. Albano Sanitation Inspector I
	1.6 Reporting <ul style="list-style-type: none"> Provides reports and documents of complaints to MHO. 	None	10 minutes	Abigail P. Albano Sanitation Inspector I



2.Awaits advice from Municipal Health Officer	2.1 Re – inspection	None	20 minutes	Abigail P. Albano Sanitation Inspector I
	2.2 Investigate if there is a compliance of the 1 st Sanitary Order Issued.	None		
	2.3 Issuance of Hearing to the violator if there is no compliance of the first and 2 nd sanitary order. Conducts Hearing	None	15 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
	2.4 Recommends for the issuance of a closure order to the Local Health Authority (Mayor) if the violators fail, neglect or refuse abate such nuisance.	None	10 minutes	Sinamar Ann C. de la Cruz-Abando, M.D. Municipal Health Officer
3.Receives action of result	3. provides information on the action taken	None	15 minutes	Abigail P. Albano Sanitation Inspector I
	Total:	None	110 minutes	



43. ISSUANCE OF CERTIFICATION (Indigency, Scholars, INEC, PAO, Requirements, Etc.)

Certification is issued to individuals who needed the document for whatever legal purposes it may serve provided they submit Certificate of Indigency properly endorsed by the Punong Barangay:

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Indigent endorsed by the Punong Barangay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Indigence or If There is no Certificate of Indigency, secures Certificate of Indigency from his/her respective barangay (1 original copy)		Municipal Social Welfare & Development Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to seek Certification	1. Provides the client with a short briefing on the service and its requirements	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Submits Certificate of Indigency to MSWD Office	2. Receives Certificate of Indecency and prepare the needed certification	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
3. Receives Certification	3. Affixes signature in the Certification and issues to client	None	3 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total	None	13 mins	



44. ISSUANCE OF DISABILITY ID

The Disability ID is being issued to client with disability provided they submit the necessary requirements:

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Person who has disability			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of the attending Physician that state his/her disability (1 original copy)		Municipal Health Center / hospital Clinic		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to secure Disability ID	1. Informs the client about the service and its requirements	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Fills up form and secures necessary signatures needed in the form	2. Receives requirements and prepares the Disability ID	None	10 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
3. Submits Certificate of Indigency of the attending physician to MSWD Office	3. Receives Certificate of Indecency and prepare the needed certification	None	2 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total	None	17 minutes	



45. ISSUANCE OF SENIOR CITEZEN ID

Senior Citizen ID is being issued to client ages 60 years old, and above provided they submit the necessary requirements.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Senior Citizen ages 60 years old and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Birth Certificate and Community Tax Certificate (1 photocopy)		Barangay Treasurer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to secure Senior Citizen ID	1. Informs the client about the service and its requirements	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Secures Birth Certificate and Community tax Certificate and submits the same to MSWD Office	2. Receives requirements and prepares the Senior Citizen ID	None	10 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
3. Receives ID	3. Issues ID	None	1 minute	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total	None	16 minutes	



46. ISSUANCE OF SOLO PARENT ID

Solo parent ID is being issued to clients who are qualified as Solo Parent according to RA NO. 8972 otherwise known as Solo Parent's Welfare Act of 2000" provided they submit the necessary requirements.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Solo Parent Certification endorsed by the Punong Barangay			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Solo Parent and Birth certificate of Minors children (1 photocopy)		Office of The Punong Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to secure Solo Parent's ID	1.1 Informs the client about the service and its requirements and interviews client and briefs them about the service 1.2 Prepares the Solo parent ID	None	10 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Receives Solo Parent ID	2. Release Solo Parent ID	None	2 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total:	None	12 minutes	



47. PROVISION FOR CARE AND PROTECTION OF CHILDREN UNDER DIFFICULT CIRCUMSTANCES

Care and Protection of Children under the difficult circumstance is given to minors who are in conflict with the law. This Transaction can be completed depending on the progress of the issue or concern or what has been stated in the Diversion contract signed by the concerned party lie.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Minor and parent /guardian referred by court report to MSWD Office	1. Interviews clients and extends counseling and briefing about the services and its requirements	None	1 hour and 30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/
2. Secures all requirements and submit the same to MSWD Office	2. Receives requirements and prepares necessary documents	None	1 hour	Dennis M. Villa/ Charlyn Gay M. Guerrero
3. Appears to Court	3. Accompanies clients to report to lawyer and assist in accomplishing the Diversion Contract	None	3 hours	Dennis M. Villa/ Lawyer
4. Sign Contract and Receives copy	4. Sign contract and receives copy	None	5 minutes	Dennis M. Villa/ Lawyer
5. Implements Contract	5. Monitors minor	None	1 month	Dennis M. Villa
6. Reports to MSWD Office	6. Accomplishes Evaluation Report based on actual implementation of Diversion Contract	None	3 hours	Dennis M. Villa
7. Minor and Parent appear in court	7. Submits to court for consideration	None	½ day	Dennis M. Villa
	Total	None	1 month to 6 months / 12 hours and 35 minutes	



48. RENEWAL OF PHILHEALTH ID CARD

Philhealth ID is given to individual whose income lies below the poverty threshold and who are properly certified by the respective Punong Barangay.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Indigent Family Heads			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification from the Barangay		Office of The Punong Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to renew Phil health ID	1. Provides client with a short briefing on the service and its requirements	None	30 minutes	Charlyn Gay M. Guerrero
2. Submits Filled up form/a to MSWD Office	Receives form/s processes it and submits the same to Philhealth Office	None	1 day	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total	None	1 day and 30 minutes	



49. PROVISION FOR RELIEF ASSISTANCE

Provisions for Relief Assistance is given during the occurrence of disasters provided clients is certified by the Punong Barangay that he is a victim of the present calamity.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Families who affected by the present Calamity			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certification from the Barangay		Office of The Punong Barangay		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to seek Relief Assistance	1.1 Interviews client and brief him / her about the service and its requirements. 1.2 Prepares Relief goods for distribution	None	30 mins 1 day	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Receives Relief Assistance	2. Provides Relief Assistance	None	10minns	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	Total	None	1 day and 40 minutes	



50. PROVISION FOR SELF EMPLOYMENT ASSISTANCE

Self- Employment Assistance is given to individuals or groups who want to start a business of their own to augment their family's income

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Individual and Groups who are Indigent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Brgy. Certificate of Indigency List of Materials Needed for the project Capital Assistance Form (1 original copy)		Office of The Punong Barangay		
Disbursement Voucher Obligation (3 original copy)		Municipal Treasurers Office		
Request Capital Assistance Form (3 original copy)		Municipal Accounting Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to seek Self Employment Assistance / Capital Assistance	1. Informs the client about the service and its requirements then interviews client	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Secures requirements and submits the same to MSWD Office	2. Receives requirements and lets client sign the Capital Assistance Form	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
3. Prepares simple Feasibility Study	3. Assist in the preparation of simple Feasibility Study	None	1 hour	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
4. Receives Capital Assistance	4. Release Capital Assistance	None		Dennis M. Villa / Charlyn Gay M. Guerrero
	Total	None	1 hour and 35 minutes	



51. PROVISION FOR SKILLS TRAINING PROGRAM

Skills Training is given to individuals, groups and other needy adults who want to have sufficient knowledge about other skills particularly on income generating activities that will help them augment their daily income.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Individuals, groups and other needy adults who want to have sufficient knowledge			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Projects Proposals Attendance Sheet (1 original copy)		Provide the MSWD OFFICE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the office for Skills Training	1. Informs client about the service and instruct them to recruit others for the training	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
	2. Implementation of the Project proposal	None	5 days depending on the number of days of the training	Dennis M. Villa/ Other Sponsoring agencies
	Total:	None	No. of days of training and 30 minutes	



52. PROVISION FOR WELFARE OF SOCIALLY –DISADVANTAGED WOMEN

Services is given to socially –disadvantaged women to comfort, assist and empower them from being oppressed.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Socially – disadvantaged women			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate and Police Blotter (1 original copy)		Attending Physician / Philippine National Police		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWDO Office to seek Assistance	1. Interviews client and studies case / problem then advised client to undergo medical and have police blotter	None	45 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/ Cynthia Pascua
2. Returns to MSWD Office and submits the complete requirements	2. Assist clients whatever plans she desires to do upon internalizing the advantages and disadvantages of separated couples	None	10 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/
3. Decides to make settlement at the Barangay or to sue to court	3. Assist women fully either technically or financially	None	It depends upon the progress of the issue /concern	Dennis M. Villa / Charlyn Gay M. Guerrero
	4. Follows-up and monitors client	None	It depends upon the progress of the issue /concern	
	Total:	None	55 minutes and depending upon the progress of the case	



53. ISSUANCE OF SOCIAL CASE STUDY REPORT

Social Case Study Report is being issued to clients who need the documents for financial assistance, medical assistance, referrals, etc., provided they submit the necessary requirements.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Person who requiring the agency for Case Study Report Such- hospital, Adoption Related, Agencies and others			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical Certificate/ medical abstract		Hospitals and attending physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to secure Social Case Study Report	1. Informs the client about the service and its requirements and interviews the client	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
2. Secures the requirements and submits the same to MSWD Office	2. Receives requirements and prepares the Social Case Study Report	None	3 days	Dennis M. Villa/ Charlyn Gay M. Guerrero
3. Receives Social Case Study Report	3. Release Social Case Study Report	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
Referrals to other Agencies				
4. Forwards the Case Study Report of the client / patient through the MSWDO	4.1 Accepts the Case Study Report.	None	3 minutes	Ryan Rollaine Simon
	4.2 Prepares and encodes the document (endorsement letter) and forwards the same to the Mayor for signature action .		15 minutes	Ryan Rollaine Simon
			1 hour	



	<p>4.3 Reviews the document and affixes his signature</p> <p>4.4 Retrieved the signed document from the Mayor</p> <p>4.5 Forwards the endorsement letter to the Office of the Municipal Social Welfare Development.</p>		<p>3 minutes</p> <p>3 minutes</p>	<p>Alfredo P. Valdez,Jr., M.D</p> <p>Ryan Rollaine Simon</p> <p>Ryan Rollaine Simon</p>
5. Receives endorsement Letter	5. Releases the endorsement letter	None	3 minutes	Dennis m. Villa,Rsw Charlyn Gay M. Guerrero, Rsw
	Total:	None	3 days, 2 hours and 2 minutes	



54. REFERRAL FOR FINANCIAL ASSISTANCE

Referral for Financial Assistance is given when the client is in dire need of it. If in case the assistance given by the Office is not sufficient, then clients are referred to other agencies provided they submit all the necessary requirements.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Client is in Dire need			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical abstract / hospital bills / medical prescription / certificate of indigency		Hospital / Office of Brgy. Captain / Attending physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWDO Office to seek recommendation for Financial Assistance	1. Interviews client and briefs him /her about the service and its requirements.	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
2. If there is No certificate of Indigency secures it from his/her respective barangay	2.1 Receives requirements and prepare the necessary documents 2.2 Prepares Social Case Study Report and Endorsement letter needed for referring clients for possible Financial Assistance	None	5 minutes 3 days	Dennis M. Villa/ Charlyn Gay M. Guerrero/
3. Receives recommendation Letter	3. Issues referral letter and other pertinent documents	None	5 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/
	Total:	None	3 days and 40 minutes	



55. REFERRAL FOR MEDICAL ASSISTANCE

Referral for Medical Assistance is given when the client is in dire need of it. If in case the assistance given by the Office is not sufficient, then clients are referred to other agencies provided they submit all the necessary requirements

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Client in dire need assistance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Medical abstract / hospital bills / medical prescription / certificate of indigency		Hospital / Office of Brgy.Captain / Attending physician		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to seek recommendation for Financial Assistance	1. Interviews client and briefs him /her about the service and its requirements.	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
2. Secures all requirements and submit the same to MSWD Office	2.1 Receives requirements and prepare the necessary documents 2.2 Prepares Social Case Study Report and Endorsement letter needed for referring clients for possible Financial Assistance	None	10 minutes 3 days	Dennis M. Villa/ Charlyn Gay M. Guerrero/
Receives recommendation	Issues referrals letter and other pertinent documents	None	5 minutes	Dennis M. Villa / Charlyn Gay M. Guerrero
	Total:	None	3 days and 45 minutes	



56. PROVISION OF EMERGENCY SHELTER ASSISTANCE

Emergency Shelter Assistance is given to Families who are victim of typhoon and fire and other associated calamities.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Individual and Families who are in crisis			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Blotter from Bureau of Fire /Certification/ certificate of residence. List of names from Brgy captain (typhoon)		Office of Bureau of Fire / Office of Brgy.Captain		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to MSWD Office to seek Emergency Shelter Assistance	1. Informs the client about the service and its requirements then interviews the client	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
2. Secures all requirements and submit the same to MSWD Office	2. Receives requirements and instructs clients to fill up the five Coordinating Agencies form and secure necessary signatures.	None	2 days	Dennis M. Villa/ Charlyn Gay M. Guerrero/
3. Receives Emergency Shelter Assistance	3. Release Emergency Shelter Assistance	None	15 minutes	Dennis M. Villa / Charlyn Gay M. Guerrero
	Total:	None	2 days and 45 minutes	



57. ISSUANCE OF PERMIT TO CONDUCT RAFFLE DRAW

The permit to conduct raffle draw is issued to individuals, agencies and organization provided that Permit from the Municipal Social Welfare and Development has been granted and that all requirements are met and submitted.

Office or Division:	Municipal Social Welfare Development Office, Municipal Hall Building, Brgy. 3 San Idefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G- Government to Government			
Who may avail:	Individual , agencies , and Organization			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter sample raffle ticket, Minutes of the meeting of the Organization, Resolution		Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for the conduct of the promotional activity	1.1 Accepts the letter and logs the same 1.2 Accept the approved letter from the Mayor's Office	None	30 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero
2. Comes back and pays the required fees and then present the official receipts	2. Prepares the permit	None	3 minutes	Dennis M. Villa/ Charlyn Gay M. Guerrero/
3. Receives the permit to conduct Raffle Draw	3. Issue the permit to conduct Raffle Draw	None	2 minutes	Dennis M. Villa / Charlyn Gay M. Guerrero
	Total:	None	35 minutes	



58. **BRANDING, PREPARING OF CERTIFICATE OF OWNERSHIP, TRANSFER OF LARGE ANIMALS (CATTLE, CARABAO, HORSE)**

Branding states ownership of the livestock raisers. After branding, a certificate of ownership is accomplished with specification on the physical appearance of the animal raised.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All Large Animal/Livestock Raisers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Official Receipt (Form 51-C)		1. Municipal Agriculture Office 2. Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client goes to office	1. Interviews client	None	15 minutes	All Agricultural Technologists
2. Fill-up request form stating branding	2. Assist clients	None	5 minutes	All Agricultural Technologists
3. Branding Proper	3. Branding of animal/s	None	40 minutes	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
4. Request ownership certificate	4. Preparation of Certificate to Transfer and Ownership	None	5 minutes	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
5. Pays Certificate	5. Issuance of Certificate	₱ 275.00/ head	2 minutes	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
	Total:	₱ 275.00	1 hour and 7 minutes	



59. CONDUCT OF PRE-MEMBERSHIP SEMINARS FOR COOPERATIVES, FARMER ASSOCIATIONS & IRRIGATOR'S ASSOCIATION ABOUT TO ORGANIZE

Pre-membership Seminar among the proposed members of a newly organized cooperatives, farmer associations and irrigator's association is a requirement in its registration.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020)		1. Municipal Agriculture Office		
2. Sample Constitution/Articles of Incorporation/Articles of Cooperation and By-Laws		2. Prepared by the client leading to its ratification/approval by the members		
3. Attendance Sheet		3. Prepared by the client/s		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the office for inquiry	1. Conducts dialogue/ interview to client/s	None	20 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
2. Fill-up request form	2. Assist client/s	None	2 minutes	<i>All Agricultural Technologist</i>
3. Sets date of pre-membership training/seminar	3. Conduct pre-membership training and election of officers	None	8 hours	<i>Municipal Agriculturist</i> Leovigildo B. Bungubung, Jr <i>Rural Based Organization (RBO) Coordinator</i>
4. Creates constitution/articles of incorporation/ articles of cooperation and by-laws	4. Presentation of the constitution/ articles of incorporation/ articles of cooperation and by-laws	None	3 hours	Leovigildo B. Bungubung, Jr. <i>Rural Based Organization (RBO) Coordinator</i>
5. Prepares documents for registration of the	5. Assist in the preparations	None	5 days	Leovigildo B. Bungubung, Jr.



cooperatives/ associations	of documents for registration			<i>Rural Based Organization (RBO) Coordinator</i>
	Total	None	5 days, 11 hours and 22 minutes	



60. ISSUANCE OF CERTIFICATION FOR FARM PRODUCTION

Farm production certification is usually requested by land owners. Crop cutting is conducted by the Office of the Municipal Agriculturist to determine the production of a certain parcel of land. The productivity certified by the Municipal Agriculturist will be the basis of sharing agreement between the farmer and the land owner.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (Form 51-C) 2. Request Form (Form AGR-020)		1. Municipal Treasurer's Office 2. Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits office to request certification for farm production	1. Interviews client	None	20 minutes	<i>Municipal Agriculturist</i>
2. Crop Cutting Activities	2. Accompany client in the field for actual surveying of the area and conduct of crop cutting if there is still standing crop	None	half day per parcel of land	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
3. Pays Certification Fee	3. Issues Official Receipt	₱ 150.00	4 minutes	Revenue Collection Officer <i>Municipal Treasurer's Office</i>
4. Receives Certification	4. Issues Certifications	None	2 minutes	<i>Municipal Agriculturist</i>
	Total	₱ 150.00	4 hours and 26 minutes	



61. PROVISIONS OF TECHNICAL ASSISTANCE ON CROPS

Many farmers are not technologically aware on the impacts of crop production. Their inclination to the farmers practice entails high cost of production and hazards to the environment. The provision of technical assistance on crop production minimizes expenses in the farm and the environment is safeguarded.

Office or Division:		Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		G2C - Government to Client		
Who may avail:		All		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Recommendation Form (Form AGR-019)		1. Municipal Agriculture Office 2. Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients comes to the office and inquire for the service	1. Interviews client	None	20 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
2. Accompanies AEW for farm visit inspection	2. Visits and validate farm sites	None	3 hours	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
3. Request of best varieties of crops, cropping pattern, cultural managements	3. Recommends suited varieties, cropping pattern and cultural management	None	2 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
4. Procure inputs	4. Provide recommendation on how to apply, what kind to be applied and when to apply the farm inputs	None	2 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
	Total:	None	5 hours, 22 minutes	



62. ISSUANCE OF CERTIFICATE OF LAND CONVERSION

Agricultural lands by the Comprehensive Land Use Plan according to its uses which can be converted into residential, commercial or industrial purposes.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt (Form 51-C) 2. Tax Declaration Form 3. Request Form (Form AGR-020)		1. Municipal Treasurer's Office 2. Municipal Assessor's Office 3. Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients comes to the office and inquire for the service	1. Interviews client	None	15 minutes	<i>Municipal Agriculturist</i>
2. Assist in the conduct of ocular inspection in the area	2. Conduct ocular inspection in the area	None	25 minutes	<i>Municipal Agriculturist</i>
3. Pays conversion fee	3. Accepts payment	₱ 500.00 for residential ₱ 1,000.00 for commercial ₱ 1,800.00 for industrial	15 minutes	Revenue Collection Officer <i>Municipal Treasurer's Office</i>
4. Submit documents	4. Processes application	None	20 minutes	<i>Municipal Agriculturist</i>
	Total:	₱ 500.00 for residential ₱ 1,000.00 for	1 hour and 25 minutes	



		commercial ₱ 1,800.00 for industrial		
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63. PROVISION OF TECHNICAL ASSISTANCE/ TRAINING/ CLASS/ DEMONSTRATION ON AGRICULTURE AND FISHERY

Farmers learn through group discussion to sustain improvement in productivity, profitability and environment safety. An interaction of ideas is a means of transmitting/learning the technologies of production. It adds more knowledge to the farmers

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Notebooks and writing pen		1. Municipal Agriculture Office 2. To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients comes to the office and inquire for the service; Schedule class/ trainings/ demonstration/ field days	1. Conducts dialogue with client	None	30 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
2. Attends scheduled class/ trainings/ demonstration/ field days	2. Lecture/demo nstration/ open forum/ explanation/p articipating discussion	None	1 day	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
3. Application of technology in the farm	3. Monitoring and evaluation	None	5 hours	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
	Total	None	1 day, 5 hours and 30 minutes	



64. PROVISION OF VETERINARY SERVICES (CONSULTATION AND TREATMENT, VACCINATION, CASTRATION, PREGNANCY DIAGNOSIS AND ARTIFICIAL INSEMINATION SERVICES)

Livestock production goes hand in hand with livestock protection. Outright in the farm, technologies flock for adoption due to the massive campaign on its utilization. Artificial insemination upgrades the breeds of animals. The progenies that will be delivered will be of better quality than those of natural-born.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Prescription Form (Form AGR-018)		1. Municipal Agriculture Office 2. Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visits the office; Requests for consultation, treatment, vaccination, castration services	1. 1 Interviews client	None	5 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
	1.2 Diagnoses animals for treatment	None	1 hour	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
	1.3 Attends to client's need and recommends biologics	None	30 minutes	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
2. Livestock raisers walks in for referral (re: artificial insemination)	2.1 Interviews livestock raiser	None	15 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
	2.2 Calls village based artificial insemination technician (VBAIT) and	None	4 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>



	request for immediate assistance			
	2.3 Injects semen	₱ 1,000.00 (in favor to the VBAIT)	2 minutes	VBAIT
	2.4 Follow up for result	None	2 hours	VBAIT
3. Livestock raisers walks in to the office for request of service (re: castration)	3.1 Interviews clients	None	10 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
	3.2 Conducts castration per se	None	1 hour	Edwin P. Butay, II <i>Municipal Livestock Coordinator</i>
	Total:	₱ 1,000.00	5 hours and 6 minutes	



65. PROVISION OF TECHNICAL ASSISTANCE ON SOIL ANALYSIS

This technology dictates the appropriate crops to plant and amount of fertilizer to be applied including the best combination as to soil nutrient content. Hence, the importance of soil analysis for every farmer is a way for higher production with lesser expenses. Soil analysis is geared towards improvement of the soil capacity as to absorption of nutrients and sustainability of moisture.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Complex			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Plastic bags, Shovel, Marking Pen		1. Municipal Agriculture Office 2. To be provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client goes to office and inquires	1. Interviews client	None	20 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>
2. Gathers soil samples	2.1 Assist in gathering soil samples and labelling	None	5 hours	All AEW
	2.2 Air drying	None	7 days	All AEW
	2.3 Pulverizing/shifting	None	30 minutes	All AEW
	2.4 Submit samples to the soil laboratory with proper labels	None	2 hours	All AEW
	Gets result of soil analysis	None	3 hours	All AEW
3. Gets result and recommendation	2.5 Recommends suitable crops/variety/fertilizer combination	None	30 minutes	<i>Municipal Agriculturist</i> <i>All Agricultural Technologist</i>



	Total:	None	7 days, 11 hours and 30 minutes	
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66. ISSUANCE OF CERTIFICATION FOR THE TRANSPORT/FERRYING OF ANIMALS FROM THE MUNICIPALITY TO OTHER MUNICIPALITIES, PROVINCES AND REGIONS

Livestock raisers sell their animals to traders from other places. These traders have to seek certification from the Municipal Agriculture Office as to their physical conditions, breeds and sex. The issued certification will serve as a gate pass in all checkpoints and quarantine station located end to end of the province.

Office or Division:	Municipal Agriculture Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (Form AGR-020) 2. Official Receipt (Form 51-C) 3. Certificate of Animal Transport (Form AGR-003)		1. Municipal Agriculture Office 2. Municipal Treasurer's Office 3. Municipal Agriculture Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client comes to office for the request of animal to be transported	1.1 Interviews client	None	5 minutes	<i>Municipal Agriculturist</i>
	1.2 Inspection of animals to be transported	None	30 mins.	<i>Municipal Agriculturist / Edwin P. Butay, II Municipal Livestock Coordinator</i>
2. Pays certification fee	Issues official receipt	₱ 150.00	5 mins	Revenue Collection Office <i>Municipal Treasurer's Office</i>
3. Receives certificate	Issues certificate	None	10 mins.	<i>Municipal Agriculturist</i>
Total:		₱ 150.00	50 minutes	



67. ISSUANCE OF COMMUNITY TAX CERTIFICATE (CEDULA)

The office imposes to every individual who is a resident of this municipality, 18 years of age or over who has been regularly employed on a wage or salary basis for at least 30 consecutive working days, or who is engaged in business or occupation, or who owns a real property with an aggregate assessed value of P1,000.00 or more or who is required by law to file an income tax return to secure Community Tax Certificate. Every corporation no matter how created or organized, whether domestic or resident-foreign, engaged in or doing business in the Philippines whose principal office is located in the municipality shall pay an annual community tax.

Office or Division:	Office of the Municipal Treasurer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2B – Government to Business Entity			
Who may avail:	All qualified persons, natural or juridical, residing in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Form for Community Tax Certificate(1 original copy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gets application form for Community Tax Certificate and fills-out the form properly.	1. Provides application form for Community Tax Certificate.	None	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
2.Presents the properly filled-out application form.	2.Receives and verifies the filled-out application form.	None	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
3. Signs at the Community Tax Certificate to confirm the correctness of information.	3. Prepares the Community Tax Certificate.	None	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
4. Pays and receives the Community Tax Certificate.	4. Receives payment and issues the Community Tax Certificate.	Individual: P5.00 and additional tax of P1.00 for every P1,000.00	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer



		<p>of income regardless of whether from business, exercise of profession or from property which in no case shall exceed P5,000.00</p> <p>Computation: $P5.00 + [(Income / P1,000.00) \times P1.00] + Interest$</p> <p>Interest =2% per month starting March</p> <p>Corporation: P500.00 and additional tax which in no case shall exceed P10,000.00 in accordance with the schedule in the Municipal Revenue Code</p> <p>Computation: $P500.00 + [(Gross Sales / P5,000.00) \times P2.00] + Interest$</p>		
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		Interest =2% per month starting March		
			Total=4 minutes	
IN CASE THE CLIENT CANNOT WRITE				
1. Inquires on how to get the Community Tax Certificate	1. Interviews the client for information needed in the Community Tax Certificate and at the same time prepares the Community Tax Certificate	None	2 minutes	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
2. Affixes his thumb mark at the Community Tax Certificate to confirm the correctness of information.	2. Directs the client to affix his thumb mark at the Community Tax Certificate.	None	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
3. Pays and receives the Community Tax Certificate.	3. Receives payment and issues the Community Tax Certificate.	Individual: P5.00 and additional tax of P1.00 for every P1,000.00 of income regardless of whether from business, exercise of profession or from property which in no case shall exceed P5,000.00 Computation: P5.00+ [(Income/ P1,000.00)]	1 minute	PrecyDureg RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer



		x P1.00] + Interest Interest =2% per month starting March		
			Total=4 minutes	



68. ASSESSMENT AND COLLECTION OF BUSINESS TAXES, FEES AND CHARGES

The office imposes to businessmen to pay their business taxes, fees and charges based on the Municipal Revenue Code.

Office or Division:	Office of the Municipal Treasurer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity			
Who may avail:	All businessmen in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-out Application Form for Business Permit (1 original copy)		Business Permit and Licensing Office		
Certification of Gross Sales (for renewal) (1 original copy, 1 photocopy)		To be provided by the businessman		
Income Tax Return (for renewal) (1 original copy, 1 photocopy)		Bureau of Internal Revenue		
Capital Investment (for new) (1 original copy, 1 photocopy)		To be provided by the businessman		
ETRACS-Generated Business Tax Assessment Form (1 original copy, 1 photocopy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the filled-out Application Form for Business Permit and other requirements.	1.1 Receives and verifies the filled-out Application Form for Business Permit and other requirements presented by the client.	None	2 minutes	William Dadiz RCC II Clair Caluza RCC II Office of the Municipal Treasurer
	1.2 Assess the business establishment with its corresponding business taxes, fees and charges and gives the client the ETRACS-Generated Business Tax Assessment Form.		7 minutes	William Dadiz RCC II Clair Caluza RCC II Office of the Municipal Treasurer



2. Pays the taxes, fees and charges.	2. Prepares Official Receipt and receives payment.	<p>Business Tax for renewal-see Annex No. 1</p> <p>Surcharge =25% of Business Tax</p> <p>Interest= Business Tax + Surcharge x 2% per no. of months delinquent</p> <p>Regulatory Fees: Mayor's Permit Fee-see Annex No. 2 Business Signboard Fee- P200.00 Occupation Tax- P120.00/ person Medical Certificate- P150.00/ person Sanitary & Health Permit Fee- P200.00 Business Sticker- P50.00 Garbage Fee- see Annex No. 4 Mayor's Clearance- P100.00 Health Certificate</p>	2 minutes	<p>William Dadiz RCC II Clair Caluza RCC II Luz Cynthia Marie Caguiat RCC II Office of the Municipal Treasurer</p>
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		<p>Card- P75.00/ person Inspection Fee for Business- see Annex No. 3 Laboratory Fee- P175.00/ person Police Clearance for Business- P100.00</p> <p>Business Plate (for New)- P200.00 Hepa B Screening (for Food Handler)- P140.00/ Person Annual Storage (for Gasoline Station)- P10,000.00 Annual Permit (for Gasoline Station)-see Annex No. 7 Annual Registration Fee (for Car Exchange)- P5,000.00 Annual Permit Fee (for Cockpit)- P10,000.00 Annual Registration Fee (for Cooperative)- P1,000.00 Other Regulatory</p>		
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		<p>Fee (for Shopping Center-10 stalls) - P3,000.00</p> <p>Other Regulatory Fee (for Shopping Center-11 to 30 stalls) - P6,000.00</p> <p>Other Regulatory Fee (for Shopping Center-31 or more stalls) -P8,000.00</p> <p>Other Charges:</p> <p>License for Beer (Retail/ Wholesale)= P100.00</p> <p>License for Gin(Retail/ Wholesale)= P400.00</p> <p>License for Cigarette (Retail/ Wholesale)= P250.00</p> <p>Governor's Permit (per Line of Business)= see Annex No. 8</p> <p>Governor's Permit Surcharge= GP x 25%</p> <p>Governor's Permit Interest= GP+ Surcharge + (.14/12) x no. of</p>		
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		months delinquent		
3. Receives the Official Receipt and secures other requirements to be submitted to BPLO	3. Issues the Official Receipt.	None	1 minute	William Dadiz <i>RCC II</i> Clair Caluza <i>RCC II</i> Luz Cynthia Marie Caguiat <i>RCC II</i> Office of the Municipal Treasurer
			Total=12 minutes	



69. ISSUANCE OF CLOSURE CERTIFICATE FOR BUSINESS

The office certifies the closure of business required by other offices.

Office or Division:	Office of the Municipal Treasurer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All retiring business establishments in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Barangay Closure Certificate (1 original copy, 2 photocopy)		Barangay		
Previous Business Permit (1 original copy, 1 photocopy)		To be provided by the businessman		
Business Plate		To be provided by the businessman		
Certification of Gross Sales (1 original copy, 1 photocopy)		To be provided by the businessman		
ETRACS-Generated Assessment Form (1 original copy)		Municipal Treasurer's Office		
Official Receipt (original copy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the required documents to close a business.	1.1 Receives and verifies the documents presented by the client.	None	1 minute	William Dadiz RCC II Clair Caluza RCC II Office of the Municipal Treasurer
	1.2 Assess the business with its corresponding taxes, fees and charges and gives the ETRACS-Generated Assessment Form to the client.		2 minutes	William Dadiz RCC II Clair Caluza RCC II Office of the Municipal Treasurer
2. Pays the corresponding taxes, fees and charges.	2.1 Prepares the Official Receipt and receives payment.	Closure Fee- P750.00; Closure Cert.- P100.00; Closure	2 minutes	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguia



	2.2 Prepares the Certificate of Closure for Business.	Tax- see Annex No. 1	4 minutes	RCC II Office of the Municipal Treasurer William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Office of the Municipal Treasurer
	2.3 Signs the Certificate of Closure for Business and endorses the same to the Revenue Collection Clerk.		1 minute	Myrna Corpuz Asst. Mun. Treasurer Florentina Bracerros LRCO I Teresita Rafol LTOO I Office of the Municipal Treasurer
3. Receives Certificate of Closure for Business.	3. Issues the Certificate of Closure for Business to the client and files the triplicate copy.	None	1 minute	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Office of the Municipal Treasurer
			Total=11 minutes	



70. ISSUANCE OF CERTIFICATE OF NON-DELINQUENCY

This certificate is issued by the office if the taxpayer is updated in paying his real property taxes.

Office or Division:	Office of the Municipal Treasurer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2B – Government to Business Entity G2G – Government to Government			
Who may avail:	All real property taxpayers who are updated in paying real property taxes in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Current Year Real Property Tax Receipt (1 original copy or 1 photocopy)		Municipal Treasurer's Office		
Official Receipt (1 original copy)		Municipal Treasurer's Office		
Order of Payment or Tax Declaration (for taxpayer who failed to bring current year RPT Receipt)		Municipal Assessor's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the current year Real Property Tax Receipt and identifies to the Treasury staff the property to be issued a Certificate of Non-Delinquency.	1. Receives and verifies the documents for Certificate of Non-Delinquency.	None	1 minute	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
2. Pays the certification fee to the Revenue Collection Clerk.	2.1 Prepares the Official Receipt and receives the payment.	P50.00 per RPU	1 minute	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer



	2.2 Prepares, signs, and endorses the Certificate of Non-Delinquency.		4 minutes	William Dadiz <i>RCC II</i> Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguia <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer
	2.3 Verifies and signs the Certificate of Non-Delinquency and gives it back to the Revenue Collection Clerk.		1 minute	Myrna Corpuz <i>Asst. Mun. Treasurer</i> Florentina Bracer <i>LRCO I</i> TeresitaRafol <i>LTOO I</i> Office of the Municipal Treasurer
3. Receives the Certificate of Non-Delinquency.	3. Issues the Certificate of Non-Delinquency to the client and files the triplicate copy.	None	1 minute	William Dadiz <i>RCC II</i> Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguia <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer
		Total= P50.00 per RPU	Total=8 minutes	
IN CASE THE CLIENT FAILED TO BRING THE CURRENT YEAR RPT RECEIPT				
1. Presents the Order of Payment or Tax Declaration and identifies to the Treasury staff the property to be issued a Certificate of Non-Delinquency.	1. Receives and verifies the documents for Certificate of Non-Delinquency and directs the client to pay for the research	None	1 minute	William Dadiz <i>RCC II</i> Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguia



	fee and certification fee			RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
2. Pays the research fee and certification fee to the Revenue Collection Clerk.	2.1 Prepares the Official Receipt and receives the payment.	Research Fee: P75.00 P20.00 - additional Research Fee per RPU Certification Fee: P50.00 per RPU	1 minute	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
	2.2 Prepares, signs, and endorses the Certificate of Non-Delinquency.		5 minutes	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
	2.3 Verifies and signs the Certificate of Non-Delinquency and gives it back to the Revenue Collection Clerk.		1 minute	Myrna Corpuz Asst. Mun. Treasurer Florentina Braceres LRCC I TeresitaRafol LTOO I Office of the Municipal Treasurer
3. Receives the Certificate of Non-Delinquency.	3. Issues the Certificate of Non-Delinquency to the client and files the triplicate copy.	None	1 minute	William Dadiz RCC II Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat



				<i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer
			Total=9 minutes	



71. COLLECTION OF REAL PROPERTY TAX

The basic real property tax and the additional tax for the Special Education Fund (SEF) is levied on real properties such as lands, buildings, machinery, and other improvements located in the municipality.

Office or Division:	Office of the Municipal Treasurer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2B – Government to Business Entity			
Who may avail:	All real property taxpayers in the municipality			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment (1 original copy)		Municipal Assessor's Office		
Previous Real Property Tax Receipt (1 original copy or 1 photocopy)		To be provided by the real property taxpayer		
Official Receipt (1 original copy)		Municipal Treasurer's Office		
ETRACS-Generated Assessment Form for RPT (1 original copy)		Municipal Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the Order of Payment and previous Real Property Tax Receipt.	1.1 Receives and verifies the documents presented.	None	1 minute	Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II William Dadiz RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer
	1.2 Computes the current year tax due and gives the ETRACS-Generated Assessment Form for RPT to the client.		1 minute	Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II William Dadiz RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer



2. Pays the real property tax and receives the Real Property Tax Receipt.	2. Prepares the Real Property Tax Receipt, receives payment and issues the receipt.	<p>Per RPU: Basic RPT= AV x 1%</p> <p><i>*Tax discount shall be granted if full payment of Basic RPT & SEF due for the year is paid</i></p> <p>for 20% =Basic RPT x 20% (if paid before tax accrues on Jan. 1 of the current year)</p> <p>for 15% =Basic RPT x 15% (if paid on January 1-16 of the current year)</p> <p>for 10% =Basic RPT x 10% (if paid on January 17-March 31 of the current year)</p> <p>SEF= AV x 1%</p> <p>for 20%</p>	1 minute	<p>Clair Caluza RCC II PrecyDureg RCC II Luz Cynthia Marie Caguiat RCC II William Dadiz RCC II Myla de los Reyes RCC I Office of the Municipal Treasurer</p>
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		<p>=SEF x 20% (if paid before tax accrues on Jan. 1 of the current year)</p> <p>for 15% =SEF x 15% (if paid on January 1-16 of the current year)</p> <p>for 10% =SEF x 10% (if paid on January 17-March 31 of the current year)</p> <p>Tax Due =(Basic RPT - Discount) + (SEF – Discount)</p>		
			Total= 3 minutes	
FOR DELINQUENT REAL PROPERTY				
1. Presents the Order of Payment.	1. Receives and verifies the presented document and directs the client to pay for the research fee.	None	2 minutes	Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguia <i>RCC II</i> William Dadiz <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer



2. Pays the research fee.	2. Prepares the Official Receipt and receives payment.	P75.00 P20.00 - additional Research Fee per RPU	1 minute	Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguiat <i>RCC II</i> William Dadiz <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer
3. Presents the Official Receipt for research fee.	3. Computes the tax due from the date of last payment up to the current year and gives the ETRACS-Generated Assessment Form for RPT to the client.	None	7 minutes	Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguiat <i>RCC II</i> William Dadiz <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer
4. Pays the real property tax and receives the Real Property Tax Receipt.	4. Prepares the Real Property Tax Receipt, receives payment, and issues the receipt.	Per RPU: Basic RPT= $AV \times 1\%$ SEF= $AV \times 1\%$ * Interest on unpaid RPT- at the rate of 2% per month on the unpaid amount or a fraction thereof, until the delinquent tax shall have been fully paid. Provided that the	3 minutes	Clair Caluza <i>RCC II</i> PrecyDureg <i>RCC II</i> Luz Cynthia Marie Caguiat <i>RCC II</i> William Dadiz <i>RCC II</i> Myla de los Reyes <i>RCC I</i> Office of the Municipal Treasurer



		<p>total interest on the unpaid tax or portion thereof shall not exceed 36 months.</p> <p>Interest = 2% x no. of months delinquent</p> <p>Tax Due =(Basic RPT + Interest) + (SEF + Interest)</p>		
			Total=13 minutes	



71. ISSUANCE OF CERTIFIED TRUE COPIES (CTC) OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Service Information: The office will issue certifications on the record of births, marriages, and death from the registry books and Civil Registry Information System. There are three kinds of certifications that can be issued: record available, records not available and record destroyed.

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Client			
Who may avail:	1. The owner himself or a duly authorized representative with ID 2. Owner's legal spouse, father, mother, son or daughter of legal age.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Slip		Municipal Civil Registrar Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Certified True Copy	1. Requires the client to fill out the request slip	None	1 minute	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
2. Fill up the request slip and present documents needed	2. Receive the request slip	None	2 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
3. Pay the required fee	3. Receive the payment and issue official receipt	₱ 100.00	3 minutes	Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar/ MTO Staff



4. Wait while the document is verified, typed, processed by the person in-charge	4. Verify the request Type the document	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
5. Receive the document from the person in-charge	5. Release the document to the client	None	2 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	₱ 100.00	13 minutes	



72. APPLICATION FOR MARRIAGE LICENSE

Service Information: Where a marriage license is required, the contracting parties shall file sworn application for such license with the proper local civil registrar of the place where either or both of the contracting parties reside. When the license is issued, the same shall be valid in any part of the Philippines for a period of 120 days from the date of issuance, and shall be deemed automatically cancelled after the expiration date even if the contracting parties have not made use of it

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Contracting parties whom wants to get married. Both applicants must be of legal age (18 years old and/or above), Either one of applicant must be a resident of San Nicolas. Needs personal appearance.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth Certificates (2 original copy and 2 photocopy)		Philippine Statistics Authority (PSA)		
Residence Certificate (Cedula) (2 original copy and 2 photocopy)		Barangay where client resides		
Certificate of No Marriage (CENOMAR) (2 original copy and 2 photocopy)		Philippine Statistics Authority (PSA)		
Legal Capacity to contract marriage for foreigners (If applicable; 2 original copy and 2 photocopy)		Respective Embassy		
Divorced/Annulment decision/Death Certificate (if applicable; 2 original copy and 2 photocopy)		Philippine Statistics Authority (PSA)		
Consent/Advice of parents/guardian if contracting parties are 25 years old and below (2 original copy and 2 photocopy)		Country of Origin / Local Civil Registrar's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply for marriage license	1. Gives the requirements needed	None	2 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar



2. Submit requirements	2. Check requirements	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
3. Fill-out Application Form	3. Type/Encode Application	None	20 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
4. Pay the required fee	4. Receive the payment and issue official receipt	Marriage Counselling – 100.00 Marriage License – 73.00 VCP – Center Fee 100.00 Marriage Application Fee- 150.00 Marriage License Fee-2.00	5 minutes	Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar/ MTO Staff
5. Return and Claim the Marriage License on the 11th day	5. Release the Marriage license	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar



				Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	₱ 425.00	32 minutes	



73. REGISTRATION OF CERTIFICATE OF LIVE BIRTH

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

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Parents / guardians / attendant at birth / hospital 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		
If Parents are Married at the time of birth , attach a Certified True Copy or PSA copy of the Marriage Contract of the parents		Local Civil Registrars Office and Philippine Statistics Authority		
If Parents are Not Married at the time of birth, attach the following: a. Affidavit of Admission of Paternity (at the back of the Municipal Form 102 – signed by the parents and notarized) b. Affidavit to Use the Surname of the Father (4 copies, signed by the mother and notarized)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register certificate of live birth	1. Gives the requirements needed	None	2 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar



2. Pay the required fee	2. Receive the payment and issue official receipt	Birth Certificate – ₱ 100.00	5 minutes	Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar/ MTO Staff
3. Show the official receipt	3. Encode birth Certificate	None	15 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
4. Receive copy of Certificate of Live Birth	4. Release the Certificate of Live Birth	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	None	27 minutes	



74. REGISTRATION OF CERTIFICATE OF DEATH

Service Information: It shall be the responsibility of the spouse or any nearest relative 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 the death to the officer of the Civil Registrar within the Reglementary period of thirty (30) days.

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	Spouse or any nearest relative			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Cause of Death (1 copy)		Municipal Health Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get cause of Death from the MHO	1. Receives the cause of death	None	2 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
2. Fill out the death certificate form	2. Encode the death certificate form	None	10 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
3. Pay the required fee	3. Receive the payment and issue official receipt	Death Certificate – ₱ 100.00	5 minutes	Janet A. Agustin <i>Assistant Registration Officer</i>



				Office of the Municipal Civil Registrar/ MTO Staff
4. Show the official receipt	4. Issue death certificate	None	15 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
5. Receive copy of Certificate of Live Birth	5. Release the Certificate of Live Birth	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	None	37 minutes	



75. ISSUANCE OF SUPPLEMENTAL REPORT OF BIRTH, MARRIAGE AND DEATH CERTIFICATES

Service Information: A supplemental report is processed to supply entries or information in the Certificate of Live Birth, Certificate of Marriage, Certificate of Death, and Certificate of Fetal Death, which are inadvertently omitted when the document was registered.

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	1. The owner himself or a duly authorized representative with ID 2. Owner's legal spouse, father, mother, son or daughter of legal age.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth/Marriage/Death Certificate (original)		Philippine Statistics Authority (PSA)		
Affidavit of Supplemental Report indicating the missing (notarized in 3 original copies)		Notary Public		
Any valid ID's stating the date and place of birth (1 original copy and 1 photocopy)				
Supporting documents with the correct "missing entry" from the birth certificate, to be copied (1 original and 2 photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Supplemental report	1. Gives the requirements needed	None	3 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
2. Pay the required fee	2. Receive the payment and issue official receipt	CTC- ₱100.00 Supplemental Fee - ₱ 100.00	5 minutes	Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar/ MTO Staff
3. Submits the requirements	3. Receives and check the		15 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i>



	completeness of the requirements			Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
4. Claims the annotated documents 1 day after	4. Issues the annotated document	None	5 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	₱ 200.00	28 days	



76. ADVANCE AND ELECTRONIC ENDORSEMENT OF BIRTH, MARRIAGE, & DEATH CERTIFICATES TO PHILIPPINES STATISTICS AUTHORITY (PSA) FOR SECURITY PAPER

Service Information: The advance endorsement is requesting the Local Civil Registry to endorse a copy of the birth certificate to the PSA ahead of the regular schedule of submission of civil registry documents.. After securing the endorsement, the clients may follow up the status of their application with the number provided by the PSA

Office or Division:	Office of the Municipal Civil Registrar, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	1. The owner himself or a duly authorized representative. 2. Owner's legal spouse, father, mother, son or daughter of legal age			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Birth/Marriage/Death Certificates		Philippine Statistics Authority (PSA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for advance or electronic endorsement of Birth/Marriage/Death Certificates	1. Receives the document for endorsement	None	15 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
2. Request for the copy of endorsement letter	2. Issues endorsement letter (during Fridays)	None	10 minutes	Rosemarie B. Antolin- <i>Municipal Civil Registrar</i> Office of the Municipal Civil Registrar Janet A. Agustin <i>Assistant Registration Officer</i> Office of the Municipal Civil Registrar
	Total:	None	25 minutes	



77. ANNOTATING, CANCELLATION OF BAIL BONDS, LOANS AND MORTGAGES

This service is provided to all clients who are processing mortgages and bail bonds

Office or Division:	Office of the Municipal Assessor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Clients who are processing mortgages/annotation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Real Estate Mortgage		Land Registration Authority (LRA)		
Cancellation of Real Estate Mortgage (REM)/CREM documents		Land Registration Authority (LRA)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits necessary documents	1.1 Acknowledges the documents submitted and checks for its completeness and validity	None	5 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.2 Advises client to go to the Office of the Municipal Treasurer to pay the annotation fee		3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
2. Pays the corresponding annotation fee at the Municipal Treasurers Office	2.1 Issues official receipt on the annotation fee	₱ 50.00	3 minutes	William G. Dadiz <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.2 Annotates the Real Estate Mortgage/ Cancellation of real estate Mortgage Bail bond document on the submitted Tax Declaration and on the computer		5 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor



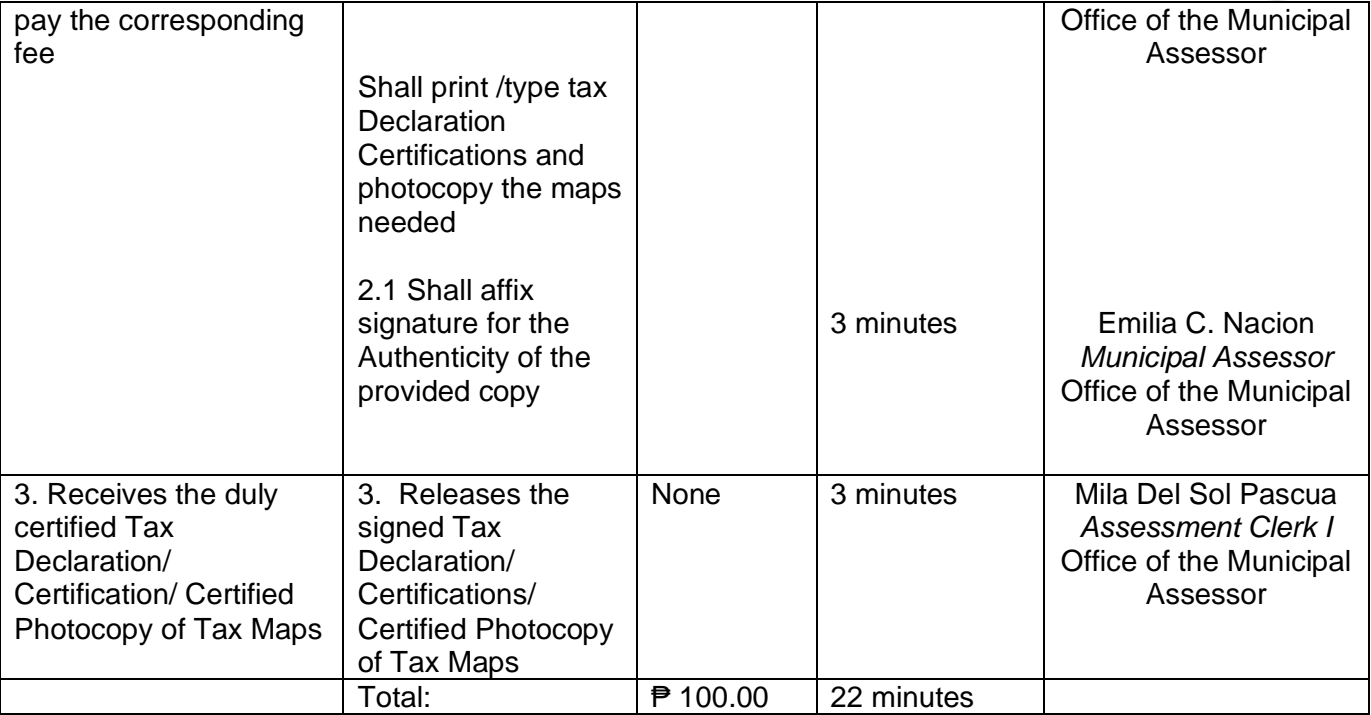
	records of real properties			
3. Receives the Annotated Tax Declaration together with the documents	3. Provides the client the annotated Tax Declaration and records on the logbook	None	3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	Total:	₱ 50.00	19 minutes	



78. ISSUANCE OF CERTIFICATION OF REAL PROPERTY RECORDS/ CERTIFIED TRUE COPY OF TAX DECLARATION/ CERTIFIED TRUE COPY OF MAPS

Tis service is provided to clients who have transaction regarding sale, donation and adjudication of a property for the issuance of BIR Clearance

Office or Division:	Office of the Municipal Assessor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
Who may avail:	All clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter (1 original copy)		Municipal Assessors Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Shall fill-up the request form on the service to be issued	1.1 Shall receive evaluate the request letter	None	5 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	Note: Shall verify if the requesting person is allowed to get the information; if not, the following document shall be required: -ID -Community Tax Certificate			
	1.2 Issue Order of Payment		3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.3 Searches on the computer the Assessment Service to be issued		5 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
2. Proceeds to the Treasurer's Office to	2.1 Records the Official Receipts	₱ 100.00	3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i>





79. VERIFYING PROPERTY LOCATION AND VICINITY

This service is provided to real property owners who have problems on property location and boundary disputes

Office or Division:	Office of the Municipal Assessor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Tax payers who have problems in property location			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Tax Declaration (1 original copy)		Municipal Assessors Office		
Tax Maps and Cadastral Maps (1 photocopy)		Municipal Assessors Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits needed documents (Tax Declaration, etc)	1. Receives Tax Declaration, etc	None	5 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
2. Proceeds to the Office of the Municipal Treasurer to pay the research fee	2.1 Issues Official Receipt	₱ 100.00	3 minutes	Precy Dureg <i>Revenue Collection Clerk II</i> Office of the Municipal Treasurer
	2.2 Records the Official Receipt Number		3 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	2.3 Makes verification on the cadastral maps and on the Tax Maps		15 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
3. Accompanies the tax mapper to the field	3. Conducts ocular inspection to verify the location and boundaries of the property	None	1 hour	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	Total:	₱ 100.00	1 hour and 26 minutes	



80. PROCESSING TRANSFER OF OWNERSHIP OF REAL PROPERTY

This is necessary to all persons acquiring real property/properties by virtue of a Deed of Absolute Sale, Deed of Donation, Deed of Adjudication with Absolute Sale Documents Duly Registered at the Office of the Register of Deeds of Ilocos Norte

Office or Division:	Office of the Municipal Assessor, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Tax payers with transfer transactions			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Assessor's Office Checklist				
Documents (Deed of Sale, Deed of Adjudication with Sale, Deed of Donation, etc.) (1 photocopy)		Land Registration Authority (LRA)		
Tax clearance (Certificate of Non Delinquency), Processing Fee (Municipal) (1 photocopy)		Municipal Treasurers Office		
Processing Fee (Provincial), transfer tax (1 photocopy)		Provincial Treasurers Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all Documents necessary for the transfer	1.1 Acknowledges the documents and verifies for its completeness and validity	None	5 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	1.2 Payment of Processing Fee	₱ 75.00	3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.3 Advises client to come back after 5 days			Precy Dureg, <i>Revenue Collection Clerk II</i>



	1.4 Verifies the Property Index Number (PIN)		10 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.5 Types the Tax Declaration and Field Assessment and Appraisal Sheet (FAAS) of the property/properties to be transferred in accordance with the approved schedule of the market value		10 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.6 Signs the prepared Tax Declaration and Field Assessment and Appraisal Sheet for approval by the Provincial Assessor		3 minutes	Emilia C. Nacion <i>Municipal Assessor</i> Office of the Municipal Assessor
	1.7 Assigns new number on the prepared Tax Declaration and Field Assessment and Appraisal Sheet		5 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.8 Record the prepared FAAS and tax Declaration on the transaction logbook		2 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	1.9 Submits the prepared Tax Declaration and Field Assessment and Appraisal Sheet at the Office of the Provincial Assessor		3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor



2. Receives the Owner's copy of the Tax Declaration	2.1 Issues the approved owner's copy of the Tax Declaration	None	3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	2.2 Updates on the records of the office the transferred property and files the Municipal copy		10 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	Total:	₱ 75.00	54 minutes	



81. APPRAISAL AND ASSESSMENT OF REAL PROPERTY

Assessment of real property is provided to real property owners who undergo improvements/ new construction of real property units

Office or Division:	Office of the Municipal Assessor			
Classification:	Complex			
Type of Transaction:	G2C-Government to Client, G2B-Government to Business, G2G-Government to Government			
Who may avail:	Clients with New Buildings/Improvement			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Floor Plans, Occupancy		Office of the Municipal Engineer		
Permits and Bill of Materials				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits all documents for the appraisal of his/her real property	1. Acknowledges all the documents submitted and verify for its completeness and validity	None	10 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
2. Accompanies the appraiser to inspect his/her real property	2.1 Appraiser goes to the field and inspect the newly-erected building improvement	None	30 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	2.2 Appraiser fills the basic data on the Field Assessment and Appraisal Sheet (FAAS) the appraisal of the Bldg./Improvements is in accordance with the duly approved schedule of the market value		30 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
			10 minutes	Ferdinand Tolentino



	2.3 The appraiser prepares the Field Assessment and Appraisal Sheet (FAAS) and Tax Declaration			<i>Assessment Clerk II</i> Office of the Municipal Assessor Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	2.4 Verifies/signs the Field Assessment and Appraisal Sheet (FAAS) and Tax Declaration and Recommends to the Provincial Assessor for approval		3 minutes	Emilia C. Nacion <i>Municipal Assessor</i> Office of the Municipal Assessor
	2.5 Numbers the signed Field Assessment and Appraisal Sheet (FAAS) and Tax Declaration and advices to client to come back after 5 days		3 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	2.6 Record on the transaction logbook the numbered FAAS and Tax Declaration		3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	2.7 Submits the numbered Field Assessment and Appraisal Sheet (FAAS) and Tax Declaration to the office of the Provincial Assessor		20 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	2.8 Segregates the approved Field Assessment and Appraisal Sheet and Tax Declaration		3 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
			3 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i>



	2.9 Prepares the notice of assessment and Tax Bill			Office of the Municipal Assessor
3. Receives the owner's copy of the approved Tax Declaration of his/her residential building	3.1 Issues the approved owner's copy of the newly assessed property together with the Notice of Assessment and Tax Bill (NATB)		5 minutes	Ferdinand Tolentino <i>Assessment Clerk II</i> Office of the Municipal Assessor
	3.2 Updates the approved Tax Declaration on the computer records and files the municipal copy		10 minutes	Mila Del Sol Pascua <i>Assessment Clerk I</i> Office of the Municipal Assessor
	Total:	None	130 minutes	



82. ISSUANCE OF BUILDING PERMIT AND OTHER RELATED PERMIT (CONSTRUCTION PERMIT)

This service is offered in compliance with the rules and regulations set forth in PD 1096 otherwise known as the National Building Code of the Philippines as well as those set forth in JCM No. 2018-01 providing Guidelines in Streamlining the Process for the Issuance of Building Permits and Certificate of Occupancy.

With complete documentary requirements, this transaction can normally be completed within a maximum period of (3) working days.

Office or Division:	Office of The Municipal Engineer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:	Simple		
Type of Transaction:	G2G – Government to Government, G2C – Government to Client, G2B – Government to Business		
Who may avail:	All transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Building Permit Form (5 original copies)		Office of the Municipal Engineer	
Electrical Permit Form (5 original copies)		Office of the Municipal Engineer	
Sanitary Permit Form (5 original copies)		Office of the Municipal Engineer	
Sign and sealed Building Plan (5 original sets)		Licensed Engineer/Architect	
Itemized Cost Estimate (2 original copies)		Licensed Civil/Structural Engineer	
PRC ID and PTR Receipt of signing Licensed Engineer/Architect (1 photocopy)		Licensed Engineer/Architect	
Photocopy of Latest Tax Declaration of the Lot		Office of the Municipal Assessor	
Electrical Design Analysis for buildings with 50 Total Amperes and above (1 original copy)		Licensed Electrical Engineer	
Construction Safety and Health Program Certificate for buildings with floor area of 50 square meters and above (1 original copy)		Department of Labor and Employment	
Zoning Clearance and Evaluation Report (1 original copy)		Office of the Municipal Planning and Development Coordinator	
Additional Requirements:			
For Two Storey Building			
Specifications (2 original copies)		Licensed Civil/Structural Engineer	
Structural Computation/Analysis (2 original copies)		Licensed Civil/Structural Engineer	
Construction Logbook/ Daily Activities (1 original copy)		Licensed Civil/Structural Engineer	
For Three Storey Building			
Geotechnical Investigation Report Analysis (1 original copy)		Licensed Civil/Structural Engineer	
For Hospital			
Plan of Placenta Pit (5 original sets)		Licensed Civil/Structural Engineer	
Plan of Septic (5 original sets)		Licensed Civil/Structural Engineer	
For Mechanical Permit			



Mechanical Permit Form (5 original copies)		Office of the Municipal Engineer		
Sign and sealed Mechanical Plan (5 original set)		Licensed Mechanical Engineer		
For Electronics Permit				
Electronics Permit Form (5 original copies)		Office of the Municipal Engineer		
Sign and sealed Electronics Plan (5 original set)		Licensed Electronics Engineer		
For Temporary Electrical Permit				
Temporary Electrical Permit Form (3 original copies)		Office of the Municipal Engineer		
Certificate of Final Electrical Inspection for Temporary Connection (3 original copies)		Office of the Municipal Engineer		
Sign and sealed Electrical Plan (5 original set)		Licensed Electrical Engineer		
Barangay Clearance (1 original copy)		Office of the Municipal Engineer		
Photocopy of Latest Tax Declaration of lot		Office of the Municipal Assessor		
Photocopy of Latest Tax Receipt of lot		Office of the Municipal Treasurer		
For Fencing Permit				
Fencing Permit Form (5 original copies)		Office of the Municipal Engineer		
Barangay Clearance (1 original copy)		Office of the Municipal Engineer		
Sign and sealed Fencing Plan (5 original set)		Licensed Engineer/Architect		
Photocopy of Latest Tax Declaration of the Lot (1 copy)		Office of the Municipal Assessor		
Photocopy of Land Title or Deed of Sale (1 copy)		Land Registration Authority		
Photocopy of Latest Tax Receipt (1 copy)		Office of the Municipal Treasurer		
For Demolition Permit				
Demolition Permit Form (5 original copies)		Office of the Municipal Engineer		
Barangay Clearance (1 original copy)		Office of the Municipal Engineer		
Sketch Plan (5 original sets)		Licensed Engineer/Architect		
Photocopy of Latest Tax Declaration of the Lot (1 copy)		Office of the Municipal Assessor		
Photocopy of Land Title or Deed of Sale (1 copy)		Land Registration Authority		
Photocopy of Latest Tax Receipt (1 copy)		Office of the Municipal Treasurer		
Excavation and Ground Preparation Permit				
Excavation and Ground Preparation Permit Form (3 copies)		Office of the Municipal Engineer		
Barangay Clearance (1 original copy)		Office of the Municipal Engineer		
Sign Permit				
Sign Permit Form (5 original copies)		Office of the Municipal Engineer		
Sign and sealed Signage Plan (5 original set)		Licensed Engineer/Architect		
Interior Design Permit				
Interior Design Permit Form (5 original copies)		Office of the Municipal Engineer		
Sign and sealed Interior Design Plan (5 original set)		Licensed Engineer/Architect		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submission of Application Forms and Documentary Requirements at the Office of the Municipal Engineer	1.1. Receives and reviews application, auxiliary and other related permits as to completeness and correctness of related plans and supporting documents and advice applicants for any deficiencies observed.	None	10 mins.	Angelita Agonoy <i>Admin. Aide I/ Engr.</i> Jarah Mae Mandac <i>Engineer I</i> Office of the Municipal Engineer
2. Wait for the inspection of the proposed site.	2.1. Inspection of the proposed site.	None	30 mins.	Joseph Rey Arzaga <i>Admin. Aide I/Arnold</i> Janssen Mandac <i>Admin. Aide I</i> Office of the Municipal Engineer
3. Receive Order of Payment and pay for necessary fees at the Office of the Municipal Engineer	3.1. Assessment of Building Permit Fees. 3.2. Issues Order of Payment and Official Receipt	As per prescribed fees based on National Building Code (PD 1036) and Local Tax Code	15 mins. 5 mins.	Engr. Venonie Coloma <i>Municipal Engineer/</i> Angelita Agonoy <i>Admin. Aide I</i> Office of the Municipal Engineer
4. Claim Building Permit at the Office of the Municipal Engineer	4.1. Segregates and record data and issue approved building permit to the client	None	15 mins.	Angelita Agonoy <i>Admin. Aide I</i> Office of the Municipal Engineer
	TOTAL:	As per prescribed fees based on National Building Code (PD 1036) and Local Tax Code Formula: Building fee = Area in sq.m x	1 Hour, 15 mins.	



		<p>Fee per sq.m</p> <p>Bases of Assessm ent:</p> <p>a. Charac ter of occupa ncy or use of buildin g/struct ure</p> <p>b. Cost of constru ction</p> <p>c. Floor Area</p> <p>d. Height</p>		
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83. ISSUANCE OF OCCUPANCY PERMIT (CONSTRUCTION PERMIT)

This service is offered in compliance with the rules and regulations set forth in PD 1096 otherwise known as the National Building Code of the Philippines as well as those set forth in JCM No. 2018-01 providing Guidelines in Streamlining the Process for the Issuance of Building Permits and Certificate of Occupancy.

With complete documentary requirements, this transaction can normally be completed within a maximum period of (3) working days.

Office or Division:	Office of The Municipal Engineer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government, G2C – Government to Client, G2B – Government to Business			
Who may avail:	All transacting public			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Certificate of Occupancy (2 original copies)		Office of the Municipal Engineer		
Certificate of Completion (2 original copies)		Office of the Municipal Engineer		
Certificate of Final Electrical Inspection/Completion (5 original copies)		Office of the Municipal Engineer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits of Application Forms and Documentary Requirements at the Office of the Municipal Engineer	1. Receive and review application for occupancy permit as well as approved building permit forms, including building plans for final inspection of the proposed site.	None	10 minutes	Angelita Agonoy <i>Admin. Aide I/</i> Engr. Jarah Mae Mandac <i>Engineer I</i> Office of the Municipal Engineer
2. Waits for the final inspection of the building and endorsement letter to BFP.	2.1 Final inspection of the building.	None	30 minutes	Joseph Rey Arzaga <i>Admin. Aide I /</i> Arnold Janssen Mandac <i>Admin. Aide I</i> Office of the Municipal Engineer
	2.2 Encode and issue Occupancy Permit and Endorsement Letter to BFP for the issuance of FSIC.		5 minutes	



3. Claims CFEI and Occupancy Permit to be signed by different officials involve - Office of the Municipal Engineer	3. Release CFEI and Occupancy Permit	None	15 minutes	Angelita Agonoy <i>Admin. Aide I/Engr.</i> Venonie Coloma <i>Municipal Engineer</i> Office of the Municipal Engineer
	TOTAL:	None	60 minutes	



84. ISSUANCE OF BUILDING INSPECTION CLEARANCE FOR BUSINESS PERMIT (CONSTRUCTION PERMIT)

This service is offered in compliance with the rules and regulations set forth in PD 1096 otherwise known as the National Building Code of the Philippines as well as those set forth in JCM No. 2018-01 providing Guidelines in Streamlining the Process for the Issuance of Building Permits and Certificate of Occupancy.

With complete documentary requirements, this transaction can normally be completed within a maximum period of (3) working days.

Office or Division:	Office of The Municipal Engineer, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client, G2B – Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Zoning Clearance and Evaluation Report (1 original copy)		Municipal Planning and Development Coordinator Office		
Certificate of Occupancy/Certificate of Exemption (1 original copy)		Office of the Municipal Engineer		
Inspection Checklist (2 original copies)		Office of the Municipal Engineer		
Business Clearance (1 original copy)		Business Process and Licensing Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Documentary Requirements at the Office of the Municipal Engineer	1. Receives and reviews documentary requirements.	None	5 minutes	Angelita Agonoy <i>Admin. Aide I/Engr. Jarah Mae Mandac Engineer I</i>
2. Wait for the inspection of the building site.	2. Inspection of the building site.	None	30 minutes	Joseph Rey Arzaga <i>Admin. Aide I/Arnold Janssen Mandac Admin. Aide I</i> Office of the Municipal Engineer
3. Receipt of Order of Payment and pay for necessary fees at the Office of the Municipal Engineer	3.1. Assessment of Fees 3.2. Issues Order of Payment and Official Receipt.	Prescribed fees based on National Building Code (PD 1036) and Local Tax Code	10 minutes 5 minutes	Engr. Venonie Coloma <i>Municipal Engineer/ Angelita Agonoy Admin. Aide I</i> Office of the Municipal Engineer



		<p>Certificate of Exemption = 100.00</p> <p>Business Sign = Area in sq.m. x Fee per sq.m.</p> <p>Annual Inspection = Area in sq.m. x Fee per sq.m.</p>		
4.Claiming of the Business Clearance and Annual Inspection Certificate at the Office of the Municipal Engineer	<p>4.1 Signing of Business Clearance and issuance of Certificate of Annual Inspection</p> <p>4.2 Segregate and records data</p>	<p>None</p>	<p>5 minutes</p> <p>.</p> <p>5 minutes</p>	<p>Angelita Agonoy Admin. Aide I/Engr. Venonie Coloma Municipal Engineer Office of the Municipal Engineer</p>
	Total:	<p>Prescribed fees based on National Building Code (PD 1036) and Local Tax Code</p> <p>Certificate of Exemption = 100.00</p> <p>Business Sign = Area in sq.m. x Fee per sq.m.</p>	60 minutes	



		Annual Inspection = Area in sq.m. x Fee per sq.m.		
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**Office of the Sangguniang Bayan-Municipal
Budget Office/Treasury Office/Municipal
Planning & Development Office
Legislative Services**



1. REVIEW OF BARANGAY ANNUAL BUDGETS

Review of Barangay Annual Budgets for recommendation to the Sangguniang Bayan for approval. If requirements are complete, this transaction can normally be completed in one (1) working day.

Office or Division:	Office of the Sangguniang Bayan-Municipal Budget Office/Treasury Office/Municipal Planning & Development Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:	Simple		
Type of Transaction:	G2G-Government to Government, G2C-Government to Client		
Who may avail:	All transacting public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
AIP Forms # copy/ies (1 original copy # orig/photocopy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Budget Preparation Forms (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Barangay Development Council Resolutions (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Barangay Resolutions (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Barangay Appropriation Ordinance (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
20% Development Plan (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
DRRMF Plan and Budget (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
GAD Plan and Budget (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
SK Plan and Budget (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Order of Business (1 original copy)		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	
Transmittal of Recommendation Letter for Approval		Office of the Sangguniang Bayan/Municipal Budget Office/Treasury Office/Municipal Planning & Development Office	



SB Resolution		Office of the Sangguniang Bayan Office		
Logbook (out-going communications)		Office of the Sangguniang Bayan Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits Barangay Annual Budget by the representative	Checks all required forms if complete and properly filled-up.	None	30 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I
	Forwards the Appropriation Ordinance to the Local Finance Committee for initial review (1 st Endorsement	None	15 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I
	Includes in the SB Order of Business for the first reading and assignment to committee concerned	None	15 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II
	Receives copy of Barangay Annual Budget	None	10 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I
	Conducts committee meeting for review of the Barangay Annual Budget	None	30 minutes	SB Committee on Finance Budget and Appropriations



	<p>*if with corrections and lackings; Returns the Annual Budget with the findings and recommendation</p> <p>*if without corrections and lackings; Transmits Recommendation Letter for Approval of the Sangguniang Bayan</p> <p>Receives copy of Recommendation Letter for Approval</p>	<p>None</p> <p>None</p>	<p>30 minutes</p>	<p>Local Finance Committee</p> <p>Local Finance Committee</p> <p>Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I</p>
	Includes the SB Order of Business (Committee Report)	None	15 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II
	<p>Moves for the approval of Barangay Annual Budget in the Sangguniang Bayan's Regular Session</p> <p>Preparations of SB Resolution approving the Barangay Annual Budget.</p>	<p>None</p> <p>None</p>	<p>30 minutes</p> <p>30 minutes</p>	<p>SB Chairman on Committee on Finance, Budget and Appropriations</p> <p>Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II</p>
Receives copy of Resolution approving	Provide copy of Resolution	None	5 minutes	Enrique P. Ulep Jr., Sangguniang Bayan



the Barangay Annual Budget	approving the Barangay Annual Budget			Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I
Shall affix his signature of receipt	Let's the client affix his signature in the logbook (out-going communication)	None	5 minutes	Enrique P. Ulep Jr., Sangguniang Bayan Secretary; if not present Maricel D. Valdez, Local Legislative Staff Employee II and Frances Lyka A. Alejo, Administrative Aide I
	Total:	None	215 minutes	



2. ISSUANCE OF MOTORIZED TRICYCLE OPERATOR'S PERMIT (MTOP)

Pursuant to legislative authority granted by the Local Government Code of 1991, the Sangguniang Bayan shall, subject to the guidelines prescribed by the Department of Transportation and Communication and as per Municipal Ordinance No. 2008-22, regulate the operation of tricycles for their operation thereof within the territorial jurisdiction of San Nicolas Province of Ilocos Norte.

If requirements are complete, this transaction can normally be completed in two (2) working days.

Office or Division:	Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	Tricycle Operators (renewal/ new & transfer applicant/s)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filed-up Application Form for MTOP (Transaction Request Form)		Sangguniang Bayan Office (Tricycle Franchising Section)		
2. Latest OR & CR (1 original & 1 photocopy)		Land Transportation Office		
3. Cedula (1 original copy)		Barangay Hall		
4. Barangay Clearance (1 original copy)		Barangay Hall		
5. Driver's License (1 original copy)		Land Transportation Office		
6. Bureau of Internal Revenue Clearance (1 original copy & 1 photocopy) <i>***if operator has other source of income & operating 2 or more units</i>		Bureau of Internal Revenue Office- Laoag City Regional Office		
7. Social Security System Clearance (1 original copy & 1 photocopy) <i>***if operator has other source of income & operating 2 or more units</i>		Social Security System Office- Laoag City Field Office		
8. Philhealth Certificate (1 original & 1 pc. photocopy) <i>***if operator has other source of income & operating 2 or more units</i>		Philippine Health Office- Laoag City Field Office		
9. 2 pcs. 2x2 picture				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Sangguniang Bayan	1.1 Receives and verify the validity of the complete	None	5 minutes	Tricycle Franchising In-Charge Sangguniang Bayan Office



Office (Tricycle Franchising Section) and fill-up application for MTO Permit and submit together with the complete and valid needed documents	submitted documents 1.2 If submitted complete documents are valid, record the application to the logbook		1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
2. Pay the Annual Fees; Laboratory Fees and Inspection Fee	2.1 Receive the payment and issue Official Receipt	<p>Mayor's Permit Fee- P150.00 Regulatory Fee- 50.00 Occupation Tax- 100.00 Sticker Fee- 50.00</p> <p><i>(if with other source of income & new applicant)</i></p> <p>Mayor's Clearance- 75.00 Governor's Permit- 100.00</p> <p>Urinalysis- P50.00 Fecalalysis- 50.00 Sputum- 75.00 Health Certificate- 75.00 Medical Certificate- 150.00</p> <p>P100.00 inspection fee</p>	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>



	2.2 Print MTOP for signature	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
	2.3 Record MTOP on the logbook	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
3. Receive the approved MTOP with the Sticker and affix signature to the logbook	3.1 Release the approved MTOP with the sticker and let the client affix signature in the logbook	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
4. Submit the result of the laboratory test for recording at the Sangguniang Bayan Office (Tricycle Franchising Section)	4.1 Record the control number of the health or the medical certificate at the logbook	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
5. Present tricycle unit for inspection	5. Inspect applicant's tricycle unit for road worthiness	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office Tricycle</i> <i>or</i> <i>Traffic Aides</i>
	Total:	Mayor's Permit Fee- P150.00 Regulatory Fee- 50.00 Occupation Tax- 100.00 Sticker Fee- 50.00 <i>(if with other source of income & new applicant)</i> Mayor's	12 minutes	



		Clearance- 75.00 Governor's Permit- 100.00 Urinalysis- P50.00 Fecalysis- 50.00 Sputum- 75.00 Health Certificate- 75.00 Medical Certificate- 150.00 P100.00 inspection fee		
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*Note: Step 4 & 5 will only be done depends on the last digit number of the sidecar number;
1- Jan; 2- Feb; 3- Mar; 4-Apr; 5- May; 6-Jun; 7- Jul; 8- Aug; 9- Sep; 0- Oct*



3. APPLICATION FOR TRICYCLE FRANCHISE

Pursuant to legislative authority granted by the Local Government Code of 1991, the Sangguniang Bayan shall, subject to the guidelines prescribed by the Department of Transportation and Communication and as per Municipal Ordinance No. 2008-22, regulate the operation of tricycles for their operation thereof within the territorial jurisdiction of San Nicolas Province of Ilocos Norte.

If requirements are complete, this transaction can normally be completed in (fifteen) 15 working days.

Office or Division:	Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Highly Technical			
Type of Transaction:	Government to Client			
Who may avail:	Tricycle Operators (renewal/ new & transfer applicant/s)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up Application Form for Franchise		Sangguniang Bayan Office (Tricycle Franchising Section)		
2. Latest OR of the motorcycle (1 original & 1 photocopy)		Land Transportation Office		
3. Driver's License (1 original & 1 photocopy)		Land Transportation Office		
4. Any Government Valid ID (1 original & 1 photocopy)		Government Offices (BIR Tin Card; Umid Card; Company ID; Passport; Postal ID etc.)		
5. Driver's Identification Card (1 original copy)		Sangguniang Bayan Office (Tricycle Franchising Section)		
6. Duly notarized Family Tree(1 original copy) *** (if applicant/s applying for transferring of franchise from relatives)		Sangguniang Bayan Office (Tricycle Franchising Section) (as to form)		
7. Duly notarized Deed of Sale (1 original & 1 photocopy) *** if applicant/s motorcycle is purchase through second hand		Notary Public		
8. Police Clearance (original)		San Nicolas Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Sangguniang Bayan Office (Tricycle Franchising Section) and fill-up application for franchise and submit together with the complete and valid needed documents	1.1 Receive and verify the validity of the complete submitted documents	None	5 minutes	Tricycle Franchising In-Charge Sangguniang Bayan Office
	1.2 If submitted documents are valid, record the application to the logbook		1 minute	Tricycle Franchising In-Charge Sangguniang Bayan Office



<p>2. Pay the filing fee and other fees</p>	<p>2.1 Receive the payment and issue Official Receipt <i>***instruct applicant/s to attend the seminar on the schedule date and submit the Police Clearance when claiming the approved franchise after two (2) weeks</i></p>	<p>Filing Fee for franchise - 270.00 Police Clearance- 100.00 Driver's ID- 100.00 Penalty- 500.00 (if late filing of renewal) MTOP 100.00 (for new applicant/s only)</p>	<p>1 minute</p>	<p>Tricycle Franchising In-Charge Sangguniang Bayan Office</p>
<p>3. After attending seminar, wait for two (2) weeks before claiming the approved franchise</p>	<p>3.1 Endorse the application for franchise to the Sangguniang Bayan</p> <p>3.2 Review and approved application for tricycle franchise (1st Reading & Final Reading)</p> <p>3.3 If approved, print franchise ordinance for signature. Transmit copy of the approved franchise ordinance to the Sangguniang</p>	<p>None</p>	<p>(1 minute)</p> <p>(2 days-Mondays) <i>***during regular session</i></p> <p>(5 minutes) <i>***Sangguniang Panlalawigan Approval will take 2 weeks)</i></p>	<p>Tricycle Franchising In-Charge Sangguniang Bayan Office</p> <p>Sangguniang Bayan Member Chairman- Committee on Franchising</p> <p>Tricycle Franchising In-Charge Sangguniang Bayan Office</p>



	Panlalawigan for review and approval.			
	Total:	Filing Fee for franchise - 270.00 Police Clearance- 100.00 Driver's ID- 100.00 Penalty- 500.00 (<i>if late filing of renewal</i>) MTOP 100.00 (<i>for new applicant/s only</i>)	(2 days- Mondays) ***during regular session (5 minutes) ***Sangguniang Panlalawigan Approval will take 2 weeks) And 8 minutes	



4. ISSUANCE OF APPROVED FRANCHISE

If requirements are complete, this transaction can normally be completed in 2 (two) minutes.

Office or Division:		Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Tricycle Operators (renewal/ new & transfer applicant/s)		
CHECKLIST OF REQUIREMENT		WHERE TO SECURE		
1. Police Clearance (1 original copy)		San Nicolas Police Station		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Sangguniang Bayan Office (Tricycle Franchising Section) together with applicant/s Police Clearance.	1. Receive and verify the validity of the submitted Police Clearance	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
2. Receive the approved franchise and affix signature to the logbook.	2. Released approved franchise ordinance and let the client affix signature in the logbook. ***instruct the applicant to register/change case/ transfer name the said motorcycle at the Land Transportation Office	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
	Total:	None	2 minutes	



5. SUBSTITUTION OF MOTORCYCLE (CHANGE MOTOR)

If requirements are complete, this transaction can normally be completed in (fifteen) 15 working days.

Office or Division:	Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte			
Classification:	Complex			
Type of Transaction:	Government to Client			
Who may avail:	Tricycle Operators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up Application Form for change of motorcycle		Sangguniang Bayan Office (Tricycle Franchising Section)		
2. Latest OR/CR of existing and new motorcycle (1 original & 1 pc. photocopy each)		Land Transportation Office		
3. Any Government Valid ID (1 original & 1 pc. photocopy)		Government Offices (BIR Tin Card; Umid Card; Company ID; Passport; Postal ID etc.)		
4. Deed of Sale (1 original & 1 pc. photocopy) *** if applicant/s motorcycle is purchase through second hand		Notary Public		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Sangguniang Bayan Office (Tricycle Franchising Section) and fill-up application for change of motorcycle form and submit together with the complete and valid needed documents	1.1 Receive and verify the validity of the complete submitted documents	None	5 minutes	Tricycle Franchising In-Charge Sangguniang Bayan Office
	1.2 If submitted documents are valid, record the application to the logbook		1 minute	Tricycle Franchising In-Charge Sangguniang Bayan Office
	1.3 Print certificate of cancellation for signature (<i>existing franchise which will amend</i>)		1 minute	Tricycle Franchising In-Charge Sangguniang Bayan Office
2. Received the certificate of cancellation and affix signature in the filing copy and pay the filing fee and other fees	2.1 Release the certificate of cancellation and receive the payment and issue Official Receipt	Certification fee for change of unit-100.00	1 minute	Tricycle Franchising In-Charge Sangguniang Bayan Office



	<i>***instruct applicant/s to attend the seminar on the schedule date and submit the Police Clearance when claiming the approved franchise after two (2) weeks</i>	Filing Fee for amendments of franchise - 100.00 Cancellation - 30.00		
3. After attending seminar, wait for two (2) weeks before claiming the approved franchise)	<p>3.1 Endorse the application for change of motorcycle to the Sangguniang Bayan</p> <p>3.2 Review and approved application for tricycle franchise (1st Reading & Final Reading)</p> <p>3.3 If approved, print franchise ordinance for signature. Transmit copy of the approved franchise ordinance to the Sangguniang Panlalawigan for review and approval.</p>	None	<p>(1 minute)</p> <p>(2 days-Mondays) ***during regular session</p> <p>(5 minutes) ***Sangguniang Panlalawigan Approval will take 2 weeks)</p>	<p>Tricycle Franchising In-Charge Sangguniang Bayan Office</p> <p>Sangguniang Bayan Member Chairman- Committee on Franchising</p> <p>Tricycle Franchising In-Charge Sangguniang Bayan Office</p>
4. Proceed to the Sangguniang Bayan Office (Tricycle Franchising Section) & claim the approved amended franchise and	<p>4. Released approved amended franchise ordinance and let the client affix signature in the logbook</p> <p><i>***instruct the applicant to register/change</i></p>	None	1 minute	Tricycle Franchising In-Charge Sangguniang Bayan Office



affix signature to the logbook	<i>case/ transfer name the said motorcycle at the Land Transportation Office</i>			
5.Proceed to the Sangguniang Bayan Office (<i>Tricycle Franchising Section</i>) to submit photocopy of the registration of the new motorcycle	5. Received the copy of the registration of the new motorcycle & print amended MTOP for signature	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
6.Received the amended MTOP and affix signature to the logbook	6. Release the amended MTOP & client affix signature at the logbook	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
	Total:	Certification fee for change of unit- 100.00 Filing Fee for amendments of franchise - 100.00 Cancellation - 30.00	2 days and 17 minutes	



4. DROPPING OF TRICYCLE FRANCHISE

If requirements are complete, this transaction can normally be completed in one (5) minutes.

Office or Division:		Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		Tricycle Franchise holder cease to operate or transfer to their relative		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Filled-up Application Form for Dropping of Franchise		Sangguniang Bayan Office (Tricycle Franchising Section)		
2. Valid Identification Card (1 original & 1 pc. photocopy)		Government Offices (BIR Tin Card; Umid Card; Company ID; Passport; Postal ID etc.)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Sangguniang Bayan Office (Tricycle Franchising Section) and fill-up application for dropping of franchise and submit together with the valid Identification Card	1.1 Receive and verify the validity of the complete submitted documents	none	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
	1.2 If submitted documents are valid, Print certificate of cancellation for signature		1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
2. Pay the cancellation fee and other fees	2. Receive the payment and issue Official Receipt	Cancellation fee- 30.00 Transfer Fee- 300.00 <i>(for the applicant transferring their franchise to relatives)</i>	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>
3. Received the certificate of cancellation and affix signature to the logbook	3. Released certificate of cancellation and client affix signature in the logbook	None	1 minute	<i>Tricycle Franchising In-Charge Sangguniang Bayan Office</i>



	Total:	Cancellation fee- 30.00 Transfer Fee- 300.00 <i>(for the applicant transferring their franchise to relatives)</i>	4 minutes	
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5. SECURING COPIES OF THE OFFICIAL RECORDS AND DOCUMENTS OF THE SANGGUNIANG BAYAN

The Office of the Sangguniang Bayan is the repository of official records and documents on matters relating to the performance of the legislative functions of the Sangguniang such as the enacted ordinances, adopted or approved resolutions and minutes of the meeting or session.

If requirements are complete, this transaction can normally be completed in one (1) hour.

Office or Division:		Sangguniang Bayan Office, Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte		
Classification:		Simple		
Type of Transaction:		Government to Client		
Who may avail:		All interested individual who in need of such official records & documents		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting person/agency		
2. Identification Card (if necessary)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the Sangguniang Bayan Office and submit requests copy of an official record/s or document/s (request letter)	1.1 Received the request letter and verify the official record/s or document/s needed and asks the client the number of copies needed	None	5 minutes	SB Employees Sangguniang Bayan Office
	1.2 Issue order of payment and instruct the client to proceed to pay the corresponding fees.		1 minute	SB Employees Sangguniang Bayan Office
2. Proceed to the Office of the Treasurer for the payment of the corresponding fees	2.Reproduce the official record/s or document/s	P10.00 per page for the photocopying fee	30 minutes	SB Employees Sangguniang Bayan Office



3. Return to the Sangguniang Bayan Office and present the Official Receipt (OR)	3. Provide a copy of the requested official record/s or document/s	None	1 minute	<i>SB Employees Sangguniang Bayan Office</i>
4. Receive the requested official record/s or document/s and affix signature to the logbook	4. Let the client affix signature in the logbook	None	1 minute	<i>SB Employees Sangguniang Bayan Office</i>
	Total:	₱ 10.00	38 minutes	



Annex No. 1

(a) On manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers, and compounders or liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature. In accordance with the following schedule:

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 10,000.00	214.50
10,000.00 or more but less than 15,000.00	286.00
15,000.00 or more but less than 20,000.00	392.60
20,000.00 or more but less than 30,000.00	572.00
30,000.00 or more but less than 40,000.00	858.00
40,000.00 or more but less than 50,000.00	1,072.50
50,000.00 or more but less than 75,000.00	1,716.00
75,000.00 or more but less than 100,000.00	2,145.00
100,000.00 or more but less than 150,000.00	2,860.00
150,000.00 or more but less than 200,000.00	3,575.00
200,000.00 or more but less than 300,000.00	5,005.00
300,000.00 or more but less than 500,000.00	7,150.00
500,000.00 or more but less than 750,000.00	10,400.00
750,000.00 or more but less than 1,000,000.00	13,000.00
1,000,000.00 or more but less than 2,000,000.00	17,745.00
2,000,000.00 or more but less than 3,000,000.00	21,450.00
3,000,000.00 or more but less than 4,000,000.00	25,740.00
4,000,000.00 or more but less than 5,000,000.00	30,290.00
5,000,000.00 or more but less than 6,500,000.00	31,687.50
6,500,000.00 or more	31,687.50 plus at a rate of forty eight & 75/100 percent (48.75%) of one percent (1%)

The preceding rates shall apply only to the amount of domestic sales of manufacturers, assemblers, repackers, processors, brewers, distillers, rectifiers and compounders of liquors, distilled spirits, and wines or manufacturers of any article of commerce of whatever kind or nature other than those enumerated under paragraph (c) of this Section.

(b) On wholesalers, distributors, or dealers in any article of commerce of whatever kind or nature in accordance with the following schedules:



Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 1,000.00	23.40
1,000.00 or more but less than 2,000.00	42.90
2,000.00 or more but less than 3,000.00	65.00
3,000.00 or more but less than 4,000.00	93.60
4,000.00 or more but less than 5,000.00	130.00
5,000.00 or more but less than 6,000.00	157.30
6,000.00 or more but less than 7,000.00	185.90
7,000.00 or more but less than 8,000.00	214.50
8,000.00 or more but less than 10,000.00	243.10
10,000.00 or more but less than 15,000.00	286.00
15,000.00 or more but less than 20,000.00	357.50
20,000.00 or more but less than 30,000.00	429.00
30,000.00 or more but less than 40,000.00	572.00
40,000.00 or more but less than 50,000.00	858.00
50,000.00 or more but less than 75,000.00	1,287.00
75,000.00 or more but less than 100,000.00	1,716.00
100,000.00 or more but less than 150,000.00	2,431.00
150,000.00 or more but less than 200,000.00	3,146.00
200,000.00 or more but less than 300,000.00	4,290.00
300,000.00 or more but less than 500,000.00	5,720.00
500,000.00 or more but less than 750,000.00	8,580.00
750,000.00 or more but less than 1,000,000.00	11,440.00
1,000,000.00 or more but less than 2,000,000.00	13,000.00
2,000,000.00 or more	13,000 plus at a rate of sixty five percent (65%) of one percent (1%)

The businesses enumerated in paragraph (a) above shall no longer be subject to the tax on wholesalers, distributors, or dealers herein provided for.

(c) On exporters, and on manufacturers, millers, producers, wholesalers, distributors, dealers or retailers of essential commodities enumerated hereunder at a rate of one-half (1/2) of the rates prescribed under subsections (a), (b), and (d) of this Section:

- (1) Rice and Corn;
- (2) Wheat or cassava flour, meat, dairy products, locally manufactured, processed or preserved food, sugar, salt and agricultural marine, and fresh water products, whether in their original state or not;
- (3) Cooking oil and cooking gas;



- (4) Laundry soap, detergents, and medicine;
- (5) Agricultural implements, equipment and post-harvest facilities, fertilizers, pesticides, insecticides, herbicides and other farm inputs;
- (6) Poultry feeds and other animal feeds;
- (7) School supplies; and
- (8) Cement

For purposes of this provision, the term *exporters* shall refer to those who are principally engaged in the business of exporting goods and merchandise, as well as manufacturers and producers whose goods or products are both sold domestically and abroad. The amount of export sales shall be excluded from the total sales and shall be subject to the rate of one half (1/2) of the rates prescribed under paragraphs (a), (b), and (d) of this Section.

- (d) On retailers.

Amount of Gross Sales/ Receipts For the Preceding Calendar Year	Amount of Tax per Annum
P400,000.00 or less	2%
More than P400,000.00	1%

The rate of two percent (2%) per annum shall be imposed on sales not exceeding Four Hundred Thousand Pesos (P 400,000.00) while the rate of one percent (1%) per annum shall be imposed on sales in excess of the first Four Hundred Thousand Pesos (P400,000.00).

However, barangays shall have the exclusive power to levy taxes on stores whose gross sales or receipts of the preceding calendar year does not exceed Thirty Thousand Pesos (P30,000.00) subject to existing laws and regulations.

- (e) On contractors and other independent contractors in accordance with the following schedule. On owners or operators of business establishments such as advertising agencies; rental of space signs, signboards, billboard or advertisements; animal hospitals; assaying



laboratories; belt and buckle shops; blacksmith shops; bookbinders; booking offices for film exchange; booking offices for transportation on commission basis; breeding of game cocks and other sporting animals belonging to others; business management services; collecting agencies; escort services; feasibility studies, consultancy services; garages; garbage disposal contractors; gold and silver smith shops; inspection services for incoming and outgoing cargoes; interior decorating services; janitorial services; security agencies; job placement or recruitment agencies; landscaping contractors; lathe machine shops; management consultants not subject to professional tax; medical and dental laboratories; mercantile agencies; messengerial services; operators of shoe shine stands; painting shops; perma press establishments; rent-a-plant services; polo players; school for and/or horse-back riding academy; real estate appraiser; real estate brokerages; photostatic; white/blue printing, photocopying, typing and mimeographing services; car rental, rental of heavy equipment, rental of bicycles and/or tricycles; furniture, shoes, watches, household appliances, boats, typewriters, etc.; roasting of pigs, fowls, etc.; shipping agencies; shipyard for repairing ships for others; shops for hearing animals; silkscreen or t-shirt printing shops; stables; travel agencies; vaciador shops; veterinary clinics; video rentals and/or coverage services; dancing school/speed reading/EDP; nursery, vocational and other schools not regulated by the Department of Education (DepEd), day care centers; etc.

Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	35.75
5,000.00 or more but less than 10,000.00	80.08
10,000.00 or more but less than 15,000.00	135.85
15,000.00 or more but less than 20,000.00	214.50
20,000.00 or more but less than 30,000.00	357.50
30,000.00 or more but less than 40,000.00	500.50
40,000.00 or more but less than 50,000.00	715.00
50,000.00 or more but less than 75,000.00	1,144.00
75,000.00 or more but less than 100,000.00	1,716.00
100,000.00 or more but less than 150,000.00	2,574.00
150,000.00 or more but less than 200,000.00	3,432.00
200,000.00 or more but less than 250,000.00	4,719.00
250,000.00 or more but less than 300,000.00	6,006.00
300,000.00 or more but less than 400,000.00	8,008.00
400,000.00 or more but less than 500,000.00	10,725.00
500,000.00 or more but less than 750,000.00	12,025.00
750,000.00 or more but less than 1,000,000.00	13,325.00
1,000,000.00 or more but less than 2,000,000.00	14,950.00



2,000,000.00 or more

14,950.00 plus at a rate of
sixty five percent (65%) of
one percent (1%)

Provided, that in no case shall the tax on gross sales of ₱2,000,000.00 or more be less than ₱14,950.00.

For purposes of this section, the tax on multi-year projects undertaken general engineering, general building, and specialty contractors shall initially be based on the total contract price, payable in equal annual instalments within the project term.

Upon completion of the project, the taxes shall be recomputed on the basis of the gross receipts for the preceding calendar years and the deficiency tax, if there be any, shall be collected as provided in this Code or the excess tax payment shall be refunded.

In cases of projects completed within the year, the tax shall be based upon the contract price and shall be paid upon the issuance of the Mayor's Permit.

- (f) On banks and other financial institutions, at the rate of sixty five percent of one percent (65% of 1%) of the gross receipts of the preceding calendar year derived from interest, commissions and discounts from lending activities, income from financial leasing, dividends, rentals on property, and profit from exchange or sale of property, insurance premium. All other income and receipts not herein enumerated shall be excluded in the computation of the tax.
- (g) On owners or operators of hotels duly licensed and accredited by the Municipality of San Nicolas, the rate of the tax on the gross receipts during the preceding calendar year derived from room occupancy shall be seventy percent (70%) of one percent (1%).
- (h) On businesses hereunder enumerated, the graduated tax rates are hereby imposed:
 - 1. Cafes, cafeterias, ice cream and other refreshment parlors, restaurants, soda fountain bars, *carinderias* or food caterers;



Amount of Gross Sales/Receipts For the Preceding Calendar Year	Amount of Tax per Annum
Less than 5,000.00	35.75
5,000.00 or more but less than 10,000.00	80.08
10,000.00 or more but less than 15,000.00	135.85
15,000.00 or more but less than 20,000.00	214.50
20,000.00 or more but less than 30,000.00	357.50
30,000.00 or more but less than 40,000.00	500.50
40,000.00 or more but less than 50,000.00	715.00
50,000.00 or more but less than 75,000.00	1,144.00
75,000.00 or more but less than 100,000.00	1,716.00
100,000.00 or more but less than 150,000.00	2,574.00
150,000.00 or more but less than 200,000.00	3,432.00
200,000.00 or more but less than 250,000.00	4,719.00
250,000.00 or more but less than 300,000.00	6,006.00
300,000.00 or more but less than 400,000.00	8,008.00
400,000.00 or more but less than 500,000.00	10,725.00
500,000.00 or more but less than 750,000.00	12,025.00
750,000.00 or more but less than 1,000,000.00	13,325.00
1,000,000.00 or more but less than 2,000,000.00	14,950.00
2,000,000.00 or more	14,950.00 plus at a rate of sixty five percent (65%) of one percent (1%)

Provided, however, that the gross receipts during the preceding year derived from the sales of cigarettes and other tobacco products, and liquor, wine, beer, distilled spirits and other alcoholic products or intoxicating drinks shall be taxed at the rate of two percent (2%).

(i) On owners or operators of the following amusement and other recreational places in accordance with the following schedule:

(1) Cocktail or music lounges or bars, or dance hall, disco houses, beer garden or joints, gun clubs, off-track betting stations or off-frontons; race tracks, cockpits and other similar places at the rate of two percent (2%) of the gross sales/receipts including the sales food and non-alcoholic drinks during the preceding year.

(2) Swimming pools, pelota/squash courts, tennis courts, badminton courts, exclusive clubs such as country and sports clubs, resorts and other similar places, skating rink; billiard or pool hall, bowling alleys, circus, carnivals or the like; merry-



go-rounds, roller coasters, ferries wheel, swing shooting galleries and similar contrivances; boxing stadia, boxing contest, race tracks, theaters and cinema houses; judo-karate clubs and other similar places; at the rate of seventy five (75%) percent of one (1%) of the gross sales/receipts during the preceding calendar year;

(3) The gross receipt of amusements and recreational places mentioned above derived from the sale of cigarettes and other alcoholic products shall be taxed at the rate of two percent (2%) on the gross sales/receipts during the preceding year, and

(4) The Gross Receipts of owners or operators of amusement and recreational places derived from admission fees shall be excluded and declared separately from the total sales and shall be subject to the rate under Article F of this Chapter. Failure to make this separate declaration of amusement sales shall be subject to the business tax at the rate prescribed under subsection (k), as provided in this code.

(j) Real Estate Lessors and Real Estate Dealers shall pay the annual tax in accordance with the following schedule:

1. On lessor or sub-lessor of real estate including accessoria, appartelle, pension inns, lodging houses, apartments, condominiums, houses for lease, rooms and spaces for rent, and similar places shall pay the tax in accordance with the schedule shown here under. With the gross sales or receipts for the preceding calendar year in the amount of:

Amount of Tax per Annum		
less than	P1,000.00	Exempt
P 1,000.00 or more but less than	4,000.00	30.00
4, 000.00 or more but less than	10,000.00	120.00
10,000.00 or more but less than	20,000.00	300.00
20,000.00 or more but less than	30,000.00	600.00
30,000.00 or more but less than	50,000.00	900.00
50,000.00 or more	P 900.00 plus sixty five percent (65%) of one percent (1%) over	P50,000.00

2. On Real Estate Dealer shall pay the tax in accordance with the schedule shown hereunder. With gross sales or receipts for the preceeding calendar year in the amount of;

Amount of Tax per Annum



less than	P 20,000.00	P 240.00
P20,000.00 or more but less than	50,000.00	600.00
50,000.00 or more but less than	100,000.00	1,200.00
100,000.00 or more but less than	200,000.00	2,400.00
200,000.00 or more but less than	500,000.00	6,000.00
500,000.00 or more but less than	700,000.00	8,400.00
700,000.00 or more but less than	1,000,000.00	12,000.00
1,000,000.00 or more but less than	2,000,000.00	18,000.00
2,000,000.00 or more but less than	5,000,000.00	30,000.00
5,000,000.00 or more but less than	7,000,000.00	60,000.00
7,000,000.00 or more but less than	10,000,000.00	90,000.00
10,000,000.00 or more	P90,000.00 plus seventy percent (70%) of one percent (1%) Over P 10.0 million	

- (k) On owners or operators of real estate developer shall be taxed at the rate prescribed under sub-section (e) of the gross sales/receipts during the preceding calendar year.
- (l) On owners or operators of privately-owned public markets, shopping centers, exhibit and event organizes, and business centers shall pay the tax rate of three percent (2%) on the gross sales or receipts of the preceding calendar year.
- (m) On owner or operators of Information Technologies which include Software development, computer programming, internet, call centers, E-Commerce, design animation and other IT-related service activities shall be tax at the rate prescribed under subsection (g) of the gross sales and/or receipts during the preceding calendar year.
- (n) On owners or operators of any business not specified above, shall pay the tax at the rate of three percent (2%) on the gross sales and/or receipts of the preceding calendar year.



Annex No. 2

For purpose of the Mayor's Permit Fee, the following Philippine categories of business sizes are here by adopted:

Enterprise Scale	Asset Limit	Workforce
Micro-Industry	₱ 150,000 and below	No specific
Cottage Industries	Above ₱ 150,000 to ₱ 1.5M	Less than 10
Small-scale Industries	₱ 1.6M to ₱ 15M	10-99
Medium-scale Industries	₱ 15.1M to ₱ 60M	100-149
Large-scale Industries	₱ 60.1M to ₱ 70M	150-199
XL	₱ 70.1M to ₱ 80M	200-299
XXL	₱ 80.1M to ₱ 100M	300-399
XXXL	₱ 100.1M to ₱ 300M	400-499
Super XXL	Above 300M	500 or more

The permit fee shall either be based on asset size or number of workers, whichever will yield the higher fee.

a. On business subject to graduated fixed taxes

Classification/Category	Rate of Fee/Per Annum
1. On Manufacturers/Importers/Producers	
Micro-Industry	₱ 200.00
Cottage Industries	750.00
Small-scale Industries	1,500.00
Medium-Scale Industries	2,750.00
Large-Scale Industries	6,000.00



XL	8,500.00
XXL	12,500.00
XXXL	17,500.00
SUPER XXL	20,000.00

2. On Banks

Rural, Thrift and Savings Banks	₱ 1,500.00
Commercial, Industrial and Development Banks	4,000.00
Universal Banks	6,500.00
	7,500.00

3. On Other Financial Institutions

Cottage	₱ 1,600.00
Small	3,000.00
Medium	4,200.00
Large	7,000.00
XL	8,000.00
XXL	9,000.00
XXXL	11,000.00
SUPER XXL	12,000.00

4. On Contractors/Service Establishments

Micro-Industry	Cottage	₱300.00
Industries		600.00
Small-scale Industries		600.00
Medium-Scale Industries		1,200.00
Large-Scale Industries		1,500.00
XL		2,750.00
XXL		



XXXL	5,500.00
SUPER XXL	8,000.00
	10,500.00

5. On Wholesalers/Retailers/Dealers or Distributors

Micro-Industry Industries	Cottage	₱ 300.00
Small-scale Industries		700.00
Medium-Scale Industries		2,000.00
Large-Scale Industries		4,000.00
XL		5,000.00
XXL		6,500.00
XXXL		9,000.00
SUPER XXL		10,500.00
		13,000.00

6. On Trans-loading Operations

Medium	₱ 2,000.00
Large	4,000.00

b. Other Businesses

1. Micro-Industry Industries	Cottage	₱200.00
Small-scale Industries		600.00
Medium-Scale Industries		1,200.00
Large-Scale Industries		1,500.00
XL		2,600.00



XXL	3,200.00
XXXL	4,000.00
SUPER XXL	5,250.00
	6,500.00
2. Other Regulatory Fees	
a. License of Beer	
b. License of Gin and Other Intoxicating Drinks	
c. License of Cigarette	400.00
d. Privately owned public markets, shopping center, food center ad exhibit organizer:	400.00
1.1 For the first ten (10) stalls...	250.00
1.2 Ten (10) stalls but not more than twenty stalls....	
1.3 Twenty (20) stalls but not more than thirty (30) stalls....	
1.4 Thirty (30) stalls or more	P 3,000.00
e. Other business or activities:	
1.1 For holding stage shows or floor/fashion shows , payable by the operator...	4,000.00
1.2 For maintaining an office, such as regional headquarters, regional operating headquarters, representative office and other similar offices...	6,000.00
1.3 Cargo Freight Forwarders...	8,000.00
1.4 Lumberyards	
1.5 Car Exchange	
1.6 Storage of flammable or explosive substance...	
1.7 Signboards and other forms of advertisement...	P 1,000.00
1.8 Gun clubs...	
1.9 Printing Press/Publisher	
2.0 Dental/Medical/Optical/Veterinary Clinic	
2.1 Law/Accounting/Architectural Office and other office of practice of profession...	5,000.00
2.2 Non-Stock/non-profit	
2.3 Private detective/security agencies:	3,000.00
a. Principal Office	2,000.00
	5,000.00



10,000.00

200.00

2,000.00

3,000.00

1,000.00

2,000.00

2,000.00

2,000.00

Every privately owned public market, shopping center or food center situated in this municipality shall be subject to a separate permit fee regardless of whether the said privately owned public market, shopping center, or food center is owned by the same person, partnership or a corporation as the case maybe.



Annex No. 3

Inspection Fees

Establishments	Amount of Fee
1 For house for rent	₱ 300.00
2 For each business, industrial, or agricultural establishment	
- With an area of 25 sq. m. or more but less than 50 sq. m.	₱ 300.00
- With an area of 50 sq. m. or more but less than 100 sq. m.	₱ 400.00
- With an area of 100 sq. m. or more but less than 200 sq. m.	₱ 550.00
- With an area of 200 sq. m. or more but less than 500 sq. m.	₱ 700.00
- With an area of 500 sq. m. or more but less than 1000 sq. m.	₱ 800.00
- With an area of 1,000 sq. m. or more	₱ 1,100.00
3. Others not specified	₱ 300.00



Annex No. 4

There shall be collected **annual garbage fee** for each establishment at the rates prescribed herein:

a. Manufacturers, Millers, Assemblers, Processors and Similar Business

1)	Not more than 100 sq. m.	P 2,000.00
2)	101 sq. m. to 500 sq. m.	3,500.00
3)	501sq.m and above	10,000.00

b. Hotels, Apartments, and Lodging Houses

1)	One (1) to five (5) bedrooms capacity	1,500.00
2)	Six (6) to 12 bedrooms capacity	3,000.00
3)	More than 12 bedrooms capacity	5,000.00

c. Restaurants, Cafes, and Eateries,

1)	Not more than 20 sq.m.	1,500.00
2)	21 sq. m. to 100 sq.m.	3,000.00
3)	101 sq.m.to 500 sq.m.	5,000.00
4)	501 sq.m.and above	10,000.00

d. Conference Function Hall, and Other Similar Businesses

1)	Not more than 100 sq. m.	3,000.00
2)	101 sq.m.to 500 sq.m.	8,000.00
3)	501 sq.m. and above	12,000.00

e. Hospitals, Clinics, Laboratories and similar businesses
(except biologic and hazardous wastes)

1)	Not more than 100 sq. m.	5,000.00
2)	101 sq.m.to500 sq.m.	10,000.00
3)	501sq.m. and above	15,000.00

f. Movie Houses



- | | |
|-----------------------------|-----------|
| 1) Not more than 100 sq. m. | 5,000.00 |
| 2) More than 100 sq. m. | 10,000.00 |

g. Retailers and Other Business not mentioned above

- | | |
|---------------------------|-----------|
| 1) Not more than 20sq.m. | 500.00 |
| 2) 21 sq. m. to 100 sq.m. | 2,000.00 |
| 3) 101 sq.m.to500 sq.m. | 5,000.00 |
| 4) 501sq.m. and above | 10,000.00 |

A. There shall be collected **dumping fee** for each establishment at the rates prescribed herein:

- | | |
|--|-------|
| a. Construction wastes per cubic meter
(except ceramics and concrete materials) | 50.00 |
|--|-------|

b. Tires per piece

- | | |
|---|-------|
| 1) Bicycle and Motorcycle | 5.00 |
| 2) Light Vehicles (SUV, cars, jeepney , etc.) | 20.00 |
| 3) Heavy Equipment (Bus, Dumptrucks, etc.) | 50.00 |

- | | |
|---|-------|
| c. Junkshops per cubic meter of residual wastes | 50.00 |
|---|-------|



Annex No. 5

SCHEDULE OF FEES AND FINES

A. **Fees-** The following are the schedule of fees:

1. FSIC shall be issued upon payment of a fee as prescribed hereunder:
 - a. FSIC for Certificate of Occupancy-Fifteen percent (15%) of all fees charged by the Office of the Building Official of the Local Government Unit (LGU) or Philippine Economic Zone Authority (PEZA), but in no case shall be lower than Five Hundred Pesos (PHP 500.00)
 - b. FSIC for Business Permit – Fifteen percent (15%) of all fees charge by the Local Government Unit, but in no case shall be lower than Five Hundred Pesos (PHP 500.00)
 - c. FSIC for annual inspection certificate- Fifteen percent (15%) of all fees charged by the PEZA, but in no case shall be lower than Five Hundred Pesos (PHP 500.00)
2. **Storage Clearance Fee** – storage clearance shall be issued upon payment of a fee based on the storage capacity as indicated:
 - a. Flammable/Consumable Solids

1) Calcium carbide

STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in Php)
From 40 to 80	49.00
Over 80 to 200	63.00
Over 200 to 2,000	126.00
Over 2,000 to 4,000	189.00
Over 4,000 to 20,000	252.00
Over 20,000 to 40,000	315.00
Over 40,000 to 200,000	472.00
Over 200,000	630.00

2) Pyroxylin

STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in Php)
From 40 to 200	42.00
Over 200 to 800	84.00
Over 800 to 2,000	168.00
Over 2,000 to 4000	315.00
Over 4,000 to 12,000	630.00
Over 12,000 to 40,000	1049.00
Over 40,000	2097.00

3) Matches



STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in PhP)
From 100 to 400	42.00
Over 400 to 2,000	210.00
Over 2,000 to 4,000	420.00
Over 4,000 to 20,000	839.00
Over 20,000	1,678.00

- 4) Nitrate, phosphorous, bromine, sodium, picric acid and other hazardous chemicals f similar flammable, explosive, oxidizing or lacrymatory properties:

STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in PhP)
From 20 to 100	42.00
Over 100 to 400	63.00
Over 400 to 2,000	158.00
Over 2,000 to 4000	315.00
Over 4,000 to 20,000	460.00
Over 20,000	630.00

- 5) Shredded, combustible materials, such as wood shaving/excelsior (kusot), sawdust, kapok, straw and hay; combustible loose fibers: cotton waste(estopal), sisal, oakum; and other similar combustible shavings and fine materials:

STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in PhP)
From 0.25 to 3	42.00
Over 3 to 14	112.00
Over 14 to 28	189.00
Over 28 to 70	315.00
Over 70	486.00

- 6) Tar, resin, waxes, copra, rubber, cork, bituminous coal and similar combustible materials:

STORAGE CAPACITY (in kilogorams)	ANNUAL FEES (in PhP)
From 200 to 400	49.00
Over 400 to 4,000	98.00
Over 4,000 to 20,000	189.00
Over 20,000	315.00

b. Flammable/Combustible Liquids



- 1) For flammable liquids having flashpoint of -6.67°C or below, such as gasoline, ether, carbon bisulphide, naptha, benzol (benzene), collodion, aflodin and acetone.

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
From 20 to 100	35.00
Over 100 to 200	42.00
Over 200 to 400	84.00
Over 400 to 2,000	168.00
Over 2,000 to 4,000	252.00
Over 4,000 to 6,000	350.00
Over 6,000 to 8,000	420.00
Over 8,000 to 10,000	504.00
Over 10,000 to 12,000	672.00
Over 12,000 to 14,000	839.00
Over 14,000 to 16,000	1,007.00
Over 16,000 to 32,000	1,259.00
Over 32,000 to 40,000	1,678.00
Over 40,000 to 200,000	2,517.00
Over 200,000 to 800,000	3,775.00
Over 800,000 to 2,000,000	5,033.00
Over 2,000,000 to 6,000,000	6,711.00
Over 6,000,000 to 8,000,000	8,388.00
In excess of 8,000,000	4.00/400 liters

- 2) For flammable liquids having flashpoint of above -6.67°C and below 22.8°C such as alcohol, amyl, toluol, ethyl, acetate and like.

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
From 20 to 100	32.00
Over 100 to 200	42.00
Over 200 to 400	63.00
Over 400 to 2,000	105.00
Over 2,000 to 4000	168.00
Over 4,000 to 20,000	350.00
Over 20,000 to 100,000	839.00
Over 100,000 to 200,000	1,678.00
Over 200,000	2,097.00

- 3) For liquids having flashpoint of 22.8°C to 93.9°C , such as kerosene, turpentine, thinner, prepared paints, varnish, diesel oil, fuel oil, kerosene, cleansing solvent, polishing liquids and similar

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
From 20 to 100	18.00



Over 100 to 200	28.00
Over 200 to 400	42.00
Over 400 to 4,000	105.00
Over 4,000 to 20,000	315.00
Over 20,000 to 40,000	420.00
Over 40,000 to 200,000	630.00
Over 200,000 to 400,000	1,049.00
Over 400,000 to 2,000,000	1,678.00
Over 2,000,000 to 3,600,000	1,748.00
Over 3,600,000	2,098.00

- 4) For combustible liquids having flash point greater than 93.3°C that is subject to spontaneous ignition or is artificially heated to a temperature equal to or higher than its flash point, such as crude oil, petroleum oil and others.

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
From 20 to 100	18.00
Over 100 to 200	28.00
Over 200 to 400	42.00
Over 400 to 2,000	84.00
Over 2,000 to 4,000	105.00
Over 4,000 to 80,000	315.00
Over 80,000	630.00

c. Flammable Gases

- 1) Liquefied Petroleum Gas (LPG) in liter water capacity

- a) For bulk storage

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
200 and below	70.00
Over 200 to 2,000	140.00
Over 2,000 to 8,000	280.00
Over 8,000 to 20,000	699.00
Over 20,000 to 200,000	1,398.00
Over 200,000 to 400,000	5,592.00
For every additional 4,000 liters or fraction thereof, in excess of 400,000	35.00

- b) For other than bulk storage

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
---------------------------------	-------------------------



60 and below	6.00
Over 60 to 100	7.00
Over 100 to 200	11.00
Over 200 to 400	14.00
Over 400 to 800	28.00
Over 800 to 1,200	42.00
Over 1,200 to 2,000	56.00
For every additional 4,000 liters or fraction thereof, in excess of 400,000	4.00

2) Other flammable gases in liter water capacity

STORAGE CAPACITY (in liters)	ANNUAL FEES (in PhP)
From 20 to 100	21.00
Over 100 to 400	42.00
Over 400 to 2,000	126.00
Over 2,000 to 8,000	252.00
Over 8,000 to 40,000	630.00
Over 40,000 to 200,000	1,259.00
Over 200,000 to 400,000	1,888.00
Over 400,000	3,146.00



Annex No. 6

Special Mayor's Permit Fee

A special permit shall also be granted business owners and operators during Town Fiestas, upon payment of the corresponding fee hereunder.

a. Operators of Carnival	P25,000.00
b. Transient Vendor	
1) Empanada/Balut Vendor	350.00
2) Pop Corn Vendor	125.00/unit
3) Carinderia	600.00
4) RTW/Dry Goods	600.00
5) All others of the same kind/nature	175.00

In addition thereto, they shall be required to pay Regulatory Fees as follows:

1) Empanada/Balut Vendor	P30.00/day
2) Pop Corn Vendor	10.00/day
3) Carinderia	30.00/day
4) RTW/Dry Goods	30.00/day
5) All others of the same kind/nature	10.00/day
c. All other businesses not herein specified are required to secure a Mayor's Permit	6,000.00

Kinds of Cockfighting Events	Amount of Fee
(a) Special cockfights (Pintakasi)	₱2,000.00
a.1. Barangay operation	₱ 1,000.00
(b) Special Derby –	

Assessment for Promoters:



Two-cock Derby	₱2,500.00
Three-cock Derby	₱3,500.00
Four-cock Derby	₱4,500.00
Five-cock Derby	₱5,500.00
Six-cock Derby	₱ 6,500.00
Seven-cock Derby	₱ 7,500.00
Eight-cock Derby	₱ 8,500.00

Kinds Of Activity	Amount Of Fee
1. Conference, meetings, rallies and demonstration in outdoor, in parks, plazas, roads/streets	₱1,200.00
2. Dances	₱ 300.00
3. Coronation and ball	₱ 300.00
4. Promotional sales	₱ 500.00
5. Other group activities	₱ 500.00

Occupation Permit	
Occupation Or Calling	Rate Of Fee Per Annum



(a)	On employees and workers in generally considered "Offensive and Dangerous Business Establishments"	₱120.00
(b)		₱120.00
(c)	On employees and workers in commercial establishments who cater or attend to the daily needs of the inquiring or paying public	₱120.00
(d)		₱120.00
(e)	On employees and Workers in food or eatery establishment	₱120.00
	On employees and workers in night or night and day establishment	
	All occupation or calling subject to periodic inspection, surveillance and /or regulations by the Municipal	



(f)

Mayor, like
animal trainer,
auctioneer,
barber,
bartender,
beautician,
bondsman,
bookkeeper,
butcher,
blacksmith,
carpenter,
carver,
chamber-maid,
cook,
criminologist,
electrician,
electronic
technician,
club/floor
manager.
Forensic
electronic
expert, fortune
teller, hair
stylist,
handwriting
expert, hospital
attendant,
lifeguard,
magician,
make-up artist,
manicurist,
masonry
worker,
masseur
attendant
mechanic,
certified "*hilot*",
painter,
musician,
pianist,
photographer
(itinerant),
professional
boxer, private
ballistic expert,
rig driver
(*cochero*), taxi,
dancer, stage-
performer

150.00



salesgirl,
sculptor, waiter
or waitress and
welder

All call center
agents
employed
under PEZA
business
establishments

Tarpaulin/Streamer

SIZE	AREA	AMOUNT
2'x6'	12 sq ft	100.00
2.5'x6'	15 sq ft	100.00
2'x1.5'	3 sq ft	100.00
3'x4'	12 sq ft	100.00
3'x5'	15 sq ft	100.00
3'x6'	18 sq ft	100.00
3'x7'	21 sq ft	100.00
3'x9'	27 sq ft	150.00
3'x12'	36 sq ft	185.00
4'x8'	32 sq ft	150.00
7'x12'	84 sq ft	400.00
1x2 m	2 sq m	100.00
1x3 yards	3 sq yards	150.00
1x4 yards	4 sq yards	185.00
1x5 yards	5 sq yards	230.00
1x6 yards	6 sq yards	275.00
1x7 yards	7 sq yards	350.00

Less than 21.53 sq ft/2 sq m/2.40 sq yard=100.00

Plus

50.00 /sq m

4.65 /sq ft



Signboard Fees:

Any type w/ light = 52.00 / sq m

Any type w/o light = 24.00 / sq m



Annex No. 7

Kinds Of Flammable And Combustible Materials		Rate Of Fee
<hr/>		
a. Storage of gasoline, diesel, fuel, kerosene and similar products		
1.	500 to 2,000 liters	₱1,000.00
2.	2,001 to 5,000 liters	₱2,000.00
3.	5,001 to 20,000 liters	₱2,500.00
4.	20,001 to 50,000 liters	₱3,500.00
5.	50,001 to 100,000 liters	₱4,000.00
5.	Over 100,000 liters	₱6,000.00



Annex No. 8

GOVERNOR'S PERMIT FEE

IF BUSINESS TAX PAID IS:	ANNUAL FEE
50.00 AND BELOW	25.00
51.00-100.00	40.00
101.00-200.00	55.00
201.00-300.00	65.00
301.00-500.00	100.00
501.00-750.00	125.00
751.00-1,000.00	165.00
1,001.00-1,500.00	195.00
1,501.00-2,000.00	255.00
2,001.00-3,000.00	350.00
3,001.00-4,000.00	400.00
4,001.00-10,000.00	500.00
10,001.00 - ABOVE	650.00



Annex No. 9

**RESOLUTION NO. R-912 APPROVING THE
2013 REVISED SCHEDULE OF FEES**

NAME OF FEE	FEE
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 2 million	$\text{₱}720.00 + (1/10 \text{ of } 1\% \text{ in excess ₱}200,000)$
B. Apartment/Townhouses	
1. ₱ 500,000 and below	1,440.00
2. Over ₱ 500,000 to 2 million	2,160.00
3. Over 2 million	$\text{₱}3,600.00 + 1/10 \text{ of } 1\% \text{ of cost in excess of ₱}2\text{M regardless of the number of doors}$
C. Dormitories	
1. ₱ 2 million and below	3,600.00
2. Over ₱ 2 million	$\text{₱ } 3,600.00 + 1/10 \text{ of } 1\% \text{ of cost in excess of ₱ } 2\text{M regardless of the number of doors}$
D. Institutional	
1. Below ₱ 2 million	3,600.00
2. Over ₱ 2 million	$\text{₱ } 3,600.00 + 1/10 \text{ of } 1\% \text{ of cost in excess of ₱}2\text{M}$
E. Commercial, Industrial and Agro-Industrial Project Cost of which is:	
1. Below ₱ 100,000	1,440.00
2. Over ₱ 100,00 - ₱ 500,000	2,160.00
3. Over ₱ 500,00- - ₱1M	2,880.00
4, Over ₱ 1M to ₱2M	4,320.00
5 Over ₱2M	$\text{₱ } 7,200.00 + 1/10 \text{ of } 1\% \text{ of cost in excess of ₱ } 2\text{M}$
F. Special Uses/Special Projects (gasoline station, cell sites, slaughter house treatment plant, etc.)	
1. Below ₱2 million	7,200.00
2. Over P2 million	$\text{₱ } 7,200.00 + 1/10 \text{ of } 1\% \text{ of cost in excess of ₱}2\text{M}$
G. Alteration/Expansion (affected areas/cost only)	Same as the original application



How to send feedback/file a complaint	<p>Fill in the client feedback form: Contact us by telephone @ (077)773-3204; or email us at lgusannicolasilocosnorte@yahoo.com; or fax us at (077) 773-2305; simply write us addressed to the Office of the Mayor; or reach us through the guest forum in our website</p>
How complaints are processed	<p>The following tells you about our complaint's procedure. The procedure makes sure we properly look into your complaint and give you a considered response.</p> <p><i>Stage one</i></p> <p>Talking with our concerned personnel usually resolves things, so the first thing we ask you to do is to raise the matter with the concerned staff. You can telephone, write or call at their office. We hope they will be able to put things right straight away, or explain why they can't.</p> <p><i>Stage two</i></p> <p>If you do not want to contact the staff concerned or are unhappy with their response, then you should contact the head of the department responsible for that service. Our receiving staff will help you if you are not sure which department to contact.</p> <p>The head of office/department head in turn shall then call the attention of the personnel concerned and judiciously present and discuss the matter in the presence of the client/applicant.</p>



	<p><i>Stage three</i></p> <p>I you have contacted the relevant department about your complaint and you are still not happy, you may personally bring the matter to the Office of the Municipal Administrator or the Office of the Mayor. The Municipal Administrator or the Mayor will receive whatever feedback is reported by a client and will act upon any complaint filed.</p> <p><i>All offices are provided with client feedback form (see following page). These forms shall be made available to the client/applicant who may want to comment, file complaints or provide feedbacks about the service extended.</i></p>
Contact Information of CCB, PCC, ARTA	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)



Office	Address	Contact Information
Office of the Mayor	Municipal Hall Building, Brgy. 3 San Ildefonso, San Nicolas, Ilocos Norte	(077) 773-2304 local 13 FAX No.(077) 773-2305
Business Permit and Licensing Office		(077) 773-2304 local 15
Human Resource Management Office		(077) 773-2304 local 17
Tourism Office		(077) 773-2304
Municipal Environment and Natural Resources Office		(077) 600-0886
Municipal Planning and Development Coordinator		(077) 600-0889
Office of the Municipal Agriculturist		(077) 600-0885
Office of the Municipal Engineer		(077) 600-0884
Office of the Local Civil Registrar		(077) 600-0884
Office of the Municipal Treasurer		(077) 773-2304 local 26
Office of the Sangguniang Bayan		(077) 773-2304 local 37
Office of the Municipal Accountant		(077) 773-2304 local 29 & 30
Municipal Social Welfare Development Office		(077) 773-2304 local 33
Office of the Municipal Assessor		(077) 773-2304